



**Oversight and Governance**

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

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

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## 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 Wednesday 3 February 2021. 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 Thursday 4 February 2021 if they are not called-in.

## **Delegated Decisions**

### **I. The Leader - Councillor Evans OBE:**

- Ia. Funding Agreement to Accept the Offer of up to £625,000 from the Heart of the South West Local Enterprise Partnership for the Delivery of Works Under the National Marine Park (NMP) Banner. **(Pages 1 - 38)**
- Ib. Home Energy Project Top Up **(Pages 39 - 52)**
- Ic. Hoe Promenade Public Conveniences Redevelopment **(Pages 53 - 62)**

# EXECUTIVE DECISION

made by a Cabinet Member



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


Executive Decision Reference Number – L30 20/21

Decision									
1	<p><b>Title of decision:</b></p> <p>Funding agreement to accept the offer of up to £625,000 from the Heart of the South West Local Enterprise Partnership for the delivery of works under the National Marine Park (NMP) banner.</p>								
2	<p><b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Tudor Evans OBE, Leader</p>								
3	<p><b>Report author and contact details:</b> Patrick Knight; Economy, Partnerships and Regeneration Manager; T – 01752 304472</p>								
4	<p><b>Decision to be taken:</b></p> <p>Accept the funding offer of up to £625,000 from the Heart of the South West Local Enterprise Partnership Getting Building Fund by way of a signed funding agreement</p>								
5	<p><b>Reasons for decision:</b></p> <p>PCC has secured funding from the Getting Building Fund to deliver the ‘Plymouth Sound National Marine Park’ project. The aim of the project is to make the first steps in turning the NMP vision in to reality. There are three elements to the project:</p> <ul style="list-style-type: none"> <li>• Undertaking physical works to waterfront surfaces, steps and slipways and installation of Electric Vehicle (EV) boat charging points to improve key <b>access points</b> to the NMP;</li> <li>• Creating <b>new facilities</b> on the Hoe Foreshore to increase the number of residents and visitors using the waters of the NMP;</li> <li>• Supporting the delivery of <b>SailGP</b> (<a href="https://sailgp.com/">https://sailgp.com/</a>) in July 2021 and future NMP events.</li> </ul> <table border="1"> <thead> <tr> <th>Element</th> <th>Works</th> </tr> </thead> <tbody> <tr> <td>Access Points</td> <td>Improve / repair access points, including EV charging points, at locations across the City’s waterfront from the Tamar to the Plym</td> </tr> <tr> <td>New Facilities</td> <td>Install two swim rafts and associated services at Tinside on the Hoe Foreshore</td> </tr> <tr> <td>SailGP (+ future NMP events)</td> <td>Install a MPLS network and supporting digital infrastructure compatible with a new PA system for the Hoe</td> </tr> </tbody> </table> <p>This project is more than the sum of its parts. We are using capital investment to unlock the economic, social and environmental capital of the NMP. This is achieved by enabling everyone to access and engage with the NMP. This physical infrastructure also complements the high quality digital infrastructure to create and support future opportunities for sustainable, green development. In parallel to this, we have</p>	Element	Works	Access Points	Improve / repair access points, including EV charging points, at locations across the City’s waterfront from the Tamar to the Plym	New Facilities	Install two swim rafts and associated services at Tinside on the Hoe Foreshore	SailGP (+ future NMP events)	Install a MPLS network and supporting digital infrastructure compatible with a new PA system for the Hoe
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	secured funding from the Transforming Cities Fund to invest in EV charging points (including electric boats) to deliver additional environmental capital investment.			
<b>6</b>	<p><b>Alternative options considered and rejected:</b></p> <p>(1) Do Nothing</p> <p>Work is underway to create the UK's first NMP, following the September 2019 declaration. PCC and the wider partners have been invited to submit a Development Proposal to The National Lottery Heritage Fund's (Lottery) Heritage Horizons Award scheme that will support projects over £5M. An ultimately successful application will deliver enormous benefit to the City. However, Delivery Phase funding is not due to come on stream until 2023 at the earliest, which is still some time away. We could wait for the outcome of that proposal, but that misses a number of opportunities. Firstly, there is no guarantee of success in applying to the Lottery and there is an expectation of match funding. Secondly, the proposals contained within this project underpin the delivery of NMP, but also have a clear economic, social and environmental value in their own right. There are a number of positive outcomes from investment at this stage, while reliance on one major source of funding is not risk free</p> <p>(2) Delivery Options</p> <p>There are various delivery options to kick start the development of the NMP:</p> <ul style="list-style-type: none"> <li>• Await central government proposals around landscape designations / approaches</li> <li>• Develop a locally-led approach.</li> </ul> <p>As the former approach is not guaranteed to take place, there is sufficient local momentum and support to proceed with the second option.</p>			
<b>7</b>	<p><b>Financial implications:</b></p> <p>The match funding for this grant is met from existing budgets within the capital programme and therefore will not create any further financial pressures in accepting the grant.</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>Per the Constitution, a key decision is one which:</b></p> <p>x in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</p> <p>x in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b></p> <p>x is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</p>
	<p><b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b></p>			

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 City – Economic growth that benefits as many people as possible; quality jobs and valuable skills		
10	Please specify any direct environmental implications of the decision (carbon impact)			
<b>Urgent decisions</b>				
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 ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Pete Smith (Deputy Leader)		
13c	Date Cabinet member consulted	21 December 2020		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	21 December 2020	

Sign-off									
16	Sign off codes from the relevant departments consulted:		Democratic Support (mandatory)			DS78 20/21			
			Finance (mandatory)			pl.20.21.219			
			Legal (mandatory)			MS/35564			
			Human Resources (if applicable)						
			Corporate property (if applicable)						
			Procurement (if applicable)						
Appendices									
17	Ref.	Title of appendix							
	A	Briefing report for publication							
Confidential/exempt information									
18a	Do you need to include any confidential/exempt information?		Yes	<input checked="" type="checkbox"/>	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	<input type="checkbox"/>					
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:  Getting Building Fund Business Case Template – Plymouth Sound National Marine Park				<input checked="" type="checkbox"/>				
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								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>	27 January 2021			
<b>Print Name</b>	Cllr Tudor Evans OBE (Leader)							

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## PLYMOUTH SOUND NATIONAL MARINE PARK

Acceptance of funding offer from the Heart of the South West Local Enterprise Partnership (LEP) for the delivery of works under the National Marine Park (NMP) banner



### Part I Briefing Report

#### 1.0 SCHEME SUMMARY

PCC has secured funding from the Getting Building Fund to deliver the 'Plymouth Sound National Marine Park' project. The aim of the project is to make the first steps in turning the NMP vision in to reality. There are three elements to the project:

- Undertaking physical works to waterfront surfaces, steps and slipways and installation of Electric Vehicle (EV) boat charging points to improve key **access points** to the NMP;
- Creating **new facilities** on the Hoe Foreshore to increase the number of residents and visitors using the waters of the NMP;
- Supporting the delivery of **SailGP** (<https://sailgp.com/>) in July 2021 and future NMP events.

Element	Works
Access Points	Improve / repair access points, including EV charging points, at locations across the City's waterfront from the Tamar to the Plym
New Facilities	Install two swim rafts and associated services (winter storage, CCTV camera and comms etc.) at Tinside on the Hoe Foreshore
SailGP (+ future NMP events)	Install a MPLS network and supporting digital infrastructure compatible with a new PA system for the Hoe

This project is more than the sum of its parts. We are using capital investment to unlock the economic, social and environmental capital of the NMP. This is achieved by enabling everyone to access and engage with the NMP. This physical infrastructure also complements the high quality digital infrastructure to create and support future opportunities for sustainable, green development. In parallel to this, we have secured funding from the Transforming Cities Fund to invest in EV charging points (including electric boats) to deliver additional environmental capital investment.

#### 2.0 BUDGET SUMMARY AND BUSINESS CASE

The grant of £625,000 will enable repairs to access points, installation of two swim rafts and new digital infrastructure for the Hoe.

#### 3.0 REVENUE IMPLICATIONS

There are no revenue implications as this is a capital programme with secured match funding from Transforming Cities Fund and Waterfront programme.

**4.0 RISKS**

Key Risk	Nature of Risk	Mitigation
<b>Strategic / Operational</b>		
Delay to physical works	There is a possibility of delays through unexpected ground conditions, inclement weather, economic shock / further local lockdowns arising from Covid-19 affecting contractors and the supply chain	There is some flex within the timetable / milestones to adjust to further adverse impacts from Covid-19. The PM will remain in close contact with the LEP, taking remedial action as agreed
Outputs not achieved	Forecasting is based on assumptions that are not fully realised	Outputs have been forecast using economic modelling and experience of similar schemes. We will maintain robust project management protocols through regular monitoring and review. Remedial action will be taken where necessary
<b>Reputational</b>		
Failure to maximise opportunity for local businesses to tender / benefit from contracts	The risk is that national companies with no local connections / footprint could be appointed for some of the work, so local workforce will not benefit from these opportunities	The project team will ensure that suitable contractors are invited under procurement rules. There are a number of locally approved contractors and the new Procurement strategy under Resurgam supports local suppliers
<b>Financial</b>		
Budget is insufficient to deliver all elements	Budget is based on some assumptions	Close monitoring of budget and effective feasibility work undertaken to ensure that risk areas of the project are investigated thoroughly. Any overspend will be covered by PCC
Return on Investment is less than expected	Cost over-run / output under-delivery will adversely impact RoI	Maintain robust project management protocols through regular monitoring and review. Remedial action to be taken where necessary

**4.0 RECOMMENDATION**

It is recommended that the Leader of the Council:

- Approves the briefing note.
- Accepts the funding offer of £625,000 from the HotSW LEP as described in the Executive Decision made by a Cabinet Member with appropriate sign offs from PCC Legal, Finance and Democratic Support

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

Document is Restricted

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# EQUALITY IMPACT ASSESSMENT

Economic Development – Initial National Marine Park Implementation 2021



## STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

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

PCC has received funding from HotSWLEP towards a first step in turning the NMP vision into reality.

The NMP is designed to sustain and nurture the marine environment, support the tourism sector, enhance health and well-being and deliver economic growth through a green recovery.

There are three elements to the project:

- Undertaking physical works to waterfront surfaces, steps and slipways and installation of Electric Vehicle (EV) boat charging points to improve key **access points** to the NMP;
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	with the NMP. This physical infrastructure also complements the high quality digital infrastructure to create and support future opportunities for sustainable, green development. In parallel to this, we have secured funding from the Transforming Cities Fund to invest in EV charging points (including electric boats) to deliver additional environmental capital investment.
<b>Author</b>	Paul Vann
<b>Department and service</b>	Economic Development
<b>Date of assessment</b>	17 <sup>th</sup> December 2020

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	<p>The average age in Plymouth (39.0 yrs.) is about the same as the rest of England (39.3 yrs.), but less than the South West (41.6yrs).</p> <p>Of the 16 SW authorities we have the third lowest % of older people (75), the sixth highest % of working age people and the fifth highest % of children and young people (under 18).</p> <p>Under 18s account for 19.8% of our population within this 17.5 % are under 16. As of March 2013, there are estimated to be 479 (6.9 %) young people aged between 16 and 18 who are NEET.</p> <p>The proportion of the working age population (16-64) is higher (66.1%) than regionally (62.8%) and nationally (64.7%).</p>	No adverse impacts anticipated	None	N/A
<b>Disability</b>	A total of 31,164 people (from 28.5 per cent of households) declared themselves as having a long-term health problem or disability (national figure 25.7 per cent of households), compared with the total number of people with disabilities in UK (11,600,000).	No adverse impacts anticipated	The proposed development will be completed in accordance with statutory approval processes and will be fully compliant with the latest version of the	Delivered in the course of development and then ongoing – Land & Property

			<p>Disability Discrimination Act and provisions on design and access requirements and the latest Equality Act.</p> <p>Requirements will be monitored as part of asset management regime and any further works carried out as legislation/best practice dictates.</p>	
<p><b>Faith/religion or belief</b></p>	<ul style="list-style-type: none"> <li>• Christianity: 148,917 people (58.1 %), decreased from 73.6 % since 2001.</li> <li>• Islam: 2,078 people (0.8 %), doubled from 0.4 % since 2001.</li> <li>• Buddhism: 881 people (0.3 %), increased from 0.2 % since 2001.</li> <li>• Hinduism: 567 people (0.2 %) described their religion as Hindu, increased from 0.1 % since 2001.</li> <li>• Judaism: 168 people (0.1 %), decreased from 181 people since 2001.</li> <li>• Sikhism: 89 people (less than 0.1 %), increased from 56 people since 2001.</li> </ul> <p>84,326 (32.9%) % of the Plymouth population stated they had no religion.</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>
<p><b>Gender - including marriage, pregnancy and maternity</b></p>	<p>Overall 50.6 % of our population are women and 49.4 % are men: this reflects the national figure of 50.8 % women and 49.2 % men.</p> <p>There were 3,280 births in 2011. Birth-rate trends have been on the increase since 2001, but since 2010 the number of births has stabilised.</p> <p>Of those aged 16 and over, 90,765 people (42.9%) are married. 5,190 (2.5 %) are separated and still legally married or legally in a same-sex civil partnership.</p>	<p>No adverse impacts anticipated</p>	<p>None</p>	<p>N/A</p>

	<p>In Plymouth in 2014 average hourly earnings for women (£10.00) were 93 % of average hourly male earnings (£11.82).</p> <p>In Plymouth in 2005, women working full time earned only 81 % of average hourly fulltime male earnings. By 2010 this gap had closed and women were earning 90 %. In 2014 the gap had slightly widened. Across the South West region in 2014 women working full-time only earn 86 % of average full-time hourly male earnings, and for the UK as a whole the figure is 90%.</p>			
<b>Gender reassignment</b>	<p>It is estimated that there may be 10,000 transgender people in the UK. There were 26 referrals from Plymouth made to the Newton Abbott clinic, in 2013/14. The average age for presentation for reassignment of male-to-females is 40-49. For female-to-male the age group is 20-29.</p>	No adverse impacts anticipated	None	N/A
<b>Race</b>	<p>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. Our recorded BME population rose from 3% in 2001 to 6.7% in 2011, and therefore has more than doubled since the 2001 census.</p> <p>Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three.</p> <p>Four neighbourhoods have a population of school age children where 20% or more are from a BME background. They are City Centre (38%), Greenbank and University (32.3 %), Stonehouse (29.9%) and East End (23.4%). There are 1867 school children (over 5 years old) that speak English as an additional other language.</p> <p>The 2001 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, with 57 % arriving between March 2006 and 2008.</p>	No adverse impacts anticipated	None	N/A
<b>Sexual orientation - including civil partnership</b>	<p>There is no precise local data on numbers of Lesbian, Gay and Bi-sexual (LGB) people in Plymouth, but nationally the government have estimated this to be between 5 – 7% and Stonewall agree with this estimation given in 2005. This would mean that for</p>	No adverse impacts anticipated	None	N/A



	Plymouth the figure is approximately 12,500 to 17,500 people aged over 16 in Plymouth are LGB.			
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### 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
<b>Reduce the gap in average hourly pay between men and women by 2020.</b>	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.	Once completed, the development is expected to be let within 12 months – Land & Property
<b>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.</b>	None	N/A
<b>Good relations between different communities (community cohesion)</b>	None	N/A
<b>Human rights</b> Please refer to <a href="#">guidance</a>	As above: Things that make the biggest difference to people's lives should get priority when deciding where resources go - Positive impact for all groups as the development is expected to promote economic and employment growth and deliver long term revenue, protecting and increasing the budget available to support front line services.	Ongoing – Land & Property

### STAGE 4: PUBLICATION

Responsible Officer: *Amanda Ratsey*, Head of Economy, Enterprise and Employment

Date

17<sup>th</sup> December 2020

Strategic Director, Service Director or Head of Service

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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 – L34 20/21

Decision				
1	<b>Title of decision:</b> Home Energy Project Top Up			
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Tudor Evans OBE – leader of the Council			
3	<b>Report author and contact details:</b> <a href="mailto:Paul.Elliott@plymouth.gov.uk">Paul.Elliott@plymouth.gov.uk</a> 307574			
4	<ul style="list-style-type: none"> <li><b>Decision to be taken:</b></li> <li>Approves the Business Case</li> <li>Allocates £300,000 for the project into the Capital Programme funded by Build Back Better Fund grant</li> <li>Delegate authority to the Service Director for Strategic Planning &amp; Infrastructure to spend the Home Energy Top up and enter into further agreements in relation to it.</li> </ul>			
5	<b>Reasons for decision:</b> <ul style="list-style-type: none"> <li>To allow for the delivery of the Home energy Project following a successful award of £300,000 external funds from the LEP.</li> </ul>			
6	<b>Alternative options considered and rejected:</b> <b>Do Nothing option:</b> This would be ignoring an opportunity to help vulnerable households and capitalise on external funds. The project has the capacity to improve the living conditions and health of some of the most vulnerable households in the city. The Council successfully bid for these funds and as such should use them. The funds can only be used for the purposes outlined above.			
7	<b>Financial implications:</b> There are no negative financial implications in undertaking this decision.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>  in the case of <b>capital</b> projects and contract awards, results in a new
			X	

				commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	<b>If yes, date of publication of the notice in the <u>Forward Plan of Key Decisions</u></b>			
<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	The project is an excellent fit with the strategic objectives of The Council. Social inequalities will be reduced by the provision of efficient heating to cold homes. This not only provides a much healthier, warmer, and comfortable environment for the householder, it also reduces the annual energy bill ensuring vulnerable households income is maximised. The retrofitted energy efficiency measures will help to reduce the carbon emissions of the city, contributing to the delivery of the Joint Local Plan.		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	The project will save 500t of carbon annually.		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	x	<b>(If no, go to section 13a)</b>
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members'</b>	<b>Yes</b>	x	

	<b>portfolios affected by the decision?</b>	<b>No</b>		<b>(If no go to section 14)</b>
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Sue Dann (Cabinet Member for Environment and Street scene)		
<b>13c</b>	<b>Date Cabinet member consulted</b>	15.10.2020		
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	<b>Director of Place</b>	
		<b>Date consulted</b>	<b>18.01.21</b>	
<b>Sign-off</b>				
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS85 20/21	
		<b>Finance (mandatory)</b>	pl.20.21.215	
		<b>Legal (mandatory)</b>	MS/19.01.21	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>		
		<b>Procurement (if applicable)</b>		
<b>Appendices</b>				
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Briefing report for publication		
	B	Green Homes Grant Business Case		
<b>Confidential/exempt information</b>				
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is

		<b>No</b>	x	not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>			<b>Date of decision</b>	22 January 2021				
<b>Print Name</b>	Councillor Tudor Evans OBE (Leader of the Council)							

# CAPITAL INVESTMENT BUSINESS CASE

Home Energy Project – Top Up



## 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.

key notes

The Low Carbon Team have been awarded £300,000 from the Government's Build Back Better Fund administered by the Heart of the South West LEP. The funding will be added to the existing Home Energy budget in the capital programme and allow more fuel poor households to benefit from energy efficiency measures using the existing scheme.

key risks

The key risk is delivery of all measures by the end date of the funding. However, our existing delivery profile – even with Covid restrictions in place suggests that this will be completed

## SECTION I: PROJECT DETAIL

<b>Project Value (indicate capital or revenue)</b>	£300K Capital	<b>Contingency (show as £ and % of project value)</b>	n/a
<b>Programme</b>	Low Carbon	<b>Directorate</b>	Place
<b>Portfolio Holder</b>	Cllr Sue Dann, Environment and Street Scene	<b>Service Director</b>	Paul Barnard (Strategic Planning & Infrastructure)
<b>Senior Responsible Officer (client)</b>	Kat Deeney	<b>Project Manager</b>	Paul Elliott
<b>Address and Post Code</b>	n/a	<b>Ward</b>	Citywide

**Current Situation:** (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)

The Low Carbon Team have been awarded £300,000 from the Government's Build Back Better Fund administered by the Heart of the South West LEP. The funding will be used to provide top up funds

Energy Suppliers are obligated by government to lower the bills of vulnerable and fuel poor households. The Home Energy project is an existing project on the capital programme (budget line 8153) which levers in energy supplier funding to install measures which both improve the energy efficiency of fuel poor and vulnerable households, as well as reducing carbon emissions. The amount of funding from energy suppliers often falls short of the total cost of the installation, leaving the vulnerable household unable to afford the shortfall in cost – and without much needed heating and hot water. The Home Energy project provides the opportunity for that shortfall to be met by PCC funds.

Since the start of 2018 financial year the Home Energy project helped over 600 fuel poor households install energy efficiency measures. These measures not only provided householders with a warmer, healthier home, but significantly reduced the CO<sub>2</sub> emissions of the property.

Plymouth is nationally recognised as leading on this agenda – with our level of installations ranking us within the top 10 of all authorities UK wide.  
 The current obligation is in place until at least March 2022. As such it is vital for our vulnerable households that PCC attracts as much supplier funding to Plymouth as possible

**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?)*

The Low Carbon Team have been awarded £300,000 from the Government's Build Back Better Fund administered by the Heart of the South West LEP. The funding will be added to the existing Home Energy budget in the capital programme and allow more fuel poor households to benefit from energy efficiency measures using the existing scheme.

**Strategic Case:**

<b>Which Corporate Plan priorities does this project deliver?</b>	a green sustainable city that cares about the environment
	reduced health inequalities
	Select a priority
<b>Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)</b>	<p>HEA 8 – Meeting local housing needs</p> <p>The above policy directly references fuel poverty:</p> <p>'Tackling fuel poverty through supporting supplier switching, fuel debt relief, and community-led energy supply services, and promoting domestic and non-domestic energy efficiency.'</p>

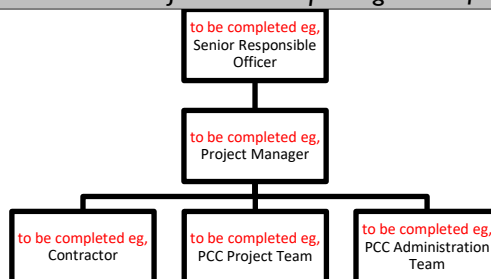
**Project Scope:** *(To avoid scope creep and cost escalation it is important to have an agreed scope of what the project will and will not deliver. List below what is included and not included in the project 'budget'. Projects should be delivered within scope and budget, but should project change happen then the business case requires revisiting, updating and re-approval)*

<b>In Scope</b>	<b>Out of Scope</b>
All existing delivery under the current home energy project	Any delivery not associated with the existing project.

**Project Governance :** *How the project delivery is structured (amend example chart as appropriate)*  
 High Risk Projects will require a Project Board Chaired by Portfolio Holder



Low Risk Projects will require a structured Project Team reporting to Portfolio Holder



### Milestones and Date:

Contract Award Date	Start On Site Date	Completion Date
Funding awarded Nov 2020	Nov 2020	Feb 2022

<b>Who are the key customers and Stakeholders</b>	Fuel Poor Households Installers	<b>Which Partners are you working with</b>	Plymouth Energy Community LiveWell Southwest Local Installers
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## 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
<b>Risk</b>	Completing full spend by February 2022 is not achieved	Low	Low	Low
<b>Mitigation</b>	We have completed a realistic delivery profile with level of forecast level of install We have engaged with installers in order to be ready for funding award There is no PCC funding required for this so lack of delivery will have no financial impacts	Low	Low	Low
<b>Calculated risk value in £ (Extent of financial risk)</b>	£0	<b>Risk Owner</b>	Paul Elliott	

### Outcomes and Benefits

**List the outcomes and benefits expected from this project.**

(An **outcome** is the result of the change derived from using the project's deliverables. This section should describe the anticipated outcome)

(A **benefit** is the measurable improvement resulting from an outcome that is perceived as an advantage. Benefits are the expected value to be delivered by the project, measurable whenever possible)

Financial outcomes and benefits:	Non-financial outcomes and benefits:
The funding will create an additional £1m of turnover for local businesses. Fuel poor households will save in excess of £170,000 per year.	Improved Health & Wellbeing outcomes for those fuel poor households

<b>Low Carbon</b>	
<b>What is the anticipated impact of the proposal on carbon emissions</b>	500t CO2 saved annually
<b>How does it contribute to the Council becoming Carbon neutral by 2030</b>	500t CO2 saved annually
<b>Have you engaged with Procurement Service.</b>	No
<b>Procurement route options considered for goods, services or works</b>	No need for procurement - these are household grants
<b>Procurements Recommended route.</b>	
<b>Who is your Procurement Lead.</b>	
<b>Which Members have you engaged with and how have they been consulted (including the Leader, Portfolio Holders and Ward Members)</b>	Sue Dann

#### 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

<b>Breakdown of project costs including fees surveys and contingency</b>	<b>Prev. Yr. £m</b>	<b>20/21 £m</b>	<b>21/22 £m</b>	<b>22/23 £m</b>	<b>23/24 £m</b>	<b>24/25 £m</b>	<b>Future Yrs. £m</b>	<b>Total £m</b>
Household Grants	n/a	£0.05	£0.25					0.300
<b>Total capital spend</b>		0.050	0.250					0.300

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

<b>Breakdown of proposed funding</b>	<b>Prev. Yr. £m</b>	<b>20/21 £m</b>	<b>21/22 £m</b>	<b>22/23 £m</b>	<b>23/24 £m</b>	<b>24/25 £m</b>	<b>Future Yrs. £m</b>	<b>Total £m</b>
Build Back Better Fund – LEP Grant		0.050	0.250					0.300
<b>Total funding</b>		<b>0.050</b>	<b>0.250</b>					<b>0.300</b>

<b>Which external funding sources been explored</b>	n/a
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<b>Are there any bidding constraints and/or any restrictions or conditions attached to your funding</b>	Yes - terms and condition administered via the LEP.
<b>Tax and VAT implications</b>	none
<b>Tax and VAT reviewed by</b>	Sarah Scott

### REVENUE COSTS AND IMPLICATIONS

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

<b>Total Cost of developing the project</b>	£0 – existing project
<b>Revenue cost code for the development costs</b>	
<b>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</b>	Y/N
<b>Budget Managers Name</b>	Paul Elliott

#### *Ongoing Revenue Implications for Service Area*

	Prev. Yr.	19/20 £	20/21 £	21/22 £	22/23 £	23/24 £	Future Yrs.
<b>Service area revenue cost</b>							
<b>Loan repayment</b> ( <i>terms agreed with Treasury Management</i> )							
<b>Other</b> ( <i>eg: maintenance, utilities, etc</i> )							
<b>Total Revenue Cost (A)</b>			0	0			
<b>Service area revenue benefits/savings</b>							
<b>Annual revenue income</b> ( <i>eg: rents, etc</i> )			0	0			
<b>Total Revenue Income (B)</b>			0	0			
<b>Service area net (benefit) cost (B-A)</b>			0	0			
<b>Has the revenue cost been budgeted for or would this make a revenue pressure</b>	No revenue cost – staff time funded by other projects.						
<b>Which cost centre would the revenue pressure be shown</b>		<b>Has this been reviewed by the budget manager</b>				Y/N	
<b>Name of budget manager</b>	Paul Elliott						

Loan value	£	Interest Rate	%	Term Years	Annual Repayment	£
Revenue code for annual repayments						
Service area or corporate borrowing						
Revenue implications reviewed by						

**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
	00/00/2020	v 1.0		00/00/2020
	00/00/2020	v 2.0		00/00/2020

## SECTION 6: RECOMMENDATION AND ENDORSEMENT

### Recommended Decision

**It is recommended that the Leader of the Council:**

- Approves the Business Case
- Allocates £300,000 of Top-up for the project into the Capital Programme funded by the Build Back Better Fund grant
- Delegate authority to the Service Director for Strategic Planning & Infrastructure to spend the Build Back Better Grant and enter into further agreements in relation to it.

<b>Cllr Sue Dann, Portfolio]</b>		<b>Anthony Payne Service Director</b>	
<b>Either email dated:</b>	18.01.21	<b>Either email dated:</b>	18.01.21
<b>Or signed:</b>		<b>Signed:</b>	
<b>Date:</b>		<b>Date:</b>	
		<b>Service Director</b>	
		[Name, department]	
		<b>Either email dated:</b>	date
		<b>Signed:</b>	
		<b>Date:</b>	

# EQUALITY IMPACT ASSESSMENT

Economic Development – Land & Property



## STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

<p><b>What is being assessed - including a brief description of aims and objectives?</b></p>	<p>The aim of the project is to install 630 measures in fuel poor homes across the city. Utilising existing delivery mechanisms the project will provide individual grants to eligible householders. The grants will cover the short fall that often exists between the amount of Energy Company Obligation (ECO) funding available and the full cost of the measure to be installed. Making the retrofit measure free to those vulnerable, fuel poor households.</p> <p>The project will be delivered within the city boundaries and will be delivered to households that currently meet the ECO flex eligibility criteria as set by The Council.</p> <p>The project has very clear objectives:</p> <ul style="list-style-type: none"> <li>• Achieve annual CO<sub>2</sub> savings of over 500 tonnes</li> <li>• Achieve average annual energy bill savings of £270</li> <li>• Complete 630 retrofits (measures) by March 2022</li> <li>• Lever in an additional £1m of energy supplier funding</li> <li>• Provide local SME's with an additional £1m turnover</li> </ul>
<p><b>Author</b></p>	<p>Paul Elliott</p>
<p><b>Department and service</b></p>	<p>Low Carbon City Team</p>
<p><b>Date of assessment</b></p>	<p>12<sup>th</sup> January 2021</p>

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact	Actions	Timescale and who is responsible
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		See <a href="#">guidance on how to make judgement</a>		
<b>Age</b>	<p>The average age in Plymouth (39.0 yrs.) is about the same as the rest of England (39.3 yrs.), but less than the South West (41.6yrs).</p> <p>Of the 16 SW authorities we have the third lowest % of older people (75), the sixth highest % of working age people and the fifth highest % of children and young people (under 18).</p> <p>Under 18s account for 19.8% of our population within this 17.5 % are under 16. As of March 2013, there are estimated to be 479 (6.9 %) young people aged between 16 and 18 who are NEET.</p> <p>The proportion of the working age population (16-64) is higher (66.1%) than regionally (62.8%) and nationally (64.7%).</p>	No adverse impacts anticipated	None	N/A
<b>Disability</b>	A total of 31,164 people (from 28.5 per cent of households) declared themselves as having a long-term health problem or disability (national figure 25.7 per cent of households), compared with the total number of people with disabilities in UK (11,600,000).	No adverse impacts anticipated	None	N/A
<b>Faith/religion or belief</b>	<ul style="list-style-type: none"> <li>• Christianity: 148,917 people (58.1 %), decreased from 73.6 % since 2001.</li> <li>• Islam: 2,078 people (0.8 %), doubled from 0.4 % since 2001.</li> <li>• Buddhism: 881 people (0.3 %), increased from 0.2 % since 2001.</li> <li>• Hinduism: 567 people (0.2 %) described their religion as Hindu, increased from 0.1 % since 2001.</li> <li>• Judaism: 168 people (0.1 %), decreased from 181 people since 2001.</li> <li>• Sikhism: 89 people (less than 0.1 %), increased from 56 people since 2001.</li> </ul> <p>84,326 (32.9%) % of the Plymouth population stated they had no religion.</p>	No adverse impacts anticipated	None	N/A
<b>Gender - including marriage, pregnancy and maternity</b>	Overall 50.6 % of our population are women and 49.4 % are men: this reflects the national figure of 50.8 % women and 49.2 % men.	No adverse impacts anticipated	None	N/A

	<p>There were 3,280 births in 2011. Birth-rate trends have been on the increase since 2001, but since 2010 the number of births has stabilised.</p> <p>Of those aged 16 and over, 90,765 people (42.9%) are married. 5,190 (2.5 %) are separated and still legally married or legally in a same-sex civil partnership.</p> <p>In Plymouth in 2014 average hourly earnings for women (£10.00) were 93 % of average hourly male earnings (£11.82). In Plymouth in 2005, women working full time earned only 81 % of average hourly fulltime male earnings. By 2010 this gap had closed and women were earning 90 %. In 2014 the gap had slightly widened. Across the South West region in 2014 women working full-time only earn 86 % of average full-time hourly male earnings, and for the UK as a whole the figure is 90%.</p>			
<b>Gender reassignment</b>	<p>It is estimated that there may be 10,000 transgender people in the UK. There were 26 referrals from Plymouth made to the Newton Abbott clinic, in 2013/14. The average age for presentation for reassignment of male-to-females is 40-49. For female-to-male the age group is 20-29.</p>	No adverse impacts anticipated	None	N/A
<b>Race</b>	<p>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. Our recorded BME population rose from 3% in 2001 to 6.7% in 2011, and therefore has more than doubled since the 2001 census.</p> <p>Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three.</p> <p>Four neighbourhoods have a population of school age children where 20% or more are from a BME background. They are City Centre (38%), Greenbank and University (32.3 %), Stonehouse (29.9%) and East End (23.4%). There are 1867 school children (over 5 years old) that speak English as an additional other language.</p>	No adverse impacts anticipated	None	N/A

	The 2001 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, with 57 % arriving between March 2006 and 2008.			
<b>Sexual orientation - including civil partnership</b>	There is no precise local data on numbers of Lesbian, Gay and Bi-sexual (LGB) people in Plymouth, but nationally the government have estimated this to be between 5 – 7% and Stonewall agree with this estimation given in 2005. This would mean that for Plymouth the figure is approximately 12,500 to 17,500 people aged over 16 in Plymouth are LGB.	No adverse impacts anticipated	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
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.	None	N/A
Good relations between different communities (community cohesion)	None	N/A
Human rights Please refer to <a href="#">guidance</a>	None	N/A



# EXECUTIVE DECISION

made by a Cabinet Member



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


Executive Decision Reference Number – L35 20/21

Decision	
1	<p><b>Title of decision:</b> Hoe Promenade Public Conveniences Redevelopment</p>
2	<p><b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Tudor Evans OBE, Leader</p>
3	<p><b>Report author and contact details:</b> Helen Trenerry Email: <a href="mailto:helen.trenerry@plymouth.gov.uk">helen.trenerry@plymouth.gov.uk</a> Tel: 01752308891</p>
4	<p><b>Decision to be taken:</b></p> <ol style="list-style-type: none"> <li>1. To approve the update report</li> <li>2. To allocate £258,000 for the project into the capital programme to be funded by the Health &amp; Safety corporate borrowing.</li> </ol>
5	<p><b>Reasons for decision:</b></p> <p>The original intention was to retain the existing building, however, this is not possible due to the poor condition of the walls. We will therefore need to demolish and rebuild the front elevation. The rear wall is also in a poor condition so this will either need to be supported or rebuilt. Rebuilding the rear wall provides us with an opportunity to utilise the rear space of the building which otherwise would have been wasted space, in order to provide welfare facilities for the staff and volunteers who are based in the council's depot at the rear of the building.</p> <p>As this is an existing building, it would be more cost-effective to use this space to its full potential rather than using temporary welfare provision which would have a shorter lifespan and higher maintenance costs. The use of temporary units also reduces the depot's functional space for vehicles, plant and materials. The existing provision of facilities for the depot staff is not compliant with HSE requirements and this provision would support the council's ambitions to increase people's connection and community involvement with natural infrastructure.</p>
6	<p><b>Alternative options considered and rejected:</b></p> <p><b>Do nothing:</b> this is not possible part of the building has already been demolished (according to the original plan) and the existing wall has been condemned by the structural engineer so it cannot remain in place.</p> <p><b>Do minimum:</b> different options have been considered both in terms of reducing costs on the front</p>

	<p>elevation and in terms of not undertaking the works on the rear of the building.</p> <p>In order to proceed according to the original scope, the front wall could be rebuilt and the rear wall could be supported. The front wall needs to be rebuilt with the same appearance as the existing wall due to planning requirements. Options for reducing costs on the decorative elements of the wall have been explored including using different materials; reducing the amount of decorative features which would achieve a minimal cost saving and would be contrary to planning permission; and re-using the old decorative features which is not possible due to their poor condition.</p> <p>If we were to support the rear wall, this would result in a lost opportunity to provide much needed facilities for the depot staff and volunteers. The rear of the building would only be suitable for storage, which would be inconvenient for the depot staff as the only access would be through the service door from the front, public side of the building. This development could not be agreed for a future date as the rear wall would need to be demolished and re-constructed in order to be of sufficient stability to cut out the doorways required for access from the depot.</p> <p><b>Postpone the provision of facilities for the depot:</b> this development could not be agreed for a future date as the rear wall would need to be demolished and re-constructed in order to be of sufficient stability to cut out the doorways required for access from the depot. This would require a large construction job at a later date and the elements of the current works would have to be re-done.</p> <p><b>Demolish the toilets:</b> demolishing the toilets and not replacing them will remove condition liabilities, ongoing revenue costs and a focal point for anti-social behaviours, but it would reduce public services in an area with high visitor numbers.</p>									
7	<p><b>Financial implications:</b></p> <p>Fewer toilets, more efficiently used, enables the costs of cleaning and maintenance to be minimised, whilst still providing a high quality service. New provision also enables more environmentally sound equipment to be installed e.g. to reduce water and electricity use which is good for the environment as well as reducing costs. Furthermore, if these welfare facilities for the depot staff and volunteers are not included within the building, temporary welfare units would have to be provided which would have a shorter lifespan and higher maintenance costs. Details of the budget are contained in the confidential paper (20210111 Foreshore Toilets Financial Report 01897-17).</p>									
8	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	Yes	No	<p><b>Per the Constitution, a key decision is one which:</b></p> <table border="1" data-bbox="965 1400 1495 1854"> <tr> <td data-bbox="965 1400 1077 1563">X</td> <td data-bbox="1077 1400 1495 1563">in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</td> </tr> <tr> <td data-bbox="965 1563 1077 1713">X</td> <td data-bbox="1077 1563 1495 1713">in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b></td> </tr> <tr> <td data-bbox="965 1713 1077 1854">X</td> <td data-bbox="1077 1713 1495 1854">is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</td> </tr> </table> <p>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></p>	X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total	X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>	X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total									
X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>									
X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.									
9	<p><b>Please specify how this decision is</b> <b>A Caring Council:</b> improving public conveniences aids in</p>									

	<b>linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	<p>the reduction of anti-social activity; keeping children, young people and adults protected.</p> <p>Open and more visible public conveniences help to make people feel safe in Plymouth.</p> <p>Improved public conveniences that can be used by all help to reduce health inequalities.</p> <p><b>A Growing City:</b> improving public conveniences help to present a clean and tidy city.</p> <p>Welfare provision for the depot staff and volunteers supports the Council's ambitions to increase people's connection and community involvement with natural infrastructure (as per the ERDF funded project Green Minds and UK funded Future Parks Accelerator).</p>		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	Improvements in the lighting systems to LED and water saving measures ensure that in the medium to long term the environmental impact of replacing the existing toilets will be positive.		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>	X	<b>(If no, go to section 13a)</b>
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	X	
		<b>No</b>		<b>(If no go to section 14)</b>
<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	Councillor Mark Lowry, Cabinet Member for Finance and Councillor Sue Dann, Cabinet Member for Environment and Street Scene		
<b>13c</b>	<b>Date Cabinet member consulted</b>	14 <sup>th</sup> December 2020		

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	X					
15	Which Corporate Management Team member has been consulted?	Name	Kim Brown / Brendan Arnold					
		Job title	Service Director for HR & OD / Service Director for Finance					
		Date consulted	14 <sup>th</sup> December 2020 / 7 <sup>th</sup> January 2021					
<b>Sign-off</b>								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS84 20/21					
		Finance (mandatory)	pl.20.21.220					
		Legal (mandatory)	MS/22.01.21					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
<b>Appendices</b>								
17	Ref.	Title of appendix						
	A	Briefing report for publication ( <i>mandatory</i> )						
	B	Equalities Impact Assessment ( <i>where required</i> )						
<b>Confidential/exempt information</b>								
18a	Do you need to include any confidential/exempt information?	Yes	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		No						
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	Confidential/exempt briefing report title:  20210111 Foreshore Toilets Financial			X				

	<b>Report 01897-17</b>									
<b>Background Papers</b>										
<b>19</b>	<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>									
<b>Title of background paper(s)</b>				<b>Exemption Paragraph Number</b>						
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>										
<b>20</b>	<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>									
<b>Signature</b>				<b>Date of decision</b>	27 January 2021					
<b>Print Name</b>	Cllr Tudor Evans OBE (Leader)									

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# APPENDIX A

## BRIEFING REPORT

Hoe Promenade Public Conveniences Update



### Background

Over a number of years Plymouth's network of public toilets have been in decline. Whilst the service have strived to maintain a good level of provision and cleanliness, years of under investment and reduced revenue budgets have resulted in a network that looks tired and is increasingly subject to structural issues. An options paper was considered at the Environmental Services Executive group with agreement that the waterfront toilets are a high priority and should be considered first under any proposed refurbishment schedule. Improvements to these public toilets help to meet the policy laid out in Plymouth and South West Devon Joint Local Plan 2014-1034; PLY20 - Managing and Enhancing Plymouth's Waterfront, specifically by improving the City's assets along the waterfront and delivering high quality and integrated public realm improvements. This project will build on the success of previous work and help to improve the visitor's experience of Plymouth's waterfront public spaces.

In December 2017, it was decided that £709,755 would be allocated within the Capital Programme, funded by Corporate Borrowing from the Maintenance of other City Assets scheme within the Priority List, to deliver a phased programme of improvements to public toilets along the Hoe Foreshore. This was to include the toilets at West Hoe Park, the Promenade and Tinside. It was acknowledged that the Hoe Foreshore toilets at Tinside was directly linked to the refurbishment of the Terrace Café.

There was a delay in reaching agreement over the style and design of the toilets at West Hoe Park which resulted in planning consent being granted in April 2019 for a new building at West Hoe Park.

During preparations for tendering the works, but separately to this, the tenant at the Terrace Café decided to proceed with their approved development to be ready for 2020, with the result being that the Tinside refurbishment was removed from the tender process.

Tenders were sent out in June 2019 for the two remaining sites (West Hoe and Hoe Promenade) as separate lots. A total of ten companies were invited to tender for the works resulting in two compliant returns.

Following analysis of the bids in compliance with the agreed evaluation criteria one contractor was selected as the successful tenderer, however, due to the tenders received exceeding the expected value set aside for the work, in August 2019 it was decided to proceed with West Hoe toilets alone because they were regarded as the priority.

Additional funds were granted in May 2020 for work to commence on the Hoe Promenade toilets so works began onsite in September.

### Project Update

- Due to planning requirements, the intention for the Hoe Promenade toilets was to retain the existing external walls and cut doorways out of the recessed archways, however, when the contractor began this element of the work, it became apparent that the structural stability of the wall was not sufficient to enable the wall to remain in place which could not have been foreseen in advance of the works starting.
- The structural engineer verified these findings and also advised that the stability of the rear wall was such that additional support would be required.
- During considerations of the best way forward, it was highlighted that provision of welfare facilities for Plymouth City Council staff and volunteers based in the depot at the rear of the building were required. Options to incorporate these facilities within the rear of the building, which according to the original plan would have remained unused, wasted space, have therefore been considered.

### Impact of Additions on Costs

- The additional works required to the toilets offers an opportunity to provide much needed facilities for the depot staff and volunteers. If these facilities are not incorporated within the build, a third of the building would only be suitable for storage, which would be inconvenient for the depot staff as the only access would be through the service door from the front, public side of the building.
- As this is an existing building, it would be more cost effective to utilise it to full potential rather than using temporary welfare provision for the depot staff and volunteers which have a shorter lifespan and higher maintenance costs. The use of temporary units reduces the depot's functional space for vehicles, plant equipment and materials.
- Furthermore by ensuring that there are basic welfare provisions in the depot, this supports the Council's ambitions to increase people's connection and community involvement with natural infrastructure (as per the ERDF funded project Green Minds and UK funded Future Parks Accelerator).
- There is a significant recognised value from engaging a broader section of the community to be involved in voluntary work to act as stewards for green space sites around the city. PCC staff at the Hoe already work with volunteers, as seen with the Mayflower Improvements project, to work towards achieving the vision set out in the Hoe Masterplan. Additional facilities, in addition to the upskilling of the workforce underway through the Future Parks project, would allow a significant step up in numbers of people able to volunteer but also value those already engaged with this work.
- The existing provision of facilities for the depot staff is not compliant with HSE requirements which state that "suitable and sanitary conveniences and washing facilities should be provided... adequate suitable and secure space should be provided to store workers' own clothing and special clothing... changing facilities should also be provided for workers who change into special work clothing." This is particularly relevant for the depot staff who are required to undertake works outdoors and in all weather conditions.
- This development could not be agreed for a future date as the rear wall would need to be demolished and re-constructed in order to be of sufficient stability to cut out the doorways required for access from the depot. This would require a large construction job at a later date and the elements of the current works would have to be re-done.



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

Document is Restricted

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