

**Oversight and Governance**

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

[www.plymouth.gov.uk/democracy](http://www.plymouth.gov.uk/democracy)

Published 12/12/25

## 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 19 December 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 decisions detailed below may be implemented on 20 December 2025 if they are not called-in.

## **Delegated Decisions**

### **I. Councillor Jemima Laing, Deputy Leader of the Council and Cabinet Member for Children's Social Care, Culture and Communications. Acting Leader.:**

- I.a. DL08 25/26 - PEO/22053b - Lot 2: Community Domestic Abuse & Behaviour Change Service **(Pages 1 - 24)**
- I.b. DL09 25/26 - DELT Shareholder Written Resolution, November 2025 **(Pages 25 - 36)**

# EXECUTIVE DECISION

## made by a Cabinet Member



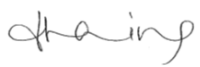
### REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – DL08 25/25

Decision	
1	<b>Title of decision:</b> PEO/22053b - Lot 2: Community Domestic Abuse & Behaviour Change Service
2	<b>Decision maker:</b> Cabinet Member for Children's Social Care, Culture and Communications(Acting Leader): Councillor Jemima Laing
3	<b>Report author and contact details:</b> Karlina Hall, Senior Commissioning Officer, Tel. 01752304415 Email <a href="mailto:karlina.hall@plymouth.gov.uk">karlina.hall@plymouth.gov.uk</a>
4	<b>Decision to be taken:</b> 1. To award the Community Domestic Abuse (DA) & Behaviour Change Service Contract Award to Forward Outcomes Partnerships Limited. The total contract value over 10 years is £8,037,404 (4 year initial period with 3 additional 2-year increments).
5	<b>Reasons for decision:</b> 1. A competitive flexible tender process has been undertaken in line with the Procurement Act 2023 and Plymouth City Council's Contract Standing Orders to recommission domestic abuse and behaviour change services. 2. The Tenderer with the highest total score will be awarded the PEO/22053b - Lot 2: Community Domestic Abuse & Behaviour Change Service Contract.
6	<b>Alternative options considered and rejected:</b> 1. Do Nothing – allow the Plymouth Domestic Abuse Service (PDAS) and Behaviour Change (Ahimsa) contracts to end on 31 March 2026. This would lead to vulnerable adults and families with children who are survivors of domestic abuse having no support and not fulfil our statutory duty for safe accommodation to support survivors to remain in their homes (Sanctuary Scheme). It would also mean that there was no behaviour change support for high risk high harm perpetrators including specialist support for survivors and perpetrators for the Multi-Agency Risk Assessment Conference (MARAC) and Multi-Agency Tasking and Coordination (MATAC). 2. Award a direct contract to the incumbent providers for an extended period of 4 years. This would not make the required changes needed to ensure that the service offers meet the needs of the survivors of domestic abuse and perpetrators into the future. In addition, in line with the Procurement Act 2023 a competitive tendering process needs to take place.
7	<b>Financial implications and risks:</b> Annual funding (unless otherwise stated) – Plymouth City Council (PCC) core funding (£455,297), Office of the Director of Public Health (ODPH) funding (£16,874), Officer of the Police and Crime Commissioner

	(OPCC) funding (Yr1-2:£200,000) and Homelessness Prevention Grant (HPG) (Yr1: £283,904 and Yr2-4: £292,421).  The OPCC grant funding is currently available until 2028, however with the OPCC ending in 2028 there may be a transition period ahead of this change so we will work with our OPCC commissioning colleagues to ensure that the signed OPCC Memorandum of Understanding for grant funding is fulfilled.			
<b>8</b>	<b>Legal Implications:</b> <i>From the content given, this appears to have be a compliant procurement process and contract award.</i>			
<b>9</b>	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>  in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total  in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b> annually  is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>	11 November 2025		
<b>10</b>	<b>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:</b>	The services align to keeping children, adults and communities safe priority through focusing on prevention and early intervention and ensuring that children and young people and adults are protected.		
<b>11</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	Climate impact is attached.		
<b>Urgent decisions</b>				
<b>12a</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	<b>x</b>	<b>(If no, go to section 13a)</b>
<b>12b</b>	<b>Reason for urgency:</b>			
<b>12c</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			

	<b>Print Name:</b>			
<b>Consultation</b>				
<b>I3a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	<b>x</b>	
		<b>No</b>		<b>(If no go to section 14)</b>
<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Cabinet Member for Health and Adult Social Care – Councillor Mary Aspinall Cabinet Member for Community Safety, Libraries, Cemeteries & Crematoria - Councillor Sally Haydon		
<b>I3c</b>	<b>Date Cabinet member consulted</b>	10.11.25		
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	<b>x</b>	
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Gary Walbridge	
		<b>Job title</b>	Strategic Director of Adults, Health and Communities	
		<b>Date consulted</b>	06.11.25	
<b>Sign-off</b>				
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	JS52 25/26	
		<b>Finance (mandatory)</b>	OW.25.26.098	
		<b>Legal (mandatory)</b>	LS/4552(08)/RH/051125	
		<b>Procurement (if applicable)</b>	JS/AHC/802/ED/1125	
		<b>Corporate property (decisions involving Council owned land or facilities) (if applicable)</b>	N/A	
		<b>Human Resources (if applicable)</b>	N/A	
<b>Appendices</b>				
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Lot 2 Community DA & Behaviour Change Service Procurement Briefing Paper (Part I)		
	B	EIA DA & Behaviour Change Service		
	C	CIA DA & Behaviour Change Service FINAL		
<b>Confidential/exempt information</b>				
<b>I8a</b>		<b>Yes</b>	<b>x</b>	

<b>Do you need to include any confidential/exempt information?</b>		<b>No</b>	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 <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>  Lot 2 Community DA & Behaviour Change Service Decision Record (Part II).			<b>x</b>				
<b>Background Papers</b>								
<b>19</b>	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.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>		9 December 2025		
<b>Print Name</b>		Deputy Leader and Cabinet Member for Children's Social Care, Culture and Communications. (Acting Leader)						

# **Community Domestic Abuse & Behaviour Change Service Contract Award Briefing**

## **Contract Award Briefing Paper Part I**



### **1. EXECUTIVE SUMMARY**

1.1 The Domestic Abuse & Behaviour Change Service Contract meets the following minimum requirements:

- a. Domestic abuse and behaviour change hub (front door) to triage, risk assess and process incoming referrals; provide consultation, advocacy and support to survivors, people who harm, professionals, affected others and wider community; and connect with external services.
- b. Specialist Independent Domestic Violence Adviser (IDVA) service for all adult survivors aged 16+ identified as 'medium' and 'high' and Multi-Agency Risk Assessment Conference (MARAC) cases to provide advocacy and casework including risk assessment and safety planning; trauma stabilisation; groupwork; co-located IDVAs with the police, Alliance, housing, children's services Integrated Front Door (IFD) and health services; and coproduction opportunities to shape service design.
- c. Specialist children and young people's domestic abuse offer to work with age 11-18 and to include advocacy/1-2-1 casework, group work, and will work in collaboration with the Healthy Relationships Alliance to support delivery in schools.
- d. Provision of Sanctuary Scheme to provide the administration, coordination and installation of a range of adaptations to support victims/survivors and their children to remain safe within their own home.
- e. MARAC Coordination to complete referrals from partner agencies, prepare agendas and meeting minutes. Attend and develop MARAC with the MARAC steering group including collating data to enable continual review of MARAC effectiveness
- f. Respect Accredited Behaviour Change service for people who harm for adults (16+). A High-Risk High Harm worker will support the work of the Multi-Agency Tasking and Coordination (MATAC) model for those posing high risk and high harm. A MATAC IDVA to support partners/ex-partners of those held at the MATAC and MARAC behaviour change support.
- g. Supports the delivery of the Domestic Abuse & Sexual Violence (DASV) partnership workforce development programme including Risk Assessment and Safety Planning, Trauma Stabilisation and Plymouth Safeguarding Children Partnership (PSCP) Domestic Abuse and Safeguarding Training.

### **2. BACKGROUND**

2.1 This Lot 2 contract award covers the replacement of both the Plymouth Domestic Abuse Service (community offer) and the Behaviour Change contracts, to cover the provision of community domestic abuse services for survivors of domestic abuse and behaviour change services for people causing harm. The Lot 1 Safe Accommodation service is part of the

current Plymouth Domestic Abuse Service (PDAS) contract including a refuge and dispersed units.

2.2 The original Business Case for the Procurement of a Domestic Abuse Service, agreed in Cabinet in December 2022, described procuring the domestic abuse service in one integrated contract. Following an unsuccessful tender process and feedback from the market, the community domestic abuse and safe accommodation elements were split into two lots and the specification further developed to ensure maximum market participation in the tendering process as the safe accommodation element has a limited market.

3. PROCUREMENT PROCESS

3.1 Procurement for Plymouth Domestic Abuse Service and Behaviour Change was published on Supplying the South-west portal on 10<sup>th</sup> June 2025, this was a 2 stage Competitive Flexible Procedure. A Tender Notice was published on the Central Digital Platform reference number 2025/S 000-031334 on 10<sup>th</sup> June 2025.

3.2 The procurement was advertised as 2 Lots: Lot I – Safe Accommodation and Lot 2 – Community Domestic Abuse & Behaviour Change Service. The Stage 1 submission deadline was 24<sup>th</sup> July 2025 at 9am, Stage 2 ITT was issued on 8<sup>th</sup> August 2025 with the Stage 2 submission deadline 3<sup>rd</sup> October 2025 at 12 noon.

3.3 Tenderers passing all the pass/fail criteria at Conditions of Participation stage had their responses evaluated, within Stage 2, by the evaluators to determine the most advantageous tender based on the quality and social value criteria that are linked to the subject matter.

3.4 The high-level award criteria:

Criteria	Weighting
Quality	95%
Price	0% (Pass/Fail)
Social Value	5%
<b>TOTAL</b>	<b>100%</b>

3.5 Six compliant tender submissions were received by the submission deadline for Stage 1 of the 24<sup>th</sup> July 2025. Three tender submissions were received by the submission deadline for Stage 2 of the 3<sup>rd</sup> October 2025. The tender submissions were independently evaluated by Council Officers and external partners all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

3.6 The evaluation results are contained in the confidential (Part II) paper.

4. RECOMMENDATION

4.1 To award the Community Domestic Abuse & Behaviour Change Service Contract Award to Forward Outcomes Partnerships Limited for a total value over 10 years of £8,037,404 (4 year initial period with 3 additional 2-year increments).




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 – PLYMOUTH DOMESTIC ABUSE SERVICE

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> The person completing the EIA template.	Karlina Hall	<b>Department and service:</b>	Adult, Health & Communities	<b>Date of assessment:</b>	04.11.25
<b>Lead Officer:</b> Head of Service, Service Director, or Strategic Director.	Head of Commissioning	<b>Signature:</b>		<b>Approval date:</b>	06.11.25
<b>Overview:</b>	<p>The Domestic Abuse Act 2021 has placed new statutory duties on local authorities to provide safe accommodation and support to all victims of domestic abuse including children in their own right.</p> <p>We have procured a new domestic abuse service which will build upon and develop our offer for the whole city and will be a service for everyone. However, we recognise that the way in which people are impacted by domestic abuse can vary depending on a number of intersecting themes and characteristics.</p> <p>This EIA has been completed for the new service to ensure we consider appropriate and proportionate mitigation to enable anyone affected by domestic abuse can access the service.</p>				
<b>Decision required:</b>	To award the Community Domestic Abuse (DA) & Behaviour Change Service Contract Award to Forward Outcomes Partnerships Limited. The total contract value over 10 years of £8,037,404 (4 year initial period with 3 additional 2-year increments).				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

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

If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	This contract is an enhancement of the current service and therefore the changes will not negatively impact on any group.
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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"><li>• 16.4 per cent of people in Plymouth are children aged under 15.</li><li>• 65.1 per cent are adults aged 15 to 64.</li><li>• 18.5 percent are adults aged 65 and over.</li><li>• 2.4 percent of the resident population are 85 and over.</li></ul> <p>South West</p> <ul style="list-style-type: none"><li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li><li>• 22.3 per cent are aged 65 and over.</li></ul> <p>England</p> <ul style="list-style-type: none"><li>• 17.4 per cent of people are aged 0 to 14.</li><li>• 64.2 per cent of people are aged 15 to 64.</li><li>• 18.4 per cent of people are aged 65 and over.</li></ul> <p>(2021 Census)</p>	None anticipated	N/A	

<p><b>Care experienced individuals</b></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 anticipated	N/A	
<p><b>Disability</b></p>	<p>9.4 per cent of residents in Plymouth have their activities limited 'a lot' because of a physical or mental health problem.</p> <p>12.2 per cent of residents in Plymouth have their activities limited 'a little' because of a physical or mental health problem (2021 Census)</p>	None anticipated	N/A	

<b>Gender reassignment</b>	0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth. 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary and, 0.1 per cent identify as a trans women (2021 Census).	None anticipated	N/A	
<b>Marriage and civil partnership</b>	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 anticipated	N/A	
<b>Pregnancy and maternity</b>	The total fertility rate (TFR) for England was 1.62 children per woman in 2021. The total fertility rate (TFR) for Plymouth in 2021 was 1.5.	None anticipated	N/A	

<b>Race</b>	<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 anticipated	N/A	
<b>Religion or belief</b>	<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 anticipated	N/A	
<b>Sex</b>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>	None anticipated	N/A	
<b>Sexual orientation</b>	<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 anticipated	N/A	

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

Human Rights	Implications	Mitigation Actions	Timescale and responsible department
	No adverse impacts are anticipated. This service intends to support human rights		

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

Equality objectives	Implications	Mitigation Actions	Timescale and responsible department
<b>Work together in partnership to:</b> <ul style="list-style-type: none"> <li>promote equality, diversity and inclusion</li> <li>facilitate community cohesion</li> <li>support people with different backgrounds and lived experiences to get on well together</li> </ul>	No anticipated implication. However we acknowledge that those who have experienced domestic abuse include people who move and relocate to the city for their safety. Our needs assessment states average 40% of people in the specialist accommodation are from out of area.	<p>To continue to ensure people can access our accommodation from other areas. This supports our ambition to be a welcoming city.</p> <p>To encourage positive community cohesion we will continue to work as a partnership, and with advice from, organisations such as Plymouth Racial Equality Council.</p> <p>The new service specification requires the inclusion of 'by and for' organisations to ensure we promote this as part of our Public Sector Equality Duty (PSED)</p>	Commissioning – ongoing
<b>Give specific consideration to care experienced people to improve their life outcomes, including access to training, employment and housing.</b>	No anticipated implications.	The Social Value indicator for recruitment of care leavers is now mandatory within all new procurements.	Commissioning – ongoing
<b>Build and develop a diverse workforce that represents the community and citizens it serves.</b>	<p>The provision of this service will support the delivery of VAWG/DASV Strategy.</p> <p>Women and people with disabilities are more likely to be impacted by domestic</p>	The procurement process included requirement from providers to have an equality and diversity policy and domestic abuse and for the first time to have a sexual violence (DASV)	Commissioning – ongoing



	<p>abuse. This may result in the immediate workforce of PCC requiring support from this service.</p> <p>Service provision workforce dominated by women and the roles are often considered lower paid.</p>	<p>policy; respond positively to our social value assessment and can support our workforce who experience domestic abuse.</p> <p>To ensure via our procurement and social value processes that pay equality can be met.</p> <p>Ensure staff at Plymouth City Council are aware of the service and can access.</p>	
<p><b>Support diverse communities to feel confident to report crime and anti-social behaviour, including hate crime and hate incidents, and work with partners to ensure Plymouth is a city where everybody feels safe and welcome.</b></p>	<p>No anticipated impact. However, we recognise the diversity of people affected by domestic abuse and the impact of people fleeing domestic abuse to our city.</p>	<p>To support our commitment to reporting of hate crimes, ensure the service is set up as 3<sup>rd</sup> party reporting.</p> <p>The new service specification requires the inclusion of specialist 'by and for' organisations to support survivors from diverse communities who may experience domestic abuse.</p>	<p>Commissioning – ongoing</p>

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# Domestic Abuse Climate Impact Assessment

## Project details

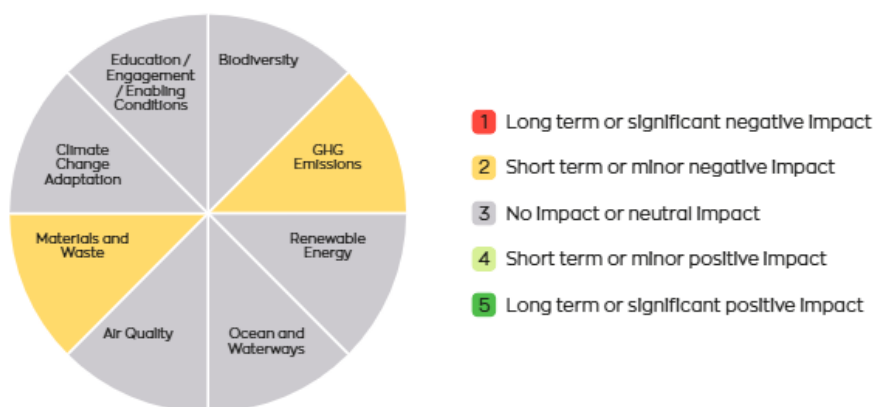
### Assessment author

Karlina Hall

### Project summary

The procurement of Plymouth's Domestic Abuse Service (PDAS) to support people who are victims/survivors of domestic abuse including children and those who cause harm.

## Summary of assessment



Currently this is forward planning for the acquiring additional housing stock with the preference for existing accommodation to the reduce waste, maximise energy efficiency and preference for accommodation accessible to public transport.

## Assessment scores

### Biodiversity

#### Score

(3) No impact or neutral impact

#### Score justification

Plymouth's domestic abuse services are delivered in the community or in safe accommodation settings. There is no direct impact on biodiversity as a result of this work.

## GHG Emissions

### Score

(2) Short term or limited negative impact

### Score justification

There is potential to expand the safe accommodation units for use of existing or new buildings over the lifetime of the contract. However, preference will be given to existing housing stock.

### Mitigatory measures applied:

The Council will work with housing providers to minimise the greenhouse gas emissions during the acquisition, refurbishment or building of additional accommodation unit, adopting retrofit measures to increase overall energy efficiency. Preference will also be given to housing accessible by public transport to minimise reliance on the car.

## Renewable Energy

### Score

(3) No impact or neutral impact

### Score justification

The Council will work with housing providers to maximise the use of renewable energy during the acquisition, refurbishment or building of additional accommodation units.

## Ocean and Waterways

### Score

(3) No impact or neutral impact

### Score justification

The procurement of Plymouth's Domestic Abuse Service may lead to additional safe accommodation units being required which may increase the amount of water needing to be treated as sewage if these are new units rather than repurposing of existing accommodation. However, sufficient infrastructure is in place across the city and this is not likely to place any significant additional strain on the city.

## Air Quality

### Score

(3) No impact or neutral impact

### Score justification

Plymouth's Domestic Abuse Service is primarily for existing residents in Plymouth although there is a reciprocal arrangement with other local authorities the net gain of residents is negligible. Preference will also be given to housing accessible by public transport to minimise reliance on the car.

## Materials and Waste

**Score**

(2) Short term or limited negative impact

**Score justification**

Plymouth's Domestic Abuse Service may require additional units of safe accommodation.

**Mitigatory measures applied:**

The Council will work with housing providers to minimise the impact of waste and maximise reusing existing structures during the acquisition, refurbishment or building of additional accommodation units.

## **Climate Change Adaptation**

**Score**

(3) No impact or neutral impact

**Score justification**

Plymouth's Domestic Abuse Service will carry out a climate impact assessment before any new safe accommodation is acquired, refurbished or built to minimise the negative impact on the environment.

## **Education / Engagement / Enabling Conditions**

**Score**

(3) No impact or neutral impact

**Score justification**

Plymouth's new Domestic Abuse Service has not been commissioned to educate and / or engage on the impact of climate change.

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# EXECUTIVE DECISION

made by a **Cabinet Member**



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

**Executive Decision Reference Number – DL09 25/26**


Decision	
<b>1</b>	<b>Title of decision:</b> DELT Shareholder Written Resolution, November 2025
<b>2</b>	<b>Decision maker:</b> Councillor Jemima Laing (Deputy Leader and Cabinet Member for Children's Social Care, Culture and Communications) acting as Leader.
<b>3</b>	<b>Report author and contact details:</b> Ian Trisk-Grove, <a href="mailto:ian.trisk-grove@plymouth.gov.uk">ian.trisk-grove@plymouth.gov.uk</a>
<b>4</b>	<b>Decision to be taken:</b> <ol style="list-style-type: none"> <li>1. To approve the Written Special Resolutions arising from decisions taken at the DELT Shared Services Ltd - Shareholder Annual General Meeting which took place on 03 November 2025</li> <li>2. To delegate authority for the Service Director for Finance, in their capacity as shareholder representative, to sign the Written Special Resolutions on behalf of Plymouth City Council, and take all necessary actions to ensure their proper implementation.</li> </ol>
<b>5</b>	<b>Reasons for decision:</b> <ol style="list-style-type: none"> <li>1. To ensure that the written resolutions required to authorise the decisions taken at the Shareholder Annual General Meeting are properly authorised and implemented in line with the company's article of association.</li> </ol>
<b>6</b>	<b>Alternative options considered and rejected:</b> <ol style="list-style-type: none"> <li>1. To not approve these written resolutions.</li> </ol>
<b>7</b>	<b>Financial implications and risk:</b> <p>DELT Shared Services Ltd is a Teckal company and part of the authority's 'family of companies'. It is held under joint shareholder control alongside Devon ICB and North Somerset Council.</p> <p>Although the Written Special Resolutions do contain financial implications for the company, these are managed within the corporate entity and do not pose any direct financial risks to Plymouth City Council.</p>
<b>8</b>	<b>Legal Implications</b> <p>Approval of the Written Special Resolutions engages the Council's obligations under its Constitution and relevant company and public law frameworks:</p> <p><b>Council Governance Compliance</b></p> <p>Under Appendix 5 of the Council Constitution, decisions relating to Reserved Matters for Council-owned</p>

<p>companies must be taken by an Executive Decision. Approval of these resolutions ensures compliance with that requirement.</p> <p><b>Companies Act 2006 Requirements</b> The resolutions involve adoption of revised Articles of Association and the issue and transfer of shares. These actions must be carried out in accordance with the Companies Act 2006 and the Company's Articles. Failure to follow statutory procedure could render the resolutions invalid and expose the Council to legal challenge.</p> <p><b>Teckal Exemption and Procurement Law</b> DELT operates under the Teckal exemption, which permits direct award of contracts to controlled entities without competitive procurement. The introduction of new share classes and changes to governance must not compromise the Council's level of control or the proportion of activities undertaken for public sector owners, as this could invalidate the exemption and trigger procurement obligations.</p> <p><b>Subsidy Control Compliance</b> Under the UK Subsidy Control Act 2022, any economic advantage conferred through share issuance or transfer must be assessed to ensure it is consistent with market terms and does not constitute an unlawful subsidy.</p> <p>In addition, under the Subsidy Control Act, adjustments to director pay could amount to state aid or subsidy. The Council must therefore ensure these remuneration adjustments are proportionate, transparent, and documented, avoiding preferential treatment or disproportionate gifts</p> <p><b>To manage these legal issues the Council will ensure that:</b></p> <p>All decisions are recorded and supported by a clear commercial rationale;</p> <p>Actions are consistent with the Company's Articles and statutory requirements; and</p> <p>Governance safeguards remain intact to protect public sector control.</p>				
9a	<b>Is the decision a Key Decision?</b> <b>(Please contact <u>Democratic Support</u> for further advice)</b>	Yes	No	<b>Per the Constitution, a key decision is one which:</b>
			<b>x</b>	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			<b>x</b>	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			<b>x</b>	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<b>If yes, date of publication of the notice in the <u>Forward Plan of Key Decisions</u></b>	N/a		
10	<b>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:</b>	DELT is a key partner for Plymouth City Council, supporting the wider deliverables of both the Corporate Plan and supporting in the council role for the Plymouth Plan.		



<b>I 1</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	No direct impact – these decisions do not give rise to any specific environmental implications		
<b>Urgent decisions</b>				
<b>I 2</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	<b>x</b>	<b>(If no, go to section I 3a)</b>
<b>I 2 a</b>	<b>Reason for urgency:</b>			
<b>I 2 b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>I 3 a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	<b>x</b>	<b>(If no go to section I 4)</b>
<b>I 3 b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>			
<b>I 3 c</b>	<b>Date Cabinet member consulted</b>			
<b>I 4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	<b>x</b>	
<b>I 5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Si Bellamy	
		<b>Job title</b>	Chief Operating Officer	
		<b>Date consulted</b>	25 November 2025	

Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)		JS44 25/26				
		Finance (mandatory)		OW.25.26.095				
		Legal (mandatory)		LS/00003610/10/LB/11/12/25				
		Human Resources (if applicable)		N/a				
		Corporate property (if applicable)		N/a				
		Procurement (if applicable)		N/a				
Appendices								
17	R	Title of appendix						
	A	Briefing report for publication						
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.  (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:  Briefing Note re DELT Written Resolutions (Nov25)(Part 2)			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
<b>Cabinet Member Signature</b>							
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.						
<b>Signature</b>			<b>Date of decision</b>	11 December 2025			
<b>Print Name</b>	Councillor Jemima Laing (Deputy Leader and Cabinet Member for Children's Social Care, Culture and Communications)						

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## DELT WRITTEN RESOLUTIONS

Briefing Note (Part I) – Delegation of authority for approval of written special resolutions



### *Background*

DELT Shared Services Ltd is a Teckal company and part of the authority's family of companies. It is held under joint shareholder control alongside Devon ICB and North Somerset Council.

The DELT Shared Services Ltd Shareholder Annual General Meeting took place on 3 November 2025. As a result of the decisions taken at the Shareholder Annual General Meeting, two written special resolutions are required for the approval of Reserved matters by Plymouth City Council.

Under the Council constitution, specifically Appendix 5 – Council Companies, decisions related to Reserved matters require an Executive Decision.

### *Resolutions*

#### **WRITTEN SPECIAL RESOLUTION 1: Adoption of revised Article of Association**

*“THAT the Articles of Association attached to this written resolution be adopted as the Articles of Association of the Company in substitution for, and to the exclusion of, the existing Articles of Association of the Company.”*

These amendments were required to address to areas of change in the Articles of Association:

#### *Addition of new class of shares*

Amendments required to introduce a new 'F' share class in relation to the provision of contact centre services, with amendments throughout the document to expand relevant definitions to include alongside other share classes

#### *Adjustment to Board composition and term limits*

Following the recent unsuccessful process to appoint a new Chairman for DELT, the Board and shareholder Directors have considered how best to support this ongoing process and secure the optimal outcome for the company.

To maintain stability during this period, it has been agreed that the incumbent Chairman will remain in post beyond the usual term limits. In addition, the Board will be expanded to include further non-executive directors, enabling effective succession planning and ensuring a smooth transition to a new Chairman within the next 12 months.

These amendments to enable this are as detailed below:

21.3 The A Shareholders may from time to time appoint up to six (6) further such number of persons as they may determine (each such person being an “Additional Shareholder Appointed Director”) to act as Directors (which ~~should~~ shall include one (1) Staff Director and may include Executive, Independent Non-Executive Directors and Non-Independent Non-Executive Directors ~~))~~ provided that the total

number of Directors (including the Additional Shareholder Appointed Directors) shall not exceed such number as may be approved by ordinary resolution of the shareholders in accordance with Article 21.1.

#### Term Limits

- 22.1 Subject to Article 23.1 any Independent Non-Executive Director or Staff Director shall serve for a term of three (3) years.
- 22.2 Independent Non-Executive and Staff Directors shall be limited to total board membership of three (3) terms, unless the Board considers that their continued appointment is in the best interests of the company and such appointment has been approved by ordinary resolution of the shareholders at a general meeting.
- 22.3 Under exceptional circumstances, as defined by the Shareholders of the Company, an Independent ~~non-executive~~ Non-Executive Director may ~~be appointed for serve a single total of twelve (12) years, provided that:~~
- (i) each additional term of up to one (1) year (resulting is approved by the Shareholders by ordinary resolution,
  - (ii) the board has reviewed and confirmed the director's independence annually and reported transparency in a maximum of ten years membership); the annual report to explain the rationale for extended tenure

### WRITTEN SPECIAL RESOLUTION 2: Shareholder Reserved Matters

- 1) A total of three resolution required in relation to the expansion into Contact Centre Services to support the contractual arrangements to be provided to North Somerset Council from April 2026:

*“THAT in accordance with Reserved Matter C The issue of any new shares in the Company 100 new Class F Shares be issued;”*

*“THAT in accordance with Reserved Matter K Increasing, reducing, sub-dividing, consolidating, re-denominating, cancelling purchasing or redeeming any of the capital of, or allotting or issuing any shares or other securities in the capital of the Company that on the 1st Day of April 2026, subject to execution of a Support Services Agreement with the Company to provide Contact Centre Services, 100 Class F shares are allotted to the shareholders in proportion to their contractual annual expenditure with the Company for such Services, as at that date;”*

*“THAT in accordance with Reserved Matter H Before entering into any arrangement, contract or transaction with either a value of £2.5m for budgeted spend and £250k for unbudgeted spend the company is authorised to enter into a Support Services Agreement with North Somerset Council for Contact Centre Services;”*

- 2) A resolution to correctly allocate the C share capital, in relation to HR Systems & Payroll Services, to reflect the onboarding of North Somerset Council for provision of these services. Note that DELT confirmed no reserves were outstanding in relation to the C class shares and therefore a reallocation of the existing class was preferred over creation of any new class of share.

*“THAT in accordance with Reserved Matter K Increasing, reducing, sub-dividing, consolidating, re-denominating, cancelling purchasing or redeeming any of the capital of, or allotting or issuing any shares or other securities in the capital of the Company that following the execution of a contract between the Company and North Somerset Council on 1st October 2025 to provide HR System and Payroll services, Plymouth City Council be authorised to sell 29 Class C Shares to North Somerset Council, at nominal value;”*

Due to their commercial sensitivity, relating to director remuneration, details of two Written Special Resolutions are set out in the 'Part 2' paper.

*Proposal*

It is proposed that the Deputy Leader of the Council, Acting as the Leader:

- 1) approves the Written Special Resolutions arising from decisions taken at the DELT Shared Services Ltd - Shareholder Annual General Meeting which took place on 3 November 2025; and
- 2) delegates authority to the Service Director for Finance, in their capacity as nominated shareholder representative, to sign the Written Resolutions on behalf of Plymouth City Council, and take all necessary actions to ensure their proper implementation.

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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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