

**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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Team by 4.30 pm on Friday 29 August 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/3hwmppzp>

The decision detailed below may be implemented on 01 October 2025 if it is not called-in.

Delegated Decisions

I. Councillor Tudor Evans OBE (Leader of the Council):

- I.a. L10 25/26 - Longcause Special School Expansion of SEND Capacity - Phase I

(Pages 1 - 24)

EXECUTIVE DECISION

made by a **Cabinet Member**




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

Executive Decision Reference Number – L10 25/26

Decision				
1	Title of decision: Longcause Special School expansion of SEND capacity - Phase I			
2	Decision maker: Councillor Tudor Evans OBE (Leader of the Council)			
3	Report author and contact details: Jacqueline Keith (Project Manager) Jacqueline.keith@plymouth.gov.uk – 01752 307762			
4	Decision to be taken: <ol style="list-style-type: none"> To approve the Business Case Change Request; To allocate an additional £208,000 to the approved budget of £192,000 for the project into the Capital Programme, funded by the SEN / High Needs Grant. 			
5	Reasons for decision: The allocation of additional funding will enable eight further SEND places at Longcause Special School to be available for the 25/26 academic year intake on 8 September 2025, through creation of a new classroom.			
6	Alternative options considered and rejected: Not increase SEND provision: Rejected - If this work is not carried out, the Council is at risk of not meeting its statutory obligation to provide pupil places.			
7	Financial implications and risk: <ul style="list-style-type: none"> An allocation of an additional £208,000 to the approved budget of £192,000 for the project into the Capital Programme, funded by the SEN / High Needs Grant. The estimated cost avoidance of schooling eight pupils at Longcause compared to independent specialist providers out of Plymouth is c. £360,000 per annum. An additional contingency sum has been included in the £208,000 to allow for any unexpected cost increase once works commence. 			
8	Legal Implications None arising from this report.			
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
			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:		Keeping children, adults and communities safe; Green investment, jobs, skills and better education; Spending money wisely.	
11	Please specify any direct environmental implications of the decision (carbon impact)		A Climate Impact Assessment is attached.	
Urgent decisions				
12	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sally Cresswell (Cabinet Member for Education, Skills and Apprenticeships)		

I3c	Date Cabinet member consulted	7 th July 2025						
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer 2				
		No	x					
I5	Which Corporate Management Team member has been consulted?	Name		David Haley				
		Job title		Director of Children's Services				
		Date consulted		4 th August 2025				
Sign-off								
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			JS27 25/26			
		Finance (mandatory)			ITG.25.26.039			
		Legal (mandatory)			LS/00001312/1/AC/24/7/25			
		Human Resources (if applicable)			n/a			
		Corporate property (if applicable)			n/a			
		Procurement (if applicable)			n/a			
Appendices								
I7	R e f .	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
	C	Climate Impact Assessment						
Confidential/exempt information								
I8a	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 I8b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7

18b	Confidential/exempt briefing report title: Business Case Change Request – Longcause SEND Phase I			X				
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature				Date of decision		21/8/25		
Print Name		Councillor Tudor Evans OBE (Leader of the Council)						

EXECUTIVE DECISION BRIEFING NOTE

Longcause Special School expansion Special Educational Needs and Disabilities (SEND) capacity – Phase 1

This Executive Decision seeks approval to add £208,000 to the Capital Programme, funded from the SEN / high needs grant, to enable SEND capacity at Longcause Special School to be increased.

A previous approval of £192,000 was given to increase SEND capacity at Longcause Special School.

The project entails converting four offices into an additional classroom for 8 pupils, with the majority of the work to be scheduled in during the 2025 school summer holiday.

The provision of these additional spaces will result in significant cost avoidance if the pupils were to be educated outside of the city by independent providers. This is estimated at c. £360,000 per annum

The works will need to be completed by September 2025 in time for the 25/26 academic year intake.

The total cost of the project is now estimated at £400,000, following receipt of the contractor's detailed cost breakdown.

The increase in cost is largely due to the original estimate being made before the detailed design and specification was completed. A significant element of the increase is due to fairly extensive mechanical and electrical upgrades being needed, which were not originally anticipated.

The Part 2 business case change request provides further detail on the project including an estimated breakdown of project costs.

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

Document is Restricted

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EQUALITY IMPACT ASSESSMENT –

LONGCAUSE PHASE I – PROVISION OF ADDITIONAL SEND CAPACITY

SECTION ONE: INFORMATION ABOUT THE PROPOSAL

Author(s): The person completing the EIA template.	Jacqueline Keith	Department and service:	Education, Participation and Skills SEND, Children Services	Date of assessment:	23/07/25
Lead Officer: Head of Service, Service Director, or Strategic Director.	Lisa McDonald	Signature:	Lisa McDonald	Approval date:	15/08/25
Overview:	<p>The Council is seeking to increase spaces at Longcause School due to the high levels of request for specialist placement. Currently, there are increasing requests for specialist placement and not enough provision within the maintained estate.</p> <p>The project entails converting four offices into an additional classroom for eight pupils, with the majority of the work to be scheduled in during the 2025 school summer holiday.</p> <p>The provision of these additional spaces will result in significant cost avoidance if the pupils were to be educated outside of the city by independent providers.</p>				
Decision required:	<ol style="list-style-type: none">To approve the Business Case Change Request;To allocate an additional £208,000 to the approved budget of £192,000 for the project into the Capital Programme, funded by the SEN / High Needs Grant.				

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?			No	X
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Potential internal impacts: Does the proposal have the potential to negatively impact Plymouth City Council employees?			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)			No	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	The project will have a positive impact due to increase in provision of school places for SEND Children.			

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
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Age	Plymouth	None		
	<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.			
	South West			
	<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.			
	England			
	<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.			
	(2021 Census)			

<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		
<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		

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		
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		
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		

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>	None		
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>	None		
Sex	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	None		
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>	None		

SECTION FOUR: HUMAN RIGHTS IMPLICATIONS

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	These proposals contribute to the right to an education in suitable premises	The project will be managed by PCC for completion by September 2025.	For completion by September 2025.

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	<p>The proposal supports the diversity and inclusivity of Plymouth, ensuring that all pupils, regardless of gender or disability have access to suitable buildings supporting a brilliant start in education:</p> <ul style="list-style-type: none">- People should be able to access opportunity whatever their circumstances- Things that make the biggest difference to people’s lives should get priority when deciding where limited resources go- Preventing inequalities is more effective than trying to eliminate them- Services should be provided ‘with’ people, not ‘for’ them	We provide parents, staff and governors at the schools, local residents and other stakeholders with the opportunity to participate in the decision making on the proposals, to provide children with improved facilities that will promote diversity and independence and reduce social inequality.	For completion by September 2025.
Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.	The proposal supports Plymouth Schools in providing education, training and support for care experienced people.	Provides improved facilities that ensure that staff, children and young people are safe and confident in their communities, by providing suitable education accommodations.	For completion by September 2025.

Build and develop a diverse workforce that represents the community and citizens it serves.	The proposal supports Plymouth Schools in developing a diverse workforce to support the pupils and their community.	Provides improved facilities that ensure that staff, children and young people are safe and confident in their communities, by providing suitable education accommodations.	For completion by September 2025.
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 proposal supports Plymouth Schools in developing a diverse workforce to support the pupils and their community.	Provides improved facilities that ensure that staff, children and young people are safe and confident in their communities, by providing suitable education accommodations.	For completion by September 2025.

SEND Longcause Phase 1

Project details

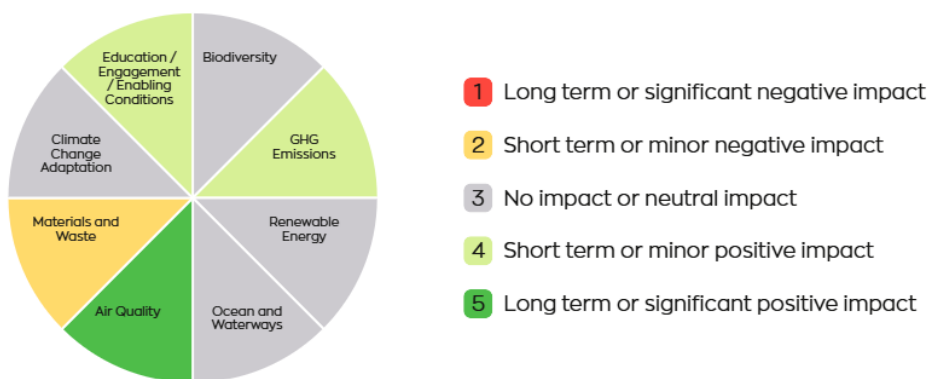
Assessment author

Jacqueline Keith

Project summary

Refurbishment works to current office spaces into one classroom to accommodate eight pupils. To replace all mechanical and electrical services within this area and upgrade install fire doors.

Summary of assessment



This is a small scale project. The assessment shows minor positive impacts in terms of green house gas emissions and education, engagement and enabling conditions with a significant positive impact on indoor air quality for the students, thanks to the MVHR system. There is a short term impact on materials and waste due to the removal of some materials. All other impacts are neutral.

Assessment scores

Biodiversity

Score

(3) No impact or neutral impact

Score justification

This has no impact on biodiversity as it is in the school building.

GHG Emissions

Score

(4) Short term or limited positive impact

Score justification

This will have minimal impact as it is a small scale project taking place over 6 weeks within the school. Energy efficiencies will be achieved from the new LED lighting and heating systems. A new mechanical ventilation and heat recovery system is highly efficient and manages heat demand and supply. Although this additional education provision will mean an additional 8 students and their teacher travelling to the school, this displaces a longer journey to alternative educational facilities, likely to be outside of Plymouth and therefore will likely lead to reduced car mileage.

Mitigatory measures applied:

All contractors are locally sourced from the PL area with minimal vehicle miles.

Minimal vehicle journeys for waste management as waste will be stored on site in skips and removed when full.

Renewable Energy

Score

(3) No impact or neutral impact

Score justification

No renewable energy impact.

Ocean and Waterways

Score

(3) No impact or neutral impact

Score justification

This project will not have an impact on the oceans or waterways as it is refurbishment works within a school building.

Air Quality

Score

(5) Long lasting or extensive positive impact

Score justification

A new MVHR ventilation system is to be installed which will improve the air quality within the school.

Materials and Waste

Score

(2) Short term or limited negative impact

Score justification

This is a small project. Some partitioning and materials will be removed and disposed of. Fire doors will be reused with the school. All waste will be removed professionally via skip loads.

Mitigatory measures applied:

All rubbish will be sorted into the relevant skips which will be managed by a professional company and are stored in a secure compound.

Climate Change Adaptation

Score

(3) No impact or neutral impact

Score justification

There is no impact in this area.

Education / Engagement / Enabling Conditions

Score

(4) Short term or limited positive impact

Score justification

This is a SEND facility so most of the children are transported to school via buses or taxis. This is a new classroom and therefore will increase staff provision. It will support 8 additional pupils who will need to travel to school. However - the alternative would be those 8 pupils having to travel to an educational facility outside of Plymouth, incurring a greater carbon footprint. The school has a travel plan which encourages the use of walking, cycling and local transport where they are able.

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