



Democratic Support

Chief Executive's Department
Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Ross Jago
T 01752 304469
E ross.jago@plymouth.gov.uk
www.plymouth.gov.uk/democracy
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DELEGATED DECISIONS

DELEGATED EXECUTIVE/OFFICER DECISIONS

Delegated Executive and Officer decisions are published every Monday (Tuesday if falling on a Bank Holiday) and are available at the following link -

<https://tinyurl.com/ms6umor>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Monday 3 July 2017. 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 on Tuesday 4 July 2017 if they are not called-in.

Delegated Decisions

1. Cabinet Member for Culture:

I.1. Updated booking arrangements for Plymouth Hoe **(Pages 1 - 26)**

2. Strategic Director for Place:

I.1. Langage Business Park - Phase 2 **(Pages 27 - 52)**

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – CI 17/18

Decision	
1	Title of decision: Updated booking arrangements for Plymouth Hoe
2	Decision maker (Cabinet Member): Glenn Jordan, Cabinet Member for Culture
3	Report author and contact details: Jamie Yabsley, 01752 307953, jamie.yabsley@plymouth.gov.uk
4	<p>Decision to be taken:</p> <ol style="list-style-type: none"> 1. To adopt the updated Terms & Conditions and booking process for Plymouth Hoe 2. To introduce a financial bond for events to ensure proper reinstatement of Public Realm on Plymouth Hoe following third party events 3. To continue to enable access for charitable & community events to take place on Plymouth Hoe 4. To delegate authority to the Marketing & Events Manager to make any further changes to the terms and conditions when required.
5	<p>Reasons for decision:</p> <p>The Hoe booking process needs to be updated in light of current guidance concerning event organisers who are now required to have a number of requirements in place; such as an Event and Contingency plan (which would include: traffic management plan, medical plan, welfare plan, site plan, security/marshal plan, bad weather plan, contingency plan, contact details), risk assessment (including a fire risk assessment) and have the appropriate Plymouth City Council licences in place (Public Entertainment Licence, Market Traders Licence, Street traders licence, raised structures licence, charity collections licence) and suitable public liability insurance cover.</p> <p>It is costly and difficult to recover costs in the respect of any reinstatement or clean up following third party events, by introducing a pre event financial bond, the council will be able to resolve any issues.</p> <p>The Hoe booking process needs to consider the increased demand for usage and subsequent wear and tear of Public Realm. In response to this the updated Terms & Conditions manages multiple requests, impact on residents, appropriate working times and significant city events leading up to and including the Mayflower 400 celebrations.</p>
6	<p>Alternative options considered and rejected: Consideration was given to maintaining the existing process however due to the reasons above regarding updated legislations concerning event organisers, the difficult in recovering costs for reinstatement and how the increased demand for the Hoe is managed this is not something that should be considered.</p>

7	Financial implications: There are no direct financial implications to existing budgets, however this will reduce costs to the council for reinstatement following third party events.			
8	Is the decision a Key Decision? (Contact Judith Shore, Democratic Support, 304494 for further advice)	Yes	No	NO
				results in the Council spending or raising annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award)?
				results in the Council saving more than £1,000,000?
				results in the Council saving less than £1,000,000 and the saving will have a material impact upon service provision such as a significant change or a cessation of service delivery and associated staff redundancies or a significant impact on customers?
				has a significant impact on communities living or working in two or more wards?
If yes, date of publication of the notice in the Forward Plan				
9	Please specify how this decision is linked to the Council's corporate plan 2016 - 19 and/or the policy framework and/or the revenue/capital budget:	Pioneering Plymouth – Best use of Council assets Caring Plymouth – Inclusive Communities Confident Plymouth – Improved Street Scene environment, Plymouth as a destination.		
Urgent decisions				
10	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, the Lead Scrutiny Officer must be consulted before approaching the Chair of the relevant Overview and Scrutiny Committee. Ensure that the Chair signs the report at section 11a and that section 11b is completed <u>after</u> the sign off codes in Section 17 are completed)
		No		(If no, go to section 12)
11a	Signature			Date
	Print Name			
11b	Reason for urgency:			

Consultation				
12	Are any other Cabinet members' portfolios affected by the decision?	Yes	Yes	(If yes, go to sections 13 and 14)
		No		
13	Which other Cabinet member's portfolio is affected by the decision?	Cllr Mike Leaves		
14	Please confirm that you have consulted this Cabinet member	Yes	(No is not an option)	
15	Has any Cabinet member declared a conflict of interest?	Yes		Need a note of dispensation granted by the Council's Monitoring Officer
		No	NO	
16	Which Corporate Management Team member has been consulted?	Name and title	Anthony Payne, Director for Place	
17	Please include the sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DSol1117/18	
		Finance (mandatory)	pl1718.19	
		Legal (mandatory)	SC/28037	
		Human Resources		
		Assets		
		IT		
		Procurement		
Other Information				
18	An Equalities Impact Assessment should be attached to the report			Attached
Briefing report				
19	Is the briefing report attached?	Yes		(No is not an option)
	List (and include a hyper link to) <u>published</u> work/information used to prepare the report.			
	Do you need to include any confidential/exempt information?	If yes, prepare a second, Part II, 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. (Remember to keep as much information as possible in the briefing report that will be in the public domain)		
			Exemption Paragraph Number	

		1	2	3	4	5	6	7		
Confidential/exempt briefing report title										
Background Papers										
20	<p>Please list all 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. A folder or a file should not be cited as a background paper, though individual items within the folder or file may be. 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.</p>									
	Title	Part I	Part II	Exemption Paragraph Number						
				1	2	3	4	5	6	7
	TERMS AND CONDITIONS FOR EVENTS ON PLYMOUTH CITY COUNCIL LAND	X								
Cabinet Member Signature										
21	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget.									
Signature			Date of decision	23 June 2017						
Print Name	Councillor Glenn Jordan									

UPDATED TERMS AND CONDITIONS FOR EVENTS ON PLYMOUTH HOE



PLYMOUTH
CITY COUNCIL

Author: Jamie Yabsley

Job Title: Marketing & Events Manager

Department: Economic Development

Date: 20/06/2017

V.2 11 March 2013

Not protectively marked

Plymouth Hoe is used to host a wide variety of mainly open air events. Each year, The Hoe hosts a range of events from The British Firework Championships, Armed Forces Day, Bonfire Night, and MTV Crashes Plymouth to smaller scale community organised events as well as large 3rd party including charitable events.

All applications deemed as an “Event”, i.e. an occurrence happening at a determinable time and place, are assessed, consultation is carried out with all interested parties and involved agencies, and relevant permission or refusal is given by City Council Events team. There is currently no set criterion to determine whether an event should be allowed or refused.

There are three main issues

- The Hoe booking process needs to be updated in light of current guidance concerning event organisers who are now required to have a number of requirements in place; such as an Event and Contingency plan (which would include: traffic management plan, medical plan, welfare plan, site plan, security/marshal plan, bad weather plan, contingency plan, contact details), risk assessment (including a fire risk assessment) and have the appropriate Plymouth City Council licences in place (Public Entertainment Licence, Market Traders Licence, Street traders licence, raised structures licence, charity collections licence) and suitable public liability insurance cover.
- It is costly and difficult to recover costs in the respect of any reinstatement or clean up following third party events, by introducing a pre event financial bond, the council will be able to resolve any issues.
- The Hoe booking process needs to consider the increased demand for usage and subsequent wear and tear of Public Realm. In response to this the updated Terms & Conditions manages multiple requests, impact on residents, appropriate working times and significant city events leading up to and including the Mayflower 400 celebrations.

Over the last several years we have seen an increase in the number of event requests for use of council land specifically the Hoe. We now have a programme that runs from as early as April through to November. This creates a year-long programme of activity. The Council needs to consider the impact on local residents with regards to noise and other general disruption.

Below is an example of the 3rd party events that took place in 2016

<ul style="list-style-type: none"> • Plymouth Pride - 1.5 days • VW Dubshack Event – 1 day • BBC Radio Devon Car Show – 1 day • Plymouth Bike Nights x8 – 1 day (each) • Megaride - 1.5 days • Plymouth Half Marathon – 2 days • Step Out For Stroke – 1 day • Funky Llama – 3 days • Race For Life – 1 day 	<ul style="list-style-type: none"> • Alzheimer’s Memory Walk – 1 day • All Nations Event – 1 day • Blue Light Day – 1 day • Dog Show – 1 day • Treasure Hunt – 1 day • Halloween Night – 1 day • Bring On The Smiles – 1 day • HMS Orion Memorial – 0.5 days • HMS Gloucester Memorial – 0.5 days • River Plate Memorial – 0.5 days
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TERMS & CONDITIONS FOR EVENTS ON PLYMOUTH HOE



GENERAL CONDITIONS

- Subject to acting reasonably, Plymouth City Council as landowner reserves the right to refuse any application to book an event
- In respect of any application, the date and time requested should not conflict with any other pre-arranged booking
- The applicant must demonstrate competence and supply copies of necessary insurances to organise the event they are proposing.
- The event proposed must be one that the City Council deems to be suitable to be hosted on its land and the venue.
- The event does not clash with other similar events in terms of type or dates
- The event must not be of a political or contentious nature.
- The event must not be a repetitive type of event of pre-existing bookings whether or not it involves the same applicant.

TERMS AND CONDITIONS

Please take time to read through these terms and conditions and discuss any issues you may have with a member of the City Council Events team ('Events Team') prior to submitting your application.

References in these terms and conditions to 'you', 'your', 'Applicant' or Applicant's are to the person or organisation submitting the Booking Form.

References in these terms and conditions to 'we', 'us', 'our', and 'City Council' are to Plymouth City Council.

By submitting the Booking Form you are agreeing to these Terms and Conditions.

You can find the booking form here

<https://www.plymouth.gov.uk/visitorsandtourism/whatson/applyholdeventonourland>

If you do not follow these conditions you will be at risk of having your event cancelled and use of the land revoked until the non compliance is rectified. If the non compliance is such that you are asked to cease your event altogether you will not be refunded any fees paid and would be at risk of losing some or your entire Charging Bond.

Only applications received on the appropriate form will be considered. This form is for the use of Plymouth Hoe.

For details on holding your event within the City Centre please contact emily.bullimore@plymouth.gov.uk for a different application form. If while completing this form you need advice please contact the relevant person;

- For advice relating to use of Plymouth Hoe please contact; Josh Bunch 01752 307395
josh.bunch@plymouth.gov.uk

Decisions will be notified to you in writing.

No alterations or additions should be made to an event once an approval letter has been issued. If alterations to events are necessary or desired further permission should be sought. For each event the Applicant **MUST** meet with the Events Team to discuss event details and resolve any anomalies prior to the actual event taking place.

Depending on the detail and development of an individual event, it may also be necessary for further meetings with other City Council officers to take place to clarify event details and ensure that any potential problems are overcome in advance.

Applicants must discuss the detail of proposals for their event with Devon and Cornwall Police, Operations Planning Unit well in advance of the event. Details should be notified in writing to: The Sergeant, Operation Planning Unit, Crownhill Police Station, Budshead Way, Crownhill, Plymouth PL6 5HT.

The contact for enquiries is 01752 751569 or ForceOps&Events@devonandcornwall.pnn.police.uk Applicants must also notify Devon Fire and Rescue Service of the event well in advance of its commencement.

Contact: Devon Fire and Rescue Service, Group Command Station, 50 Glen Road, Plympton, PL7 2XT. Tel 01752 333600.

N.B. The person designated as in charge of the event on the day must remain on the site for the duration of the event, until all stands and participants are clear of the site. They must be clearly recognisable in case there are any issues and their on the day contact details need to be correct at time of completion of the form, if any changes occur the Events Team must to be notified as soon as it happens.

I. DOCUMENTATION

You must provide the following six weeks prior to the event. Until this has been received your booking will remain provisional.

Please tick everything you have included with your application; anything you haven't included please indicate a suggested time line for inclusion.

- Completed and signed Booking Form
- Invoice details for booking costs to be processed on receipt of your forms if applicable
- Charging Bond if applicable (see section 4) – Cheques should be made payable to 'Plymouth City Council'
- Ground Rent Fee If applicable – Cheques should be made payable to 'Plymouth City Council'
- Full Site Plan
- Method Statement
- Traffic Management Plan
- Contingency and Emergency Plan
- Copy of Public Liability Insurance (please note, policy cover must be for £5 million or over)
- Full Risk Assessment
- Fire Risk Assessment
- Waste Carriers License
- Signed Terms & Conditions

Depending on your event you may also need to provide us with the following licenses, the Events Team will advise you if you are not sure.

- Amusement Device Inspection Procedures Scheme (ADIPS)
- TEN (Temporary Events Notice for alcohol)
- Gas Safety Certificates (if you have traders using gas at the event)
- Food Safety Management System (of any of your traders)
- Food Hygiene Training Certificates (of any of your traders)
- Copy Food Hygiene Rating Sticker (we only accept 3 or higher within our land)
- Waste Carriers License
- Performing Rights Society (PRS) License
- Phonographic Performance Ltd (PPL) License

2. CHARGING BONDS

A bond will be held by the council from Applicants. This will be to ensure that any damage or failure to clear waste can be recovered and the City Council is not left to cover these costs. These will be fully refunded once it is established there are no repairs or clearance needed. The level of the bond is set out below; this is based on risk of damage. Please see Annex I for details of the scoring evaluation.

Tiers	2017-2018
Tier 1 (6 to 10 points)	£90.00
Tier 2 (12 to 20 points)	£175.00
Tier 3 (22 to 28 points)	£375.00
Tier 4 (30 to 38 points)	£500.00
Tier 5 (40 to 46 points)	£1000.00

3. COMMERCIAL EVENT CHARGES

Events deemed to be of a commercial nature will be negotiated at a commercial rate on a case by case basis. Please note the additional criteria for commercial events in section 5a

4. EVENTS EXEMPT FROM CHARGES AND A BOND

The criteria detailed below will identify those events which are exempt from the charges. Applicants for exempt events will still be required to complete the necessary application process and have all the necessary documentation in place prior to permission being granted.

a. EXEMPT EVENTS

- All requests from education establishments regarding activities such as sponsored walks that do not require infrastructure to be in place are made exempt from the charging structure.
- Events with very small numbers (less than 50) that has no infrastructure and wish to use areas for picnics, walks and educational purposes.
- Requests from organisations who wish to use the Hoe memorial statues for memorial services.

Prioritisation and usage for commercial and charity/community bookings will be determined by the Events Team to enable the best balance between use of the venue and impact on residents. In all cases it will remain at the discretion of the Events Team as to how the charging bonds and scoring matrix is applied, using criteria based within the scoring matrix at Annex I. However it should be noted that the City Council reserves the right to add or remove criteria at any time providing it has reasonable grounds for doing so.

5. COMMERCIAL EVENTS – ADDITIONAL CRITERIA

The Applicant must;

- Demonstrate that there is a demand for the event and that The Hoe is the best venue.
- Provide a full written proposal outlining their activities and how they will be managed along with a realistic financial plan.
- Pay a site rental fee that will be determined by the size and nature of the event. Access will not be allowed until cleared funds have been received.
- Carry appropriate insurance cover indemnifying the City Council against any losses incurred or claims made against it.
- Consult with other agencies where needed.

If these criteria can be met the Applicant should:

- Arrange for a site visit / meeting with a representative of the Events Team.
- Complete an application form

6. FAIRGROUND RIDES

It is the responsibility of the the to collate and ensure that all suitable independent ADIPS (Amusement Device Inspection Procedures Scheme) safety certificates, covering structural, mechanical and electrical safety requirements in relation to fairground rides, and proof of Public Liability Insurance cover to an indemnity limit of not less than £10 million in respect of each occurrence is in place This information must be available at the request of Plymouth City Council. Operators of fair equipment should refer to HSG 175 guidance on safe practice.

The City Council will consider the type and number of rides applicable to each event. Use may be granted subject to restrictions on the number and/or type of rides. All generators will need to be shielded to reduce noise levels to a minimum. All spillages must be cleaned up and the area restored to previous condition.

7. AIR SHOWS

The Applicant must produce written proof of Civil Aviation Authority approval to the City Council and also provide proof of Public Liability Insurance cover to an indemnity limit of not less than £25 million in respect of each occurrence to the satisfaction of the City Council; this must be produced at least six weeks prior to the event.

It is the responsibility of the Applicant to meet the Emergency Services and produce an Emergency Action Plan at least three calendar months prior to the event, details of who to contact can be found on page one.

8. LICENSED BARS

Notice of any proposed beer tent/bar **MUST** be included within your application.

N.B. Alcohol is not covered in the Council's Premises Licence that it makes available for use for third parties and an application for a Temporary Events Notice for the sale and off sale of alcohol will need to be made; this can take a minimum of three weeks. (ie. 15 working days)

The Applicant should not submit any application to the City Council as licensing authority until notified in writing of the City Council's decision in respect of an application for use of the Hoe Promenade, as the licensing authority will not consider an application until appropriate permission for the use of the site has been granted. All licensed bars must be staffed by an appropriate number of SIA registered security staff as specified by the Police or Plymouth City Council Licensing Department.

9. DISABLED PARKING – HOE ONLY

The only available public parking on the Hoe is for use of the drivers who are blue badge holders; it is incumbent that the Applicant ensures that there is adequate disabled parking that reflects the expected crowd at their event. The size of area to be allotted for disabled parking must be an issue for early discussion with the Events Team, and site plans for the event must include disabled parking provision and access unless it is unsafe or unreasonable. It is the Applicant's responsibility to arrange and pay for this provision.

The Plymouth Area Disability Action Network (PADAN), with the support of Plymouth City Council's Social Inclusion Unit, has produced an access checklist focussing on outdoor events. The aim is to generate the kind of information necessary for disabled people to participate in local events, and to enable PADAN to give access information in its publicity and promotion of any event to its disabled members. We expect that the Applicant will complete and return the checklist to PADAN, which can be found with the application form.

10. VEHICULAR USE

Loading and unloading of vehicles is permitted but parking of vehicles on site and the location must be discussed with the Events Team. Applicants must nominate specific competent stewards to ensure that the site is kept clear of other vehicles.

The maximum speed limit on site is 5mph. In the interest of ensuring safety of pedestrians; all vehicles must use hazard warning lights when moving around on the site. Care and control should be taken at all times with particular attention when reversing.

Only vehicles issued with recognised passes will be given access to the site. Passes can be issued by applicants but the number of passes for an individual event must be agreed in advance with The Events Team. A copy of the pass format to be used will need to be supplied to the Events Team at least two weeks prior to the event. Vehicles not displaying passes in an agreed format will not be given entry to the site.

All vehicles, trailer units, tractor units and generators given access to the site must be fitted with drip trays.

11. SECURITY AND ACCESS

All applicants are responsible for the insurance of their own property and goods brought on to the event site. Plymouth City Council accepts no liability for loss or damage incurred whilst applicants' equipment is on site. You may wish to insure your property against damage. Applicants will be charged for any costs incurred by the City Council in making available attendant staff to allow access to the site; such charges will be notified to the Applicant in advance of the event, following agreement on times of access to/exit from the site. The current rate of VAT will be added. Overnight use will only be allowed in very exceptional circumstances.

If access points are going to be used during the event it will be the Applicant's responsibility to ensure that they are manned at all times, failure to do so may result in the City Council placing an attendant on the entrance and the Applicant being charged accordingly. For bookings by registered charities, no VAT will be charged.

Should access outside of normal working hours occur, keys will be issued at the discretion of the Events Team which will be covered within your refundable bond. Failure to return keys will result in loss of deposit and a deduction from the refundable bond for changing padlocks.

12. TRADE STALLS

Lists of trade and charity stand holders and a site plan must be submitted at least three calendar months prior to the event in respect of large scale events, and at least four weeks prior in respect of all other events.

Applicants may engage catering traders for food and beverage provision which is suitable for their event..Please note Plymouth City Council encourages healthy eating, the use of local produce and sustainability

Only registered food businesses are eligible, we have a list of food traders we can recommend, who meet our expected standards of a 3 rating or above*. Each caterer should provide one large bin of 1100cc per unit for waste packaging. If the Applicant fails to ensure this is done, bins will be provided and the Applicant will be invoiced for the provision of the bin .

To remove waste from your event you will require a current Waste Carriers Licence or use a registered company. Waste water should not be disposed of on the site or by use of the storm drains. Plymouth City Council Street Scene Services are able to remove trade waste, for an estimate on cost please call 01752 304840. If you are removing your own trade waste we need to see your Waste Carriers License.

* For information on Plymouth City Council's food hygiene systems – please visit <https://www.plymouth.gov.uk/publicprotectionadviceandsupport/foodsafety>

The roads surrounding any site are in a strictly controlled designated Street Trading Area within the provisions of the Local Government (Miscellaneous Provisions) Act 1984. Trading of any description by persons not having a current Street Trading Consent issued by Plymouth City Council and displaying an up to date permit is strictly prohibited. On no account may the Applicant sub-let or allow to be sub-let any sites on these roads.

13. LITTER

It is a condition of hiring the site that all areas are to be left in a clean and tidy state and the Applicant will ensure all litter is removed by a licensed carrier.

14. TOILETS

It is the responsibility of the Applicant to ensure that there are sufficient toilet facilities available for your event.

If there are public toilets on site please contact the relevant officer on page 1 of the terms and conditions regarding their use, if out of hours use is required there may be a charge.

15. GRASSED AREAS AND TARMAC

Any damage to the grassed areas and/or tarmac will be charged for. A deduction will be made from the bond for any costs incurred in so doing. No marking of the ground is allowed except by agreed consent. Nothing should be driven into the ground when erecting structures without carrying out the appropriate test to ensure no cables or services are below. Portable roads should be used to prevent vehicles sinking into the grassed area where possible, with a clear definition of usage included in the application.

Should the City Council incur costs for additional litter clearing and/or reinstatement works to the grassed area and/or tarmac and/or structures on any site in excess of the bond amount, an invoice for the balance due will be forwarded to the Applicant for immediate settlement.

It is the Applicant's responsibility to ensure that contractors carry out any relevant surveys such as cat scans before fixing anything down on the grassed areas

16. GENERAL

1. No generators or music should be used after 10pm, unless specifically authorised by the Events Team in advance
2. Positioning and the level of any amplification of public address or music must be a topic of early discussion with Events Team and agreed prior to planning of the event. The City Council adopts the Council's Code of Practice on Environmental Noise Control at Concerts to be applied to noise from venues of open air entertainment within the City and has a noise policy with set levels. A copy can be obtained from: Public Protection Service, Plymouth City Council, Plymouth, PL1 2AA. Tel 01752 304147 Email public.protection@plymouth.gov.uk. It is the Applicant's responsibility to ensure that noise is properly monitored throughout the event.
3. It is the Applicant's responsibility to seek licences from the Performing Rights Society, Phonographic Performance Limited and any other relevant bodies, and to pay any fees accordingly. Similarly, any licences in respect of films or moving images which may be required for your event should be obtained and paid for. If the event includes entertainment covered by such licences, the City Council will require to see the licence(s).
4. Commercial helicopters are not permitted to land on any sites.
5. All officials and stewards at an event must wear identifiable tabards and ID badges.
6. The Council reserves the right to restrict the use of any sites at any given time.
7. Drones will not be allowed to be used on or over City Council land.

17. HEALTH AND SAFETY

1. It is the responsibility of Applicants to ensure that all proposed activities conform to current Health and Safety Regulations or relevant legislation. A full set of Health and Safety documents for the event should be submitted to the Events Team at least six weeks prior to the event. These documents should include Method Statements, Risk Assessments, Fire Risk Assessments, Site Plan, Traffic Management Plan and any other documentation relevant to the nature of the event. For large scale events, a Contingency/Emergency plan will be required.
2. You are strongly advised to obtain and work to the Health and Safety Executive's The Purple guide to festivals and outdoor events. The publication also refers to other guidance and regulations to which you may need to refer.
3. The Applicant shall ensure that adequate on-site medical facilities are available for the duration of the event. This should be in accordance with guidance in The Events Safety Guide to festivals and outdoor events.
4. Should your event require road closures you will need to make application a minimum of 16 weeks prior to your event, for further information telephone Plymouth Transport and Highways (South West Highways) on 01752 668000 or email plymouth.watchman@swh.co.uk.
5. The Regulatory Reform (Fire Safety) Order 2005 applies to virtually all premises, including most buildings, structures and open spaces. This includes outdoor events. The order requires the "responsible person" to carry out a fire risk assessment which must focus on the safety of all relevant persons. The risk assessment must identify the fire risks that can be removed or reduced, general fire precautions and people at special risk. Further advice on fire safety and risk assessments can be obtained at www.communities.gov.uk/fire/firesafety/firesafetylaw and www.fire.gov.uk.

18. NOISE

Applicants must take into consideration of any noise generated from their event including music and loudspeakers. You must detail location and direction of stages and speakers and types of entertainment to be amplified. The City Council reserves the right to impose limits on any amplified music or broadcasting. No activity relating to events either pre, during or post should commence prior to 8am weekdays and 9am weekends without prior agreement.

19. FORMAL LETTER / EMAIL OF ACCEPTANCE

Entry on to the site will not be permitted until a formal letter of acceptance has been issued, any bonds or other fees have been paid by the Applicant and until all requested policies of insurance and Health and Safety documents have been submitted to the City Council.

20. WEATHER

The City Council will not refund any monies payable by the event coordinator on account of adverse weather conditions.

21. LICENSING ACT 2003

Various Plymouth City Council Sites are licensable premises under this act and as such the City Council has obtained a licence for this area. Only activities within this licence are covered and if you intend to hold any activities not covered you must notify the City Council and make separate application for a licence or ask the City Council for a variation on the licence.

Please note usage of the City Council’s premises licence is done on the strict understanding that all conditions of booking are adhered too. Failure to do so will result in future usage of the City Council’s premises licence being revoked.

Please note Section 8 - Alcohol is not covered in the City Council’s Premises Licence that it makes available for use for third parties and an application for a Temporary Events Notice for the sale and off sale of alcohol will need to be made; this can take a minimum of three weeks.

If you are unsure if your activity is covered please contact the Events Team on the number below.

22. APPEALS PROCESS

You have the right to appeal against any refusal of your application.

Your appeal must be made in writing to the Head of Economy, Enterprise & Employment and should state clearly the grounds of your appeal and be received within 5 working days of the decision.

If you agree to all the Terms and Conditions please complete below and send your application form in to the correct team.

Signed				
Print Name				
Date		/	/	

Annex I

Scoring System – note this may be amended by the Council

Type of Applicant	<ul style="list-style-type: none"> • Individual • Community group • Charity (no charge) • Registered Organisation • Corporate • Commercial Company/Activity 	<ul style="list-style-type: none"> • 2 • 2 • 2 • 4 • 8 • 8 	
Nature of the Event	<ul style="list-style-type: none"> • Exhibition/arts show • Community event • Vehicle Display • Sporting event (no fundraising) • Public Fundraising Activity • Corporate Promotional Activity • Pop concert/Dance event 	<ul style="list-style-type: none"> • 2 • 2 • 4 • 6 • 8 • 8 • 8 	
Purpose of Hire	<ul style="list-style-type: none"> • Memorial Service (if using memorial no charge) • Social activity only • Raise awareness, no fundraising • Raise awareness and charitable funds • Raise awareness of Applicant's objectives and charge participants for taking part (either by entry fee or by sponsorship fund raising) • Commercial activity 	<ul style="list-style-type: none"> • 0 • 2 • 2 • 4 • 6 • 8 	
Source of funding	<ul style="list-style-type: none"> • Individual/None • Grants (Council, Lottery, Government) • Corporate • Commercial 	<ul style="list-style-type: none"> • 0 • 4 • 6 • 8 	
Number of attendees	<ul style="list-style-type: none"> • 1-50 • 51-200 • 201-500 • 501-1000 • 1001+ 	<ul style="list-style-type: none"> • 0 • 2 • 4 • 6 • 8 	
Audience Profile	<ul style="list-style-type: none"> • Mixed, family groups • Mixed no families • Young adults • Children & teenagers • Elderly • Mixed rival factions 	<ul style="list-style-type: none"> • 2 • 2 • 4 • 4 • 4 • 6 	
Environmental Factors	<ul style="list-style-type: none"> • Winter • Spring • Autumn • Summer • Dark Hours 	<ul style="list-style-type: none"> • 2 • 4 • 4 • 6 • +2 	

<p>Additional considerations (add all that apply)</p>	<ul style="list-style-type: none"> • Catering outlets • Multiple events • Road Closures • Fairground • Booking period over several days/weeks • Alcohol sales • Vehicle/pedestrian mix • Increased Security State 	<ul style="list-style-type: none"> • 2 • 4 • 4 • 4 • 6 • 8 • 8 • 8 	
<p>Confidence in management</p>	<ul style="list-style-type: none"> • No previous experience • Low confidence • Moderate confidence • High confidence 	<ul style="list-style-type: none"> • 8 • 6 • 4 • 2 	
<p>Content of event infrastructure</p>	<ul style="list-style-type: none"> • No Infrastructure • Low infrastructure for non-income generation purposes e.g. 1 gazebo • Moderate infrastructure for non-income generation purposes e.g. 3 gazebos, barriers • Low infrastructure for income generation purposes. • Moderate infrastructure for income generation purposes e.g. 3 gazebos, barriers and bouncy castle. • Use of a contractor to install specialist demountable structures, not for income generation. • Use of a contractor to install specialist demountable structures, for income generation. • Use of commercial hire contractor, not for income generation (directly or indirectly), ie: bouncy castle, caterer. • The use of the Commercial sector to enable income generation (directly or indirectly), ie: children’s activity provider. • High level of infrastructure and large event footprint. 	<ul style="list-style-type: none"> • 0 • 2 • 2 • 4 • 4 • 4 • 6 • 6 • 8 • 8 	
Total Score			
<p>Suitability</p>	<p>After evaluating the event (above) please complete the scoring test below. Any events that score a 6-8 on any element needs to be reviewed for suitability of the event taking place and its location.</p>		
<p>Suitability and previous/potential factors</p>	<ul style="list-style-type: none"> • Low casualty rate • Medium casualty rate • High Casualty rate • No previous data 	<ul style="list-style-type: none"> • 0 • 2 • 8 • 2 	

	<ul style="list-style-type: none"> • Low noise complaint rate • Medium noise complaint rate • High noise complaint rate • No previous data • Low crime rate • Medium crime rate • High Crime rate • No previous data • Low complaint rate • Medium complaint rate • High complaint rate • No previous data • Will this event have an adverse impact on the local residents? • Will/has this event damaged The Hoe? • The event will/will not benefit the local economy and/or increase visitors to the city? 	<ul style="list-style-type: none"> • 2 • 4 • 8 • 2 • 2 • 4 • 8 • 2 • 2 • 4 • 8 • 2 • 6 • 8 • 6 	
Total score			

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EQUALITY IMPACT ASSESSMENT

Economic Development



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Updated booking arrangements for Plymouth Hoe
Author	Jamie Yabsley
Department and service	Economic Development – Marketing and Events
Date of assessment	10/3/17

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	<p>The average age in Plymouth (39.0 years) is about the same as the rest of England (39.3 years), but less than the SW (41.6yrs).</p> <p>The city has the third lowest percentage of older people, and the fifth highest percentage of children and young people (under 18) of the 16 SW county and unitary authorities</p>	<p>No impact</p> <p>These updated terms and conditions would allow a transparent process for all groups to apply to hold an event on Plymouth Hoe.</p> <p>The impact on all residents would be taken into consideration with all applications</p>	N/A	
Disability	28.5% of households in	No impact	N/A	

	<p>Plymouth declare themselves as having a long term health problem or disability (nationally this is 25.7%).</p>	<p>These updated terms and conditions would allow a transparent process for all disability charities and groups to apply to hold an event on Plymouth Hoe.</p> <p>The impact on all residents would be taken into consideration with all applications</p> <p>Disabled parking and the level of need is addressed in the new terms and conditions.</p>		
<p>Faith/religion or belief</p>	<p>Data shows that 32.9% of the Plymouth population stated they had no religion.</p> <p>Hindu, Buddhist, Jewish and Sikh combined totalled less than 1%.</p> <p>0.5% of the population had a current religion that was not Christian, Islam, Buddhism, Hinduism, Judaism, or Sikh such as Paganism or Spiritualism.</p>	<p>No impact.</p> <p>These updated terms and conditions would allow a transparent process for all religious and cultural groups to apply to hold an event on Plymouth Hoe.</p> <p>The impact on all residents would be taken into consideration with all applications</p>	<p>N/A</p>	
<p>Gender - including</p>	<p>Citywide data shows that</p>	<p>No impact.</p>	<p>N/A</p>	

marriage, pregnancy and maternity	overall 50.6% of our population are women; this reflects the national figure of 50.8%	<p>These updated terms and conditions would allow a transparent process for all genders to apply to hold an event on Plymouth Hoe.</p> <p>The impact on all residents would be taken into consideration with all applications</p>		
Gender reassignment	National figures (ONS 2013) indicate that up to 10,000 people have gone through this process, with 23 known cases in Plymouth.	<p>No impact</p> <p>These updated terms and conditions would allow a transparent process for all groups to apply to hold an event on Plymouth Hoe.</p> <p>The impact on all residents would be taken into consideration with all applications</p>	N/A	
Race	<p>92.9% of Plymouth's population is White British</p> <p>7.1% are Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common.</p>	<p>No impact</p> <p>These updated terms and conditions would allow a transparent process for all groups to apply to hold an event on Plymouth Hoe.</p>	N/A	

	<p>We are a dispersal area for asylum seekers: up to 300 people will be accommodated in the City at any given time.</p> <p>The 2011 Census records that there were 4328 people from the A8 and A2 Accession Countries resident in the City. Of these 2332 recorded their country of birth as Poland</p>	<p>The impact on all residents would be taken into consideration with all applications</p>		
<p>Sexual orientation - including civil partnership</p>	<p>It is nationally estimated at between 5 to 7 % of the population are Lesbian, Gay and Bisexual (LGB). This would mean that approximately 12,500 people aged over 16 in Plymouth are LGB.</p>	<p>No impact</p> <p>These updated terms and conditions would allow a transparent process for all groups to apply to hold an event on Plymouth Hoe.</p> <p>The impact on all residents would be taken into consideration with all applications</p>	<p>N/A</p>	

STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
<p>Reduce the gap in average hourly pay between men and women by 2020.</p>	<p>N/a</p>	
<p>Increase the number of hate</p>	<p>N/A</p>	

crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.		
Good relations between different communities (community cohesion)	N/A	
Human rights Please refer to guidance	N/A	

STAGE 4: PUBLICATION

Responsible Officer

Date

Director, Assistant Director or Head of Service

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EXECUTIVE DECISION

made by a Council Officer




REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY A COUNCIL OFFICER

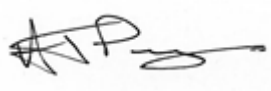
Executive Decision Reference Number – SDPI01 17/18

Decision	
1	Title of decision: Langage Business Park – Phase 2
2	Decision maker (Officer): Anthony Payne – Strategic Director for Place
3	<p>Report author and contact details:</p> <p>Nathan Merrison-Fielder, Project Manager, Transformation & Change Email: Nathan.merrison-fielder@plymouth.gov.uk Tel: 01752 307867</p>
4	<p>Decision to be taken:</p> <p>To award the Contract for the construction of Langage Business Park Phase 2 to the successful tenderer, following a competitive procurement activity. The Executive Decision made in March 2016 gives delegated authority to the Strategic Director for Place to award the Contract. Details of the successful tenderer are set out in the Briefing paper Part II.</p>
5	<p>Reasons for decision:</p> <p>In accordance with the delegated authority granted by the Executive Decision made by the Leader of the Council on 7th March 2016 the project undertook a procurement exercise.</p> <p>The Council received eight tender returns and following a tender analysis is now in a position to award the contract.</p> <p>See Briefing Paper Part II.</p>
6	<p>Alternative options considered and rejected:</p> <p>Do not take the Procurement forward - This is rejected as this is an Economic Development project whose aim is to actively promote the growth agenda and create/support up to 80 FTE jobs in addition to creating a long term revenue stream for the Council.</p>
7	<p>Financial implications:</p> <p>Financial provision has been made for this contract through a loan taken out over a 50 year period. The loan will be repaid from the rental income generated. Details of the awards and costs in respect of this tender are contained in the Contract Award Report Part II.</p>

8	Is the decision a Key Decision? (Contact Ross Jago, Democratic Support, 304469 for further advice)	Yes	No	
		X		results in the Council spending or raising annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award)?
			X	results in the Council saving more than £1,000,000?
			X	results in the Council saving less than £1,000,000 and the saving will have a material impact upon service provision such as a significant change or a cessation of service delivery and associated staff redundancies or a significant impact on customers?
			X	has a significant impact on communities living or working in two or more wards?
If yes, date of publication of the notice in the Forward Plan				
9	Please specify how this decision is linked to the Council's corporate plan 2013/14 to 2016/17 and/or the policy framework and/or the revenue/capital budget:	<p>Pioneering Plymouth and Growing Plymouth and more specifically:</p> <p>Objective 5 Delivering a Growing City of the Creating a bigger, better city theme.</p> <p>Objective 6 Delivering the International City.</p> <p>Objective 9 Delivering Infrastructure and Investment.</p> <p>Policy 18 of the Plymouth Plan (Delivering Land for Jobs).</p> <p>Policy 45 Plymouth Investment Priorities</p> <p>It achieves this by helping to safeguard, facilitate and create a range of new job opportunities. It also promotes growth by providing local businesses and inward investors with a supply of high quality employment space</p>		
Urgent decisions				
10	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes	X	(If yes, the Lead Scrutiny Officer must be consulted before approaching the Chair of the Overview and Scrutiny Committee. Ensure that the Chair signs the report at section 11a and that section 11b is completed <u>after</u> the sign off codes in Section 17 are completed)
		No		(If no, go to section 12)

I 1a	Signature		Date	26/06/2017
	Print Name	Councillor Sally Bowie		
I 1b	Reason for urgency: A decision is required to take place this week in order to allow the project to meet the required project deadlines. This is necessary in order to be able to generate rental income from that date to meet the cost of borrowing requirement and to create new local jobs as soon as possible.			
Consultation				
12	Are any other Cabinet members' portfolios affected by the decision?	Yes		(If yes, go to sections 13 and 14)
		No	X	
13	Which other Cabinet member's portfolio is affected by the decision?			
14	Please confirm that you have consulted this Cabinet member	Yes		(No is not an option)
15	Has any Cabinet member declared a conflict of interest?	Yes		Need a note of dispensation granted by the Council's Monitoring Officer
		No	X	
16	Which Corporate Management Team member has been consulted?	Name and title	Anthony Payne, Strategic Director for Place.	
17	Please include the sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DSol3 17/18	
		Finance (mandatory)	akh1718.53	
		Legal (mandatory)	ALT/25199	
		Human Resources		
		Assets	JW 0079 23/06/17	
		IT		
		Procurement	HG/SPU/447/ED/0617-Langage Phase 2	
Other Information				
18	An Equalities Impact Assessment should be attached to the report	See attached		(Please attach the EIA to this report)

Briefing report									
19	Is the briefing report attached?	Yes	<input checked="" type="checkbox"/>	(No is not an option)					
	List (and include a hyper link to <u>published</u> work/information used to prepare the report.								
	Do you need to include any confidential/exempt information?	<p>If yes, prepare a second, Part II, 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.</p> <p>(Remember to keep as much information as possible in the briefing report that will be in the public domain)</p>							
			Exemption Paragraph Number						
			I	2	3	4	5	6	7
					X				
Background Papers									
20	<p>Please list all 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. A folder or a file should not be cited as a background paper, though individual items within the folder or file may be. 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.</p>								
	Title	Part I	Part II	Exemption Paragraph Number					
				I	2	3	4	5	6
	Briefing Note		X			X			
	EIA								
Cabinet Member Signature									
21	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget.								

Signature		Date of decision	26/06/2017
Print Name	Anthony Payne, Strategic Director for Place		

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CONTRACT AWARD REPORT PART I

Langage Business Park – Phase 2- PLA/16020



Contents

1. Introduction.....3

2. Background.....3

3. Procurement Process.....3

4. Tender Evaluation Criteria.....4

5. Summary of evaluation.....4

6 Financial impact.....5

7. Recommendations.....5

8. Approval.....6

1. INTRODUCTION

This contract award report is in relation to the procurement of a contractor for the construction of Langage Business Park – Phase 2. This process and evaluation criteria was approved by the Assistant Director for Economic Development on 8th March 2017.

2. BACKGROUND

Plymouth City Council (PCC) owns a prominent 3.09ha development and commercial site at Langage Business Park which has been identified as a priority for delivering high quality, sustainable employment space.

The proposed new development will be similar to phase one comprising c2,787sq m (30,000sqft) of high quality commercial workspace (subject to final designs). The scheme will incorporate sustainable technologies to minimise carbon emissions and running costs, potentially including: solar photovoltaic, increased levels of insulation, increased levels of natural daylight and ventilation and highly efficient heating systems.

The project itself will help facilitate and create new job opportunities. By using Government Best Practice it is estimated that around 80 jobs (1 job per 35sqm) could be supported as a result of this investment (excluding the temporary construction jobs). It could also safeguard existing jobs and promote growth - providing local businesses and inward investors with a ready supply of high quality employment space.

3. PROCUREMENT PROCESS

The Council used the below threshold procedure in accordance with The Public Contracts Regulations 2015. The procedure was run using the Council's e-tender portal Supplying The South West portal. This allowed for fair and equal access to the procurement documentation and enabled all questions and answers to be published for all parties to see.

4. TENDER EVALUATION CRITERIA

Suitability Criteria (Suitability Questionnaire – Appendix C)

Failure to provide a satisfactory response to any of the questions may result in the Council not proceeding further with the Supplier.

Information Only Questions

The following sections must be completed but was be used for information purposes only and not scored:

Part 1 Section 1 - Potential Supplier Information

Pass / Fail Questions

The following sections contain mandatory questions, the responses to which were reviewed and treated as pass or fail criteria:

Part 2 Section 2 - Grounds for Mandatory Exclusion

Part 2 Section 3 - Grounds for Discretionary Exclusion

Part 3 Section 4 and Section 5 (if applicable) – Economic and Financial Standing

Part 3 Section 7 –Modern Slavery Act 2015

Part 3 – Section 8 - Insurance

In the event of the supplier being awarded a ‘fail’ on any of the above criteria, the remainder of their Tender would not be evaluated.

Scored Questions

Part 4

The following sections contain mandatory questions, the responses to which were evaluated and scored. For some questions the response given were evaluated in terms of risk. If the risk is deemed to be high, this resulted in a fail for the question evaluated and the remainder of the Tender was not be evaluated.

Section 9 – Health & Safety Policy 25%

Section 10 – Health & Safety Management 25%

Section 11 – Quality Management 30%

Section 12 – Equalities & Diversities 20%

An overall threshold of 70% of the achievable marks will be required to determine whether Tenderers will proceed to be evaluated against the award criteria. Any Tenderer failing to achieve this threshold will not proceed any further within this procurement.

Suitability Assessment Questions (Tenderer Questionnaire – Appendix C)

Where questions are scored

Response	Score	Definition
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
Poor	2	Response is partially relevant and poor. The response addresses some elements of the requirements but contains insufficient/limited detail or explanation to demonstrate how the requirements will be fulfilled
Satisfactory	5	Response is relevant and acceptable. The response addresses a broad understanding of the requirements but may lack details on how the requirement will be fulfilled in certain areas.
Good	8	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Excellent	10	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Award Criteria

The Council intends to award any Contract based on the most economically advantageous offer.

Evaluation will be undertaken in accordance with the overall evaluation strategy for the project. The high-level evaluation criteria for the project are as follows:

Commercial (Appendix A)

Schedule 8 – Pricing 55%

Technical (Appendix B):

Schedule 9 - Proposed Contracts, Collaborations and Partnerships 5%

Schedule 10 – Method Statements 40%

The Council will not be bound to accept the lowest price of any Tender submitted. Failure to provide a satisfactory response to any of the questions may result in the Council not proceeding further with the Tenderer.

Pass / Fail Schedules

The following Schedules will be evaluated on a pass or fail basis. Your tender will be disqualified if you do not submit these completed Schedules.

Schedule 1 (Appendix A) – Contract for the Provision of Works

Schedule 2 (Appendix A) – Form of Tender

Schedule 3 (Appendix A) – Declaration of Direct or Indirect Interest

Schedule 4 (Appendix A) – Certificate of Canvassing

Schedule 5 (Appendix A) – Certificate of Confidentiality

Schedule 6 (Appendix A) – Declaration

Schedule 9 (Appendix B) – Method Statements

- MS1 Zero Hours Contracts

- MS2 National Skills Academy Client Based Approach

Schedule 10 (Appendix B) – Contract Management and Information Requirements

Scored Schedules

The following Schedules will be evaluated using the scoring system detailed in each Schedule. Where the response is evaluated in terms of risk your tender will be disqualified if the risk is assessed as too high.

Schedule 7 (Appendix A) – Pricing Schedule

The following scoring system will be applied:

Scoring System
Lowest price tendered from all Tenders receives maximum % score (55%). Other Tenderers' prices are scored in accordance with the following equation:
$\% \text{ Score} = \frac{\text{Lowest Tender price} \times 55}{\text{Tenderer's price}}$

Schedule 8 (Appendix B) – Proposed Contracts, Collaborations and Partnerships

The following scoring system based on risk will be applied:

Risk Level	Score	Definition
High Risk	Disqualify tender	Unacceptable risk or risks identified
Medium to High Risk	1	A number of significant risks identified
Medium Risk	2	Significant risk or risks identified
Low to Medium Risk	3	A number of minor risks identified
Low Risk	4	One or two minor risks identified
Very Low Risk	5	No risks identified

Schedule 9 (Appendix B) – Method Statements; MS3, MS4, MS5, MS6, MS7

MS3 – Programme & Project Controls – 10%

MS4 – Risk Register – 5%

MS5 – Management – 5%

MS6 – CV's & Project Examples – 12.5%

MS7 – Innovation – 7.5%

The following scoring system will be applied:

Method Statement & Quality	Score	Definition
Unacceptable	0	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
Poor	2	Response is partially relevant and poor. The response addresses some elements of the requirements but contains insufficient/limited detail or explanation to demonstrate how the requirements will be fulfilled
Satisfactory	5	Response is relevant and acceptable. The response addresses a broad understanding of the requirements but may lack details on how the requirement will be fulfilled in certain areas.
Good	8	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Excellent	10	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

5. SUMMARY OF EVALUATION

A contract notice was dispatched to Contracts Finder inviting suppliers to take part in the procurement. The below threshold ITT was published electronically via the, The Supplying The South West Portal on 4thth April 2017 with an original tender submission date of 23rd May 2017.

However, due to a number of client clarifications and an extension request from a number of the suppliers, the submission date was extended by a further two weeks with a new deadline of 5th June 2017.

Submissions were received on the 5th June from 8 suppliers.

9 suppliers formally opted out of the process, the majority stating either that the project was not related to their field of business or that they had insufficient resources at this time.

The submissions were independently evaluated by Council Officers, all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process. A tender evaluation meeting was held on the 19th June 2017 for moderation and compilation of the relevant scores. The resulting scores are contained in the confidential paper.

6. FINANCIAL IMPACT

Financial provision has been made for this contract within the Capital Budget. Details of the contract costs are contained in the confidential paper.

7. RECOMMENDATIONS

It is recommended that a contract be awarded to the successful tenderer. The details of the successful tenderer have been set out in the confidential Part II paper.

8. APPROVAL

AUTHOR:

Signature:

Print Name: Nathan Merrison-Fielder

Date: 23/06/2017

AUTHORISED SIGNATORY:

Signature:

Print Name:

Position:

Date:

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EQUALITY IMPACT ASSESSMENT

Land & Property Team



STAGE I: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?	<p>Decision to approve a second phase of direct development comprising 2,787 sq m of sustainable high quality, speculative employment accommodation for SME businesses to create / support up to 80 FTE jobs on Council owned land at Langage Business Park, Plympton, Plymouth.</p> <p>The project will help safeguard, facilitate and create new job opportunities. It will also promote growth - providing both local businesses and inward investors with a supply of high quality employment space. Using Government Best Practice it is estimated that around 80 jobs (1 job per 35sqm) could be supported as a result of this investment (excluding the temporary construction jobs).</p>
Responsible Officer	Tom Palmer
Department and Service	Place, Economic Development (Land and Property Team)
Date of Assessment	29 January 2016

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	N/A	Through the management of our Leasehold properties we aim to treat all customers fairly, and with respect and professionalism regardless of their gender, race, age, disability, religion, sexual orientation and marital status.	None	N/A
Disability				
Faith, Religion or Belief				
Gender - including marriage, pregnancy and maternity				
Gender Reassignment				
Race				
Sexual Orientation -including Civil Partnership				

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	The provision of new employment accommodation will assist in providing more job opportunities for all and contribute to reducing the inequality gap across the City.	The Land & Property Team expect to let the completed development within 18 months of practical completion, creating / supporting circa 80 FTE jobs.
Good relations between different communities (community cohesion).	No implications	
Human Rights	No implications	

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.	James Watt, Head of Land and Property	Date	29.01.2016

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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.

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