



Oversight and Governance

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

www.plymouth.gov.uk/democracy

Published 11/04/25

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 may be implemented immediately.

Delegated Decisions

I. Council Officer Decision: Philip Robinson, Service Director for Street Services:

- I.a. COD43 24/25 - Fleet Replacement Programme Contract **(Pages 1 - 50)**
Award: Tipper Vehicles, Traffic Management Vehicles & Luton
Box Van
- I.b. COD38 24/25 - Contract Award: Garden Waste Collection and **(Pages 51 - 84)**
Composting

EXECUTIVE DECISION

made by a Council Officer



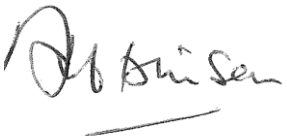
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD43 24/25

Decision	
1	Title of decision: Fleet Replacement Programme Contract Award: Tipper Vehicles, Traffic Management Vehicles & Luton Box Van
2	Decision maker: Philip Robinson Service Director for Street Services
3	Report author and contact details: Martin Hoar (Fleet Services Manager) martin.hoar@plymouth.gov.uk
4a	Decision to be taken: To award the following contracts for a total of £1,775,188: <ul style="list-style-type: none"> To award the contract for the provision of 30 x 3.5t Tippers to Nissan Motor GB To award the contract for the provision of 2 x Electric Luton Box Van's to Nissan Motor GB To award the contract for the provision of 2 x Electric Traffic management Vehicles to Fleet EV Limited To award the contract for the provision of 6 x 7.0t Crew Cab Beavertail vehicles to Hendy Group Ltd
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L40 22/23 Fleet Replacement Programme Phase 2 & 3 L18 22/23 Fleet Decarbonisation Programme
5	Reasons for decision: A Total of 40 vehicles, 36 are being replaced as the remaining vehicles within Phase 1 & 2 of the fleet replacement programme which seeks to remove hire vehicles and end of life Street Scene and waste vehicles. The shortfall from these phases were added onto the business case Fleet Replacement Programme Phase 2 & 3 approved in March 2023. The replacement of 4 vehicles with Electric alternatives have been identified as being suitable for replacement and funded through the Climate Emergency Investment Fund (CEIF). These vehicles are part of the Fleet Decarbonisation Programme CEIF business case approved in November 2022.
6	Alternative options considered and rejected: <ol style="list-style-type: none"> 1) Continue to operate end of life vehicles with high maintenance costs and increased downtime. 2) Continue with costly hire vehicles, this option does not give best value for money. 3) Replace to electric or alternative fuels, this option is not currently affordable by service borrowing, 4 vehicles are being replaced through this decision as suitable replacements are possible.

7	Financial implications and risks: <ul style="list-style-type: none"> The Fleet Replacement programme and CEIF is funded by service borrowing over the asset life of the vehicles currently eight years for the vehicle types being replaced. 36 Tipper Vehicles, Caged and Beavertail vehicles are being replaced, contract cost of £1,574,426. 2 x Electric Traffic management vehicles and 2 x Electric Luton Vans are being replaced for Fully Electric alternatives which are funded through the Climate Emergency Investment fund, contract cost of £200,762. Contract award for the 40 vehicles will be £1,775,188 The overall Tender budget was estimated at £1,843,000 so has come in under budget for the replacement of the vehicles being awarded. Inflation and delays with awarding the tender have a financial risk to increase costs of vehicles. 			
8	Legal Implications and risks: None			
9a	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 , 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.
9b	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 project meets the corporate plan mission of making Plymouth a fairer, greener city, where everyone does their bit. It aims to achieve the priority or 'fewer potholes, cleaner, greener streets and transport'.		
11	Please specify any direct environmental implications of the decision (carbon impact)	Replacing four vehicles for fully electric alternatives would support the reduction of the fleet carbon emissions in Plymouth.		
Urgent decisions				
12a	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)
12b	Reason for urgency:			

I2c	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I3a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Tom Briars-Delve (Cabinet Member for Environment and Climate Change)		
I3b	Date Cabinet Member consulted	20 January 2025		
I3c	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section I4)
I3d	Which other Cabinet member's portfolio is affected by the decision?			
I3e	Date other Cabinet member(s) consulted			
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	David Haley	
		Job title	Director of Children's Services	
		Date consulted	02 April 2025	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JSI30 24/25	
		Finance (mandatory)	DJN.24.25.176	
		Legal (mandatory)	LS/00001312/2/AC/5/3/25	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	PW/PS/782/ED/0325	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report for publication		

	B	Equalities Impact Assessment						
	C	Climate Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Procurement Decision Record Section 3			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		11 April 2025		
Print Name		Philip Robinson Service Director for Street Services						

FLEET REPLACEMENT PROGRAMME

Tipper Vehicles, Traffic management Vehicles & Luton Box Van



1. EXECUTIVE SUMMARY

The purpose of this document is to accompany the business case for the procurement of vehicles from the Fleet replacement programme covering Phase 2 & 3, and the Fleet Decarbonisation programme CEIF.

This procurement will see the replacement of 40 vehicles, ten that have reached end of life and 30 that have been on long term hire. Four of these vehicles have been identified as suitable for change to fully electric alternatives within this phase.

Financial provision for the replacement of vehicles was budgeted at £1,842,281 and the procurement will see Capital spend of £1,775,188 so well within the allocated budget.

Replacement vehicles will be provided with a 5year warranty and more fuel efficient than current models helping to reduce our overall carbon emissions.

2. BACKGROUND

Fleet Replacement is an ongoing plan to replace aging fleet across the service. Maintenance costs are high for aged vehicles - The majority of the Plymouth City Council (PCC) operational vehicles have an effective life of five to eight years beyond which they suffer from breakdowns and require increased reactive maintenance. This results in vehicle downtime increasing and unscheduled maintenance can impact on service delivery efficiency by increasing staff costs, adding further additional cost if expensive short-time hire is required.

Build a more sustainable fleet – Optimisation of vehicle renewal is an accepted part of effective fleet management enabling costs to be minimised and service delivery to be enhanced. The program provides an opportunity to incorporate further improvements to the fleet, including:

- Optimisation of operations to reduce the number of vehicles and therefore cut costs.
- Consistency and quality of service delivery which will improve customer satisfaction and lead to a reduction in both complaints and enquiries.
- Improvements in Health & Safety through the deployment of vehicles that support a safety-first culture.

Many of the vehicles proposed for replacement support statutory services. Domestic waste collections are provided to every resident; street cleaning and green space maintenance services are highly visible within the city. These services can be severely affected by vehicle downtime.

Reduce our carbon footprint by embracing new technologies that reduce emissions and improve air quality.

3. PROPOSED CHANGES AND REASONS

The proposal is to procure vehicles within the Fleet replacement program, award the contract for the following vehicle lots.

- 3.5t Single Cab Tipper (Single Wheel) - Quantity of seven
- 3.5t Crew Cab Tipper (Single Wheel) - Quantity of eleven

- 3.5t Tipper with Tool Pod - Quantity of eight
- 3.5t Single Cab Caged Tipper c/w Drop Side Panels, Roof & Rear Doors - Quantity of four
- 3.5t Single Cab Traffic Management Vehicle (Electric) - Quantity of two
- 3.5t Luton Box Van with Tail Lift (Electric) – Quantity of two
- 7t Crew Cab Beavertail Tipper – Quantity of six

These vehicles are required to support the Council's Street Scene and Waste department, which delivers waste collection, street, cleansing weed management, leaf fall management as well as maintaining green spaces including parks and playing fields. These services are all highly visible and touch the daily lives of every resident and visitor to the city.

4. ALTERNATIVE OPTIONS

Continue to operate end of life vehicles with high maintenance costs and increased downtime.

Continuing with costly hire vehicles, this option does not give best value for money.

Replace with electric or alternative fuels, this option is not currently affordable by service borrowing, four vehicles are being replaced through this decision as suitable replacements are possible.

5. FINANCIAL IMPLICATIONS AND RISK

The total capital cost included in this decision is for £1,775,188 funded by £1,574,426 of service borrowing, and a further £200,762 funded by the Climate Emergency Investment Fund.

The Fleet Replacement programme is funded by service borrowing over the asset life of the vehicles currently eight years for the vehicle types being replaced.

Four vehicles are being replaced for Electric alternatives which are funded through the Climate Emergency Investment fund

The Tender has come in on budget for the replacement of the vehicles being awarded.

Inflation and delays with awarding the tender have a financial risk to increase costs of vehicles.

6. TIMESCALES

The procurement process was undertaken using Halton Housing c/o Link Group who formed the framework though undertaking an open competition procurement exercise in compliance with all public procurement regulations to appoint suppliers to the framework.

Suppliers have been assessed on their financial, technical, insurance, experience and references environmental and health & safety procedures, business continuity plans.

The requirement was submitted electronically via the Supplying the South West Procurement Portal (DN752115) to all named suppliers on the Halton Housing Procurement of Fleet (Vehicles and Associated Assets) Framework 2024 FTS ref 2024/S 000-011167, Lot 2 - Light commercial vehicles up to 7.5t including OEM minibuses and Lot 3 - Light commercial vehicle conversions including passenger transport.

The Contract award for Vehicles needs to be in place by April 2025, this will give the manufacturers the required time to supply and build vehicles within the council's required delivery time scales.

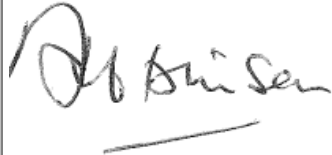
The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

This page is intentionally left blank

EQUALITY IMPACT ASSESSMENT – FLEET REPLACEMENT PROGRAMME TIPPER VEHICLES, TRAFFIC MANAGEMENT VEHICLES & LUTON BOX VAN

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Martin Hoar, Fleet Services Manager	Department and service:	Fleet services, Place	Date of assessment:	02/04/2025
Lead Officer: Head of Service, Service Director, or Strategic Director.	Philip Robinson, Service Director for Street services	Signature:		Approval date:	02/04/2025
Overview:	Continued Fleet Replacement Programme				
Decision required:	<ul style="list-style-type: none"> To award the contract for the provision of 30 x 3.5t Tippers to Nissan Motor GB To award the contract for the provision of 2 x Electric Luton Box Van's to Nissan Motor GB To award the contract for the provision of 2 x Electric Traffic management Vehicles to Fleet EV Limited To award the contract for the provision of 6 x 7.0t Crew Cab Beavertail vehicles to Hendy Group Ltd 				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

Potential external impacts: Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	Yes		No	x
Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?	Yes		No	x
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	x

If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	The fleet replacement programme does not affect the equality of any residents of Plymouth.
--	--

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

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

<p>Care experienced individuals</p> <p>(Note that as per the Independent Review of Children's Social Care recommendations, Plymouth City Council is treating care experience as though it is a protected characteristic).</p>	<p>It is estimated that 26 per cent of the homeless population in the UK have care experience. In Plymouth there are currently 7 per cent of care leavers open to the service (6 per cent aged 18-20 and 12 per cent of those aged 21+) who are in unsuitable accommodation.</p> <p>The Care Review reported that 41 per cent of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12 per cent of all other young people in the same age group.</p> <p>In Plymouth there are currently 50 per cent of care leavers aged 18-21 Not in Education Training or Employment (54 per cent of all those care leavers aged 18-24 who are open to the service).</p> <p>There are currently 195 care leavers aged 18 to 20 (statutory service) and 58 aged 21 to 24 (extended offer). There are more care leavers aged 21 to 24 who could return for support from services if they wished to.</p>			
<p>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>			

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).			
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).			
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.			

Race	<p>In 2021, 94.9 per cent of Plymouth's population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)</p> <p>People with a mixed ethnic background comprised 1.8 per cent of the population. 1 per cent of the population use a different term to describe their ethnicity (2021 Census)</p> <p>92.7 per cent of residents speak English as their main language. 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).</p>			
Religion or belief	<p>48.9 per cent of the Plymouth population stated they had no religion. 42.5 per cent of the population identified as Christian (2021 Census).</p> <p>Those who identified as Muslim account for 1.3 per cent of Plymouth's population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</p>			
Sex	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>			
Sexual orientation	<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
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			
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.			
Build and develop a diverse workforce that represents the community and citizens it serves.			
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.			

Fleet Replacement Programme

Project details

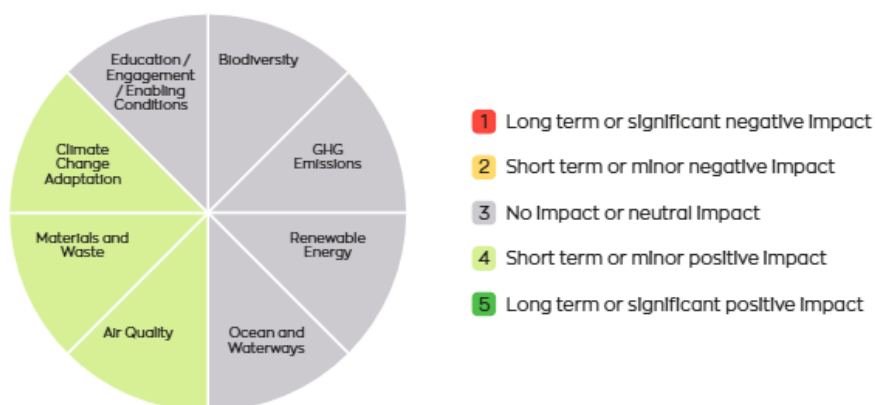
Assessment author

Martin Hoar

Project summary

Tipper Vehicles, TM Vehicles, Luton Box Vans

Summary of assessment



This project is part of the overall continued Fleet Replacement Programme, replacing a number of end of life vehicles and hired vehicles for the latest more fuel efficient models, helping to reduce the overall carbon emissions. Continued assessments are being made where possible to replace Diesel vehicles for electric alternatives. As these vehicles are replacing current vehicles in service and not increasing the overall fleet size, the effects on the current climate and not being increased there should be a slight decrease at this time with a neutral effect on the overall climate.

Assessment scores

Biodiversity

Score

(3) No impact or neutral impact

Score justification

This project will be replacing end of life and hired vehicles for newer models with improved Health and safety

GHG Emissions

Score

(3) No impact or neutral impact

Score justification

This project is replacing current vehicles which are end of life with newer models which have better fuel economy and lower emissions

Renewable Energy

Score

(3) No impact or neutral impact

Score justification

This project is replacing end of life and hired vehicles with newer models

Ocean and Waterways

Score

(3) No impact or neutral impact

Score justification

No impact

Air Quality

Score

(4) Short term or limited positive impact

Score justification

Four vehicles within this procurement are being replaced with fully electric alternatives to help reduce the CO2 produced as they have been identified as suitable for replacement

Materials and Waste

Score

(4) Short term or limited positive impact

Score justification

Newer replacement vehicles will be more efficient and help reduce the consumables materials such as oil and filters, replacing some vehicle with electric models will reduce this future

Climate Change Adaptation

Score

(4) Short term or limited positive impact

Score justification

Four vehicles within this procurement are being replaced with electric alternatives, this will take our overall fleet to 74 electric vehicles, further reducing our carbon impact of the fleet, replacing older aged Diesel vehicles with more fuel efficient models will help to reduce our fuel consumption, aiding further reductions in CO2 being produced.

Mitigatory measures applied:

Vehicles within the fleet are being identified as being suitable for replacement to electric, the infrastructure and costs are being assessed for larger vehicle replacements.

Education / Engagement / Enabling Conditions

Score

(3) No impact or neutral impact

Score justification

This project is replacing end of life and hired vehicles for newer more fuel efficient models with improved health and safety benefits.

This page is intentionally left blank

EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – COD38 24/25

Decision				
1	Title of decision: Contract Award: Garden Waste Collection and Composting			
2	Decision maker: Philip Robinson, Service Director for Street Services			
3	Report author and contact details: Deven Distin, deven.distin@plymouth.gov.uk			
4a	Decision to be taken: To award D & KJ Bragg the Garden Waste Collection and Composting contract for 5 years. The value of the contract is estimated at £252,000 per year for the 5 years based on current costs to deliver this service. This cost is funded from the revenue budget.			
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: ECC03 23/24 Garden Waste Collection and Recycling			
5	Reasons for decision: There was no formal contract in place to undertake this essential service.			
6	Alternative options considered and rejected: 1. Do nothing – this would result in garden waste being incinerated which would reduce recycling rates and increase costs. 2. Shorter term contract – this option would limit market interest due to the lack of time to recover investment required to engage in competitive procurement process.			
7	Financial implications and risks: The financial implications are an annual revenue spend of approximately £252,000 based on current prices and tonnages. This is equivalent to the current spend, it is not an additional cost. The risk of not securing a compliant contract would be that the garden waste would be sent for incineration at an estimated additional cost of £406,000 per year.			
8	Legal Implications and risks: This award follows a compliant procurement process – no further comments.			
9a	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 , 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.
9b	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:	This decision will contribute to sustainable management of waste for Plymouth with opportunities for enhancing the reputation of the city for environmental stewardship and as a green city. Waste as a resource and the waste hierarchy is an important part of this strategy. This is incorporated in the priority 'Green investment, jobs, skills and better education'.		
11	Please specify any direct environmental implications of the decision (carbon impact)	The decision will allow garden waste to continue to be composted. The alternative solution is for the garden waste to be incinerated which would increase the carbon impact and provide a less environmentally sustainable solution.		

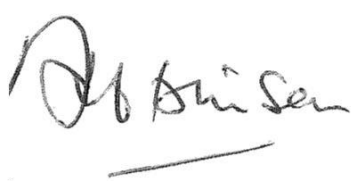
Urgent decisions

12a	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)
12b	Reason for urgency:			
12c	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation

13a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Briars-Delve, Cabinet Member for Environment and Climate Change		
13b	Date Cabinet Member consulted	10 April 2025		
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		David Haley				
		Job title		Director for Children's Services				
		Date consulted		04 April 2025				
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			JS131 24/25			
		Finance (mandatory)			OW.24.25.107			
		Legal (mandatory)			LS/00001312/1/AC/26/3/25			
		Human Resources (if applicable)			n/a			
		Corporate property (if applicable)			n/a			
		Procurement (if applicable)			PW/PS/775/ED/0325			
Appendices								
17	Ref.	Title of appendix						
	A	Briefing Report						
	B	Equalities Impact Assessment						
	C	Climate Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Procurement Decision Record			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 1 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		11.04.2025		
Print Name		Philip Robinson						

APPENDIX A - BRIEFING REPORT

GARDEN WASTE COLLECTION AND COMPOSTING



1. EXECUTIVE SUMMARY

Garden waste is collected separately from several sources and delivered to Chelson Meadow Waste Management facility where it is stored in a specific garden waste area. Currently, the garden waste is shredded on site by a third party where it is then transported to their site to be composted.

The previous contract for processing garden waste has expired and there is currently no formal agreement in place to compost this material.

The proposal is to secure a contract to collect and compost garden waste arising from PCC's activities for a period of 5 years by way of a competitive tender process.

The value of the contract is estimated at £252,000 per year for 5 years based on current costs to deliver this service. This cost is funded from the revenue budget.

The alternative option is to dispose of this material with the general waste at a much higher cost estimated at an additional £406,000 per year.

Approval was given (ECC03 23/24) to undertake the procurement of a new contract for the collection and composting of garden waste and the award of the contract is delegated to Philip Robinson, Service Director for Street Services

2. BACKGROUND

The last contract to collect and compost garden waste expired in 2021 and the continued service has been secured by way of contract exemption.

PCC needed to procure a new contract to deliver this service to ensure it is compliant with the Council's Contract Standing Orders and Procurement Law.

3. DETAILS

Garden waste is collected from households in Plymouth as an opt-in chargeable service. This service runs April – November on a bi-monthly schedule.

Garden waste is also collected separately at PCC's two HWRC sites; Chelson Meadow and Weston Mill. Members of the public can visit these sites and place their garden waste into designated containers. Lastly, commercial waste sources also bring garden waste to the Chelson Meadow.

The total quantity of garden waste collected separately is approximately 7,000 tonnes per year. This material can be diverted from disposal options to a more sustainable option, namely composting. Composting is also cheaper than disposal and can provide PCC with significant budgetary savings. (approx. £58/t which equates to £406,000 of savings per year).

The last contract expired in 2021 and the continued service has been by way of contract exemption. This process will ensure that the services can be compliantly procured in accordance with the Council's Contract Standing Orders and achieve best value for money.

Following research of the current market place for this requirement, and understanding the approach from other Local Authorities the recommended procurement route for this opportunity was to adopt the use of the Open Procedure.

4. IMPACT OF PROCUREMENT

Costs: There is no additional cost anticipated as a result of approving this business case.

Level of service to residents: PCC will be able to continue to offer a composting option to the residents of Plymouth for their garden waste.

Level of service to commercial customers: PCC will be able to continue to offer a composting option to their commercial waste customers.

5. RISKS

Insufficient budget to fund the service

The Revenue budget is currently based on historical tonnages and charges which are unlikely to rise significantly as a result of securing a long term contract to provide this service. Any additional cost related to commercial garden waste composting can be recovered by increasing charges.

No bids received for the service

It is very unlikely that no bids are received to provide this service. There has been ongoing interest from the market since the current contract expired in 2021. The market will be engaged at an early stage to ensure they participate in this process.

Increased costs for collection and recycling above current spot price

It is expected that the prices obtained through a competitive procurement process will be comparable to the current price.

Mobilisation of service in the event of a new provider

Tenderer's plans for mobilisation of the contract will be requested and assessed during the tender process to ensure an effective transition of service provider.


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

This page is intentionally left blank

EQUALITY IMPACT ASSESSMENT – GARDEN WASTE COLLECTION AND COMPOSTING

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Deven Distin	Department and service:	Street Services	Date of assessment:	11/03/2025
Lead Officer: Head of Service, Service Director, or Strategic Director.	Sarah Easton, Head of Commercial	Signature:		Approval date:	12/03/2025
Overview:	<p>To award D & KJ Bragg the Garden Waste Collection and Composting contract for 5 years</p> <p>The value of the contract is estimated at £252,000 per year for the 5 years based on current costs to deliver this service. This cost is funded from the revenue budget.</p>				
Decision required:	<p>It is recommended that the Cabinet Member for Environment and Street Scene:</p> <p>Award D & KJ Bragg the Garden Waste Collection and Composting contract for 5 years</p> <p>The value of the contract is estimated at £252,000 per year for the 5 years based on current costs to deliver this service. This cost is funded from the revenue budget.</p>				

SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section three)	Yes		No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	Due to no negative impacts to service users, communities or residents in respect to the award of this contract for the processing of garden waste.			

SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
Age	<p>Plymouth</p> <ul style="list-style-type: none">• 16.4 per cent of people in Plymouth are children aged under 15.• 65.1 per cent are adults aged 15 to 64.• 18.5 percent are adults aged 65 and over.• 2.4 percent of the resident population are 85 and over. <p>South West</p> <ul style="list-style-type: none">• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.• 22.3 per cent are aged 65 and over. <p>England</p> <ul style="list-style-type: none">• 17.4 per cent of people are aged 0 to 14.• 64.2 per cent of people are aged 15 to 64.• 18.4 per cent of people are aged 65 and over. <p>(2021 Census)</p>	No adverse impacts are anticipated from this decision	Not applicable	Not applicable

<p>Care experienced individuals</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>	No adverse impacts are anticipated from this decision	Not applicable	Not applicable
<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>	No adverse impacts are anticipated from this decision	Not applicable	Not applicable

Gender reassignment	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	No adverse impacts are anticipated from this decision	Not applicable	Not applicable
Marriage and civil partnership	40.1 per cent of residents have never married and never registered a civil partnership. 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married. 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex. 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).	No adverse impacts are anticipated from this decision	Not applicable	Not applicable
Pregnancy and maternity	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	No adverse impacts are anticipated from this decision	Not applicable	Not applicable

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

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

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

SECTION FIVE: OUR EQUALITY OBJECTIVES

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
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 	Plymouth City Council is committed to equal opportunities and the fair treatment of its workforce. The Equality and Diversity Strategy Action Plan 2022 - 2023 supports the Council's equality and diversity ambitions.	Not applicable	Not applicable
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.	Plymouth City Council work hard to promote equality within communities and to ensure that our services are accessible. The contribution that people and communities can make and want to harness that potential to work together for a fairer, greener and healthier City where everyone can enjoy an outstanding quality of life.	Not applicable	Not applicable
Build and develop a diverse workforce that represents the community and citizens it serves.	Plymouth City Council have set one overarching objective to 'celebrate diversity and ensure that Plymouth is a welcoming City'. There are four additional equality objectives which include pay equality for women, and employees with	Not applicable	Not applicable

	disabilities the workforce, supporting workforce through the implementation of Our People Strategy 2020 – 2024, supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes and ensuring that Plymouth is a City where people from different backgrounds get along well.		
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.	The Council is committed to supporting victims of hate crime, so they feel confident to report incidents and work with their partner organisations to achieve positive outcomes. Ensuring that victims of hate incidents/crimes receive appropriate support, and that people feel confident and understand how to report incidents. To communicate the importance of reporting incidents PCC has undertaken several activities to raise awareness of the mechanisms for reporting.	Not applicable	Not applicable

Garden Waste Composting V2

Project details

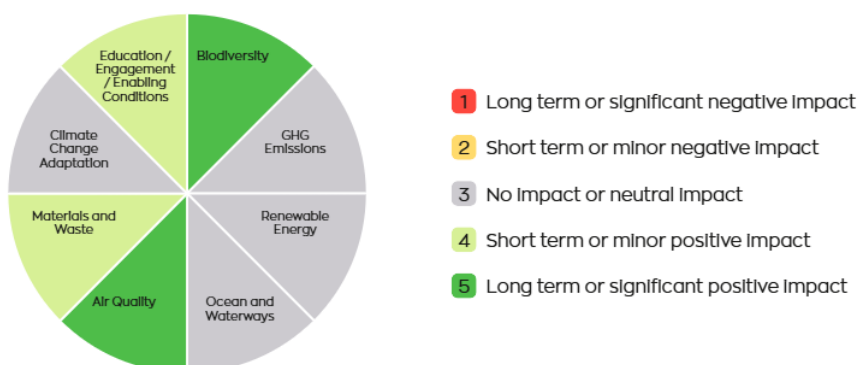
Assessment author

Deven Distin

Project summary

To secure a contract to collect and compost garden waste arising from PCC's activities for a period of 5 years by way of a competitive tender process

Summary of assessment



Assessment scores

Biodiversity

Score

(5) Long lasting or extensive positive impact

Score justification

The total quantity of garden waste collected separately from households and brought to the recycling centres is approximately 7,000 tonnes per year. This material can be diverted from disposal options to a more sustainable option, namely composting.

According to wildlifetrust.org, 'composting helps reduce the amount of waste sent to landfill/recovery and providing

a habitat for a range of minibeasts. The community of minibeasts who live among the waste help the decaying process, and in turn, these beasts are a delicious food source for hedgehogs and other animals’.

GHG Emissions

Score

(3) No impact or neutral impact

Score justification

We are renewing the contract on the basis that whoever wins the contract will replicate what already happens at site so there shouldn't be a huge variance in GHG emissions. If there are any variances we won't know until this time.

Renewable Energy

Score

(3) No impact or neutral impact

Score justification

We are renewing the contract on the basis that whoever wins the contract will essentially imitate what already happens at site so there shouldn't be a huge variance in the provision of renewable energy. If there are any variances we won't know until this time

Ocean and Waterways

Score

(3) No impact or neutral impact

Score justification

We are renewing the contract on the basis that whoever wins the contract will replicate what already happens at site so there shouldn't be a huge variance in water quality

Air Quality

Score

(5) Long lasting or extensive positive impact

Score justification

The contract tender process will take into account transport plans and environmental impact. The current service provider shreds on site to reduce vehicle journeys so this will be taken into consideration when renewing the contract

Materials and Waste

Score

(4) Short term or limited positive impact

Score justification

The total quantity of garden waste collected separately is approximately 7,000 tonnes per year. This material can be diverted from disposal options to a more sustainable option, namely composting. There shouldn't be any added waste produced as a result of this composting process

Climate Change Adaptation

Score

(3) No impact or neutral impact

Score justification

The project replicates a process which is already in place so there should be no change to climate adaption

Education / Engagement / Enabling Conditions

Score

(4) Short term or limited positive impact

Score justification

The garden waste service is already provided to residents of Plymouth to help mitigate against climate change. There is potential for the service to increase capacity for residents and businesses to increase garden waste composting depending on who bids for the tender.

The environmental benefits of home and kerbside collection of garden waste will be highlighted by the PCC comms team as part of the citywide campaign to improve the recycling rate.

The successful tenderer will provide in depth information on the composting process which can be utilised to further educate and increase engagement.

This page is intentionally left blank