



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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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 4.30 pm on Wednesday 24 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 25 February 2021 if they are not called-in.

Delegated Decisions

1. Councillor Tudor Evans OBE - Leader:

- 1.a** Plymouth City Council Emergency Active Travel Fund Programme – Tranche 2 **(Pages 1 - 38)**
- 1.b** Eastern Corridor Junction Improvements Scheme (ECJIS) - Budget Increase **(Pages 39 - 54)**
- 1.c** Plymouth City Council Big 4 Decarbonisation Project **(Pages 55 - 82)**

2. Anthony Payne - Strategic Director for Place:

- 2.a** Contract Award for The outright capital purchase of replacement 12T Short wheel base Refuse Collection Vehicles **(Pages 83 - 106)**

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number -L38 20/21

Decision	
1	Title of decision: Plymouth City Council Emergency Active Travel Fund Programme– Tranche 2
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE – Leader of the Council
3	Report author and contact details: Rosemary Starr, Sustainable Transport Manager Email: rosemary.starr@plymouth.gov.uk Tel: 01752 305514
4	Decision to be taken: It is recommended that the Council:- <ul style="list-style-type: none"> • Approves the Business Case for the Active Travel Fund programme (formerly known as the Emergency Active Travel Fund – Tranche 2 programme, due to a change in the title of the Fund by the Department for Transport) • Approves the addition of £756,200 to the capital programme funded by the Department for Transport Active Travel Fund grant. • Delegates the decision to allow movements across the categories within the fund to the Service Director for SP&I.
5	Reasons for decision: To allow the delivery of the Active Travel Fund programme which will result in an additional £945,250 of investment in active travel in Plymouth.
6	Alternative options considered and rejected: Options Considered To not deliver the Active Travel Fund Programme Rejected: Not delivering the Active Travel Fund programme, which is substantially funded by a Department for Transport grant, is not recommended because it will prevent an additional

	<p>£945,250 to be invested in walking and cycling in Plymouth. The Active Travel Fund programme aims to help Plymouth's walking and cycling network be more connected, direct, safe, comfortable and attractive. Its delivery, alongside complementary programmes such as the Transforming Cities Fund, will help to create an environment that is safer, and more conducive, for cycling and walking. This will allow the achievement of the short term Fund objective of replacing journeys previously made by public transport, which currently can't be accommodated due to the pandemic, as well as the long term objectives of delivering significant health, environmental and congestion benefits.</p> <p>The programme directly supports the Council's Climate Emergency work through encouraging and enabling more trips to be made on foot and by bike.</p>																				
7	<p>Financial implications: This is both a capital and revenue programme</p> <p>Total value £1,025,250 of which £945,250 is grant funding and £80,000 is Plymouth City Council (PCC) match funding.</p> <p>The breakdown is:- Capital: £836,200 (of which £756,200 is DfT grant and £80,000 is PCC match funding) Revenue: £189,050 (of which 100% is the DfT grant)</p> <p>The funding needs to be committed to schemes before the 31 March 2021 and the subsequent programmes need to be substantially completed before 31 March 2022.</p>																				
8	<table border="1"> <thead> <tr> <th data-bbox="225 1032 759 1133">Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th data-bbox="759 1032 852 1133">Yes</th> <th data-bbox="852 1032 967 1133">No</th> <th data-bbox="967 1032 1495 1133">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1133 759 1294"></td> <td data-bbox="759 1133 852 1294"></td> <td data-bbox="852 1133 967 1294">x</td> <td data-bbox="967 1133 1495 1294">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 1294 759 1444"></td> <td data-bbox="759 1294 852 1444"></td> <td data-bbox="852 1294 967 1444">X</td> <td data-bbox="967 1294 1495 1444">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 1444 759 1594"></td> <td data-bbox="759 1444 852 1594">x</td> <td data-bbox="852 1444 967 1594"></td> <td data-bbox="967 1444 1495 1594">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> <tr> <td data-bbox="225 1594 759 1731">If yes, date of publication of the notice in the Forward Plan of Key Decisions</td> <td colspan="3" data-bbox="759 1594 1495 1731">6 October 2020</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:			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 Forward Plan of Key Decisions	6 October 2020		
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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>Delivering the Active Travel Fund programme, directly supports the delivery of the Plymouth Plan.</p> <p>The Council, as part of the Plymouth Plan, have made a</p>																				

		<p>commitment to deliver a safe, accessible, sustainable and health enabling transport system¹ that delivers a step change in walking, cycling and public transport as the travel modes of choice for those living in and visiting the city.² We have said that we will make sure that transport is delivered in the most health promoting and environmentally responsible manner,³ where the impact of severance caused by transport networks is reduced, enabling more journeys by walking, cycling and public transport and providing genuine alternative ways to travel⁴. To do this we have adopted a hierarchy of modes and routes based upon different spatial settings,⁵ with walking and cycling being the best option for local trips.</p> <p>The schemes set out within the Active Travel Fund programme accord with these commitments and build on work done to date where we have a strong track of delivering effective, impactful, active travel interventions; both infrastructure and complementary behavioural change programmes.</p>		
I 0	Please specify any direct environmental implications of the decision (carbon impact)	<ul style="list-style-type: none"> ▪ The programme directly supports Plymouth's Climate Emergency Declaration. It is designed to encourage and enable more trips by foot and by bike, building on the behavioural change which was being seen in Plymouth pre-Covid and enables and encourages new and returning cyclists (adults and children) to make walking and cycling the natural choice for the journeys they make. This is important in the short term, as capacity on public transport remains constrained, but also in the long term, recognising the inter-relationships of walking, cycling and public transport in a fully accessible, low carbon, sustainable transport network. 		
Urgent decisions				
I 1	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 I 3a)
I 2a	Reason for urgency:			

¹ Plymouth Plan Policy HEA6

² Plymouth Plan – Theme 2: A Green City


³ Plymouth and South West Devon Joint Local Plan policy SPT9.1

⁴ Plymouth and South West Devon Joint Local Plan Policy SPT9.4

⁵ Plymouth and South West Devon Joint Local Plan Policy SPT9.8

12b	Scrutiny Chair Signature:		Date
	Scrutiny Committee name:		
	Print Name:		
Consultation			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x
		No	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Coker – Cabinet Member for Strategic Planning and Infrastructure	
13c	Date Cabinet member consulted	7 th January 2021	
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 st September 2020
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS88 20/21
		Finance (mandatory)	PL.20.20.21.231
		Legal (mandatory)	MS/02.02.21
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	N/A

Appendices									
17	Ref.	Title of appendix							
	A	PCC Active Travel Fund Cabinet Executive Delegated Decision Briefing Note							
	B	Active Travel Fund – Equalities Impact Assessment							
	C	Active Travel Fund Tranche 2– Business Case							
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 public domain)				
			No	x					
			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 I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>								
Title of background paper(s)			Exemption Paragraph Number						
			1	2	3	4	5	6	7
Cabinet Member Signature									
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and								

	promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.		
Signature		Date of decision	11 February 2021
Print Name	Councillor Tudor Evans – Leader of the Council		

EXECUTIVE DECISION

made by a Cabinet Member

Briefing Note Part I



1.0 Executive summary

This paper sets out the recommendation to accept the Department for Transport's Active Travel Fund grant (formerly referred to as the Emergency Active Travel Fund Tranche 2 grant) of £945,250, following the Council's successful bid to the Fund.

Active travel has a critical role to play in Plymouth's transport network both now, due to walking and cycling enabling socially distanced mobility and supporting health enabling habitual behaviours during the pandemic, and in the future, through the incorporation of active travel in the cities daily commute delivering air quality improvements and supporting the decarbonisation of our transport network.

The Active Travel Fund (ATF) programme therefore seeks to encourage and enable more trips by foot and by bike, building on the behavioural change which was being seen in Plymouth pre-Covid and enable and encourage new and returning cyclists (adults and children) to make walking and cycling the natural choice for the journeys they make. This is important in the short term, as capacity on public transport remains constrained, but also in the long term, recognising the inter-relationships of walking, cycling and public transport in a fully accessible, low carbon, sustainable transport network.

The outcomes and benefits of this proposal are an additional investment of £945,250 in walking and cycling in Plymouth directly supporting the Council's Climate Emergency Action Plan through enabling more journeys to be made on foot and by bike.

2.0 Purpose of the report

This report seeks approval to accept the Department for Transport grant for the Active Travel Fund programme and add £756,200 to the Council's capital programme.

- The key objectives of the Active Travel Fund programme are to help to create an environment that is safer, and more conducive, for cycling and walking. This in turn will support the short term Fund objective of replacing journeys previously made by public transport, which currently can't be accommodated, as well as the long term objectives of delivering significant health, environmental and congestion benefits.

This paper provides information on the grant funding and the programme which will be delivered using the Grant.

The decisions required are to:-

- Approves the Business Case for the Active Travel Fund programme (formerly known as the Emergency Active Travel Fund – Tranche 2 programme, due to a change in the title of the Fund by the Department for Transport)
- Approves the addition of £756,200 to the capital programme funded by the Department for Transport Active Travel Fund grant.
- Delegates the decision to allow movements across the categories within the fund to the Service Director for SP&I.

3.0 Background to the funding

On 9 May the Transport Secretary announced £2 billion to support walking and cycling. Of the £2 billion, the Government advised £250 million would be made available to support a ‘series of swift, emergency interventions to make cycling and walking safer,’ of which £25 million has been set aside for a bicycle maintenance voucher (£50 voucher for up to 500,000 people).

Plymouth City Council has secured £1,194,250 from the Fund; £249,000 from phase one and £945,250 from phase two.

The Council’s phase one, Emergency Active Travel Fund programme, was designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. The funding has delivered a number of measures to encourage walking and cycling, as well as support social distancing, during the COVID-19 pandemic including 35 new cycle lockers, ‘20 mph when lights show’ outside 14 schools and road safety signage at key city roundabouts.

The emphasis for the phase two, Active Travel Fund programme, is on schemes which support more cycling and walking in the longer term. The programme needs to be substantially completed by April 2022.

4.0 Active Travel Fund – Tranche 2

Plymouth City Council has secured £945,250 for local walking and cycling improvements, through the second phase of the Government’s Active Travel Fund. Of the total funding £945,250 grant £756,200 is capital funding and £189,050 is revenue funding.

The Active Travel Fund programme to be delivered using the Fund is designed to help Plymouth’s walking and cycling network be more connected, direct, safe, comfortable and attractive. It is framed around the core themes set out in the Government’s ‘Gear Change: A bold vision for cycling and walking’ specifically the themes ‘Better streets for cycling and people’ and ‘We will enable people to cycle and protect them when they cycle.’

The Council, as part of the Plymouth Plan, have made a commitment to deliver a safe, accessible, sustainable and health enabling transport system¹ that delivers a step change in walking, cycling and

¹ Plymouth Plan Policy HEA6

public transport as the travel modes of choice for those living in and visiting the city.² We have said that we will make sure that transport is delivered in the most health promoting and environmentally responsible manner,³ where the impact of severance caused by transport networks is reduced, enabling more journeys by walking, cycling and public transport and providing genuine alternative ways to travel⁴. To do this we have adopted a hierarchy of modes and routes based upon different spatial settings,⁵ with walking and cycling being the best option for local trips.

The schemes set out within the ATF programme accord with these commitments and build on work done to date where the Council have a strong track of delivering effective, impactful, active travel interventions; both infrastructure and complementary behavioural change programmes. The monitoring undertaken as part of the Council's DfT Access Fund programme for the period April 2017 – March 2020 shows that, amongst communities where the Plymotion Personalised Travel Planning project has been delivered:-

- **Bike ownership has increased** in the engaged community by 4% compared to the pre survey residents.
- There was a **6% increase in cycle awareness** (unprompted) as a travel option compared to pre survey levels.
- There was a **5% increase in those cycling** in the engaged communities (comp v engaged)
- There was a **3% increase in those who cycled much more frequently** in the engaged community (comp v engaged)
- There was also a **1% increase in those cycling to work** (pre v post) and a 1% increase in those going to College or University (comp v engaged).
- There were also significant increases in the **level of sentiment towards the benefits of cycling** – particularly towards improving health with +18% strongly agreeing in the engaged community in the Derriford and Northern Corridor survey area.
- There were also more **positive views about cycling being an easy way to get around / practical choice** in the engaged community with up to circa +7% strongly agreeing.
- When comparing what they did six months ago there was an increase of 9% in those who **walked much more frequently** in the engaged community (comp v engaged)
- There was a +3% gain in those in the engaged community **walking to work** (comp v engaged). **Dropping children at school / childcare** also saw +4% (pre v engaged) and going to college / university +1% (comp v engaged)
- **Positive sentiment regarding walking increased in all the areas measured, with clear recognition that it was a good way to improve your health +26%** (comp v engaged “strongly agreeing”)
- Being a **practical choice for getting around also increased** by circa 13% over the comparison community levels with up to 17% of the engaged community strongly agreeing.

These results are why we are confident that the investment from the Active Travel Fund will further support a growth in the positive perception of walking and cycling as practical, advantageous modes of travel and increase the number of trips being made on foot and by bike.

² Plymouth Plan – Theme 2: A Green City

³ Plymouth and South West Devon Joint Local Plan policy SPT9.1

⁴ Plymouth and South West Devon Joint Local Plan Policy SPT9.4

⁵ Plymouth and South West Devon Joint Local Plan Policy SPT9.8

5.0 Recommendations

It is recommended that the Leader of the Council:

- Approves the Business Case for the Active Travel Fund programme (formerly known as the Emergency Active Travel Fund – Tranche 2 programme, due to a change in the title of the Fund by the Department for Transport)
- Approves the addition of £756,200 to the capital programme funded by the Department for Transport Active Travel Fund grant.
- Delegates the decision to allow movements across the categories within the fund to the Service Director for SP&I.

BUSINESS CASE

Plymouth City Council Active Travel Fund Programme –Tranche 2



EXECUTIVE SUMMARY

On 9 May the Transport Secretary announced £2 billion to support walking and cycling. Of the £2 billion, the Government advised £250 million would be made available to support a 'series of swift, emergency interventions to make cycling and walking safer'.

Plymouth City Council has secured £1,194,250 from the Fund; £249,000 from phase one and £945,250 from phase two.

The Council's phase one, Emergency Active Travel Fund programme, was designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. The funding has delivered a number of measures to encourage walking and cycling, as well as support social distancing, during the COVID-19 pandemic including 35 new cycle lockers, '20 mph when lights show' outside 14 schools and road safety signage at key city roundabouts. The emphasis for the phase two, active travel fund programme is on schemes which support more cycling and walking in the longer term.

This business case sets out the programme to be delivered using the Active Travel Fund grant (formerly referred to as the Emergency Active Travel Fund Tranche 2 grant) of £945,250, following the Council's successful bid to the Fund.

The Active Travel Fund (ATF) programme seeks to encourage and enable more trips by foot and by bike, building on the behavioural change which was being seen in Plymouth pre-Covid and enable and encourage new and returning cyclists (adults and children) to make walking and cycling the natural choice for the journeys they make. This remains important in the short term, as capacity on public transport remains constrained, but also in the long term, recognising the inter-relationships of walking, cycling and public transport in a fully accessible, low carbon, sustainable transport network.

The outcomes and benefits of this proposal are an additional investment of £945,250 in walking and cycling in Plymouth directly supporting the Council's Climate Emergency Action Plan through enabling more journeys to be made on foot and by bike.

The programme needs to be substantially completed by April 2022.

The key risk associated with this programme is the cost of the schemes within the programme exceeding the budget available. This risk will be mitigated through scaling the interventions to meet the funding available.

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

- Approves the Business Case for the Active Travel Fund programme (formerly known as the Emergency Active Travel Fund – Tranche 2 programme, due to a change in the title of the Fund by the Department for Transport)
- Approves the addition of £756,200 to the capital programme funded by the Department for Transport Active Travel Fund grant.
- Delegates the decision to allow movements across the categories within the fund to the Service Director for SP&I.

PART I: PROJECT PARTICULARS

Project Value (indicate capital or revenue)	This is both a capital and revenue programme Total value £1,025,250 of which £945,250 is grant funding and £80,000 is PCC match funding. The breakdown is:- Capital: £836,200 (of which £756,200 is DfT grant and £80,000 is PCC match funding) Revenue: £189,050 (of which 100% is the DfT grant) Projects will be delivered up to the value of the available budget.	Contingency (show as £ and % of project value)	£61,169 (6%) The programme put forwards to the DfT is also deliberately scalable so that the outputs can be reduced should costs increase.
Programme	N/A	Is the project on the 'Priority List' or a Council Pledge (Y/N)	No
Directorate	Place	Service Director	Paul Barnard, Service Director for Strategic Planning and Infrastructure
Senior Responsible Officer	Paul Barnard, Service Director for Strategic Planning and Infrastructure	Project Manager	Rosemary Starr, Sustainable Transport Manager

Address and Post Code	Strategic Planning and Infrastructure Plymouth City Council Ballard House West Hoe Road Plymouth PL1 3BJ	Wards	<p>St Peter and the Waterfront (Royal Parade and Millbay Roundabout schemes), Sutton and Mount Gould (Plymouth Road (Embankment) scheme), Efford and Lipson (20-mph Old Laira Road), Plympton Erle (Plympton St Maurice 20mph zone), Plympton St Mary (Larkham Lane crossing), Moorview (Miller Way traffic calming) and Peverell (street lighting improvements on cycle route within Central Park).</p> <p>The following schemes also have the potential to be delivered citywide (Plymotion cycling programmes, cycle contraflows, removal of inappropriate barriers and cycle detection loops at junctions).</p>
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Detailed Description of Proposal

This business case sets out the programme to be delivered using the Department for Transport grant for the Active Travel Fund programme and sees the addition of £756,200 to the Council's capital programme.

On 9 May the Transport Secretary announced £2 billion to support walking and cycling. Of the £2 billion, the Government advised £250 million would be made available to support a 'series of swift, emergency interventions to make cycling and walking safer'.

Plymouth City Council has secured £1,194,250 from the Fund; £249,000 from phase one and £945,250 from phase two.

The Council's phase one, Emergency Active Travel Fund programme, was designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. The funding has delivered a number of measures to encourage walking and cycling, as well as support social distancing, during the COVID-19 pandemic including 35 new cycle lockers, '20 mph when lights show' outside 14 schools and road safety signage at key city roundabouts.

The emphasis for the phase two, Active Travel Fund programme (the focus of this business case), is on schemes which support more cycling and walking in the longer term.

The key objectives of the Active Travel Fund programme are to help to create an environment that is safer, and more conducive, for cycling and walking. This in turn will support the short term Fund objective of replacing journeys previously made by public transport, which currently can't be accommodated, as well as the long term objectives of delivering significant health, environmental and congestion benefits.

The Active Travel Fund programme to be delivered using the Fund is designed to help Plymouth's walking and cycling network be more connected, direct, safe, comfortable and attractive. It is framed

around the core themes set out in the Government's 'Gear Change: A bold vision for cycling and walking', specifically the themes 'Better streets for cycling and people' and 'We will enable people to cycle and protect them when they cycle'.

The Council, as part of the Plymouth Plan, have made a commitment to deliver a safe, accessible, sustainable and health enabling transport system¹ that delivers a step change in walking, cycling and public transport as the travel modes of choice for those living in and visiting the city.² We have said that we will make sure that transport is delivered in the most health promoting and environmentally responsible manner,³ where the impact of severance caused by transport networks is reduced, enabling more journeys by walking, cycling and public transport and providing genuine alternative ways to travel⁴. To do this we have adopted a hierarchy of modes and routes based upon different spatial settings,⁵ with walking and cycling being the best option for local trips.

The schemes set out within the ATF programme accord with these commitments and build on work done to date where the Council have a strong track record of delivering effective, impactful, active travel interventions; both infrastructure and complementary behavioural change programmes. The monitoring undertaken as part of the Council's DfT Access Fund programme for the period April 2017 – March 2020 shows that, amongst communities where the Plymotion Personalised Travel Planning project has been delivered:-

- **Bike ownership has increased** in the engaged community by 4% compared to the pre survey residents.
- There was a **6% increase in cycle awareness** (unprompted) as a travel option compared to pre survey levels.
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- There was also a **1% increase in those cycling to work** (pre v post) and a **1% increase** in those going to College or University (comp v engaged).
- There were also significant increases in the **level of sentiment towards the benefits of cycling** – particularly towards improving health with **+18% strongly agreeing** in the engaged community in the Derriford and Northern Corridor survey area.
- There were also more **positive views about cycling being an easy way to get around / practical choice** in the engaged community with up to circa **+7% strongly agreeing**.
- When comparing what they did six months ago there was an increase of **9%** in those who **walked much more frequently** in the engaged community (comp v engaged)
- There was a **+3% gain** in those in the engaged community **walking to work** (comp v engaged). **Dropping children at school / childcare** also saw **+4%** (pre v engaged) and going to college / university **+1%** (comp v engaged)
- **Positive sentiment regarding walking increased in all the areas measured, with clear recognition that it was a good way to improve your health +26%** (comp v engaged "strongly agreeing")

¹ Plymouth Plan Policy HEA6

² Plymouth Plan – Theme 2: A Green City

³ Plymouth and South West Devon Joint Local Plan policy SPT9.1

⁴ Plymouth and South West Devon Joint Local Plan Policy SPT9.4

⁵ Plymouth and South West Devon Joint Local Plan Policy SPT9.8

- Being a **practical choice for getting around also increased** by circa 13% over the comparison community levels with up to 17% of the engaged community strongly agreeing.

These results are why we are confident that the investment from the Active Travel Fund will further support a growth in the positive perception of walking and cycling as practical, advantageous modes of travel and increase the number of trips being made on foot and by bike.

The programme must be substantially delivered by April 2022.

Climate Emergency Implications

On 8th March 2019 the Council declared a Climate Emergency and produced a number of key actions to achieve net zero carbon by 2030.

The Active Travel Fund programme directly supports Plymouth's Climate Emergency Declaration. Its delivery, alongside complementary programmes such as the Transforming Cities Fund, will help to create an environment that is safer, and more conducive, for cycling and walking. This in turn will support the short term Fund objective of replacing journeys previously made by public transport, which currently can't be accommodated, as well as the long term objectives of delivering significant health, environmental and congestion benefits.

The programme is designed to encourage and enable more trips by foot and by bike, building on the behavioural change which was being seen in Plymouth pre-Covid and enable and encourage new and returning cyclists (adults and children) to make walking and cycling the natural choice for the journeys they make. This is important in the short term, as capacity on public transport remains constrained, but also in the long term, recognising the inter-relationships of walking, cycling and public transport in a fully accessible, low carbon, sustainable transport network.

PART 2: VISION AND STRATEGIC CASE

This is the opportunity to explain the strategic fit and should include how it helps to deliver the Corporate Plan / Plymouth Plan / Joint Local Plan, including how it assists delivery of the vision for the Council.

<p>a) What is the business need and current issues that this project seeks to address</p> <p>b) Identify and list the objectives</p>	<p>At present, due to the Covid-19 pandemic, there is a need to invest in walking and cycling due to active travel facilitating socially distanced mobility, providing an alternative to public transport, whilst capacity is currently reduced, and helping prevent an unsustainable growth in single occupancy car trips.</p> <p>This need is recognised by the Governments investment of £2 billion in walking and cycling to support a ‘series of swift, emergency interventions to make cycling and walking safer.’ Investment which is directly funding this programme.</p> <p>The ATF programme set out within this business case responds to this need through a comprehensive programme of measures which are designed to help to create an environment that is safer, and more conducive, for cycling and walking.</p> <p>This supports the short term need to replace journeys previously made by public transport, which currently can’t be accommodated, as well as the long term objectives of delivering significant health, environmental and congestion benefits.</p> <p>The outcomes and benefits of this proposal is the investment of an additional £945,250 in active travel helping to make Plymouth’s walking and cycling network be more connected, direct, safe, comfortable and attractive.</p>
<p>a) How does this meet your objectives above</p> <p>b) List the outcomes and benefits of this proposal</p>	<p>The ATF programme is designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. It has been designed to create an environment that is safer for both cycling and walking, for trips to work and school, and is designed to encourage new cyclists, as well as those for whom active travel is the norm.</p> <p>The delivery of the ATF will therefore support sustainable transport during the Covid-19 pandemic and will help to encourage and enable more trips to be made by bike and on foot, post the pandemic, supporting Plymouth’s recovery and contributing to the city’s climate emergency commitments.</p>
<p>How much additional Council Tax per year will this generate</p>	<p>None</p>
<p>How much Business Rates per year will this create</p>	<p>None</p>

How much New Homes Bonus Grant will this raise	None		
How much CIL levy liability will be collected	None		
How many jobs will this proposal create (FTE)	Direct jobs	Indirect jobs	Apprenticeship/Trainee
	None	None	None
What are the consequences of not proceeding	If the business case is not approved £945,250 of grant funding would need to be returned to the DfT and the measures set out in the ATF would be largely unfunded and hence would either not be able to be delivered or would have to be delivered at a significantly reduced scale.		
a) On completion of the project how will you know and report that the objectives have been met b) Date Benefit Realisation will be completed.	<p>A comprehensive monitoring programme is a requirement of the Fund and guidance is provided.</p> <p>The precise monitoring undertaken will depend on the scheme being assessed. However, it is envisaged monitoring will involve manual cycle counts, supplemented by automatic cycle counters, where already available. We would also look to get user feedback, as soon as this is possible, in order to understand mode shift. Due to Covid-19 and current restrictions on data collection we will look to work with Sustrans so that user feedback can be captured via the website ShareMyStreet.com, in addition to any on street interviews which might become possible during the delivery of this programme.</p> <p>Where appropriate we will also capture vehicle flow information from manual counts, bus journey time and reliability statistics and vehicle speed and journey time data along with traffic speed data, KSI information, participation numbers and qualitative information on the value of the programmes people participate in, thereby allowing us to understand the impact the programme has had on making cycling and walking safer and facilitating more trips via active modes.</p>		
How does it deliver the Corporate Plan –			
http://www.plymouth.gov.uk/aboutcouncil/corporateplan			
Growing Plymouth	Investment in walking and cycling helps to deliver an efficient transport network through providing travel choice. The investment responds to the need to replace trips previously made by public transport, which currently are impacted by the pandemic, by modes other than the private car in order to reduce congestion and deliver wider health and environmental benefits, recognising the Council's priority to deliver a green, sustainable city that cares about the environment.		

Caring Plymouth	<p>Investing in walking and cycling helps to make Plymouth a welcoming city; residents and visitors have a choice of healthy travel options which connect key destinations.</p> <p>The investment also helps people to feel safer, through addressing safety concerns of active travellers where appropriate infrastructure isn't provided, and reduces health inequalities through enabling and encouraging more physical activity on low / nil cost travel modes.</p>
<p>How does it deliver the , Plymouth Plan / Joint Local Plan https://plymswdevonplan.co.uk/policy</p>	<p>The Council, as part of the Plymouth Plan, have made a commitment to deliver a safe, accessible, sustainable and health enabling transport system⁶ that delivers a step change in walking, cycling and public transport as the travel modes of choice for those living in and visiting the city.⁷ We have said that we will make sure that transport is delivered in the most health promoting and environmentally responsible manner,⁸ where the impact of severance caused by transport networks is reduced, enabling more journeys by walking, cycling and public transport and providing genuine alternative ways to travel⁹. To do this we have adopted a hierarchy of modes and routes based upon different spatial settings,¹⁰ with walking and cycling being the best option for local trips.</p> <p>The schemes set out within the ATF programme accord with these commitments and build on work done to date where the Council have a strong track record of delivering effective, impactful, active travel interventions; both infrastructure and complementary behavioural change programmes</p>
How does it achieve Growth Asset and Municipal Enterprise (GAME) objectives	<p>Investment in walking and cycling, through this Fund, in the short term will support safe travel for essential trips during the pandemic, including those made by critical workers, and in the longer term will support sustainable growth in Plymouth by providing residents with sustainable transport options to access employment, education, healthcare, leisure and retail opportunities.</p>
How does it Deliver Public Health and Social Equality outcomes.	<p>Investment in walking and cycling infrastructure, alongside complementary behavioural change programmes, helps to make active travel a viable alternative to the car, and supports active, healthy lifestyles, with the associated health benefits. These are amplified through the air quality and noise reduction benefits associated with modal shift away from the private car.</p> <p>Walking and cycling are also highly accessible low / nil cost travel options helping to reduce the risk of social isolation by providing access to employment, education, healthcare, leisure and retail opportunities.</p>
Is this a Statutory Obligation of the Council	No
In scope	Out of scope
The delivery of the Active Travel Fund programme as set out within this business case	Investment in walking and cycling not funded through the DfT's Active Travel Fund grant.

⁶ Plymouth Plan Policy HEA6

⁷ Plymouth Plan – Theme 2: A Green City

⁸ Plymouth and South West Devon Joint Local Plan policy SPT9.1

⁹ Plymouth and South West Devon Joint Local Plan Policy SPT9.4

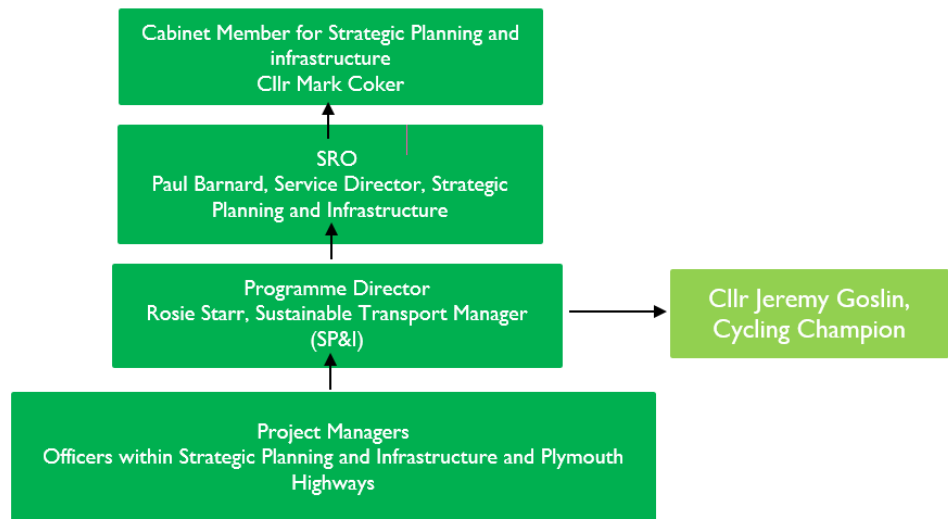
¹⁰ Plymouth and South West Devon Joint Local Plan Policy SPT9.8

PART 3: PROJECT DEVELOPMENT, PROCUREMENT AND DELIVERY

Project Governance
(insert flow chart)

Each scheme within the Active Travel Fund programme will be led by a Project Manager. Their work will be overseen by a Programme Director. The Programme Director will be responsible for co-ordinating the delivery of the individual scheme elements, identifying key interdependencies and ensuring that the overall project is delivered to programme, quality and budget.

The Programme Director will report into the SRO for the programme (Paul Barnard, Service Director for Strategic Planning and Infrastructure) and the Cabinet Member for Strategic Planning and Infrastructure, (Cllr Mark Coker). The schemes will also be reported to Plymouth City Council’s Cycling Champion, Cllr Goslin, at key milestones.



The critical stage in the delivery of the ATF programme is the need to notify the DfT that construction is going to start, following appropriate consultation, and it’s the Governance of this milestone which is key and set out below.

At the point at which scheme consultation has taken place, and construction is ready to start, the scheme will be considered by the Cabinet Member and SRO, with approval sought for the scheme to progress. If approval is granted, the SRO will notify the DfT that construction is about to commence.

At this milestone project managers will need to demonstrate that an appropriate communications plan and monitoring and evaluation plan is in place before the scheme gets underway.

Who are the key customers and beneficiaries

All users of Plymouth’s active travel infrastructure and complementary programmes.

Which Partners are you working with

South West Highways
Plymotion delivery partners

		Who are the stakeholders	Members, businesses, public transport providers, users of the highway network and pedestrians and cyclists.
Which Members have you engaged with and how have they been consulted	Councillor Mark Coker – Cabinet Member for Strategic Planning & Infrastructure – Engagement through Portfolio Holder briefings		
Procurement Options How have you engaged with the Strategic Procurement Service on the options and preferred approach.	<p>For those schemes requiring physical construction it is envisaged that South West Highways (SWH) will be used through the Plymouth Highways Term Maintenance Contract. This is a long-term contract between Plymouth City Council and SWH for the delivery of highways maintenance works (both revenue and capitalised) and capital schemes (with a typical individual scheme construction value up to £1.5M).</p> <p>The TMC is derived from the NEC Term Services Contract, as amended by the Highways Maintenance Efficiency Programme (MMEP) Contract, which in turn has been further amended to suit Plymouth City Council’s local needs.</p> <p>The contract was won by SWH via a competitive tendering process with evaluation on the basis of both quality and price.</p> <p>The Council are also ready to deliver the Plymotion behavioural change programme set out within this programme as this is an expansion of the current Plymotion campaign and the team are in place. Where partners are required to deliver the services, such as the adult cycle training and bike maintenance programmes existing contracts can be extended.</p>		
Who is your Procurement Lead	Paul Williams – Category Lead		

PART 4: OPTION ANALYSIS

Option Analysis Undertaken

Alternative options considered and rejected:

Option Considered

To not deliver the Active Travel Fund Programme

Rejected:

Not delivering the Active Travel Fund programme, which is substantially funded by a Department for Transport grant, is not recommended because it will prevent an additional £945,250 to be invested in walking and cycling in Plymouth. The Active Travel Fund programme aims to help Plymouth’s walking and cycling network be more connected, direct, safe, comfortable and attractive. Its delivery, alongside complementary programmes such as the Transforming Cities Fund, will help to create an environment that is safer, and more conducive, for cycling and walking. This will allow the achievement of the short term Fund objective of replacing journeys previously made by public transport, which currently can’t be accommodated due to the pandemic, as well as the long term objectives of delivering significant health, environmental and congestion benefits.

The programme directly supports the Council’s Climate Emergency work through encouraging and enabling more trips to be made on foot and by bike.

ANALYSIS OF PREFERRED OPTION

Demonstrate how this is the best option and most cost effective approach of achieving the objective you have identified. Provide evidence and validate how this is value for money.

As part of the Council's submission to the Active Travel Fund the DfT required confirmation that the bid represented value for money. Our submission therefore included a VfM assessment by an independent third party, WSP, in accordance with the *Value for Money Guidance for Tranche 2 of the Emergency Active Travel Fund, DfT 2020*. The results showed that the overall programme represented Very High value-for-money.

The funding awarded was less than the funding bid for. However, the Council submitted a scaleable proposal and hence have been able to retain the vast majority of the programme elements included in the bid and hence remain confident that the programme represents high value for money.

Therefore, in accordance with the objectives of the Fund it is believed that the programme will allow the implementation of measures that will create an environment that is safer for both walking and cycling and the Council are confident that the programme set out will allow cycling, in particular, to replace journeys previously made by public transport, and will have an essential role to play in the short term in helping to avoid overcrowding on public transport systems in addition to helping to deliver significant health, environmental and de-congestion benefits in the longer term.

PART 5: TIMESCALES AND CONSTRAINTS				
Mandate Date	Presentation to CCIB date	Contract Award date	On Site date	Completion date
September 2020	N/A	N/A	From April 2021	The majority of the programme will have been delivered by April 2022. The exceptions are (1) the works on the Embankment and (2) the temporary scheme on Royal Parade which are both due to be completed by April 2023 at the latest
Have you engaged with Planning Department (if PP is required make sure you engage with planning prior to your BC going to CCIB)	N/A			
Is the budget cost reflective of planning requirements	N/A			
Who is your Planning Officer	N/A			
Planning Consent Date	N/A			
Give reasons for specific completion date	N/A			

PART 6: AFFORDABILITY AND FINANCING

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

What is the estimated impact on the Annual Band D Council Tax as a result of making the investment decision (Corporate Borrowing only)		2018/19	2019/20	2020/21
		N/A	N/A	N/A
Breakdown of project costs including fees surveys and contingency	Theme: Better Streets for Cycling and People	£387,500 (Cap), £130,246 (Rev)		
	Theme: We will enable people to cycle and protect them when they cycle	£318,500 (Cap), £80,000 (PCC Cap), £47,835 (Rev)		
	Contingency	£50,200 (Cap), £10,969 (Rev)		
	TOTAL	£1,025,250		
Provide details of proposed funding	<p>Total value £1,025,250 of which £945,250 is grant funding and £80,000 is PCC match funding.</p> <p>The breakdown is:-</p> <p>Capital: £836,200 (of which £756,200 is DfT grant and £80,000 is PCC match funding)</p> <p>Revenue: £189,050 (of which 100% is the DfT grant)</p> <p>The PCC match funding is being provided by Plymouth Highways – breakdown as below</p> <p>Contribution towards the 20mph Old Laira Road scheme - £25K (8564/5469)</p> <p>Contribution towards the Millbay roundabout scheme - £35K (8562/2822)</p> <p>Contribution towards the Miller Way scheme - £20K (8564/5466)</p>			
Which alternative external funding sources been explored (Provide evidence)	<p>This programme is substantially funded by a DfT grant. Without the grant the majority of the schemes would be unfunded and would not be progressed. Those schemes where PCC are providing match funding would be progressed however, the scope of the schemes (and hence outputs) would be reduced to match the budget available.</p>			

Are there any bidding constraints and/or any restrictions or conditions attached to your funding	<p>The programme needs to be delivered in accordance with the terms and conditions of the DfT grant (below):-</p> <p>ANNEX A1</p> <p>Active Travel Fund</p> <ol style="list-style-type: none"> 1. This funding will be paid via a grant under Section 31 of the Local Government Act 2003. Available online here: http://www.legislation.gov.uk/ukpga/2003/26/section/31 2. For any grant, Government is required to monitor the effectiveness of any public investment. We therefore ask that you to have robust monitoring and evaluation plans in place. 3. This grant may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using the Emergency Active-Travel Fund. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the authority. Guidance on State Aid is available from: https://www.gov.uk/state-aid.
Tax and VAT implications	<p>The project will not directly generate any VAT-exempt income for the Council. Transport and highways infrastructure works are a non-business activity of local authorities and so any VAT incurred by the Council on costs relating to this project will be fully recoverable and there will be no adverse impact on the Council's partial exemption position.</p>
Tax and VAT reviewed by	<p>Sarah Scott, Senior Technical Accounting Officer</p>
Confirm you have taken necessary advice if this proposal is State Aid compliant	<p>Legal Services advise that the project does not involve grant of state aid/subsidies in contravention of WTO Rules or known Trade Agreements. The Council will not be receiving a subsidy as it is receiving and using the Active Travel Fund grant as part of its public functions and is not obtaining an economic advantage as an economic actor. A contractor shall be appointed to carry out the works that has been selected following a compliant procurement process.</p>
Will this project deliver capital receipts? (If so please provide details)	<p>No.</p>
Capital avoidance	<p>N/A</p>
<p>Schemes in excess of £0.5m should be supported by a Cost Benefit Analysis. Calculations undertaken should be attached as an appendix to support financial implications shown below. Please contact your revenue accountant for assistance with this section.</p>	

Is the capital ask greater than £0.5m	Y	If the answer is yes, have you attached the Cost Benefit Analysis					Y: The VfM assessment relates to the bid which the Council submitted to the Fund. The funding award was less than the amount bid for. However, the majority of the programme has still be retained and hence the VfM assessment is still considered relevant		
Capital spend profile	Prev. Yr.	18/19	19/20	20/21	21/22	22/23	Future Yrs.	Status	
Active Travel Fund Programme					£656,000	£50,000		Grant secured	
Contingency						£50,200			
Total capital spend					£656,000	£100,200		Funding to match with Project Value (Section I)	
SI06 or CIL (Provide PA or site numbers)	N/A								
REVENUE COSTS AND IMPLICATIONS									
Feasibility Cost of Developing the Capital Project (To be incurred at risk to Service area)									
Feasibility cost of developing the project						N/A			
Revenue cost code for the feasibility costs						N/A			
Revenue costs incurred for developing the project are to be included in the capital total, the expenditure could be capitalised if it meets the criteria						N/A			
Budget Managers Name						N/A			
Ongoing Revenue Implications for Service Area									
	Prev. Yr.	18/19	19/20	20/21	21/22	22/23	Future Yrs.		
		£	£	£	£	£			
Service area revenue cost									
Loan repayment (terms agreed with Treasury Management)									
Other (eg: maintenance, utilities, etc)					£189,050				
Total Revenue Cost (A)					£189,050				
Service area revenue benefits/savings									
Annual revenue income (eg: rents, etc)					N/A				
Total Revenue Income (B)					£189,050				
Service area net (benefit) cost (B-A)					£0				
Has the revenue cost been budgeted for or would this make a revenue pressure	The revenue cost is grant funded and hence does not create a revenue pressure.								

Which cost centre would the revenue pressure be shown		2671	Has this been reviewed by the budget manager		Yes
Name of budget manager		Rosemary Starr			
Loan value	N/A	Interest Rate	%	Term Years	Annual Repayment £
Revenue code for annual repayments		N/A			
Service area or corporate borrowing		N/A			
Revenue implications reviewed by		N/A			

PART 7: ACHIEVABILITY				
Is there an impact on the service delivery during delivery of project. How will this be mitigated	There is no impact on service delivery during the delivery of this programme; the delivery of the schemes by SP&I and Plymouth Highways can be accommodated within existing work programmes with the grant programme, in five instances, augmenting schemes which would be progressed (albeit at a reduced scale) in the absence of the grant.			
Interdependencies – are there any projects reliant on the delivery of this project.	In five instances, the grant funding augments existing schemes (Plymouth Road – Embankment, 20mph Old Laira Road, Plymotion adult cycling programmes, Millbay Roundabout and Miller Way traffic calming) and hence the delivery of these schemes, to their full extent, is reliant on the delivery of this programme.			
KEY RISKS				
Include up to 5 key risks depending on scale of project, the first two risks are required to be mitigated along with a further 3 key risks to the project..				
Potential Risk 1 Identified				
Description	Insufficient budget to enable the outputs to be delivered as set out.			
Mitigation	The ATF programme is designed to be scalable so that the outputs can be reduced, should costs increase.			
Risk assessment	Initial	Post mitigation	Current	Current total rating
Likelihood To be scored 1 (low) – 5 (high)	3	3	3	6
Impact To be scored 1 (low) – 5 (high)	5	2	2	
Trend	Downward	Lead officer	Rosie Starr	
		Risk champion	Paul Barnard	
Calculated risk value in £ (Extent of financial risk)	N/A (scheme outputs will be reduced to reflect the budget available)			
Potential Risk 2 Identified				
Description	Lack of support for the programme leading to some schemes not being able to be progressed			
Mitigation	Comprehensive stakeholder engagement at both a programme and scheme level to explain the objectives of the fund and to address (and hence minimise) any concerns about the proposals being implemented			
Risk assessment	Initial	Post mitigation	Current	Current total rating
Likelihood To be scored 1 (low) – 5 (high)	4	3	3	12
Impact To be scored 1 (low) – 5 (high)	4	4	4	
Trend	Downward	Lead officer	Rosie Starr	

		Risk champion	Paul Barnard	
Calculated Risk Value in £		N/A		
Potential Risk 3 Identified				
Description	Grant funds not committed by 31/03/21			
Mitigation	Complete the Executive Decision before 31/03/21; the Executive Decision, Project Mandate and commencement of the scheme development will meet DfT requirements for funds, where possible, to be committed by 31/03/21			
Risk assessment	Initial	Post mitigation	Current	Current total rating
Likelihood To be scored 1(low) – 5(high)	3	1	1	4
Impact To be scored 1(low) – 5(high)	4	4	4	
Trend	Downwards	Lead officer	Rosie Starr	
		Risk champion	Paul Barnard	
Calculated Risk Value in £		N/A		
Potential Risk 4 Identified				
Description	Grant funds not spent by 31/03/22			
Mitigation	Schemes will commence as soon as the Executive Decision is approved, maximising the period of time available to deliver the scheme and robust programme Governance will actively monitor progress on the schemes. The DfT require schemes to be substantially completed by April 2022. Where it is already known that scheme delivery will be after this date this has already been notified to the DfT			
Risk assessment	Initial	Post mitigation	Current	Current total rating
Likelihood To be scored 1(low) – 5(high)	3	2	2	8
Impact To be scored 1(low) – 5(high)	4	4	4	
Trend	Downward	Lead officer	Rosie Starr	
		Risk champion	Paul Barnard	
Calculated Risk Value in £		N/A.		

PART 8: CONSULTATION / ENDORSEMENT				
Date business case went to CMT (if required)	N/A		Equalities Impact Assessment updated from Project Mandate stage (Y/N)	Yes
Author of Business Case	Date	Document Version	Reviewed By	Date
Rosie Starr	25/01/21	V 1.0	N/A	
Rosie Starr	27/01/21	V 2.0	N/A	
Rosie Starr	27/01/21	V 3.0	N/A	
Rosie Starr	28/01/21	V 4.0	Ruth Didymus Emma White Mohammed Sajjed Jamie Sheldon	
Rosie Starr	08/02/21	V 5.0	Chris Flower Emma White Mohammed Sajjed Jamie Sheldon Paul Barnard	
Rosie Starr	09/02/21	V 6.0	Chris Flower Emma White Mohammed Sajjed Jamie Sheldon Paul Barnard	
Senior Responsible Officer sign off I confirm the Business Case is policy compliant, affordable, value for money and has been fully risk assessed.			Paul Barnard – By Email 09/02/21	

CONFIRMATION OF PROMOTORS APPROVAL

Cabinet Member	Service Director
Cllr Mark Coker, Cabinet Member for Strategic Planning & Infrastructure	Paul Barnard, Service Director for Strategic Planning & Infrastructure
Either email dated: 10/02/2021	Either email dated: 09/02/2021
Or signed:	Signed:
Date:	Date:
	Service Director
	N/A
	Either email dated: N/A
	Signed: N/A
	Date: N/A

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EQUALITY IMPACT ASSESSMENT

Strategic Planning and Infrastructure - Plymouth City Council Active Travel Fund Programme



STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

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

This assessment relates to the Council's Active Travel Fund programme.

On 9 May the Transport Secretary announced £2 billion to support walking and cycling. Of the £2 billion, the Government advised £250 million would be made available to support a 'series of swift, emergency interventions to make cycling and walking safer.'

Plymouth City Council has secured £1,194,250 from the Fund; £249,000 from phase one and £945,250 from phase two.

The Council's phase one, Emergency Active Travel Fund programme, was designed to promote cycling as a replacement for journeys previously made by public transport, and as a practical alternative to the private car. The funding has delivered a number of measures to encourage walking and cycling, as well as support social distancing, during the COVID-19 pandemic including 35 new cycle lockers, '20 mph when lights show' outside 14 schools and road safety signage at key city roundabouts. The emphasis for the phase two, Active Travel Fund programme, which this Equality Impact Assessment considers, is on schemes which support more cycling and walking in the longer term.

The Active Travel Fund (ATF) programme seeks to encourage and enable more trips by foot and by bike, building on the behavioural change which was being seen in Plymouth pre-Covid and enable and encourage new and returning cyclists (adults and children) to make walking and cycling the natural choice for the journeys they make. This remains important in the short term, as capacity on public transport remains constrained, but also in the long term, recognising the inter-relationships of walking, cycling and public transport in a fully accessible, low carbon, sustainable transport network.

	The programme has been designed to create an environment that is safer for both cycling and walking, for trips to work and school, and is designed to encourage new cyclists, as well as those for whom active travel is the norm.
Author	Rosemary Starr
Department and service	Strategic Planning and Infrastructure, Sustainable Transport
Date of assessment	28 January 2021

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	<p>Background community data:</p> <ul style="list-style-type: none"> The average age in Plymouth is 39.0 years which is about the same as the rest of England (39.3 years) but is less than the South West (41.6 years). The proportion of the working age population (15-64) of 65.1 per cent is higher than the rest of the South West (62 per cent) and nationally (64 per cent). Children and Young People under 18 years of age account for 19.9 per cent of the population of the city, with 90 per cent of this group being under 16. People are living longer and one in three people in Plymouth are aged over 50. There will be a shift in the population structure of Plymouth over the next fifteen years as the proportion of the population aged 65 and over increases. There is a projected 32.7 per cent increase in the number of people aged 	<p>No potential impact has been identified – the programme is designed to create an environment that is safer for both cycling and walking and is designed to encourage new cyclists, as well as those for whom active travel is the norm. By improving the infrastructure and making the routes both safer, and perceived as safer, it will allow cyclists (young and old) to be confident using our network.</p> <p>Alongside the infrastructure investment the project includes complementary programmes, such as free adult cycle training, and demographic data for the programme shows that adults of all ages access this programme.</p>	Continue to promote new infrastructure (and supporting programmes) to everyone in the community	February 2021 onwards: Sustainable Transport Team – principally through the Plymotion programme

	<p>65 or over between 2016 and 2034 (an additional 15,400 individuals) in Plymouth by 2034.</p> <ul style="list-style-type: none"> The result of the increasing longevity of people’s lives is that there will be more people who are likely to be affected by mobility and other age related issues which could prevent them from accessing the services they need to use. 			
Disability	<p>Background community data:</p> <ul style="list-style-type: none"> Ten per cent of Plymouth’s population declared that they have their day to day activities limited to a greater degree by a long-term health problem or disability. A total of 31,164 people declared themselves as having a long-term health problem or disability. This was from 28.5% of households which is slightly higher than the national figure of 25.7% of households. In 2013/14 1,297 adults registered with a GP in the city have some form of learning disability There are 17,937 residents of state pension age and 3,142 children who have a disability of some form. 	<p>No potential impact has been identified – Improving walking and cycling infrastructure, mindful of the needs of all active travellers, will help people with disabilities access key services. Alongside the infrastructure investment the complementary programmes, including the adult cycle training, is available for everyone, including people with disabilities through access to adapted bikes and training.</p>	<p>Raise awareness of the support available to people with disabilities to access cycling opportunities</p>	<p>February 2021 onwards: Sustainable Transport Team – principally through the Plymotion programme</p>
Faith/religion or belief	<p>Plymouth’s walking and cycling infrastructure, and complementary programmes, are accessible to all regardless of their faith, religion or belief.</p>	<p>No potential impact has been identified</p>	<p>N/A</p>	<p>N/A</p>
Gender - including marriage, pregnancy and maternity	<p>Plymouth’s walking and cycling infrastructure, and complementary programmes, are equally accessible to men and women.</p>	<p>No potential impact has been identified - potential adverse impact on women, if the programme was not delivered due to fewer women cycling, than men. This programme is intended to provide a safe, conducive environment for cycling and</p>	<p>Continue to promote new infrastructure (and supporting</p>	<p>February 2021 onwards: Sustainable Transport Team –</p>

		support people to obtain the necessary skills and confidence to use it, it therefore supports all cyclists, including new cyclists, many of whom will be women.	programmes) to everyone in the community	principally through the Plymotion programme
Gender reassignment	Plymouth's walking and cycling infrastructure, and complementary programmes, are available for men and women and therefore there should be no discrimination on the basis of gender reassignment.	No potential impact has been identified	None	N/A
Race	Plymouth's walking and cycling infrastructure and complementary programmes, are accessible to everyone regardless of race.	No potential impact has been identified	None	N/A
Sexual orientation - including civil partnership	Plymouth's walking and cycling infrastructure and complementary programmes, are accessible to all regardless of their sexual orientation.	No potential impact has been identified	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)	The provision of improved walking and cycling facilities, and complementary behavioural change programmes, will help to promote good relations between all residents, regardless of gender, ethnic background, sexual orientation, faith or disability, by helping everyone access key services on an equal basis.	N/A

Human rights Please refer to guidance	The decision is consistent with the Human Rights Act.	N/A
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STAGE 4: PUBLICATION

Responsible Officer Paul Barnard

Date 09/02/21

Paul Barnard, Service Director, Strategic Planning and Infrastructure

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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 – L39 20/21

Decision	
1	Title of decision: Eastern Corridor Junction Improvements Scheme (ECJIS) – Business Case Update
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE, Leader of the Council
3	Report author and contact details: Neil Honey Transport Planning Officer Strategic Transport Projects Neil.honey@plymouth.gov.uk Tel: 01752 307705
4	Decision to be taken: <ul style="list-style-type: none"> Allocates an additional £0.759m for the project into the Capital Programme to be funded by s106 Contributions (£0.080m) and Integrated Transport Block capital grant (£0.679m) funding from the Department for Transport.
5	Reasons for decision: The ECJIS was in construction when the Coronavirus pandemic led to the lockdown in March 2020 resulting in the works temporarily being halted whilst working practices were reviewed and updated to reflect Government guidance for construction. This resulted in the completion date of the works having to be extended to account for both the works being stopped and the projected ongoing impact of the contractor having to work differently in order to adhere to guidance for social distancing and safe construction specifically with respect to Coronavirus. The need for additional monitoring and investigation works at the Cot Hill junction and to make safe a formerly unidentified underground structure at Coypool Road. To enable the full scheme to be delivered, maximising the benefits it provides and therefore demonstrating to external funding partners the Council's commitment to delivering the Plymouth & South West Devon Joint Local Plan (JLP).
6	Alternative options considered and rejected: Reducing the scope of the works was considered and rejected for the following reasons:

The scheme is one of the strategic transport projects identified as critical to the sustainable delivery of the JLP. It is already well-advanced and the benefit of the installation of modern traffic lights would only be effective if all the junctions are upgraded and can communicate with each other.

The remaining works include the new cycle way, completing the new and upgraded pedestrian crossings and re-surfacing of footways and carriage ways. Therefore choosing not to progress the full scheme would impact unduly on the sustainable transport benefits which consequently would affect the ability of the Council to deliver on its Climate Emergency Action Plan.

7 Financial implications:

Capital

The business case approved by the City Council Investment Board in November 2018 allocated a budget of £4.644m.

Spend Profile – November 2019

Spend Profile	Prior Years	2020-21	Total
DfT s31 Grant £m (ring fenced)	2.100		2.100
s106 Strategic Transport £m	0.012	1.754	1.766
PCC Corporate Borrowing	0.011	0.767	0.778
Anticipated Capital Spend £m	2.123	2.521	4.644

This further update increases the scheme budget by £0.759m to £5.403m.

Revised Spend Profile – December 2020

Spend Profile £m	Prior Years	2020-21	2021-22	Total
DfT s31 Grant (ring fenced)	2.100			2.100
s106 Strategic Transport	0.012	1.834		1.846
PCC Corporate Borrowing	0.011	0.554	0.213	0.778
Capital Grant Funding (Transport)		0.679		0.679
Anticipated Capital Spend £m	2.123	3.067	0.213	5.403

Revenue

The scheme provides for the replacement of existing ageing and outdated traffic signal equipment with modern signals and new highway infrastructure, which will reduce revenue spend on maintenance for a ten year period, after which annual revenue costs are expected to be accommodated from within existing transport maintenance budgets.

8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	Yes	No	<p>Per the Constitution, a key decision is one which:</p> <p>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</p> <p>x in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million</p> <p>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.</p>
	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>			
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><u>Corporate Plan - A Growing City</u></p> <p>An efficient transport network</p> <p>To support the city's population increasing to 300,000 the city's infrastructure will need to be upgraded including its roads and transport systems.</p> <p>This project complements and maximises the benefits from the major projects such as the Forder Valley Link Road scheme by reducing the likelihood of traffic signal failure and improving the efficiency of related junctions. The resilience and vulnerability of the city's road network will be improved with capacity and sustainable travel enhancements also being provided.</p> <p>A broad range of homes</p> <p>This project provides new and improved infrastructure that is critical to the delivery of the 9,500 new homes planned for the east of the city over the next 14 years, thus helping to give confidence to developers and creating the conditions for growth that will enable a mix of homes to be built.</p> <p>Quality jobs and valuable skills</p> <p>This project will improve the key infrastructure required to support the 12,000 new jobs planned for the city's Eastern Growth area over the period of the Plymouth & South West Devon Joint Local Plan to 2034. This project is principally concerned with providing improved transport links to help give confidence to developers and therefore contributes to creating the right conditions for growth.</p> <p>The development and construction of the project requires input from a range of technical and specialist disciplines and thus directly supports the city and wider south west construction industry.</p>		


10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>The ECJIP scheme will reduce journey times along Plymouth Road for all vehicles through upgrading and linking the traffic signal controlled junctions complemented with targeted road capacity improvements at Marsh Mills and Cot Hill.</p> <p>The scheme will help increase the attractiveness of using public transport by delivering more consistent and reliable bus journey times along this key bus corridor.</p> <p>Reducing the time to travel along Plymouth Road will contribute to reducing the emissions from slower moving or static vehicles.</p> <p>The scheme provides new push button pedestrian crossings at the Woodford Avenue and Larkham Lane junctions and upgrading of the Plymouth Road Toucan crossing just west of Longbridge Road.</p> <p>Extensive resurfacing of footways (Larkham Lane, Plymouth Road approaching Cot Hill, Woodford Avenue and Coypool Rd).</p> <p>New on road cycle lanes installed along Plymouth Road from Larkham Lane to Dingle Rd in both directions. The bridge section between the Saltram and Plym Valley paths on the westbound Plymouth Road carriageway has also been widened and repaved to be a better off road facility. New advanced stop lines have been provided for on road cycle facilities.</p> <p>These upgraded sustainable modes will provide key deliverables from the Climate Emergency Action Plan.</p>
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Urgent decisions

11	<p>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</p>	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	<p>Reason for urgency:</p>			
12b	<p>Scrutiny Chair Signature:</p>		<p>Date</p>	
	<p>Scrutiny Committee name:</p>			

Print Name:			
Consultation			
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X
		No	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Coker – Cabinet Member for Strategic Planning & Infrastructure Councillor Mark Lowry - Cabinet Member for Finance	
I3c	Date Cabinet member consulted	4 November 2020	
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	1 February 21
Sign-off			
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS90 20/21
		Finance (mandatory)	pl.20.21.221
		Legal (mandatory)	MS.02/11/20
		Human Resources (if applicable)	
		Corporate property (if applicable)	
		Procurement (if applicable)	
Appendices			
I7	Ref.	Title of appendix	
	A	2020.11.05 ECJIP Budget Increase Executive Decision Briefing Report (<i>mandatory</i>)	
Confidential/exempt information			
I8a		Yes	✓

	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: Eastern Corridor Junction Improvements Programme – Plymouth Road Capital Investment Business Case Update (November 2020)				✓				
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
Eastern Corridor Junction Improvements Business Case Update (November 2018)					✓				
Eastern Corridor Junction Improvements Programme Business Case (December 2016)					✓				
Eastern Corridor Junction Improvements Executive Decision (November 2018) Briefing Report									
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	11 February 2021
Print Name	Councillor Tudor Evans OBE - Leader		

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EASTERN CORRIDOR JUNCTIONS IMPROVEMENTS - PLYMOUTH ROAD UPDATE

Executive Decision briefing report



PROJECT DETAILS

The Eastern Corridor Junction Improvements Programme (ECJIP) is a strategic transport scheme to reduce congestion and thereby improve journey time reliability for all users, improve infrastructure to encourage walking and cycling, reduce pedestrian severance and improve air quality. The scheme will achieve this by upgrading all the traffic signal controlled junctions in Plympton on Plymouth Road between Marsh Mills roundabout and Glen Road and through new and improved pedestrian and cycling infrastructure.

The scheme includes the following:

- The introduction of new traffic signals incorporating modern technology to replace aged equipment.
- Targeted road widening at key congestion points including the provision of a new A38 only lane on the eastbound approach to Marsh Mills roundabout and the extension of the Plymouth Road right turn lane for Cot Hill.
- New push button pedestrian crossings at the Woodford Avenue and Larkham Lane junctions and upgrading of the Plymouth Road Toucan crossing just west of Longbridge Road.
- Extensive resurfacing of footways (Larkham Lane, Plymouth Road approaching Cot Hill, Woodford Avenue and Coypool Rd).
- New on road cycle lanes installed along Plymouth Road from Larkham Lane to Dingle Rd in both directions. The bridge section between the Saltram and Plym Valley paths on the westbound Plymouth Road carriageway has also been widened and repaved to be a better off road facility. New advanced stop lines have been provided for on road cycle facilities.

Plymouth Road is a key strategic route and currently experiences very high traffic flows, congestion throughout the day and significant delays during peak traffic periods. It is also part of the city's strategic bus network and includes the Coypool Park and Ride. Bus services regularly experience delays which result in unreliable and inconsistent journey times contributing to public transport not being seen as an attractive option.

The new walking and cycling infrastructure improvements incorporated within the scheme are part of the Council's Climate Emergency Action Plan. The scheme when completed will reduce journey times along the corridor for all modes which will help to unlock growth in the east of the city helping to encourage more sustainable trips to be made by better linking communities.

The project is one of the critical schemes that underpin the delivery of the Plymouth and South West Devon Joint Local Plan (JLP) and complements other strategic transport projects such as the Forder Valley Link Road scheme which are needed to support the significant number of new homes and jobs planned for the east of the city over the next 15 years.

PROJECT COST

The costs of the project have increased due to the following complexities:

- Works being halted because of the Covid19 pandemic and the decision by the contractor, South West Highways, to temporarily close all construction sites in the city to review and risk assess work activities with respect to Government guidance for safe construction.
- Works taking longer or costing more due to the contractor needing to implement new ways of working to adhere to Government guidance for safe construction with respect to the Covid19 pandemic

- Works taking longer and therefore costing more due to disrupted supply lines during the pandemic
- Need to make safe a formerly unidentified underground structure at Coypool Road
- Need for additional monitoring and investigation works at the Cot Hill junction due to unforeseen ground conditions

The most recent cost estimate for the scheme indicates an £0.759m increase in budget from £4.644m to £5.403m is required.

FUNDING

The £0.759m increase in budget will be met from the annual Integrated Transport Block capital grant (£0.679m) funding for Transport and section 106 developer contributions (£0.080m) to support strategic transport improvements.

DELIVERY TIMESCALES

Construction of the scheme started in September 2019 with an original completion date of September 2020. The suspension of the works due to the Covid pandemic, the additional works required due to the unidentified structure at Coypool and the unforeseen ground conditions at Cot Hill have resulted in a potential completion date of March 2021 for the scheme.

MEMBER AND STAKEHOLDER SUPPORT

Public and ward member consultation was undertaken in on the proposed improvements in the spring and autumn of 2017 and has strong support from the local community.

The former City Council Investment Board (CCIB) recommended approval of the Business Case in November 2018.

Councillor Mark Coker, Cabinet Member for Strategic Planning & Infrastructure was consulted on this budget increase in November 2020 and Councillor Mark Lowry Cabinet Member for Finance was consulted in January 2021.

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

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EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L40 20/21

Decision	
1	Title of decision: PCC Big 4 Decarbonisation Project
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE, Leader
3	Report author and contact details: Alastair Gets, alastair.gets@plymouth.gov.uk , 01752 306930
4	<p>Decision to be taken:</p> <ul style="list-style-type: none"> • It is recommended that the Leader of the Council: • Approves the Business Case • Allocates £2.922m into the Capital Programme funded by £2.522m from the Salix PSDS & Skills Funds £0.400m from S106 funds • Vire £0.214m from the Ballard House refurbishment project to this project. • Authorises the procurement process • Delegates the acceptance of the Salix grants to the S151 Officer • Delegates the award of the contract to Service Director for SP&I
5	<p>Reasons for decision: The business case covers decarbonising the heating systems at 4 PCC sites, including improving glazing, insulation and installing solar PV. The main benefit is reducing associated carbon emissions. Lowering carbon emissions will contribute to the declaration of a climate emergency, the pledge to be carbon neutral by 2030 and is part of the Corporate Carbon Reduction Plan. Nearly 5,000 tonnes of CO₂e will be reduced over the life of the measures.</p> <p>This project helps deliver JLP DEV32 – Delivering low carbon development by reducing the heating energy load and JLP DEV33 – Renewable and low carbon energy by the installation of heat pumps and solar PV.</p> <p>It also helps to deliver the promise of a “Green, sustainable city that cares about the environment” through delivering low energy heating to reduce carbon emissions and pollution.</p>
6	<p>Alternative options considered and rejected:</p> <p>Alternative technologies such as ground source open loop heat pumps were investigated but well-testing proved that it was not feasible for this part of the heat network, so air source heat pumps were chosen.</p> <p>Option 1: Do Nothing – no capital spending or revenue pressure but PCC fails reduce its carbon emissions and loses out on government grant money.</p> <p>Option 2: Do Minimum Option - only do buildings with energy savings (Poole Farm and Guildhall only connected to Council House) but less carbon savings than the full project, challenging the net-zero by 2030 pledge, and losing out on a significant portion of grant money, which may be a one-off offer.</p>

7	<p>Financial implications: There is no additional corporate borrowing as a large portion of the development and capital is grant funded and the rest is S106 or already allocated repairs and maintenance budgets.</p> <p>For SP&I (Poole Farm) there are savings of £456 in year 1 increasing to £629 in year 20. For the Corporate Landlord (Guildhall cluster, Ballard House and Elliot Terrace) there is a revenue cost of £13,097 (an increase of 13%) in year 1, which reduces to £4,974 (4%) in year 20. This would be reduced further when Phase 2 (connecting the Civic Centre) is implemented and when further insulation and glazing measures are installed (new PSDS grant application due to be submitted by 11 January 2021).</p>																				
8	<table border="1"> <tr> <td data-bbox="225 510 759 1066"> <p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p> </td> <td data-bbox="759 510 852 607">Yes</td> <td data-bbox="852 510 967 607">No</td> <td data-bbox="967 510 1495 607"> <p>Per the Constitution, a key decision is one which:</p> </td> </tr> <tr> <td data-bbox="225 607 759 770"></td> <td data-bbox="759 607 852 770"></td> <td data-bbox="852 607 967 770">X</td> <td data-bbox="967 607 1495 770"> <p>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</p> </td> </tr> <tr> <td data-bbox="225 770 759 920"></td> <td data-bbox="759 770 852 920"></td> <td data-bbox="852 770 967 920">X</td> <td data-bbox="967 770 1495 920"> <p>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million</p> </td> </tr> <tr> <td data-bbox="225 920 759 1066"></td> <td data-bbox="759 920 852 1066"></td> <td data-bbox="852 920 967 1066">X</td> <td data-bbox="967 920 1495 1066"> <p>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.</p> </td> </tr> <tr> <td data-bbox="225 1066 759 1189"> <p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p> </td> <td colspan="3" data-bbox="759 1066 1495 1189"></td> </tr> </table>	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	Yes	No	<p>Per the Constitution, a key decision is one which:</p>			X	<p>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</p>			X	<p>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million</p>			X	<p>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.</p>	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>			
<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	Yes	No	<p>Per the Constitution, a key decision is one which:</p>																		
		X	<p>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</p>																		
		X	<p>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million</p>																		
		X	<p>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.</p>																		
<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>																					
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 project helps deliver JLP DEV32 – Delivering low carbon development by reducing the heating energy load and JLP DEV33 – Renewable and low carbon energy by the installation of heat pumps and solar PV.</p> <p>It also helps to deliver the promise of a “Green, sustainable city that cares about the environment” through delivering low energy heating to reduce carbon emissions and pollution.</p>																			
10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p>	<p>A reduction in carbon emissions estimated at nearly 5,000t over the life of the measures due to lower use of on-site fossil fuels and reduced imported electricity.</p>																			
Urgent decisions																					
11	<p>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</p>	Yes		<p>(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)</p>																	
		No	X	<p>(If no, go to section 13a)</p>																	
12a	<p>Reason for urgency:</p>																				
12b	<p>Scrutiny</p>	<p>Date</p>																			

	Chair Signature:			
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Sue Dann (Cabinet Member for Environment and Street Scene)		
13c	Date Cabinet member consulted	06/01/2021		
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	<input checked="" type="checkbox"/>	
15	Which Corporate Management Team member has been consulted?	Name	Paul Barnard	
		Job title	Service Director for SP&I	
		Date consulted	04/01/2021	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS94 20/21	
		Finance (mandatory)	pl.20.21.226	
		Legal (mandatory)	MS/35935	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Big 4 Decarbonisation Project Briefing Report Part I		
	B	Equalities Impact Assessment		
	C	Big 4 Decarbonisation BC FINAL		

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 public domain)				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Big 4 Decarbonisation project Briefing Report Part II			✓				
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		11 February 2021		
Print Name		Councillor Tudor Evans OBE - Leader						

BIG 4 DECARBONISATION PROJECT

Briefing Report Part I



Following feasibility and de-risking work for heat decarbonisation of four PCC sites, the business case has been approved (09/02/2021). This heat and building fabric project will reduce nearly 5,000t of carbon emissions over the life of the measures (heat pumps, CHP, glazing and insulation).

The project is expected to cost about £3.136mil, including commercialisation and project delivery support.

A capital grant and project delivery grant have been applied for to cover 80% of the project costs. The rest of the costs are covered by S106 money and existing refurbishment and repair/maintenance budgets.

The project covers four sites with a range of heat decarbonisation measures:

- **Guildhall Cluster:** High temperature Air Source Heat Pump located at the Guildhall with district heating connections to Council House, Law Courts and Midland House. Solar PV array on Guildhall and Midland to help electrical demand of HP. CHP at Guildhall.
- **Ballard House:** High temperature ASHP & controls with insulation of the 'ceiling' in the basement and external roof insulation.
- **Elliot Terrace:** High temperature ASHP, located on the roof, with draught proofing and secondary glazing. Solar PV array to help electrical demand of HP.
- **Poole Farm:** ASHP

This project supports the need to reduce carbon emissions across the PCC estate, which contributes to the Corporate Carbon reduction Plan, and the climate emergency declaration with the net zero carbon pledge.

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

Document is Restricted

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CAPITAL INVESTMENT BUSINESS CASE

Big 4 Decarbonisation Project



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.

Following an approved Mandate the four sites chosen for Public Sector Decarbonisation Scheme (PSDS) grant and the proposed measures are as follows:

1. **Guildhall Cluster:** High temperature Air Source Heat Pump located at the Guildhall with district heating connections to Council House, Law Courts and Midland House. Solar PV array on Guildhall and Midland to help electrical demand of HP.
2. **Ballard House:** High temperature ASHP & controls with insulation of the 'ceiling' in the basement and external roof insulation.
3. **Elliot Terrace:** High temperature ASHP, located on the roof, with draught proofing and secondary glazing. Solar PV array to help electrical demand of HP.
4. **Poole Farm:** ASHP

These four sites are among the top carbon emitters of PCC's corporate estate.

PCC has been able to apply to the PSDS fund quickly, as significant work has already been completed showing that the projects are technically feasible but would benefit from grant funding. Technical de-risking, further techno-economic modelling has been completed (funded by Salix Skills grant) and the design developed to a point that enables a planning and listed building consent applications to be submitted and prepare for a design and build tender.

It is proposed that, should the application for grant funding be successful, that PCC accept the grant and approve the additional funding required from S106 and Ballard refurbishment / maintenance.

The project will increase Corporate Landlord revenue marginally by about 11% in year 1 and reduce to only 4% increase by year 20. For SP&I a saving of £456 in year 1 results, increasing to £629 by year 20.

The revenue pressure is balanced against the significant carbon reduction (almost 5,000 tonnes over the life) achieved and the related contribution to PCCs adopted Corporate Carbon Reduction Plan. Without such interventions, which capitalise on a lower carbon grid connection for electricity, it is unlikely PCC would be able to deliver its pledges.

The overall project cost is £3,135,555, with 74% covered by the PSDS grant, 13% by S106, 7% by PCC (Ballard roof and basement) and the rest (6% for PM/QS/Principle Designer and commercialisation) by Salix Project Delivery grant. A total of 93% is grant funded & S106 and the rest is already in the capital programme (Ballard improvement) or revenue budgets (maintenance).

PSDS condition requires that contracts are signed by the end of March 2021 and the projects are completed by the end of September 2021.

The main constraint to deliver this programme is extremely short deadlines prescribed by funding terms to source contracts. Procurement and project team have packaged requirements into four separate elements in the programme:

1. Solar element – utilise the Council’s current contract for Solar Panels. The original contract shall be varied to include this additional provision.
2. Insulation of Roof and Basement – use the existing Hard FM contract with JNE for General Building Repairs. JNE will be instructed to deliver best value through obtaining further quotation.
3. Secondary Glazing – a RFQ for low value procurements shall be carried out in line with the Council Contracts Standing Orders.
4. M&E and Supply and Installation of Air Source Heat Pumps – this is a brand new provision of a medium to high value (circa £2m - £3m), which the Council does not have an appropriate contract for. Furthermore, no appropriate national frameworks have been identified. The Council will invite 3 to 5 suppliers to bid for this opportunity using an appropriate tender portal.

The project team is considering splitting this contract to two Lots:

Lot 1 – For industrial heat pumps

Lot 2 – for smaller domestic heat pumps

The Guildhall Cluster will also facilitate the pending Civic Centre redevelopment and allow the majority of its heat load to be served by a low carbon heat source from day one.

Heat networks are already a key component of the City’s strategy (**Plymouth Plan Policy GR07**) as well as PCCs adopted Climate Emergency Action Plan. These policies are also reflected in the submitted **Plymouth and South West Devon Joint Local Plan (policy DEV 34)**

Key risks - Mitigations:

- Limited availability of heat pumps due to high market demand thereby increasing the tender period and supplier lead times - Regular contact with potential suppliers, share PCC details of the delivery plan to choose the most appropriate contractors/suppliers.
- The time available to undertake the required procurements and deliver the projects of different work packages of varying complexity - Single point of contact in the procurement team to help minimise the time, existing frameworks and local suppliers will be used, work packages structured to maximise value for money opportunities and provide flexibility.
- Building regulation approval – In discussion with Building Control Team.
- Pipework route to Midland House may not be feasible (across land owned by the Law Courts) – PCC sells power to Law Courts and there is support for proposed heat network project, easement negotiations are underway, there are no major services, an alternative route if not feasible and possible to commission the heat pump and delay the connection to Midland House.
- Return temperatures to the heat pump are too high and incompatible with the heat pump operation - Temperature data is being collected through the winter to help with detailed design, threshold return temperature should be able to be achieved with weather compensation, boilers retained to provide heat should the heat pump fail, . Phase 2 (Civic Centre) will help to reduce return temperatures.
- Planning consent not be granted within timescale - Planning applications were submitted in early November and December, consent should be granted in January 2021.
- A suitable location cannot be found for the Ballard evaporators – Structural surveys of the roof are complete, flexible height of roof cradles can accommodate the evaporator, roof repairs may cause delay.

Outcomes and Benefits

- Availability of grant funding
- Offset future carbon, maintenance and accommodation costs of occupied PCC buildings (increase longevity and reduce dilapidation)

- Carbon savings of nearly 5,000 tonnes
- Comfortable PCC accommodation
- Cleaner air (reduction of gas emissions)

Planning have been consulted, applications submitted with decisions expected in January 2021.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	The total project value is £3.136m	Contingency (show as £ and % of project value)	Of this £115k is contingency (4%)
Programme	Low Carbon	Directorate	Place
Portfolio Holder	Cllr Sue Dann, Environment and Street Scene	Service Director	Paul Barnard (Strategic Planning & Infrastructure)
Senior Responsible Officer (client)	Kat Deeney	Project Manager	Alastair Gets
Address and Post Code	Various	Ward	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 four sites chosen for the first tranche of decarbonisation works to be grant funded by the Public Sector Decarbonisation Scheme (PSDS) are near 'shovel ready'. Detailed feasibility work has been carried out and a mandate for the 'Big 4' was approved in October.

The four sites are as follows:

1. **Guildhall Cluster:** Guildhall, Council House, Law courts, Midland House – Part of the Civic DH project
2. **Ballard House**
3. **Elliot Terrace**
4. **Poole Farm**

These four sites are among the top carbon emitters of PCC's corporate estate.

Decarbonisation of heating and fabric improvement can be challenging due to long paybacks and revenue pressure. Replacing cheap mains gas heating to meet PCC's carbon targets, with low carbon alternatives, currently electric heat pumps (HP), can result in increased monthly costs due to the current higher cost of electricity compared to gas.

Using the Salix administered Government Public Sector Decarbonisation grant for a high percentage of the capital costs, reduces this risk significantly. Combining HPs with other measures, such as building fabric improvements, can help increase the thermal efficiency of the buildings and reduce heating needs which in turn reduce revenue pressure of the HP electrical costs. Other measures such as solar PV and CHP also help to provide lower cost, or free electricity, to reduce the running costs further.

There is a possibility that Renewable Heat Incentive (RHI) funding could be secured for the Guildhall Cluster and this could have a positive impact on the project economics. However, an application introduces other uncertainties, for example meeting RHI eligibility criteria and it may have programme implications. It would also mean losing the grant on the heat pump element of the works and the benefits could therefore be marginal. While RHI will be investigated for the

purposes of the BC, it is excluded, as it complicates the financial assessment. Moreover, the Government's cap on RHI could be reached at any time in the near future.

PCC has been able to apply to the PSDS fund quickly, as significant work has already been completed on the first three sites over the past year, using grant funding from BEIS (HNDU), EIB (ELENA), ERDF-Interreg (SUNPeople). Feasibility work has shown that the projects are technically feasible and financially challenged. However, work has progressed to the technical de-risking stage, further techno-economic modelling has been completed and the design developed to a point that enables a planning and listed building consent applications to be submitted. The Guildhall, Council House and Poole Farm applications were submitted in early November.

An initial grant from Salix for £85k has been approved for the final development and de-risking of the first three sites (confirming siting and structural capacity for the heat pumps installations, planning applications, noise surveys and final QS input into project capital costs). It will also fund the technical and financial feasibility of the fourth site (which is also technically feasible). This work has enabled PCC to submit a robust capital grant application to Salix.

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?)*

It is proposed that, should the application for grant funding be successful (submitted to Salix under the PSDS on 23 November 2020 with approval scheduled by 11 December 2020), that PCC accept the grant and approve the additional funding required.

The PSDS grant application covers the following:

- **Guildhall Cluster:** High temperature Air Source Heat Pump located at the Guildhall with district heating connections to Council House, Law Courts and Midland House. Solar PV array on Guildhall and Midland to help electrical demand of HP.
- **Ballard House:** High temperature ASHP & controls with insulation of the 'ceiling' in the basement and external roof insulation.
- **Elliot Terrace:** High temperature ASHP, located on the roof, with draught proofing and secondary glazing. Solar PV array to help electrical demand of HP.
- **Poole Farm:** ASHP

In addition to the grant funding, there are several additional sources of funding contributing to the overall budget:

- £400,000 of Section 106 funds has been secured to contribute to the district heat connection to Midland House and a Combined Heat and Power (CHP) unit at the Guildhall. The CHP will generate electricity, which will help reduce grid electricity running costs for operating the heat pump. The connection to Midland House helps achieve the PSDS limit of £500 of capex per tonne of carbon saved. The connection to the Plymouth Combined Courts, adjacent to the Guildhall, is also included, following recent discussions with the HMCTS (Ministry of Justice) as it also wishes to decarbonise its estate. PCC currently supply the Courts with electricity through a private wire network and this underpins the opportunity for a low carbon heat connection.
- For Ballard House, roof and basement repairs and insulation are required to remain within the aggregated £500/tCO₂e saved over the life of the measures. To achieve this, only £186,500 of grant money could be applied for to contribute towards the overall cost of this measure. A balance of £214k is therefore required from PCC to make up the balance. Repairs to the roof and basement at Ballard House were part of a refurbishment budget (~£67k and ~£42k respectively). Contingency of approx. £100k may also be available from the Lorne Stewart contract for the refurbishment (totalling some £200k). Finally FM will contribute the balance. The roof repair is on the critical path because another

decarbonisation project, roof top solar PV, is planned and the ASHP evaporators of this project are to be placed on the roof.

Following optimisation of the economic model, the revenue implications are that the overall cost of providing heat across the four projects, currently some £110,861, will increase marginally by about 11%. However, over the lifetime of the heat pump and PV installations, namely 20 years, the project operations will only cost 4% extra.

Installation of the ASHP at Poole Farm (SP&I service area) results in a saving of £456 in year 1 and increases to £629 by year 20.

Installation of the ASHPs and measures at the Guildhall Cluster, Ballard House & Elliot Terrace (HR/FM service area) results in a £13,097 increase in costs in year 1 which reduces to a £4,974 increase by year 20.

This initial revenue risk should be balanced against the significant carbon reduction achieved and the related contribution to PCCs adopted Corporate Carbon Reduction Plan and PCC's pledge to be net-zero carbon by 2030. Without such interventions, which capitalise on a lower carbon grid connection for electricity, it is unlikely PCC would be able to deliver its pledges.

Overall, the measures proposed will result in almost 5,000 tonnes of carbon savings over the life of the measures.

A swift BC approval is needed to secure the use of this short term funding, to meet its CCRP and CEAP, especially as further funding is uncertain.

The overall project cost is £3,135,555, with 74% covered by the PSDS grant, 13% by S106, 7% by PCC (Ballard roof and basement) and the rest (6% for PM/QS/Principle Designer and commercialisation) by Salix Project Delivery grant. A total of 93% is grant funded and S106 and the rest is already in the capital programme (Ballard improvement) or revenue budgets (maintenance).

PSDS condition requires that contracts are signed by the end of March 2021 and the projects are completed by the end of September 2021.

The main constraint to deliver this programme is extremely short deadlines prescribed by funding terms to source contracts compliantly. In the interest of time and efficiency, Procurement and project team packaged requirements into four separate elements in the programme. The most efficient and appropriate sourcing strategies have been allocated to individual elements of the program. All for elements and recommended sourcing strategies are listed below:

5. Solar element – This is a low value requirement.
Recommendation: utilise the Council's current contract for Solar Panels. The original contract shall be varied to include this additional provision. This provision shall be subject to terms and conditions of the original contract. Estimated value for this provision is circa £50,000
6. Insulation of Roof and Basement – This is a low to medium value requirement, under Works contract.
Recommendation: use the existing Hard FM contract with JNE for General Building Repairs. JNE will be instructed to deliver best value through obtaining further quotation. This provision shall be subject to terms and conditions of the original contract. Estimated value of this provision is circa £400,000
7. Secondary Glazing – This is a low value requirement. The Council does not have appropriate contract to use for this requirement.
Recommendation: A RFQ for low value procurements shall be carried out in line with the Council Contracts Standing Orders. Three suppliers will be invited to take part in the RFQ using an appropriate tender portal. Estimated value of this provision is circa £60,000. It is proposed that the latest form of the JCT Contract be used which is an industry

acceptable contract for delivering schemes such as this. Where required, external legal support should be sourced to advise on the detail of the contract and variations to the standard form.

- 8. M&E and Supply and Installation of Air Source Heat Pumps – this is a brand new provision of a medium to high value (circa £2m - £3m), which the Council does not have an appropriate contract for. Furthermore, no appropriate national frameworks have been identified.

Recommendation: Therefore, the recommended option is to carry out a PCC's own tender, which is compliant with the Council Contracts Standing Orders. The Council will invite 3 to 5 suppliers to bid for this opportunity using an appropriate tender portal.

The project team is considering splitting this contract to two Lots:

- Lot 1 – For industrial heat pumps
- Lot 2 – for smaller domestic heat pumps

The decision, regarding the split into Lots, shall be taken by project team following pre-tender market engagement with potential suppliers.

It is proposed that the latest form of the JCT Contract be used which is an industry acceptable contract for delivering schemes such as this. Alternative advice of external consultants will be considered. Where required, external legal support should be sourced to advise on the detail of the contract and variations to the standard form.

The Salix grant application was submitted on 23 November for £2,325,050

The Guildhall Cluster will also facilitate the Civic Centre redevelopment and allow the majority of its heat load to be served by a low carbon heat source from day one. It is anticipated that this will come forward for completion later in 2022 or early 2023. The significant additional heat load will increase the revenue of the scheme, but also reduce the carbon emissions of this redevelopment by up to 30%.

Heat networks are already a key component of the City's strategy (**Plymouth Plan Policy GR07**) which outlines a target to halve 2005 levels of carbon emissions by 2034 through the deployment of low carbon and renewable energy and specifically district energy networks and smart energy networks, as well as PCCs adopted Climate Emergency Action Plan. These policies are also reflected in the submitted **Plymouth and South West Devon Joint Local Plan (policy DEV 34)**.

Strategic Case:

Which Corporate Plan priorities does this project deliver?

- a green sustainable city that cares about the environment
- reduced health inequalities
- people feel safe in Plymouth

Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)

This project helps deliver:
DEV32 – Delivering low carbon development by reducing the energy load
DEV33 – Renewable and low carbon energy (including heat) through delivering low carbon energy that will be used in Plymouth to help towards reducing carbon emissions. This project will have minimum impact on the landscape of Plymouth as the installations will be within existing buildings.

Who are the key customers and Stakeholders	PCC HMCTS (MoJ) Plymouth residents Users of facilities	Which Partners are you working with	
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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
<u>Common Risks to all Projects</u>				
<ol style="list-style-type: none"> 1. Guildhall, Council House, Midland House and Law Courts 2. Ballard House 3. Elliot Terrace 4. Poole Farm 				
Risk	Limited availability of heat pumps due to high market demand thereby increasing the tender period and supplier lead times jeopardising the heat-on dates and completion of the projects by end September 2021.	Medium	High	Medium
Mitigation	Regular contact maintained with potential suppliers, especially of high temperatures heat pumps, e.g. Solid Energy, to understand anticipated constraints and current lead times, to share PCC details of the delivery plan and to enable the Council to choose the most appropriate contractors/suppliers.	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team supported by Engineer, Buro Happold	
Risk	The time available to undertake the required procurements and deliver the projects may be insufficient to meet the end September 2021 completion deadline as each project comprises different work packages of varying complexity.	Medium	High	Medium
Mitigation	PCC has a single point of contact in the procurement team for all projects. This will help minimise the time taken to issue and assess tenders and award contracts. Where appropriate, existing frameworks and local suppliers will be used to minimise the tender periods and mobilisation time. Work packages will also be structured to maximise value for money opportunities and provide flexibility in terms of the commencement and completion of each work package.	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team	
Risk	Building regulation approval for some elements of the work will be required, for example, for vibration/noise performance of heat pump installations and for glazing and insulation compliance and this could extend the time to completion.	Medium	Medium	Medium

Mitigation	Discussions are currently taking place with the Building Control Team. Depending on the design and procurement progress, responsibility for the approval of some elements may be delegated to the selected contractor/s to minimise potential delays to the programme.	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team supported by PCC Building Control	
Project Specific Risks Guildhall, Council House, Midland House and Law Courts				
Risk	The route to lay pipework to Midland House may not be feasible as it requires access across land owned by the Law Courts.	High	High	High
Mitigation	The Law Courts currently purchases power from PCC via a private wire connection and a dialogue has been established regarding the proposed heat network project. Negotiations for an easement are underway and documentation will be drawn up by the end of the year. Record drawings indicate there are no major services. However, a GPR survey will be carried out to identify an alternative route if the proposed route is not feasible. If permission were delayed, it would be possible to commission the heat pump and delay the connection to Midland House without jeopardising the long term decarbonisation potential of the network.	Medium	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team supported by the PCC Property Team	
Risk	The return temperatures to the heat pump are too high and incompatible with the heat pump operation.	Medium	High	High
Mitigation	Current system operating temperature data will be collected through the winter to provide the contractor with valuable information for the detailed design. Based on the early appraisal of potential interventions, the design and costing of these secondary control systems should allow the threshold return temperature to be achieved. Staged installation of this element of work would provide early visibility of the return temperatures and will be considered. Boilers are also being retained to provide heat should the heat pump fail. Phase 2 (Civic Centre) will also help to reduce return temperatures significantly.	Medium	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Engineer – Buro Happold, supported by the PCC Project and Facilities Management Teams	
Risk	Agreement for a heat connection to Law Courts may not be achieved by the target completion date of the end September 2021. Key risk issues that will impact on the delivery of a connection include the commercial arrangements, return temperature and noise considerations.	High	Medium	High

Mitigation	A working dialogue has been established with the Law Courts about the planned installation of a high temperature heat pump in the adjacent Guildhall. This will allow commercial negotiations to take place in early 2021 when the project as received funding and final approval. Potential noise impact has been assessed and forms part of the current planning application. Return temperature analyses will be carried out as part of the detailed design.	Medium	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team	
Risk	Planning consent will not be granted within the requisite timescale and could impact on the project delivery programme.	Medium	Medium	Medium
Mitigation	Planning applications for both the Guildhall heat pump and the services alterations in the Council House were submitted in early November, together with Poole Farm. Other applications for Elliott Terrace and Ballard House are being prepared for submission on 4 th December. Consent should be granted within an eight week period, that is, in January 2021.	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team	
Ballard House				
Risk	Planning consent will not be granted within the requisite timescale and could impact on the delivery programme.	Medium	Medium	Medium
Mitigation	Planning applications will be submitted by the end of November and consent should be granted by the end of January 2021.	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team supported by PCC Planning Team	
Risk	The system temperatures are incompatible with the heat pump.	Medium	High	Medium
Mitigation	Design documentation for the secondary system will be reviewed to establish design conditions and any oversizing of the system to reduce operating temperatures. Weather compensation is specified which should produce compatible temperatures across most of the year. It is understood that the secondary system is compatible with variable temperatures. Staged installation of the work would provide early visibility of the return temperatures and this will be considered. Boilers will be retained to provide heat in the event the heat pump fails.	Low	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Engineer – Buro Happold, supported by the PCC Project and Facilities Management Teams	
Risk	A suitable location cannot be found for the compressor and evaporators for the heat pump which could jeopardise the programme and delivery of the project.	Medium	High	High

Mitigation	Record drawings have been reviewed for the preferred location of the compressor and the design will accommodate those services identified. However, GPR surveys will be carried out to confirm service locations. If the proposed location proves unsuitable, it will be technically possible to locate the compressor at an alternative location adjacent to the building. Structural surveys of the building roof for locating the evaporator are underway and will be completed by the end of November. The existing rooftop cradle, used for building access, is flexible in height and can accommodate the proposed evaporator. Some fabric repairs may be required to the roof and may cause delay. If the roof is structurally unsuitable, an alternative location for the evaporators will be investigated in the car park adjacent to the building.	Medium	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Engineer – Buro Happold, supported by the PCC Project and Facilities Management Teams	
Elliot Terrace				
Risk	Planning consent will not be granted within the requisite timescale and could impact on the delivery programme.	Medium	Medium	Medium
Mitigation	A planning application will be submitted by the end of November. Subject to concluding the on-going positive consultation with Historic England regarding the design of the secondary glazing, consent should be granted by the end of January 2021.	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team supported by PCC Planning Team	
Risk	The system temperatures are incompatible with the heat pump.	Medium	High	Medium
Mitigation	Weather compensation is specified which should produce compatible temperatures across most of the year. It is understood that the secondary system is compatible with variable temperatures. Staged installation of the work would provide early visibility of the return temperatures and this will be considered. Boilers will be retained to provide heat in the event the heat pump fails.	Low	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Engineer – Buro Happold, supported by the PCC Project and Facilities Management Teams	
Risk	The identified heat pump location is unsuitable.	Medium	High	Medium
Mitigation	Structural surveys have indicated that the proposed location can accommodate the heat pump. Noise monitoring is underway to establish acoustic mitigation measures.	Low	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	Engineer – Buro Happold, supported by the PCC Project	

			and Facilities Management Teams		
Poole Farm					
Risk	Planning consent will not be granted within the requisite timescale and could impact on the delivery programme.		Low	Medium	Low
Mitigation	A planning application was submitted during the second week of November and consent should be granted by the middle of January 2021.		Low	Low	Low
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner	PCC Project Team supported by PCC Planning Team		
Risk			Select value	Select value	Select value
Mitigation			Select value	Select value	Select value
Calculated risk value in £ (Extent of financial risk)	£	Risk Owner			

Outcomes and Benefits	
Financial outcomes and benefits:	Non-financial outcomes and benefits:
Availability of grant funding Doing improvement works now will offset future carbon, maintenance and accommodation costs of occupied PCC buildings (increase longevity and reduce dilapidation).	Carbon savings of nearly 5,000 tonnes Comfortable PCC accommodation Cleaner air (reduction of gas emissions)
Have you engaged with Planning Department. <i>(If no, please state the reason)</i>	
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>	Planning application lodged for Guildhall and Council House and validated 3rd/ 4th November (decision 8 weeks) Any secondary glazing or insulation works would need separate Listed Building Consent applications for each building. Poole Farm lodged 13/11/20 (decision 8 weeks) Ballard (depending on ASHP location still to be determined) to be lodged 04/12/20 (decision 8 weeks) Elliott Terrace to be lodged 04/12/20 (decision 8 weeks) – includes heat pump, secondary glazing and solar
Is the budget cost reflective of planning requirements	YES for Elliott Terrace, current Council House and Guildhall application, Poole Farm and Ballard
Who is the Planning Officer you consulted with.	Amy Thompson and Mike Stone
Planning Consent Date	Guildhall and Council House: expected 30/12/20 Poole Farm: expected 08/01/21 Ballard House : expected 04/02/21 Elliott Terrace: expected 04/02/21

Have you engaged with Building Control. <i>(If no, please state the reason)</i>	Yes
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Is the Building Control pre-application registered	N/A
What is the pre-application number	N/A
Is this classed as a HRRB building	No
Is this building classed as 'high risk'	No
Who is the Building Control Case Officer	Chris Maslen

Low Carbon	
What is the anticipated impact of the proposal on carbon emissions	The carbon emissions of the four sites will be reduced by over 5,000 tonnes over the 20 year life of the heating systems.
How does it contribute to the Council becoming Carbon neutral by 2030	The reduction in carbon emissions contributes to mitigating the need to offset carbon to achieve carbon neutral operation by 2030.

Which Members have you engaged with and how have they been consulted <i>(including the Leader, Portfolio Holders and Ward Members)</i>	Cllr Sue Dann
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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.*

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr.	20/21	21/22	22/23	23/24	24/25	Future Yrs.	Total
	£m	£m	£m	£m	£m	£m	£m	£m
Design & Engineering			0.177					0.177
Main equip capital			1.414					1.414
Install & Commission			1.233					1.233
Commercialisation			0.082					0.082
PM/QS/PD			0.115					0.115
Contingency			0.115					0.115
Total capital spend			3.136					3.136

Provide details of proposed funding: Funding to match with Project Value								
Breakdown of proposed funding	Prev. Yr. £m	20/21 £m	21/22 £m	22/23 £m	23/24 £m	24/25 £m	Future Yrs. £m	Total £m
Salix PSDS			2.325					2.325
S106			0.400					0.400
PCC (Ballard insul)			0.214					0.214
Salix Proj Delivery			0.197					0.197
Total funding			3.136					3.136

S106 or CIL (Provide Planning App or site numbers)	<ul style="list-style-type: none"> Spend certificate 7A6 2787 (being raised): 16/00028/FUL - Derrys Development, Plymouth £83,608.89 (second payment) Spend Certificate 2787 7A6: 16/00028/FUL - Derrys Development, Plymouth £75,000 & 11/00750/FUL- Land At North Yard H. M. Naval Base Devonport £175,000 (remainder of spend not allocated £153k) 11/00750/FUL- Land At North Yard H. M. Naval Base Devonport: £163,391.11
Which alternative external funding sources been explored (Provide evidence)	Salix PSDS providing 76% of the funding (and S106: 13%)
Are there any bidding constraints and/or any restrictions or conditions attached to your funding	<p>The PSDS grant has none besides that procurement must be within internal procurement guidelines and financial regulations.</p> <p>Once the grant is approved, there is a timeline requirement: the project must be contracted by the end of March 2021 and completed by the end of September 2021.</p>
Tax and VAT implications	<p>The sites proposed for the decarbonisation works include some premises which are leased out or where the Council receives income from lettings, for example the Guildhall. This means that a significant proportion of the VAT incurred on the capital cost of the works will be directly attributable to a VAT-exempt activity of the Council, 75% at the Guildhall based on income. VAT will still be recoverable on the cost of the project but a proportion of the VAT will need to be included in the Council's partial exemption calculation which is required to ensure that the Council is able to fully recover VAT relating to all of its VAT-exempt activities and does not exceed its limit. Expenditure on the project must be regularly monitored, therefore, to determine the amount of VAT to be included in the calculation.</p>
Tax and VAT reviewed by	Sarah Scott
Will this project deliver capital receipts? (If so please provide details)	

Schemes in excess of £0.5m should be supported by a Cost Benefit Analysis. Calculations undertaken should be attached as an appendix to support financial implications shown below. Please contact your revenue accountant for assistance with this section.

Is the capital ask greater than £0.5m	No (90% grant & S106 funded)	If the answer is yes, have you attached the Cost Benefit Analysis	No
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REVENUE COSTS AND IMPLICATIONS

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

Total Cost of developing the project	£
Revenue cost code for the development costs	All grant funded (BEIS (HNDU & Salix), EIB (ELENA), ERDF-Interreg (SUNPeople))
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	No
Budget Managers Name	N/A

Ongoing Revenue Implications for Service Area (SP&I)

Pool Farm	Prev. Yr.	21/22 £	22/23 £	23/24 £	24/25 £	25/26 £	Year 20
Service area revenue cost							
Loan repayment (terms agreed with Treasury Management)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other (Operating costs including maintenance, utilities etc. for heat pump)		281	283	285	290	297	289
Total Revenue Cost (A)		281	283	285	290	297	289
Service area revenue benefits/savings							
Annual revenue savings (gas boiler operating costs)		737	766	805	845	855	918
Total Revenue Savings (B)		737	766	805	845	855	918
Service area net (benefit) cost (A-B)		(456)	(483)	(520)	(555)	(558)	(629)
Has the revenue cost been budgeted for or would this make a revenue pressure	This is revenue savings						
Which cost centre would the revenue pressure be shown	6042	Has this been reviewed by the budget manager				Yes	
Name of budget manager	Kat Deenev						
Loan value	£	Interest Rate	%	Term Years	Annual Repayment	£	
Revenue code for annual repayments	N/A						

Service area or corporate borrowing	N/A
Revenue implications reviewed by	Stephen Coker

Ongoing Revenue Implications for Service Area (HR/FM)							
Guildhall, Council House, Midland House and Law Courts; Ballard House; and Elliot Terrace	Prev. Yr.	22/23 £	23/24 £	24/25 £	25/26 £	26/27 £	Year 20
Service area revenue cost							
Loan repayment (terms agreed with Treasury Management)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other (Operating costs including maintenance, utilities etc. for heat pumps, CHP and PV)		110,581	111,993	113,597	115,768	117,462	117,966
Total Revenue Cost (A)		110,581	111,993	113,597	115,768	117,462	117,966
Service area revenue benefits/savings							
Annual revenue savings (gas boiler operating costs)		97,483	99,876	104,303	107,606	108,960	112,992
Total Revenue Savings (B)		97,483	99,876	104,303	107,606	108,960	112,992
Service area net (benefit) cost (A-B)		13,097	12,116	9,295	8,162	8,502	4,974
Has the revenue cost been budgeted for or would this make a revenue pressure	The revenue pressure (as above) has not been budgeted for. It is a cost associated with decarbonisation and the net zero ambition.						
Which cost centre would the revenue pressure be shown	ELLIOT TERRACE: 5688/XXXX/C3976 BALLARD HOUSE: 2244/XXXX/C4356 GUILDHALL/LAW COURTS: 2248/XXXX/C3983 COUNCIL HOUSE: 2253/XXXX/C6326 MIDLAND HOUSE: 2246/XXXX/C4244			Has this been reviewed by the budget manager		Yes	
Name of budget manager	Ralph Bint						
Loan value	£	Interest Rate	%	Term Years		Annual Repayment	£
Revenue code for annual repayments	N/A						
Service area or corporate borrowing	N/A						
Revenue implications reviewed by	Stephen Coker						

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
Alastair Gets	26/11/2020	v 1.0	Chris Flower, Stephen Coker,	16/12/2020
	18/11/2020	v 2.0	Gosia Anthony, Ralph Bint, Kat Deeney	22/12/2020

SECTION 6: RECOMMENDATION AND ENDORSEMENT

- **Recommended Decision**
- **It is recommended that the Leader of the Council:**
- Approves the Business Case
- Allocates £2.922m into the Capital Programme funded by £2.522m from the Salix PSDS & Skills Funds £0.400m from S106 funds
- Vire £0.214m from the Ballard House refurbishment project to this project.
- Authorises the procurement process
- Delegates the acceptance of the Salix grants to the S151 Officer
- Delegates the award of the contract to Service Director for SP&I

Cllr Sue Dann, Environment and Street Scene		Service Director: Kim Brown, HR	
Either email dated:	<i>Date 9/02/2021</i>	Either email dated:	<i>Date 8/2/2021</i>
Or signed:		Signed:	
Date:		Date:	
		Service Director: Paul Barnard, SP&I	
		Either email dated:	<i>04/01/2021</i>
		Signed:	
		Date:	

EQUALITY IMPACT ASSESSMENT

Salix Public Sector Decarbonisation



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	PCC are proposing a range of measures to decarbonise a number of its properties, including energy efficiency and renewable energy, utilising funding from the Government's Public Sector Decarbonisation Scheme together with some S106 funding to support its Corporate Carbon Reduction Plan and Climate Emergency Action Plan. These measures are anticipated to save nearly 5,000 tonnes of CO ₂ e over the life of the measures.
Author	Alastair Gets
Department and service	Place
Date of assessment	17/12/2020

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 scheme will only be making changes to PCC's buildings to reduce their energy use and carbon emissions. It will impact on the current or proposed use of those buildings.	None.	n/a
Disability	28 % of households in Plymouth declare a long term health condition or disability. 10% of our population say their	None – Though it is important that any communications in relation to this scheme or in the application of the project consider	None	n/a

	day to day activities are limited by this.	the accessibility of the content (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 will not show any bias towards 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 efficient heating solutions 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 efficient heating solutions irrespective 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
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 guidance	None	n/a

STAGE 4: PUBLICATION

Responsible Officer Kat Deeney

Date 17/12/2020

Strategic Director, Service Director or Head of Service

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EXECUTIVE DECISION
made by a Council Officer



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

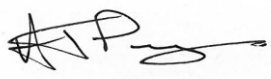
Executive Decision Reference Number – COD14 20/21

Decision	
1	<p>Title of decision:</p> <p>Contract Award for The outright capital purchase of replacement 12T Short wheel base Refuse Collection Vehicles</p>
2	<p>Decision maker (Council Officer name and job title):</p> <p>Anthony Payne, Strategic Director for Place</p>
3	<p>Report author and contact details:</p> <p>Martin Hoar – Fleet Services Manager, Street Services</p> <p>Martin.Hoar@plymouth.gov.uk</p> <p>Tel. 01752 305592</p>
4a	<p>Decision to be taken:</p> <p>The Strategic director of place to award the Contract for the outright capital purchase of replacement 12T short wheel base Refuse Collection Vehicles</p> <p>Details of the successful tenderer are set out in the Contract Award Report - Part II.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>Executive Decision 05/12/19 L31 19/20</p>
5	<p>Reasons for decision:</p> <p>In accordance with the delegated authority granted by the Executive Decision made by the Leader of the Council on 05th December 2019 the project undertook a procurement exercise.</p> <p>The procurement process was undertaken via the Eastern Shires Purchasing Organisation (ESPO) Framework 215 – Specialist Vehicles, Lot I – Refuse Collection Vehicles.</p> <p>See Contract Award Report - Part I I.</p>

6	<p>Alternative options considered and rejected:</p> <p>Option 1: Do nothing</p> <p>Risks to service delivery impact and resulting reputational damage increased maintenance costs make this option non tenable.</p> <p>Option 2: Narrow Body 26T vehicles</p> <p>26T vehicles makes accessing the narrow back lanes in Plymouth more challenging, these vehicles give greater access to some areas that can be impossible. 12T short wheelbase access vehicles make the collection process safer for driver and collectors.</p> <p>Option 3: Electric Vehicles</p> <p>Current availability and prices make this option non tenable in the current climate, other fuel alternative are costly but will be reviewed.</p>																
7	<p>Financial implications:</p> <p>Purchase outright with the use of service borrowing is the recommended procurement option.</p> <p>The purchase price of the vehicles can be offset partly by the savings from a reduction in maintenance costs and the 3 year warranty cover.</p> <p>The build time for these vehicles is around 7 months so any delay in the procurement would see increases in line with inflation.</p>																
8	<table border="1"> <thead> <tr> <th data-bbox="225 1025 758 1126">Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th data-bbox="758 1025 853 1126">Yes</th> <th data-bbox="853 1025 1005 1126">No</th> <th data-bbox="1005 1025 1495 1126">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1126 758 1294"></td> <td data-bbox="758 1126 853 1294"></td> <td data-bbox="853 1126 1005 1294">✓</td> <td data-bbox="1005 1126 1495 1294">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 1294 758 1473"></td> <td data-bbox="758 1294 853 1473"></td> <td data-bbox="853 1294 1005 1473">✓</td> <td data-bbox="1005 1294 1495 1473">in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million</td> </tr> <tr> <td data-bbox="225 1473 758 1664"></td> <td data-bbox="758 1473 853 1664"></td> <td data-bbox="853 1473 1005 1664">✓</td> <td data-bbox="1005 1473 1495 1664">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:			✓	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 the decision involves entering into new commitments and/or making new savings in excess of £1 million			✓	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:														
		✓	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 the decision involves entering into new commitments and/or making new savings in excess of £1 million														
		✓	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>																
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>Caring Plymouth - The majority of vehicles in phase 1 of the Fleet Replacement programme deliver services related to street scene and waste. The service impacts the daily lives of all residents and visitors to Plymouth ensuring that waste is collected and disposed of when expected and that street and green spaces are kept</p>																

		clean and tidy and free from litter. Growing Plymouth - Ability to service waste and recycling waste collections as the city increases in size to ensure a sustainable City that cares about the environment. A Council that facilitates sustainable management of the City' waste and is able to react to the needs of the residents and citizens in a flexible and efficient manner.		
10	Please specify any direct environmental implications of the decision (carbon impact)	8 of the vehicles will be ordered with Electric bin lifts that will reduce fuel use and reduce our carbon emissions		
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:			
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?	Councillor Sue Dann, Cabinet member for Environment and Street Service Councillor Mark Coker, Cabinet Member for Strategic Planning & Infrastructure Councillor Mark Lowry, Cabinet Member for Finance		
13c	Date Cabinet member consulted	12th November 2019		
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	✓	

15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne						
		Job title	Strategic Director of Place						
		Date consulted	13/11/19						
Sign-off									
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS93 20/21						
		Finance (mandatory)	PI.20.21.230						
		Legal (mandatory)	MS/36139						
		Human Resources (if applicable)	n/a						
		Corporate property (if applicable)	n/a						
		Procurement (if applicable)	PW/PS/575/ED/022 1						
Appendices									
17	Ref.	Title of appendix							
	A	<i>Contract Award Part 1</i>							
	B	Equalities Impact Assessment							
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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.						
		No							
		Exemption Paragraph Number							
		1	2	3	4	5	6	7	
18b	Confidential/exempt briefing report title: Contract Award Part 2			✓					
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
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	10.2.21			
Print Name	Anthony Payne							

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**CONTRACT AWARD
REPORT - PART I**



**The outright capital purchase of
12t Short Wheel Base
Refuse Collection Vehicles
Procurement Reference No.
19475d**

Table of Contents

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3. PROCUREMENT PROCESS	4
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1. INTRODUCTION

This report is in relation to the process undertaken and recommendation related to the award of Contract for the outright capital purchase of the following:

4 off – 12t Refuse Collection Vehicle c/w Terberg TCH-OEL Splitlift, 4x2 Short wheel base chassis/body

2 off – 12t Refuse Collection Vehicle c/w Barlift, 4x2 Short wheel base chassis/body

The procurement process was undertaken via the Eastern Shires Purchasing Organisation (ESPO) Framework 215 - Specialist Vehicles, Lot 1 - Refuse Collection Vehicles

This contract will be executed under the standard Call-Off Terms and Conditions of the Framework and will run for the duration of the project.

2. BACKGROUND

Refuse collection is a statutory function, provided by the Street Scene and Waste service of Plymouth City Council. It operates a household collection of brown and green waste as well as a non-statutory seasonal garden waste collection service. The Council's policy is to continue to deliver domestic waste collection as an in-house service.

This is a highly visible service that touches the life of every Plymouth resident where disruptions to collections can cause considerable customer dissatisfaction and impact on the cleanliness of Plymouth. The replacement vehicles are required to fulfil our statutory waste collection obligations and ensure that customer expectations are met.

The age and reliability of the current RCV's is beginning to prove problematic as these vehicles spend increasing amounts of time being repaired due to defects relating to wear and tear. The impact to this increased breakdown and associated maintenance downtime of vehicles is a drain on resources; delays to services being delivered and increased costs both direct and indirect. As an example, 3 out of 6 of the 12 tonne refuse collection vehicles were recently off the road due to mechanical breakdown, vehicles age, further issues associated with breakdown, become more prevalent and include:

- a. Increased overtime payments for crews working to rectify service disruption
- b. Increase in customer complaints relating to missed collections
- c. Decrease of cleanliness of streets and back lanes due to delayed collection
- d. Health and safety impact of using unfamiliar contingency vehicles
- e. Increased CO2 emissions of older vehicles

Future Proofing - There are proposed changes to legislation from DEFRA's Resource & Waste Strategy (in consultation) and the current Environmental Bill that may affect how we deliver the waste collection services. As only a selection of RCV's has been proposed for replacement during phase 1 of the 3 phase programme this will provide a natural protection. Early feedback on the consultation suggests that our current "TEEP" arrangements, that allows the co-mingled collection of waste materials, may be continued in some format post legislative change.

The requirement forms part of the projected 6-year (2020 -2026) fleet replacement programme, over 3 phases that was approved by the Leader of the Council during December 2019.

3. PROCUREMENT PROCESS

Following a procurement options appraisal, it was determined that undertaking a further competition through a Predetermined EU compliant Framework Agreement was the most suitable route to market to procure this requirement, with the following national framework considered the most suitable:

ESPO Framework 215 - Specialist Vehicles, Lot 1 - Refuse Collection Vehicles

This framework is a nationally procured framework that was established in accordance with EU procurement regulations; it provides a quick, simple and competitive route to the outright purchase of a wide range of specialist vehicles. This includes refuse collection vehicles, road and precinct sweepers, gritter vehicles, gully emptiers, customised vehicles (eg. mobile libraries), minibuses, buses and coaches, chassis', tippers, hot boxes, hook loaders, skip loaders and fire & rescue vehicles. All of the suppliers on this framework have been selected for their experience and ability to provide customers with the aforementioned vehicle types.

The framework is intended to meet the diverse requirements of local authorities and other eligible organisations that operate such vehicles. The call-off options of either direct award or further competition are available.

As part of the framework agreement, there is the option to either direct award, or run a further competition between the framework suppliers within the relevant framework lot.

A Further Competition exercise was undertaken, with all suppliers named on the relevant lot of the framework invited to tender.

4. TENDER EVALUATION CRITERIA

ESPO formed the framework through undertaking an open competition procurement exercise in compliance with all public procurement regulations to appoint suppliers to the framework. Selection of suppliers was based on the Most Economically Advantageous Tenders and was defined in the OJEU Contract Notice as 50% attributed to quality and 50% attributed to price.

Suppliers have been assessed on their financial, technical, insurance, experience and references environmental and health & safety procedures, business continuity plans. Suppliers have also already agreed to the terms and conditions of the framework, and the subsequent call-off schedules.

Evaluation of the Further Competition exercise was undertaken in accordance with the overall evaluation strategy for the project.

A Tender may not have been accepted that significantly failed to satisfy any specific criterion, even if it scored relatively well against all other criteria.

In the event that evaluating officers, acting reasonably, considered that a Tender was fundamentally unacceptable on any issue, then regardless of the Tender's other merits or its overall score, and regardless of the weighting scheme, that Tender may have been rejected.

The award criteria consisted of both mandatory requirements and criteria against which tenders were scored to determine the most economically advantageous tender.

The following mandatory criteria was scored on a pass / fail basis. Failure by the tenderer to meet any of the following mandatory requirements would give rise to the rejection of a tender:

Mandatory Requirement Award Criteria

- **Conditions of Contract:** A tenderer must comply with the 'Call-off Terms and Conditions' of ESPO Contract 215: Specialist Vehicles; any qualification of offer deemed unacceptable may give cause to reject the tender.
- **Vehicle:** Tenderers must offer vehicles that meet the Customer's specification requirements. There must be no variations to the Customer's specification that would, in the opinion of the Customer, materially affect the operational requirements of the vehicles.
- **Warranty:** All vehicles offered must provide a minimum of a three (3) year warranty for the body, chassis and cab, and a minimum of a one (1) year warranty for the lift.

Tenderers complying with these mandatory requirements were then assessed against the following award criteria:

Scored Award Criteria

All tenders were evaluated based on the most economically advantageous tender. The various factors that were utilised in the assessment are:

EVALUATION CRITERIA	WEIGHTING
Price	50%
Non-Price	50%

- **Price (50%)**
 - Purchase price (40%)
 - Basket of spare parts (10%)
- **Non-Price (50%)**

The following non-price elements were evaluated as method statements -

- Warranty (20%)
- Delivery (10%)
- After Sales Support (20%)

The award of this further competition was made based on the highest total scores achieved against the award criteria. A tender may not have been accepted that significantly failed to satisfy any specific non-price criterion, i.e. scores of less than 2, even if it scores relatively well against all other criteria.

PRICE (50%)

Tenderers' scores for the total 'on the road' purchase price (excl' VAT) per vehicle exclusive of options, and the total price of the basket of spare parts was calculated based upon the lowest prices submitted by Tenderers.

Tenderer's scores were determined by the evaluation of the relative competitiveness of each vehicle's total 'on the road' price (excl' VAT), and exclusive of options, and the total price of the basket of spare parts multiplied by the relative weighting. These scores were then added together to give the overall financial weighted points total out of 50% and relative ranking in order of overall competitiveness (see Example A below).

$$\left(\frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Total Tender Sum}} \right) \times \text{Weighting} = \text{Weighted score}$$

The Tenderer with the lowest price were awarded the full score of 50 [50%], with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices were when compared to the lowest price.

The following table outlines how the above detail was managed, using the purchase price award criteria percentage of 50% in this illustration.

Table A – Price evaluation model

Example below shows maximum points available = 50 (50%)

Weighting	% Split
12t RCV Split bin lift 4x2 Short wheel base chassis/body	20%
Basket of Spares for the above	5%
12t RCV Bar lift 4x2 Short wheel base chassis/body	20%
Basket of Spares for the above	5%

A. 12t RCV Split Bin Lift 4x2 Short wheel base chassis/body

Tenderer	Price	Calculation	Final Score
1	£110,000	110,000/110,000 x 20	20.00
2	£130,000	110,000/130,000 x 20	16.92
3	£150,000	110,000/150,000 x 20	14.67

B. Basket of Spares for 12t RCV Split Bin Lift

Tenderer	Price	Calculation	Final Score
1	£115	100/115 x 5	4.35
2	£100	100/100 x 5	5.00
3	£120	100/120 x 5	4.17

C. 12t RCV Bar Lift 4x2 Short wheel base chassis/body

Tenderer	Price	Calculation	Final Score
1	£130,000	110,000/130,000 x 20	16.92
2	£110,000	110,000/110,000 x 20	20.00
3	£150,000	110,000/150,000 x 20	14.67

D. Basket of Spares for 12t RCV Bar Lift

Tenderer	Price	Calculation	Final Score
1	£115	$100/115 \times 5$	4.35
2	£100	$100/100 \times 5$	5.00
3	£120	$100/120 \times 5$	4.17

Total Price Score = A + B + C + D Score

Tenderer	Total Score	Ranking
1	45.62	2
2	46.92	1
3	37.68	3

NON-PRICE (50%)

Tenderers were asked to provide a number of method statements, which were intended to explain how they would meet specific requirements.

There were nine (9) method statements to be provided in total.

Method Statements

When responding to the method statements Tenderers had to ensure that, they answered what was being asked. Anything that was not directly relevant to the particular method statement should not have been included, but wherever possible Tenderers had to demonstrate how they would go further than what was being asked for, to add value.

Tenderers had to ensure that their answers informed not just what they will do, but how they would do it, and what their proposed timescales were (as relevant). It is useful to give examples or provide evidence to support your responses. The purpose was to include as much relevant detail as required, so that the evaluation panel understands the fullest possible picture.

Each method statement was evaluated individually, one by one, in order and as per the scoring scheme below. When scoring each statement, no consideration was given to information included in other answers so Tenderer's were asked not cross reference to responses or information provided elsewhere in their tender submission.

Each method statement was scored on a scale of 0 to 5 points, in accordance with the following scheme:

Table B – Scoring structure for method statements

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.

Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

Tenderers had to achieve a score of 2 or more for each scored item. Any scored criteria item receiving less than 2 would result in the Tender being rejected and Tenderers being disqualified from the process.

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 50.

Method Statements		Tier 1	Tier 2	Tier 3
Non-Price		50%		
Warranty			20%	
MS1	Details of Warranty Terms & Conditions			10%
MS2	Details of Agent(s) to be used			10%
Delivery			10%	
MS3	Delivery Lead-times			5%
MS4	Provisions in the event of delayed delivery			3%
MS5	Delivery and Vehicle Progress			2%
After Sales Support			20%	
MS6	Details of the arrangements for the Provision of After Sales and Technical Support			5%
MS7	Recommended Service intervals and any restrictions			5%
MS8	Handover and Training			5%
MS9	Imprest Stock			5%

Total Evaluation Methodology (100% of weighting)

To determine the overall total score and corresponding ranking for each Tenderer, it was necessary to add the total weighted price points score with the total weighted non-price points.

5. SUMMARY OF EVALUATION

The Further Competition was published electronically via, The Supplying the South West Portal on 7th September 2020 with a Tender submission date of 25th September 2020.

The received Tender submissions were evaluated in accordance with the overall evaluation strategy set out above, and were independently evaluated by Council Officers, all of whom had the appropriate skills and experience, in order to ensure transparency and robustness in the process.

In order to ensure fairness of the process the evaluation of Quality and Price were split, with Price information being held back from the Quality evaluators.

The evaluation process, including vehicle demonstration (where required) and moderation of the scores concluded on 28th January 2021.

The resulting quality and financial scores are contained in the confidential paper.

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained in the confidential paper.

7. RECOMMENDATIONS

It is recommended that the contract for the outright capital purchase of the following vehicles be awarded to the successful framework supplier.

4 off – 12t Refuse Collection Vehicle c/w Terberg TCH-OEL Splitlift, 4x2 Short wheel base chassis/body

2 off – 12t Refuse Collection Vehicle c/w Barlift, 4x2 Short wheel base chassis/body

This award will be provisional and subject to the receipt from the highest scoring Tenderer of the satisfactory self-certification documents.

In the event the highest scoring Tenderer cannot provide the necessary documentation, the Council reserves the right to award the contract to the second highest scoring Tenderer.

8. APPROVAL

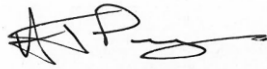
AUTHOR:

Signature: Martin Hoar

Print Name: Martin Hoar

Date: 08th February 2021

AUTHORISED SIGNATORY:

A handwritten signature in black ink, appearing to read 'AP', with a long horizontal stroke extending to the right.

Signature:

Print Name: Anthony Payne

Position: Strategic Director for Place

Date: 10.2.21

**CONTRACT AWARD
REPORT - PART II**



**The outright capital purchase of
12t Short Wheel Base
Refuse Collection Vehicles
Procurement Reference No.
19475d**

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1. INTRODUCTION

See Part I Report.

2. BACKGROUND

See Part I Report.

3. PROCUREMENT PROCESS

See Part I Report.

4. TENDER EVALUATION CRITERIA

See Part I Report.

5. SUMMARY OF EVALUATION

The Tender opportunity received a good level of interest, with 9 organisations viewing the opportunity, of which 3 organisations submitted a Tender. A total of 14 organisations from the 17 organisations named on the relevant lot of the framework did not provide a tender response and no reasons were provided.

Tender submissions were received from the following 3 framework suppliers:

- C P Davidson & Sons
- Farid Hillend Engineering Limited
- NTM-GB Limited

The resulting scores from the evaluation are below:

Mandatory Requirements Stage

List of Tenderers		C P Davidson & Sons	Farid Hillend Engineering	NTM-GB Ltd
Section	Criteria	Score	Score	Score
Method Statements				
Acceptance of Conditions of Contract	Pass/Fail	Pass	Pass	Pass
Compliance with the Customer's Specification	Pass/Fail	Pass	Pass	Pass
Warranty	Pass/Fail	Pass	Pass	Pass
RESULT		Pass	Pass	Pass

All 3 Tenderer's passed the Mandatory Requirement Stage, and progressed through to the Score Award Stage.

Scored Award Stage

List of Tenderers		C P Davidson & Sons	Farid Hillend Engineering	NTM-GB Ltd
Section	Weighting %	Weighted Score %	Weighted Score %	Weighted Score %
Method Statements				
MS1: Warranty: Details of Warranty Terms & Conditions	10.00	10.00	6.00	8.00
MS2: Warranty: Details of Agent(s) to be used	10.00	10.00	4.00	8.00
MS3: Delivery: Delivery Lead-times	5.00	4.00	2.00	3.50
MS4: Delivery: Provisions in the event of delayed delivery	3.00	2.40	1.20	1.20
MS5: Delivery: Delivery and Vehicle Progress	2.00	1.60	1.20	1.60
MS6: After Sales Support: Details of the arrangements for the Provision of After Sales and Technical Support	5.00	4.00	2.50	4.00
MS7: After Sales Support: Recommended Service intervals and any restrictions	5.00	4.00	3.00	4.00
MS8: After Sales Support: Handover and Training	5.00	4.00	3.00	4.00
MS9: After Sales Support: Imprest Stock	5.00	4.00	2.50	4.00
Quality Weighted Score	50.00	44.00	25.40	38.30
Price				
PRI Total Tender Sum	50.00	49.44	44.23	47.22
TOTAL SCORES	100.00	93.44	69.63	85.52
RANK		1	3	2

6. FINANCIAL IMPLICATIONS

The table below details the Tenderers' Total Tender Sums:

List of Tenderers	CP Davidson		Farid Hillend		NTM-GB	
	£ea. (excl. VAT)	£Total (excl. VAT)	£ea. (excl. VAT)	£Total (excl. VAT)	£ea. (excl. VAT)	£Total (excl. VAT)
4 off – 12t RCV Split bin lift 4x2 SWB Chassis / Body	122,731	490,924	135,963	543,852	139,811	559,244
Basket of Spares for above	1,503	1,503	2,052	2,052	1,355	1,355
2 off - 12t RCV Bar lift 4x2 SWB Chassis / Body	119,992	239,983	125,814	251,628	121,818	243,636
Basket of Spares for above	1,503	1,503	2,124	2,124	1,483	1,483
Total Tender Sum		733,913		799,656		805,718
Total Tender Sum (minus Basket of Spares)		730,907		795,480		802,880

Successful Tenderer

Financial Position

The original budget allocated for the replacement of the short wheel base RCV's was £120k per vehicle based on the costs of our current fleet specifications from 2012 the quotes received slightly higher than the allocated budget, below 2% which is allocated in the replacement programme. On board weighing systems are also required on the Trade waste vehicle as a requirement to future proof the commercial opportunities this could bring.

7. RECOMMENDATIONS

It is recommended that a contract be awarded to **CP Davidsons & Sons** for the outright capital purchase of the following vehicles and associated spares:

4 off – 12t Refuse Collection Vehicle c/w Terberg TCH-OEL Splitlift, 4x2 Short wheel base chassis/body

2 off – 12t Refuse Collection Vehicle c/w Barlift, 4x2 Short wheel base chassis/body

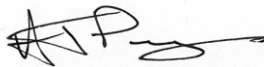
This award will be provisional and subject to the receipt of the satisfactory self-certification documents.

8. APPROVAL**AUTHOR:**

Signature: Martin Hoar

Print Name: Martin Hoar

Date: 08th February 2021

AUTHORISED SIGNATORY:

Signature:

Print Name: Anthony Payne

Position: Strategic Director for Place

Date: 10.2.21

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EQUALITY IMPACT ASSESSMENT

Fleet Replacement Programme Phase I



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Phase I of the programme (2020/21) proposes the replacement of a total of [113] vehicles across the organisation. These include [6] 12T refuse vehicles considered a priority due to age and deterioration within the Street Scene and Waste Service providing a reduction in maintenance costs and reduced downtime.
Author	Martin Hoar, Martin.Hoar@plymouth.gov.uk 01752305592
Department and service	Fleet Manager, Highways Service
Date of assessment	08/02/2021

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	N/A	No Adverse Impact	N/A	N/A
Disability	N/A	No Adverse Impact	N/A	N/A
Faith/religion or belief	N/A	No Adverse Impact	N/A	N/A
Gender - including marriage, pregnancy and maternity	N/A	No Adverse Impact	N/A	N/A
Gender reassignment	N/A	No Adverse Impact	N/A	N/A

Race	N/A	No Adverse Impact	N/A	N/A
Sexual orientation -including civil partnership	N/A	No Adverse Impact	N/A	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 guidance	None	N/A

STAGE 4: PUBLICATION

Date 11.2.21



Responsible Officer

Strategic Director, Service Director or Head of Service