



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Published 23/12/20

Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Thursday 7 January 2021 (due to the Christmas closedown period). 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 Friday 8 January 2021 if they are not called-in.

Delegated Decisions

1. Council Officer Decision - Paul Barnard (Service Director for Strategic Planning and Infrastructure):

1a. TCF Tranche One - Broxton Drive to Saltram Meadow Roundabout Contract Award **(Pages 1 - 14)**

2. The Leader - Councillor Evans OBE:

2a. Delegation to Service Director for Finance to Award Insurance Contracts which take effect from 1 April 2021 **(Pages 15 - 30)**

2b. On Street Electric Vehicle Charging **(Pages 31 - 46)**

EXECUTIVE DECISION**made by a Council Officer****REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER****Executive Decision Reference Number – COD13 20/21**

Decision	
1	<p>Title of decision: TCF Tranche One - Broxton Drive to Saltram Meadow Roundabout Contract Award</p>
2	<p>Decision maker (Council Officer name and job title): Paul Barnard, Service Director for Strategic Planning and Infrastructure</p>
3	<p>Report author and contact details: Denise Clift, Project Manager, Strategic Planning Team 01752 307105 denise.clift@plymouth.gov.uk</p>
4a	<p>Decision to be taken: To appoint South West Highways as the principal contractor for constructing the walking and cycling route from Rock Gardens through Broxton Drive, along the disused railway line to meet the new Roundabout that is under construction on Billacombe Road.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made: Executive Decision L2 19/20 provided authorisation to spend the funding awarded to Plymouth City Council as part of the Transforming Cities Fund and authorises the procurement process(es). The decision “Delegates the award of the contract(s) to Paul Barnard, Service Director for Strategic Planning and Infrastructure.</p>
5	<p>Reasons for decision: The Term Maintenance Contract (TMC) provides specifically for the delivery of transport projects in addition to the core highway maintenance activities and has already been through a competitive tendering assessment process. Using the TMC provides the optimum route for early delivery by securing early contractor involvement to develop the design, by capitalising on the continuity of service provision, local knowledge and the close working arrangements that the TMC contractor has established with the Council’s Highways department.</p>
6	<p>Alternative options considered and rejected: To carry out a formal tendering exercise or through the use of an appropriate framework. Both would add delay to any appointment and impact on the potential delivery of the works.</p>

7	<p>Financial implications:</p> <p>This scheme is funded entirely through the Transforming Cities Fund tranche 1 award; Eastern Corridor and City Centre Strategic Cycle Network Growth Deal; and Section 106 monies.</p>																
8	<table border="1"> <thead> <tr> <th data-bbox="225 293 759 387">Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th data-bbox="759 293 852 387">Yes</th> <th data-bbox="852 293 1007 387">No</th> <th data-bbox="1007 293 1495 387">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 387 759 551"></td> <td data-bbox="759 387 852 551"></td> <td data-bbox="852 387 1007 551">No</td> <td data-bbox="1007 387 1495 551">in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total</td> </tr> <tr> <td data-bbox="225 551 759 741"></td> <td data-bbox="759 551 852 741"></td> <td data-bbox="852 551 1007 741">N/A</td> <td data-bbox="1007 551 1495 741">in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million</td> </tr> <tr> <td data-bbox="225 741 759 882"></td> <td data-bbox="759 741 852 882"></td> <td data-bbox="852 741 1007 882">No</td> <td data-bbox="1007 741 1495 882">is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.</td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:			No	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total			N/A	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million			No	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:														
		No	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total														
		N/A	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million														
		No	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.														
8b	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>	N/A															
9	<p>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:</p>	<p>This scheme forms part of the TCF tranche 1 East-West Corridor Improvements Package</p> <p>Growing Plymouth</p> <p><i>Support the local economy and facilitate economic development</i></p> <p>The East-West corridor already boasts major employment with Peninsula Medical School, Plymouth University, Babcock, MoD, Princess Yachts and Oceansgate enterprise zone. Its importance will grow with 17,000 new jobs planned by 2034. This scheme is to help to support this growth by improving sustainable transport connectivity – improving access to jobs for residents, and access to skills for employees. Regular exercise also improves wellbeing and productivity.</p> <p><i>Support housing delivery</i></p> <p>There are 15,550 homes planned for the East-West corridor by 2034.</p> <p><i>Reduced carbon emissions by increasing the volume and proportion of journeys made by low carbon sustainable modes</i></p> <p>This level of growth presents an opportunity to support that growth by dramatically increasing the use of healthy, low carbon, sustainable modes of transport and improving journey reliability.</p> <p>A Caring Council</p> <p>Three air quality management areas are located on this corridor which can be expected to benefit from this and future investment.</p>															

		<p>The benefits set out below can be expected to disproportionately benefit lower income groups:</p> <ul style="list-style-type: none"> • Improved access to services, training and employment • Encouraging modal shift away from the private car, thereby reducing congestion and accidents • Health and activity benefits • Reduced community severance • Reduced vehicle noise; several noise important areas are identified on the corridor <p>This scheme will also help address physical inactivity which is a major problem in Plymouth, with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1m per annum with far greater costs to the wider community.</p>
10	Please specify any direct environmental implications of the decision (carbon impact)	<p>Plymouth City Council declared a Climate Emergency in 2019, pledging the city to become carbon neutral by 2030. Transport represents 28% of the city's carbon footprint, a proportion that is set to increase to 48% of the residual emissions under the net zero scenario even with an 80% reduction from transport. Encouraging more trips to be made by walking and cycling is essential if the Council's commitments are to be met.</p>

Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	√	(If no, go to section 13a)


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

Consultation

13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	√	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			

I3c	Date Cabinet member consulted										
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer							
		No	√								
I5	Which Corporate Management Team member has been consulted?	Name		Anthony Payne							
		Job title		Strategic Director for Place							
		Date consulted		18/12/2020							
Sign-off											
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			DS73 20/21						
		Finance (mandatory)			pl.20.21.181						
		Legal (mandatory)			MS/RSN35819						
		Human Resources (if applicable)			N/A						
		Corporate property (if applicable)			N/A						
		Procurement (if applicable)			N/A						
Appendices											
I7	Ref.	Title of appendix									
	A	Briefing report for publication (<i>mandatory</i>)									
	B	Equalities Impact Assessment (<i>where required</i>)									
Confidential/exempt information											
I8a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in I8b below.							
		No	√								
		Exemption Paragraph Number									
		1	2	3	4	5	6	7			
I8b	Confidential/exempt briefing report title:										
Background Papers											

19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Council Officer Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature				Date of decision	18/12/2020			
Print Name	Paul Barnard							

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TCF BROXTON DRIVE TO SALTRAM MEADOW ROUNDBABOUT – CONTRACT AWARD

Executive Decision briefing note



PROJECT DETAILS

The Broxton Drive to Saltram Meadow roundabout scheme continues the high quality, traffic free walking and cycling route further east along the former railway alignment to tie in to the new Saltram Meadow roundabout on Billacombe road, which will serve the eastern section of the Saltram Meadow development. Construction drawings are available online here:

[Broxton Drive to Saltram Meadow Drawing 1](#)

[Broxton Drive to Saltram Meadow Drawing 2](#)

This scheme is part of the TCF East-West Corridor Improvements Package and focuses on enhancing travel on that corridor, connecting existing areas of deprivation to growth areas with 17,000 new jobs and 15,500 houses planned by 2034. This scheme further improves connectivity provided by Laira Rail Bridge.

SCHEME OBJECTIVES

Plymouth's population is forecast to reach 300,000 by 2034, an increase of 17%, with an accompanying increase in economic opportunity. Modelling forecasts show that by 2034, even with currently committed transport schemes and modal shift away from private car to sustainable transport of between 5 and 10%, congestion will worsen. Specifically, congestion is impacting on public transport reliability on the eastern corridor.

28% of Plymouth households do not have access to a vehicle, with this increasing to 50% in some neighbourhoods served by the east-west corridor. An expanding and improving walking and cycling network, linking to new jobs in key growth areas will help create inclusive, low carbon growth, improve productivity and address unemployment which is currently 4.7% – 1.4% higher than the regional average, and 0.3% higher than the national average.

To address this sustainably, and help make Plymouth an attractive place in which to live, work and invest, the Joint Local Plan identifies that major infrastructure investments are needed. With 67% of Plymouth commuters working in the city, and with 38% of car journeys less than 2km, walking and cycling have a key role to play.

With transport representing around 28% of carbon emissions¹, a proportion that is set to increase substantially, investment in walking and cycling to reduce overall car trips through a substantial transfer from private car is essential if we are to meet the Council's pledge to make Plymouth carbon neutral by 2030. This scheme will also help address physical inactivity which is a major problem in Plymouth with just 18.6% of the adult population exercising for 30 minutes three times a week. Physical inactivity is estimated to cost the NHS £4.1 million pa with far greater costs to the wider economy.

PROJECT COST

The project target price is £501,026.

FUNDING

The scheme is entirely funded from:

- Transforming Cities Fund tranche 1 funding award;
- Eastern Corridor and City Centre Strategic Cycle Network Growth Deal funding; and
- Section 106 developer contributions

¹ <http://naei.beis.gov.uk/>

DELIVERY TIMESCALES

The main works for the scheme is planned to start in early February, 2021, with construction programmed to take 14 weeks.

MEMBER AND STAKEHOLDER SUPPORT

The Cabinet Member for Strategic Planning and Infrastructure was consulted in late 2018 in advance of the submission of the TCF tranche one funding bid.

A planning application for the scheme was submitted in November 2018, at which point Ward members were updated. Full planning approval was secured on 19 March 2020.

Further statutory consultation was then carried out on the parking restrictions proposed on Broxton Drive and Rock Gardens Traffic Regulation Orders. In advance of the statutory consultation, Ward members were consulted, with one comment received from Councillor Smith. Just one representation was received to which a response has been given. The delegated decision to approve these orders has been signed off, had its call in period and at the time of writing is with legal for sealing.

PROCUREMENT APPROACH

The Council's Term Maintenance Contract (TMC) with South West Highways specifically provides for its use to deliver transport schemes and projects in addition to the core highway maintenance activities.

The scale and nature of the works required for the scheme makes it an ideal candidate scheme for the TMC to be the delivery vehicle.

The use of the TMC has a number of benefits that would support early delivery of the works:

- Capitalise on the collaborative working arrangements that the contractor has established with the Council's Highways department and other key stakeholders and partners
- Access to the competitive price list that was secured through the vigorous and robust tendering assessment that the Council carried out to award the TMC
- Local knowledge
- Co-ordination with other planned works on the local and strategic road networks
- Early contractor involvement to progress the design and identify value savings and reduce risks in both the design and construction stages
- Supports continuity of working between the Council and the contractor to help deliver improvements in performance over the term of the TMC
- Gives confidence to and supports the local economy, helping to safeguard existing jobs and create new ones

ALTERNATIVES CONSIDERED

The alternative options to employing the TMC would be to either carry out a formal tendering exercise or use an appropriate framework. Both these options would add delay to any appointment, impacting on the delivery timescale of the works and do not have all of the benefits use of the TMC offers.

TRANSFORMING CITIES FUND – TRANCHE I

Creating a world class sustainable transport system.



STAGE I : What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?	Transforming Cities Fund – Tranche I
	<p><u>Aims:</u></p> <ul style="list-style-type: none">• Improvements to walking and cycling, improving both the main north/south and east/west corridors and access to these corridors, thereby increasing the catchment area for access to the main cycle routes.• An extension of real time information provision to encourage bus patronage and an improved journey experience, through new or upgraded Real Time Passenger Information screens, new bus shelters and web departure boards in key employment locations.• A significant increase in Electric Vehicle chargepoints removing one of the barriers to drivers switching to EV and ensuring the city has the infrastructure to encourage and grow EV use.• Improvements for the passenger experience at Plymouth Stations.<ul style="list-style-type: none">○ Plymouth Station Tranche I bid will provide improvements to the concourse, including a new, wider Gateline which is currently a source of passenger delay and congestion.

STAGE 1: What is being assessed and by whom?	
	<p>Objectives:</p> <ul style="list-style-type: none"> • Support the local economy and facilitate economic development, for example by improving access to centres of employment, Enterprise Zones, and development sites that have the potential to create additional jobs, reducing congestion, or improving the reliability and predictability of journey times. • Reduce carbon emissions. • Support housing delivery. • Bring about improvements to air quality, particularly to support compliance with legal limits in those areas where NO2 exceedances have been identified and are in the process of developing plans.
Responsible Officer	Sally Farley
Department and Service	Strategic Planning and Infrastructure
Date of Assessment	21/12/2018

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	50+ Plymouth - 34.1% (nationally - 33.3%) • 75+ Plymouth -	The scheme is not anticipated to have any adverse impact on specific age groups.	N/A	N/A


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?
	<p>7.6% (nationally - 7.5%)</p> <ul style="list-style-type: none"> • 0-15 Plymouth - 17.5% <p>(nationally - 20.2%)</p> <ul style="list-style-type: none"> • Over 75's predicted to rise faster than any other group (19k in 2011 to 24k in 2021). 			
Disability	<p>31,164 people declared themselves having long term health problem or disability.</p>	<p>The scheme is not anticipated to have any adverse impact on specific disability groups.</p>	<p>Crossings and other facilities will be provided to support the visually and mobility impaired.</p>	
Faith, Religion or Belief	<p>Christian 148,917 people (58.1%).</p> <p>Islam</p>	<p>The scheme is not anticipated to have any adverse impact on specific faiths, religions</p>	<p>N/A</p>	

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?
	<p>2,078 people (0.8%).</p> <p>Buddhism 881 people (0.3%).</p> <p>Hinduism 567 people (0.2%) described their religion as Hindu.</p> <p>Judaism 168 people (0.1%)</p> <p>Sikhism 89 people (<0.1%)</p>	<p>or beliefs.</p>		
<p>Gender - including marriage, pregnancy and maternity</p>	<p>50.6% of population are women.</p> <p>Of those aged 16 and over 90,765 (42.9%) people are married. 5,190 (2.5%) are separated and still legally married or legally in a same-sex civil partnership. 7</p> <p>34 Civil Partnership Formations in Plymouth in 2013</p>	<p>The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.</p>	<p>N/A</p>	

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?
Gender Reassignment	0 Teenage conceptions in Derriford West & Crownhill in 2012. 26 referrals from Plymouth were made to the Newton Abbot clinic, in 2013/14 to February 6.	The scheme is not anticipated to have any adverse impact on specific gender reassignment.	N/A	
Race	92.9% of Plymouth's population identify themselves as White British. 7.1% identify themselves as Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.	The scheme is not anticipated to have any adverse impact on specific race.	N/A	
Sexual Orientation -including Civil Partnership	It estimated that there are 12,500 – 17,500 Lesbian, gay or bi-sexual people aged over 16.	The scheme is not anticipated to have any adverse impact on specific sexual	N/A	

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?
		orientation group.		

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.	It is not anticipated to have an impact on the inequality gap, particularly in health between communities.		2019/2020 Head of Transport, Infrastructure & Investment.	
Good relations between different communities (community cohesion).	It is not anticipated to have an impact on good relations between communities.		2019/2020 Head of Transport, Infrastructure & Investment.	
Human Rights	It is not anticipated that people's human rights will be impacted upon by the scheme.		2019/2020 Head of Transport, Infrastructure & Investment.	

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.		Date	
			22/05/2019

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L31 20/21

Decision					
1	Title of decision: Delegation to Service Director for Finance to award insurance contracts which take effect from 1 April 2021.				
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans (Council Leader)				
3	Report author and contact details: Julie Steer, Insurance Manager, Julie.steer@plymouth.gov.uk Tel 304921				
4	Decision to be taken: To delegate authority to the Service Director for Finance to award the various insurance contracts as set out in the attached Briefing Note, to approve the Business Case and authorise the procurement process.				
5	Reasons for decision: To ensure that insurance contracts are awarded on time to avoid any gaps in cover when the council is not insured.				
6	Alternative options considered and rejected: Local Government Mutual, see attached Briefing Note.				
7	Financial implications: It is not possible to predict the outcome of the tender with any degree of certainty, however an allowance has been made in the 21/22 budget for potential increases based on current market conditions.				
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes		Per the Constitution, a key decision is one which:	
		X			in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X		in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the	

				area of the local authority.
	If yes, date of publication of the notice in the <u>Forward Plan of Key Decisions</u>	1/11/20		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision will ensure continuity of insurance protection of the Council's assets and provide financial protection against legitimate claims for insurable losses. Provision for the cost of the insurance programme is built into the Medium Term Financial Plan.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?			(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
				(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Lowry (Cabinet Member for Finance)		
13c	Date Cabinet member consulted	12/10/20, 26/10/20, 18/11/20 & 21/12/20		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?			If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management	Name	Brendon Arnold	

	Team member has been consulted?	Job title	Service Director for Finance					
		Date consulted	15/12/20					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS79 20/21					
		Finance (mandatory)	djn.20.21.193					
		Legal (mandatory)	lt/35878/151220					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)	KK/PS/572/ED/1220					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
	C	Business Case						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?			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:							
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
Cabinet Member Signature							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
Signature			Date of decision	23 December 2020			
Print Name	Cllr Tudor Evans OBE						

AWARD OF INSURANCE CONTRACTS

Briefing Note – Delegation of authority for award of insurance contracts effective from 1 April 2021

Background

Long Term Agreements in respect of the Council's current insurance contracts expire on 31 March 2021 and there is an ongoing requirement for insurance services. Traditionally the contracts have been placed on a 3 year basis (with the option to extend for a further 2 years should premium rates remain favourable) in order to attract competitive premiums and to give greater budget stability.

The different insurance policies held are set out in the table below.

Range of insurances and spend

Insurance policy/cover	Supplier
Public & Employers' Liability	RMP/QBE Insurance
Professional Indemnity	RMP/QBE Insurance
Officials' Indemnity	RMP/QBE Insurance
Fidelity Guarantee	RMP/QBE Insurance
Claims Handling (complex claims only)	Gallagher Bassett
Total	
Personal Accident	AIG Insurance
PA - School Journey	AIG Insurance
Total	AIG Insurance
Corporate Property	Travelers Insurance
Contract Works	Travelers Insurance
All Risks Computer	Travelers Insurance
Commercial/Rented Premises *	Aspen Insurance
Terrorism	Certain underwriters at Lloyd's
Total	
Museum All risks (including Terrorism)	Hiscox Insurance
Motor (including claims handling)	Zurich Insurance
Engineering	Zurich Insurance
Contractor's Plant	Zurich Insurance
Overall total (external premiums)	

*NB This is largely re-chargeable to the tenants in occupation

The insurance program has been designed to create a balance between risk transfer and risk retention. The higher the level of risk retention (paying the first amount of each and every claim) reduces external premiums.

The Local Government Mutual has been explored as an alternative risk transfer mechanism, however, further work needs to be undertaken before it can be considered an option.

Procurement have been consulted with regard to the option of extending existing insurance contracts for a further 12 or 24 months, however, these contracts were awarded on the basis of a 3 year Long Term Agreement with a provision to extend for a further 2 years and this option has been exercised. Having regard to the Council's own Contract Standing Orders and Public Contract Regulations 2015, Procurement advise that they cannot be extended any further.

The Public Contract Regulations 2015 stipulate that contracts with a value in excess of £189,330 must be procured using an OJEU compliant process and there is no provision to bypass or amend the regulations. The annual combined value of the contracts is in the region of £1,138,000.

A tender process in accordance with European procurement regulations is therefore currently being conducted by Procurement and the Council's appointed insurance brokers, Marsh Ltd, to secure new contracts with effect from 1 April 2021. Insurance providers are being invited to submit terms for the full range of insurance policies above via the YPO Framework.

In order to obtain the best result from the insurance market, this tender exercise is conducted as close as possible to the expiry of existing contracts to ensure that the most up to date information on the Council's risk profile and claims history is available to underwriters.

The proposal is to tender for a 3 year contract with the option to extend for a further 2 years but 1 year at a time i.e. 3+1+1.

The timetable for completion of the tender exercise is as follows:-

08/01/2021 – Live on STSW Portal

26/01/2021 – To receive clarifications from Tenderers

09/02/2021 – Final date for PCC to answer clarifications

19/02/2021 – Tender Return

05/03/2021 – Internal Evaluation to be complete

10/03/2021 – Contract Award/Completion of internal documentation (Contract Start Date 01/04/2021)

As the tender responses will not be evaluated until 19 February 2021 it will not leave sufficient time for a report to be prepared for a Cabinet decision in time for any financial implications on the insurance budget to be assessed for inclusion in the 2020/21 budget.

It is therefore proposed that the Leader of the Council delegates authority to the Service Director for Finance to award the contracts for the provision of insurance which will take effect from 1 April 2021.

BUSINESS CASE**Insurance****EXECUTIVE SUMMARY**

Long Term Agreements in respect of the Council's current insurance contracts expire on 31 March 2021 and there is an ongoing requirement for insurance services.

The only option available to the Council after full consideration of all alternatives and to ensure all Legal and Procurement Regulations are complied with is to proceed with an OJEU compliant tender

Key Risks

The Council cannot find itself without insurance cover at 1 April 2021. In the absence of financial protection against material losses or compensation claims it will incur substantial costs for which there would be no mitigating insurance cover. In addition, some classes of insurance are a legal requirement.

RECOMMENDED DECISION

It is recommended that the Leader of the Council:

Approves the Business Case

Authorises the procurement process

Delegates the award of the contract(s) to Service Director for Finance

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£3,390,000 to £5,650,000 (depending on length of contract. Minimum of 3 years up to 5 if extended)	Contingency (show as £ and % of project value)	
Programme	Select a ProgrammeN/A	Directorate	Finance
Portfolio Holder	Cllr Mark Lowry, Finance	Service Director	Brendan Arnold
Senior Responsible Officer (client)	Julie Steer	Project Manager	Julie Steer
Address and Post Code	Insurance Manager	Ward	All Wards
Current Situation: <i>(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)</i>			

Long Term Agreements in respect of the Council's current insurance contracts expire on 31 March 2021 and there is an ongoing requirement for insurance services.

The Council cannot find itself without insurance cover at 1 April 2021. This is because it will acquire very large financial risks for which there would be no mitigating insurance cover. In addition some classes of insurance are a legal requirement.

Proposal: *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)*

Traditionally the contracts have been placed on a 3 year basis (with the option to extend for a further 2 years should premium rates remain favourable) in order to attract competitive premiums and to give greater budget stability.

Since the last full tender the Local Government Association have introduced a new proposal for risk transfer, however, following extensive investigation it has been agreed that it is not a viable solution for the Council at this time.

As it is not possible to extend the existing contracts any further the Council has no option other than to complete an OJEU compliant tender. This can be achieved through OJEU or various frameworks available.

The proposal is to tender for a 3 year contract with the option to extend for a further 2 years but 1 year at a time i.e. 3+1+1.

Why is this your preferred option: *(Provide a brief explanation why this option is preferred) and (Explain why this is a good capital investment and how this would be an advantage for the Council) and (explain how the preferred option is the right balance between the risks and benefits identified below).*

The YPO Framework is the preferred option and will provide access to the key insurers for the considerable range of insurances required. This route will also eliminate the need to make the aforementioned checks on insurer's as this is already undertaken by the YPO before they can subscribe, thus saving the Council time during the process. Finally, it will promote healthy competition resulting in competitive quotes and best value for money.

Option Analysis: *(Provide an analysis of 'other' options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).*

Do Nothing Option	The Council cannot be without insurance as stated above
List Risk / Issues:	The Council would have to fund all material losses and compensation claims made against it.
Why did you discount this option	The Council needs financial protection of its assets and liabilities and cannot afford to entirely self-insure. Certain covers are also legally required

Strategic Case:

The provision of a cost effective insurance policy for all council services will help support the delivery of all council services.

Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)	<p style="text-align: center;">N/A</p>
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Project Governance :

The Insurance Manager will provide the Council's brokers, Marsh Ltd, with the information necessary to prepare the tender documents. This will involve consultation with Procurement who will ultimately upload the final ITT onto the STSW Portal. The bids will be evaluated using an agreed scoring mechanism to establish the best value for money for the Council. The Head of Planning and Reporting will have an oversight of the process with the Service Director for Finance responsible for awarding the contracts.

Contract Milestones and Dates:		
Live on STSW Portal	08/01/2021	
To receive clarifications from Tenderers	26/01/2021	
Final date for PCC to answer clarifications	09/02/2021	
Tender Return	19/02/2021	
Internal Evaluation to be completed	05/03/2021	
Contract Award/Completion of internal documentation (Contract Start date 01/04/2021)	10/03/2021	

Who are the key customers and Stakeholders	Employees, members of the public, commercial tenants and businesses	Which Partners are you working with	N/A
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SECTION 3: CONSULTATION

Does this business case need to go to CMT	Yes	Date business case approved by CMT (if required)	29/9/20
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Low Carbon	
What is the anticipated impact of the proposal on carbon emissions	N/A
How does it contribute to the Council becoming Carbon neutral by 2030	N/A

Have you engaged with Procurement Service.		Yes
Procurement route options considered for goods, services or works	OJEU Framework	
Procurements Recommended route.	YPO Framework	
Who is your Procurement Lead.	Kim Kingdom	

Which Members have you engaged with and how have they been consulted (including the Leader, Portfolio Holders and Ward Members)	Cllr Lowry, Portfolio Holder for Finance
--	--

Confirm you have taken necessary Legal advice, is this proposal State Aid compliant, if yes please explain why.	The Council's own Legal Services department have been consulted
Who is your Legal advisor you have consulted with.	Mohammed Sajjad, Linda Torney

Equalities Impact Assessment completed <i>(This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)</i>	Yes
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SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT : *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.*

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader of the Council:

- Approves the Business Case

<ul style="list-style-type: none"> • Authorises the procurement process • Delegates the award of the contract to Service Director for Finance. 	
Councillor Tudor Evans OBE	
Either email dated:	23/12/20
Or signed:	
Date:	
Service Director	
<i>[Name, department]</i>	
Either email dated:	date
Signed:	
Date:	

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EQUALITY IMPACT ASSESSMENT

Award of Insurance Contracts w.e.f. 1 April 2021



PLYMOUTH
CITY COUNCIL

STAGE 1: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?

The award of insurance contracts with effect from 1 April 2021 following a formal tender. The scope and value for money of tenders is evaluated jointly by the Council's insurance brokers, Marsh Ltd and the Council officers with the process overseen by the Procurement Team.

These are corporate insurance contracts which concern the protection of the Council's assets from insured losses as well as protection from the financial impact of compensation claims.

The beneficiaries of the insurance contracts will be the Council itself or its component services or third parties who have legitimate claims for compensation due to physical damage to property or personal injury occasioned by the negligent acts of the Council.

Entitlement to compensation is free of any policy exclusions or specific clauses that affect or prejudice minority groups and no adverse impacts are therefore anticipated through the award of insurance contracts or their future administration.

Responsible Officer

Julie Steer, Insurance Manager

Department and Service

Insurance, Financial Planning & Reporting

Date of Assessment

14 December 2020

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	No age assumptions are made in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Disability	Disability factors are not a factor in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Faith, Religion or Belief	There is no evidence to take into account regarding faiths, religions or beliefs in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Gender - including marriage, pregnancy and maternity	Gender issues are not taken into consideration in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Gender Reassignment	As above	No adverse impacts anticipated		
Race	Race issues are not considered in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Sexual Orientation -including Civil	Not a factor affecting the	No adverse impacts		

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?
Partnership	evaluation or award of insurance contracts.	anticipated		

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.	None	
Good relations between different communities (community cohesion).	None	
Human Rights		

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.	Brendon Arnold Service Director for Finance	Date	14 December 2020

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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 – L18 20/21

Decision				
1	Title of decision: On-street Electric Vehicle Charging - OLEV			
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans			
3	Report author and contact details: Dan Turner, dan.turner@plymouth.gov.uk			
4	<p>Decision to be taken: To accept £225k of OLEV Grant Funding for the installation of up to 50 electric vehicle chargepoints in Plymouth.</p> <ul style="list-style-type: none"> • Approves the Business Case • Allocates up to £315,000 for the project into the Capital Programme, £225,000 funded by OLEV on-street charging grant subject to a successful OLEV bid and £90,000 from TCF2 - Mobility Hubs • Authorises the procurement process • Delegates the award of the contract to Service Director for Strategic Planning & Infrastructure 			
5	Reasons for decision: To achieve manifesto pledge 15 to increase on-street electric vehicle and to tackle the climate emergency with the aim of Plymouth being carbon neutral by 2030.			
6	Alternative options considered and rejected: To not accept the grant – would miss out on funding to deliver two of the Councils key targets in rolling out EV infrastructure and tackling climate change.			
7	Financial implications: £225k grant from OLEV matched by £90k TCF and Innovate UK grant. Whole project is 100% grant funded.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total in the case of revenue projects when
			x	
			x	

				the decision involves entering into new commitments and/or making new savings in excess of £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	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:	Growing Plymouth: It helps to deliver the promise of a "Green, sustainable city that cares about the environment" through delivering renewable energy to reduce carbon emissions.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Helps in the transition towards low carbon transportation in the city through the provision of vital infrastructure.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
				(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the	Councillor Mark Coker (Strategic Planning and Infrastructure) and Councillor Sue Dann (Environment		

	decision?	and Street Scene)	
13c	Date Cabinet member consulted	15/09/2020	
14	Has any Cabinet member declared a conflict of interest in relation to the decision?		If yes, please discuss with the Monitoring Officer
		No	
15	Which Corporate Management Team member has been consulted?	Name	Paul Barnard
		Job title	Service Director for Strategic Planning and Infrastructure
		Date consulted	15/09/2020
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS49 20/21
		Finance (mandatory)	pl.20.21.113
		Legal (mandatory)	MS/35444
		Human Resources (if applicable)	
		Corporate property (if applicable)	
		Procurement (if applicable)	PW/PS/560/ED/1020
Appendices			
17	Ref.	Title of appendix	
	B	EIA	
	C	Capital Investment Business Case - On-street Electric Vehicle Charging	
Confidential/exempt information			
18a	Do you need to include any confidential/exempt information?	Yes	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the
		No	

				public domain)				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<p>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.</p>							
Signature				Date of decision	25 November 2020			
Print Name	Councillor Tudor Evans OBE (Leader of the Council)							

CAPITAL INVESTMENT BUSINESS CASE

On-street Electric Vehicle Charging – OLEV Grant



EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

The Office for Low Emission Vehicles (OLEV) on-street charging grant is aimed at Local Authorities to help part fund (75% up to £6,500 per chargepoint) the installation of on-street Electric Vehicle (EV) chargepoints specifically aimed at residents.

Plymouth City Council have been successful in a £300k bid to OLEV with the £225k grant matched by providing match funding through the TCF Tranche 2 mobility hubs project. This project aims to deliver up to 50 EV chargepoints (charging sockets) in residential neighbourhoods in Plymouth. It also assists with a green recovery post Covid 19. The anticipated start date is October 10th 2020 with installation starting in March 2021 with a completion date in summer 2021.

Objectives

- To meet a commitment to deliver on-street Electric Vehicle (EV) charging – Pledge 15.
- To become a carbon neutral city by 2030 as stated in the climate emergency declaration.
- To provide an EV charging infrastructure network for residents use, especially for those with no access to off-street parking.

Outcomes and Benefits

Delivering this project will work towards PCC's ambition for Plymouth to become carbon neutral by 2030 and provide significant investment to help the local economy as part of the Covid 19 recovery.

Financing

All money for infrastructure, installation and staff time is covered by the OLEV on-street charging grant, TCF 2 mobility hubs and staff time covered through Innovate UK. Operations and maintenance will be covered through the procurement process.

Key risks

The key risks are if EVs fail to take off the charge points will not be utilised. This seems unlikely in the medium to long term due to current policies encouraging the reduction of carbon from transport. Due to the grant deadline there is a risk of non-delivery by March 31st 2021. Through the Innovate UK project we believe we have identified many of the major pitfalls and time constraints so can mitigate accordingly.

This project aims to minimise street clutter but if all charge points are up some may consider that they create obstruction. This is easily mitigated through careful site selection.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£0.315m (75% OLEV on-street charging grant, 25% TCF 2 mobility hubs)	Contingency (show as £ and % of project value)	£15,000 / 5%
Programme	Low Carbon	Directorate	Place
Portfolio Holder	Cllr Mark Coker, Strategic Planning and Infrastructure	Service Director	Paul Barnard (Strategic Planning & Infrastructure)

Senior Responsible Officer (client)	Kat Deeney	Project Manager	Dan Turner
Address and Post Code	Various	Ward	Citywide / Various
Current Situation: <i>(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)</i>			
<p>Transport accounts for 28% of Plymouth's carbon emissions. With Plymouth City Council declaring a climate emergency in March 2019, pledging to be carbon neutral by 2030, there is a clear and urgent need to decarbonise transport. The need has been identified in the JLP, the soon to be adopted SPD and in the CEAP. One way to reduce the carbon emissions from transport is for the Council to assist the transition towards the electrification of transport, namely through the provision of electric vehicle (EV) infrastructure.</p> <p>EV infrastructure is currently limited in Plymouth and there is a need for the Council to help fill this void to help people transition to EVs. While some people have private driveways and can benefit from the Office for Low Emission Vehicles (OLEV) home charging grant to supply their own EV charger, approximately 40% of Plymouth households do not have access to off street parking. This can make the decision to move to an EV more difficult due to a lack of access to charging infrastructure. This business case aims to provide charging infrastructure for those who do not have access to off-street parking, through the utilisation of the OLEV on-street charging grant.</p>			
Proposal: <i>(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)</i>			
<p>The project will utilise the OLEV on-street charging grant to deliver up to 50 electric vehicle chargepoints aimed at residents who do not have access to off-street parking. The project will fund the grid connection, chargepoint unit and their management. The project will provide crucial EV charging infrastructure to assist in residents' transition to lower carbon forms of transport, which in turn helps the Council achieve their climate emergency targets.</p> <p>The project will be broken down into distinct phases: site selection and surveys; procurement; civils work and installation; operation.</p> <p>Sites: As part of the project, the Low Carbon Team will identify suitable sites, firstly through a desktop survey and secondly on site surveys. After the desk top survey a long list of sites will be agreed with the relevant members of the Council with input for the required teams.</p> <p>Business Case Total cost for installing all infrastructure: £300,000 (+£15,000 contingency) Running cost – The O&M costs will all be covered by the charge point provider as part of a concession style agreement. PCC will own the grid connection and the chargepoint through the grant project but as part of the procurement exercise we will select a chargepoint provider who will also manage the maintenance of the chargepoints.</p> <p>While this is a grant funded project it will provide a small income (depending on utilisation rate) for PCC. Firstly, it will allow the purchase of grid connections which can be seen a strategic long-term asset. Secondly, through a concession style agreement PCC can earn revenue through the sale of charging. If the utilisation rate of the EV chargepoints is considered to be 15% and PCC set the energy cost at 24p per kWh then the cost of the chargepoint (if it were not grant funded) would be covered in 4-5 years. The lifetime of the asset is 10 years (grid connection is a lifetime asset).</p> <p>Procurement, project management and legal costs have been considered and can be provided using the Innovate UK pop-up charging project.</p> <p>Financing: The project is subject to a successful OLEV bid. The OLEV on-street charging grant funds 75% of the chargepoint installation and unit costs. It is proposed that the 25% match funding is provided</p>			

through the TCF 2 mobility hubs project. Funding for staff time can be utilised through the Innovate UK pop up chargepoints project, which has done a significant amount of the groundwork in terms of process and site selection.

Operations and Maintenance:

Through the procurement process we will select a chargepoint provider, installer and operator. Through a concession style agreement they will undertake the maintenance of the chargepoint in exchange for a percentage of the revenue.

Procurement

Following conversations with procurement it is proposed that PCC utilise the new CCS dynamic procurement system (DPS). The DPS already has a significant number of suitable chargepoint providers and through using a DPS there is greater flexibility for the Council to outline their needs in comparison with a traditional procurement framework. This flexibility could allow for stating greater social value from the project, a companies environmental impact and even a need for community benefits.

Economic Recovery post Covid 19

The on-street charging project represents a significant opportunity for PCC's economic recovery plan. Due to the grant funding rules the project must be delivered in to 20/21 financial year, it enables a green recovery and provides long-term strategic infrastructure. As such it has both short and long term economic benefits.

Local Suppliers

There are limited chargepoint providers locally of the scale required for this project. There is however, the opportunity to undertake the civil works using local providers such as SWH. We can use the procurement process to break down the project and maximise the opportunity for local providers and/or national providers providing local work for local people.

Communications

Upon the business case being passed the communications team will release a statement about the grant award and how it will benefit Plymouth. We will utilise the engagement and budget from the Innovate UK pop-up chargepoints to engage with the public on EV charging through online (under current circumstances) surveys and to provide updates at key milestones in the project. Through the procurement process we will add a requirement that when works are being undertaken information on the project must be displayed so the public can see that the Council is actively installing chargepoints as per their manifesto promise. This can include site hoardings/signage as requested.

Importantly we will ensure the EV infrastructure projects provide a consistent and positive message highlighting the number of projects that the Council are now undertaking in this area.

Why is this your preferred option:

Delivering this project will work towards PCC's ambition for Plymouth to become carbon neutral by 2030 and provide significant investment to help the local economy as part of the Covid 19 recovery.

The project will reduce carbon emissions from transport (28% of all emissions) and help PCC provide more EV charging infrastructure in the city.

The project will also demonstrate PCC as an organisation keen to encourage innovation in the city which will encourage businesses and future investment.

No capital, revenue or ongoing costs to PCC and increasing revenue as utilisation increases.

Option Analysis: *(Provide an analysis of 'other' options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).*

Do Nothing Option

List Benefits: None

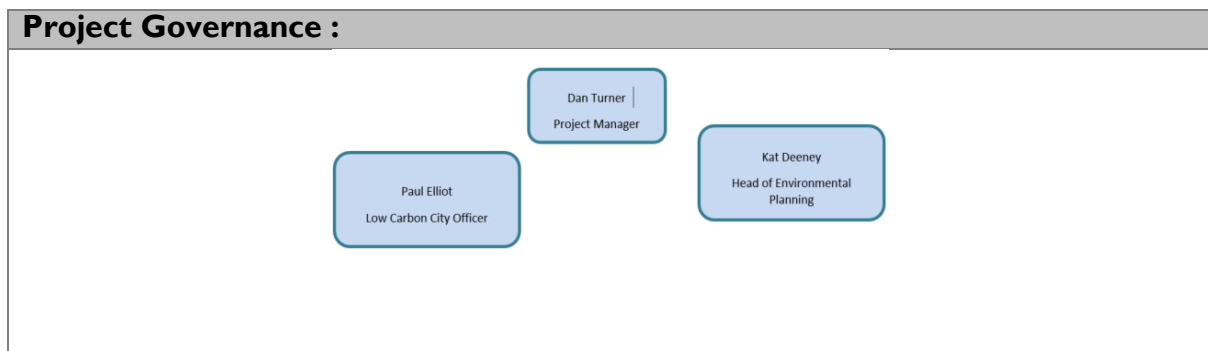
List Risk / Issues: PCC fails to reduce its carbon emissions, fail to secure significant grant and are unable to deliver EV charging infrastructure.

Cost: £0

Why did you discount this option	Will hinder PCC’s carbon reduction objectives as stated in the climate emergency declaration and CEAP. Hinders the move toward low carbon transport and ability to deliver pledge 15, which promises to increase on-street EV charging.
Viable Alternative Option	PCC Service Borrowing
List Benefits:	Enables PCC to fund all installation of EV chargepoints and start to create a new revenue stream.
List Risk / Issues:	Borrowing costs Low uptake
Cost:	£338,000 inclusive of borrowing costs over 10 years
Why did you discount this option	It is more costly due to costs associated with borrowing and due to EVs being in their infancy and uptake still relatively low.

Strategic Case:	
Which Corporate Plan priorities does this project deliver?	a green sustainable city that cares about the environment a clean and tidy city reduced health inequalities
Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)	This project helps to deliver: SO12 – Delivers the infrastructure required to deliver low carbon transport, future proofing development goals and encouraging private investment. SPT1 – minimise pollution in neighbourhoods through sustainable development. SPT9 – Strategic principles for transport planning and strategy DEV29 – specific provisions relating to transport DEV32 – delivering low carbon development

Project Scope	
In Scope	Out of Scope
<ul style="list-style-type: none"> - Feasibility study of technology - completed - Survey of EV charging installations - Grid connection applications - Installation of EV chargers including cost of equipment - Risk assessment - TROs, line marking, parking technology - O+M costs throughout the project (will be ensured through procurement) - Staff time (through Innovate UK pop-up charging project) 	<ul style="list-style-type: none"> - Costs to reinforce the grid (if required) - External legal advice (if required) - Ground penetrating radar to identify utility obstacles. (if required)



Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date

20/12/2020	10/02/2021	31/06/2021	
Who are the key customers and Stakeholders	Plymouth residents without access to off street parking. EV users. PCC	Which Partners are you working with	Energy Saving Trust (administer the fund on behalf of OLEV), installer and chargepoint operator to be identified via procurement.

SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: *The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).*

Potential Risks Identified			Likelihood	Impact	Overall Rating
Risk	Under utilisation of charge points.		Medium	Low	Medium
Mitigation	Careful site selection where utilisation will be highest combined with suitable marketing and awareness.		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	0%	Risk Owner	Alistair Macpherson		
Risk	Expensive grid connection offer from Western Power		Low	High	High
Mitigation	Select alternative site with more reasonable costs		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	0%	Risk Owner	Alistair Macpherson		
Risk	Street clutter		Low	Medium	Medium
Mitigation	Careful site selection.		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	0%	Risk Owner	Alistair Macpherson		
Risk	New technologies – no uptake of EVs		Medium	High	High
Mitigation	Government policy suggests EVs will be a viable low carbon vehicle however they will compete with hydrogen fuel cell technology. PCC can prepare for both but sensible location of chargers can encourage EV use.		Low	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	0%	Risk Owner	Alistair Macpherson		

Outcomes and Benefits

Financial outcomes and benefits:	Non-financial outcomes and benefits:
While this is a grant funded project it does have income potential for PCC. Firstly, it will allow the purchase of grid connections which can be seen a strategic long-term asset. Secondly, through a concession style agreement PCC can earn revenue through the sale of charging. If the utilisation rate of the EV chargepoints is considered to be 15% and PCC set the energy cost at 24p per kWh then the cost of the chargepoint (if it were not grant funded) would be covered in 4-5 years.	Delivering this project will work towards PCC's ambition for Plymouth to become carbon neutral by 2030 and provide significant investment to help the local economy as part of the Covid 19 recovery The project will reduce carbon emissions from transport (28% of all emissions) and help PCC provide more EV charging infrastructure in the city. The project will also demonstrate PCC as an organisation keen to encourage innovation in the

<p>The lifetime of the asset is 10 years (grid connection is a lifetime asset). Through the agreement structure and procurement PCC will appoint a chargepoint operator who will look after the operations and maintenance of the chargepoints for a percentage of the revenue. This will mean no ongoing costs to PCC.</p>	<p>city which will encourage businesses and future investment.</p>
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SECTION 3: CONSULTATION

Have you engaged with Planning Department. <i>(If no, please state the reason)</i>		Yes/No
If yes, summarise the planning requirements. <i>(If PP is required ensure you engage with planning prior to seeking approval of this Business Case)</i>	Site selection is part of the project and planners will be consulted on specific sites as they come forward. It is not anticipate that planning will be required as currently EV chargepoints under 1.6m do not require planning, unless in a protected area or connected to a listed building (neither of which should apply to this project). The OLEV on-street charging grant works on an annual basis and any grant approvals this financial year must be installed and commissioned by March 31st 2021.	
Is the budget cost reflective of planning requirements	Yes	
Who is the Planning Officer you consulted with.	Various – depending on specific site	
Planning Consent Date	n/a	

Low Carbon

What is the anticipated impact of the proposal on carbon emissions	The project will reduce carbon emissions from transport (28% of all emissions) Once the charge points have been installed we will record the utilisation of the charge points using data from the app. This will provide details on how many vehicles have used the charge point, energy consumed and number of members. Using this we can also calculate the carbon emission reduction.	
How does it contribute to the Council becoming Carbon neutral by 2030	Delivery of the project will increase the amount of low carbon transport infrastructure in Plymouth. It will encourage uptake of EVs which produce zero tailpipe emissions and will therefore reduce carbon emissions and improve air quality in the city. EVs are seen a key technology in reducing carbon emissions and the installation of charging infrastructure encourages the transition to low carbon transport. Each petrol/diesel car emits on average 2.3 -2.9 tonnes of carbon annually.	

Have you engaged with Procurement Service.		Yes
Procurement route options considered for goods, services or works	Following PCC's experience on another on-street charging project through Innovate UK the Low Carbon Team has worked with procurement to identify two suitable procurement Frameworks. These are CCS and ESPO, both of which meet the needs of procurement, the project and have a suitable range of suppliers. A procurement request has been submitted through DASH.	
Procurements Recommended route.	Following conversations with procurement it is proposed that PCC utilise the new CCS dynamic procurement system (DPS). The DPS already has a significant number of suitable chargepoint providers and through using a DPS there is greater flexibility for	

	the Council to outline their needs in comparison with a traditional procurement framework. This flexibility could allow for stating greater social value from the project, a companies environmental impact and even a need for community benefits.
Who is your Procurement Lead.	Paul Williams
Which Members have you engaged with and how have they been consulted	Cllr Mark Coker was consulted about the project in a meeting with Paul Barnard (Service Director for SP&I).
Equalities Impact Assessment completed <i>(This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)</i>	Yes

SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT : In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr. £m	20/21 £m	21/22 £m	22/23 £m	23/24 £m	24/25 £m	Future Yrs. £m	Total £m
75% OLEV on-street		0.300						0.300
Contingency		0.015						0.015
Total capital spend		0.315						0.315

Provide details of proposed funding: Funding to match with Project Value

Breakdown of proposed funding	Prev. Yr. £m	20/21 £'000	21/22 £000	22/23 £000	23/24 £000	24/25 £000	Future Yrs. £000	Total £000
75% OLEV on-street charging grant		225,000						225,000
25% TCF 2 mobility hubs (within capital programme)		90,000						90,000
Total funding		315,000						315,000

Are there any bidding constraints and/or any restrictions or conditions attached to your funding	OLEV on-street charging grant - https://energysavingtrust.org.uk/transport/local-authorities/street-residential-chargepoint-scheme 75% funded through OLEV on-street charging grant, 25% through TCF 2 mobility hubs. Staff time covered through Innovate UK pop-up charging project.
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	Chargepoints must be installed and commissioned by 31st March 2021. Publically applications are accepted for up to £100k, however they have awarded £300k previously and this is assessed on a case by case basis.
Tax and VAT implications	The Council will not be receiving any significant amounts of income directly in connection with the project. The provision of infrastructure relating to transport initiatives is a statutory function of the Council and so VAT will be fully recoverable on the cost of the project and there will be no adverse impact on the Council's partial exemption position.
Tax and VAT reviewed by	Sarah Scott

REVENUE COSTS AND IMPLICATIONS

Cost of Developing the Capital Project (To be incurred at risk to Service area)

Total Cost of developing the project	£0
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	Y

Has the revenue cost been budgeted for or would this make a revenue pressure	Through procurement and the structure of the agreement there will be no ongoing costs to PCC. The chargepoint operator will undertake the operations and maintenance of the chargepoint for a cut of the revenue. There is potentially a small amount of revenue generated by PCC if utilisation exceeds 15%. This is likely to be very low as electric vehicles are in their infancy in Plymouth at this stage.
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Version Control: (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)

Author of Business Case	Date	Document Version	Reviewed By	Date
Dan Turner	03/07/2020	v 1.0	J Edmonds	10/07/2020

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates up to £315,000 for the project into the Capital Programme, £225,000 funded by OLEV on-street charging grant subject to a successful OLEV bid and £90,000 from TCF2 - Mobility Hubs
- Authorises the procurement process
- Delegates the award of the contract to Service Director for Strategic Planning & Infrastructure

Cllr Mark Coker, Strategic Planning and Infrastructure		Paul Barnard, Service Director SP&I	
Either email dated:	<i>date:</i> 18/12/20	Either email dated:	<i>date:</i> 16/12/20
Or signed: -		Signed: -	
Date: -		Date: -	

EQUALITY IMPACT ASSESSMENT

SP&I



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	This business case relates to grant funding from the Office for Low Emission Vehicles (OLEV) for on-street electric vehicle charging infrastructure. The aim is to install approximately 50 charging points across 10 sites in Plymouth. The sites will focus on residential use.
Author	Dan Turner, dan.turner@plymouth.gov.uk , 01752 304165
Department and service	Place – SP&I
Date of assessment	13/07/2020

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	The average age in Plymouth is about the same as the rest of England (39.3 years) but less than the SW (41.6 yrs). The city has the third lowest % of older people in the SW and the 5 th highest % of under 18's.	None – The project will have a positive impact as the scheme will be available to all demographics. Age is not a barrier in benefiting from the proposals.	None	N/A
Disability	28 % of households in Plymouth declare a long term health condition or disability. 10% of our population say their day to day activities are limited by this.	None – Though it is important that any communications in relation to this scheme or in the application of the project consider the accessibility of the content (None	N/A

		language, easy read, font size, translation etc)		
Faith/religion or belief	In Plymouth the main religion is Christian (58.1%). Just over 1% declare Islam as their faith, with Hindu, Buddhist, Jewish, and Sikh combined making up 1% as well.	None – there are no barriers to benefit from these proposals on the grounds of faith religion or belief	None	N/A
Gender - including marriage, pregnancy and maternity	50.6% of Plymouth's population are women	None – The project won't show bias to any gender	None	N/A
Gender reassignment	National figures (ONS 2013) indicate that up to 10,000 people have undergone gender re-assignment and locally there are 23 people	None – The project will not discriminate on grounds of gender reassignment	None	N/A
Race	93% of Plymouth's population identify themselves as White British . 7.1% identify themselves as BME, with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.	None - The project will provide more EV charging irrespective of race.	None	N/A
Sexual orientation - including civil partnership	There is no precise local data on the LGB population of Plymouth – though nationally this is estimated at around 5 – 7%.	None - The project will provide more EV charging for all regardless of sexual orientation.	None	N/A

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 gap in average hourly pay between men and women by 2020.	None	N/A

<p>Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.</p>	<p>None</p>	<p>N/A</p>
<p>Good relations between different communities (community cohesion)</p>	<p>None</p>	<p>N/A</p>
<p>Human rights Please refer to guidance</p>	<p>None</p>	<p>N/A</p>

STAGE 4: PUBLICATION

Responsible Officer Kat Deeney



Date 15/10/2020

Director, Assistant Director or Head of Service

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