



Oversight and Governance

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 305155

www.plymouth.gov.uk/democracy

Published 17/03/21

Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 24 March 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 March 2021 if they are not called-in.

Delegated Decisions

1. Councillor Evans OBE - The Leader:

1.1. Additional Budget Approval Relating to Crownhill Court Refurbishment **(Pages 1 - 8)**

1.2. Co-operation Agreement with Homes England in Relation to Land at Woolwell **(Pages 9 - 26)**

2. Officer Decision - Brendan Arnold (Service Director for Finance):

2.1. Award of Insurance Contracts Effective from 1 April 2021 **(Pages 27 - 56)**

3. Councillor Haydon - Cabinet Member for Customer Focus and Community Safety:

3.1. Increase in Fees and Charges - Public Protection Service **(Pages 57 - 66)**

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L46 20/21

Decision				
1	Title of decision: Additional budget approval relating to Crownhill Court refurbishment			
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE, Leader of Plymouth City Council			
3	Report author and contact details: Sarah Partridge, Asset Manager - Land & Property Email: sarah.partridge@plymouth.gov.uk			
4	Decision to be taken: 1. Approves the Business Case Update (attached as a Part II confidential document). 2. Approves the addition to the Capital Programme of the sum set out in the business case update, funded by external contribution as part of the Asset Investment Fund.			
5	Reasons for decision: To secure the use of the site for employment accommodation, generate a sustainable long-term income stream (via rental receipts) and other associated benefits.			
6	Alternative options considered and rejected: 1. Do nothing Loss of opportunity to promote economic and employment growth, secure a long-term income revenue and other associated benefits.			
7	Financial implications: None due to financing by external contribution.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			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
				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.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions	N/A		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The project will contribute towards the following Corporate Plan priority: Economic growth that benefits as many people as possible. Under the Corporate Plan, this will be delivered by: Spending money wisely.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The project will improve the environmental performance of the property.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Lowry, Portfolio Holder for Finance		
13c	Date Cabinet member consulted	15/03/2021		
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		
15	Which Corporate Management	Name	Anthony Payne	

	Team member has been consulted?	Job title	Strategic Director for Place					
		Date consulted	15/03/2021					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS117 20/21					
		Finance (mandatory)	pl.20.21.279					
		Legal (mandatory)	LS/30958/AC/12/3/21					
		Human Resources (if applicable)						
		Land and Property (if applicable)	JW011315-03-01					
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	<input type="checkbox"/>					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:			X				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of							

Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)	Exemption Paragraph Number						
	1	2	3	4	5	6	7
Part II Briefing Report			X				
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	17.3.21			
Print Name	Councillor Tudor Evans OBE						

PART I BRIEFING REPORT

Additional budget approval relating to Crownhill Court refurbishment



1. An increase to an existing capital allocation is required to ensure appropriate budget allowance for the refurbishment of Crownhill Court. As set out in the Part II Confidential Briefing Report, there will be no additional cost to the Council due to this increase being funded externally as part of the Asset Investment Fund.
2. The project will safeguard the use of the site for employment accommodation thereby supporting economic development and the growth agenda in Plymouth and the Functional Economic Area.
3. The project will also secure a long-term sustainable income stream in addition to unlocking the opportunity to benefit from any future capital growth.

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

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EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L44 20/21

Decision	
1	<p>Title of decision:</p> <p>Co-operation Agreement with Homes England in relation to land at Woolwell</p>
2	<p>Decision maker (Cabinet member name and portfolio title):</p> <p>Councillor Tudor Evans OBE, Leader</p>
3	<p>Report author and contact details:</p> <p>Matt Ward, matt.ward@plymouth.gov.uk 07966 717018</p>
4	<p>Decision to be taken:</p> <p>The Leader of the Council is asked to:</p> <ul style="list-style-type: none"> • approve that the Council enters a Co-operation Agreement with Homes England in relation to land at Woolwell; and • delegate authority to the Strategic Director for Place to agree and sign the Co-operation Agreement (subject to due diligence) and any other related contracts or agreements, including but not limited to any Section 106 Agreement, collaboration agreement with other land owners, wayleaves or easements related to the site and any future Promotion Agreement for the site.
5	<p>Reasons for decision:</p> <p>To progress the delivery of high quality homes on a site allocated in the Joint Local Plan, to explore the potential to attract third party investment in infrastructure and to generate a capital receipt for the Council.</p>
6	<p>Alternative options considered and rejected:</p> <p>The Council could negotiate with adjacent land owners directly. However, Homes England has extensive experience of large scale, complex land assembly and may be able to secure additional investment in infrastructure.</p>
7	<p>Financial implications:</p> <p>As set out in more detail in the Part II report.</p>

8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			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			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The report proposes a way of working with Homes England which may help to unlock the delivery of a strategic site allocated in the Joint Local Plan for housing-led mixed use.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Homes England will be looking to ensure that the proposed development reduces its environmental impact as much as possible.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)

13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mark Lowry (Cabinet Member for Finance)		
13c	Date Cabinet member consulted	8 March 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	10 February 2021	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS113 20/21	
		Finance (mandatory)	pl.20.21.276	
		Legal (mandatory)	33630/AC/11/3/21	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Part I briefing report for publication		
	B	Part II briefing report for publication		
	C	Equalities Impact Assessment		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No		
		Exemption Paragraph Number		

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Part II Briefing Paper			x				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
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	17 March 2021			
Print Name	Councillor Tudor Evans OBE (Leader of the Council)							

CO-OPERATION AGREEMENT WITH HOMES ENGLAND IN RELATION TO LAND AT WOOLWELL



Executive Decision made by a Cabinet Member Briefing Paper Part I

1.0 Executive summary

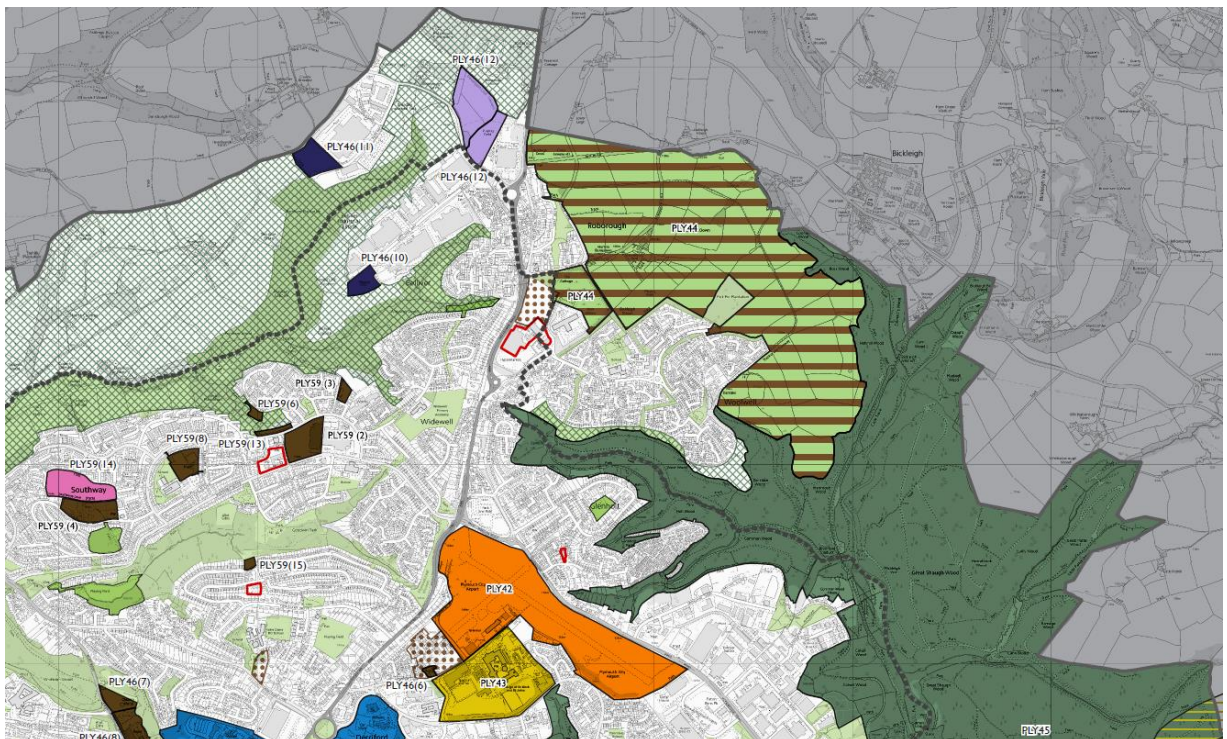
- 1.1 The Council owns approximately 29 acres of land at Woolwell, all of which is located within the administrative boundary of South Hams District. The land owned by the Council forms part of a 350-acre site allocated in the Joint Local Plan (JLP) for residential-led development in the order of 2,000 homes.
- 1.2 The majority of the rest of the allocated site (around 290 acres) is owned by the Maristow Estate, with around 28 acres in the ownership of the Hitchins family.
- 1.3 Homes England has expressed an interest in helping the Council to unlock the delivery of the Woolwell site and has suggested that the parties enter into a Co-operation Agreement, which would seek to accelerate the proposals for Woolwell.
- 1.4 Homes England and the Council share a number of strategic objectives, including to facilitate the delivery of good quality new homes at scale. Homes England may also be able to provide new infrastructure funding to help unlock delivery of the site.
- 1.5 As one of the largest allocations for residential-led mixed use development in the JLP, the development of the land at Woolwell is a strategic priority for the Council. It is hoped that the Council's agreement with Homes England will help to accelerate the delivery of this important site, which, in turn, will provide the following benefits:
 - The development of the site at Woolwell is intended to provide a sustainable urban extension and a defined edge to the north of the city;
 - New Community Park to be provided, which existing residents will be able to enjoy, including links to Plym Valley;
 - New sports facilities, including playing pitches;
 - New primary school, including the creation of new permanent jobs;
 - Unlock the delivery of new roads in the north of the city, including the Woolwell to the George highway improvements, which will generate 350 construction jobs; and
 - 2,000 new homes, of which at least 600 would be affordable.
- 1.6 The intention is that the agreement with Homes England will help to unlock delivery of the Woolwell to the George highway improvements before any new housing is built at Woolwell. It is acknowledged that the stretch of Tavistock Road between Woolwell and the George is one of the worst bottlenecks in the city and requires improvement in order to accommodate new housing and jobs in the area. The Council needs to make sure the rest of the funding for this project is secured and is currently exploring all potential sources available.

2.0 Purpose of the report

- 2.1 The report sets out details of the development proposed at Woolwell and explains the relationship that the Council proposes to establish with Homes England in order to accelerate delivery of the site and provide wider benefits for the City.
- 2.2 The report explains the nature of the agreements which the Council would be entering into and sets out the key terms that are proposed.
- 2.3 The report recommends that the Council enters into a Co-operation Agreement with Homes England, which could be the first stage of a potential longer-term working arrangement between the parties.

3.0 Background

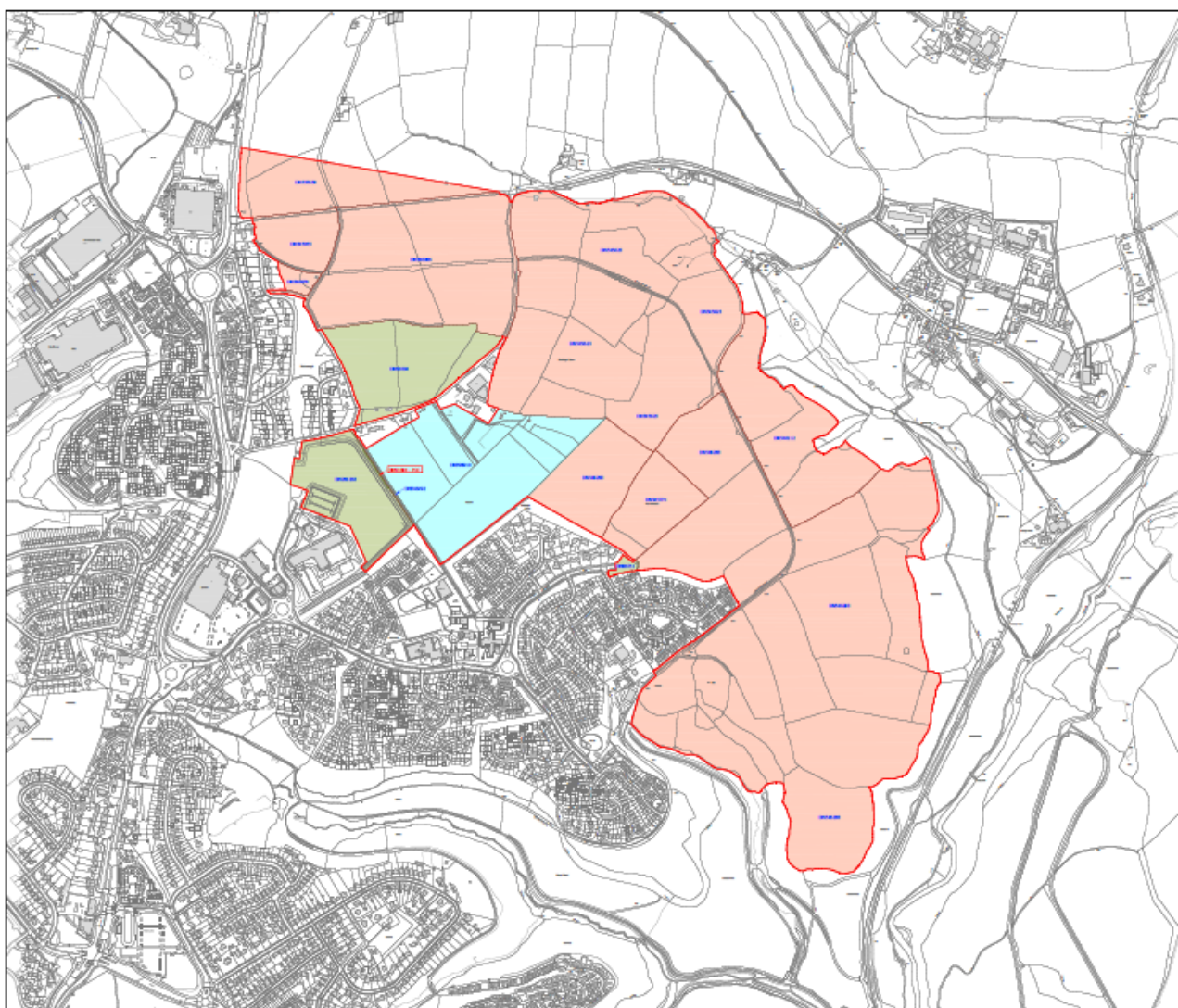
- 3.1 Land at Woolwell was allocated in the JLP for “comprehensive residential led mixed use development” and provision was made for “in the order of 2,000 homes”. Details of the site allocation are set out at Policy PLY44 in the JLP, which also requires the development to agree the main access arrangements including a second road access, deliver a new Community Park and primary school, and provide appropriate contributions towards the strategic highway infrastructure and secondary school provision in the area.
- 3.2 The extent of the JLP site allocation is shown below (shaded green with brown horizontal hatching). For context, the policies for the former airport (PLY42, shaded orange) and Marjon University (PLY43, shaded yellow) can be seen to the south.



3.3 The site extends over a total of 347.55 acres and is in three different ownerships: Plymouth City Council, the Maristow Estate and the Hitchins family. The amount of land owned by each party is shown in the table below:

PLY 44 - Site Boundary	140.65	347.55	
LAND OWNERSHIP WITHIN PLY44 BOUNDARY	Ha	Ac	%
Marristow Estate	117.51	290.37	84
Plymouth City Council	11.72	28.97	8
Hitchins Land	11.42	28.21	8
TOTAL	140.65	347.55	100

3.4 The extent of land owned by each party is shown on the plan below with Plymouth City Council land shaded green, Maristow estate land shaded peach and Hitchins land shaded blue.



3.5 Barwood Land, on behalf of the Maristow Estate, has submitted two separate planning applications: one for the Maristow land and one for the land owned by the Council. These applications were for up to 1,640 and 360 homes respectively and were submitted in January 2020.

4.0 Homes England

4.1 Homes England has expressed an interest in working with the Council to help deliver the Woolwell scheme, as the agency has an interest in trying to unlock major, strategic development sites. Homes England has therefore suggested that the parties could enter into a Co-operation Agreement.

4.2 Under the terms of the Co-operation Agreement, the Council and Homes England would agree to work towards satisfying a number of pre-conditions. If these pre-conditions are all satisfied, the parties would have the option to consider other ways of continuing to work together to deliver the site.

5.0 Recommendation

It is recommended that the Leader of the Council:

- Approves that the Council enters into a Co-operation Agreement with Homes England in relation to the land at Woolwell.
- Delegates authority to the Strategic Director for Place to agree and sign the Co-operation Agreement (subject to due diligence) and any other related contracts or agreements, including but not limited to any Section 106 Agreement, collaboration agreement with other land owners, wayleaves or easements related to the site and any future Promotion Agreement for the site.

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

Document is Restricted

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EQUALITY IMPACT ASSESSMENT

Place



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Proposal to enter into a co-operation agreement with Homes England in relation to land at Woolwell
Author	Matt Ward
Department and service	Place, Economic Development
Date of assessment	8 March 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			
Disability	n/a			
Faith/religion or belief	n/a			
Gender - including marriage, pregnancy and maternity	n/a			
Gender reassignment	n/a			
Race	n/a			
Sexual orientation - including civil partnership	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	
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	
Good relations between different communities (community cohesion)	None	
Human rights Please refer to guidance	None	

STAGE 4: PUBLICATION

Matt Ward

Date 8 March 2021

Head of Strategic Development Projects

EXECUTIVE DECISION

made by a Council Officer


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

Executive Decision Reference Number – COD21 20/21

Decision			
1	Title of decision: Award of Insurance Contracts effective from 1 April 2021		
2	Decision maker (Council Officer name and job title): Brendan Arnold, Service Director for Finance		
3	Report author and contact details: Julie Steer, Insurance Manager Julie.steer@plymouth.gov.uk Tel 01752 304921		
4a	Decision to be taken: To award the Insurance Contracts following the conclusion of the procurement process in accordance with the delegated authority granted on 23 December 2020		
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: Executive Decision – L31 20/21		
5	Reasons for decision: The current contracts are due to expire on 31 March 2021 and there is an ongoing requirement for Insurance Services. The contract award is the outcome of a competitive tender process and contracts are awarded on the basis of the most economically advantageous tenders as detailed in the Contract Award Report Part II.		
6	Alternative options considered and rejected: Local Government Mutual (refer to previous Briefing Note).		
7	Financial implications: Financial provision has been made for the various insurance contracts within the Service area's budgets and details of the awards and costs in respect of the individual lots are contained in the Contract Award Report Part II. The outcome has resulted in a saving against budgets across the Council.		
8	Is the decision a Key Decision?	Yes	Per the Constitution, a key decision is one which:

	(please contact Democratic Support for further advice)		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
				in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
				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	If yes, date of publication of the notice in the Forward Plan of Key Decisions	1/11/20		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision will ensure continuity of insurance protection of the Council's assets and provide financial protection against legitimate claims for insurable losses. The process used has ensured that the Council has effected value for money and spending wisely.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?			(If yes, please contact Democratic Support 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		
				(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Mark Lowry, Portfolio holder for Finance		

I3c	Date Cabinet member consulted	12/10/20, 26/10/20, 18/11/20 & 21/12/20						
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?			If yes, please discuss with the Monitoring Officer				
		No						
I5	Which Corporate Management Team member has been consulted?	Name		Brendan Arnold				
		Job title		Service Director for Finance				
		Date consulted		11 March 2021				
Sign-off								
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			DS119 20/21			
		Finance (mandatory)			pl.20.21.277			
		Legal (mandatory)			MS/15.03.21			
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)			KK/PS/579/ED/0321			
Appendices								
I7	Ref.	Title of appendix						
	A	Briefing report for publication (<i>mandatory</i>)						
	B	Equalities Impact Assessment (<i>where required</i>)						
	C	Contract Award Report (Part I)						
	D	Contract Award Report (Part II)						
Confidential/exempt information								
I8a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in I8b below.				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7

18b	Confidential/exempt briefing report title: Contract Award Report (Part II)			X				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Council Officer Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature				Date of decision	15 March 2021			
Print Name	BRENDAN ARNOLD							

AWARD OF INSURANCE CONTRACTS

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



Background

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

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

Range of insurances and spend

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

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

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

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

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

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

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

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

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

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

08/01/2021 – Live on STSW Portal

26/01/2021 – To receive clarifications from Tenderers

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

19/02/2021 – Tender Return

05/03/2021 – Internal Evaluation to be complete

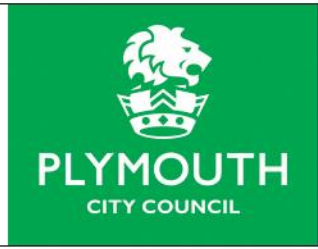
10/03/2021 – Contract Award/Completion of internal documentation (Contract Start Date 01/04/2021)

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

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

CONTRACT AWARD REPORT PART

Insurance Services - 20375



- 1. INTRODUCTION**
- 2. BACKGROUND**
- 3. PROCUREMENT PROCESS**
- 4. TENDER EVALUATION CRITERIA**
- 5. SUMMARY OF EVALUATION**
- 6. FINANCIAL IMPACT**
- 7. PROJECT RISKS**
- 8. RECOMMENDATIONS**
- 9. APPROVAL**

I. INTRODUCTION

The Council currently has contracts in place for Insurance Services which expire on 31st March 2021 and were required to be re-procured.

This procurement was undertaken using Further Competition under the YPO Insurance Placement Dynamic Purchasing System (DPS) Reference No: 000978 and was split into seven lots:

Lot One (1) representing Property

This lot incorporating the following classes of business:

- Ia) Property (General Properties, Business Interruption, Leased Residential Properties, All Risks and Money)
- Ib) Contractor's All Risks
- Ic) Computers

Lot Two (2) representing Commercial Properties

This Lot incorporating the following classes of business:

- 2) Commercial and Industrial Properties

Lot Three (3) representing Fidelity Guarantee

This Lot incorporating the following classes of business:

- 3) Fidelity Guarantee

Lot Four (4) representing Casualty

This Lot incorporating the following classes of business:

- 4a) Employers Liability
- 4b) Public and Products Liability
- 4c) Libel and Slander
- 4d) Officials Indemnity
- 4e) Professional Indemnity
- 4f) Pollution Legal Liability

Lot Five (5) representing Motor Fleet

This Section incorporating the following classes of business:

- 5) Motor Fleet

Lot Six (6) representing Personal Accident and Travel

This Lot incorporating the following class of business:

- 6) Main Group Personal Accident and Travel Cover

Lot Seven (7) representing Engineering Services

This Lot incorporating the following classes of business:

- 7a) Engineering Insurance
- 7b) Engineering Inspection
- 7c) Contractors Plant

2. BACKGROUND

The Council's risk financing strategy includes the design of an insurance programme which will provide an optimum level of protection at the most economically advantageous cost. This is achieved by a combination of self-retained insurance covers and full cover where deemed financially viable.

Insurance contracts are entered into on a 3 year basis in order to attract competitive premiums and to give greater budget stability with the option to extend for a further 2 years (1+1) should premium rates remain favourable.

Current Long Term Agreements with insurers expire on 31 March 2021 and therefore a full tender has been undertaken to review both the levels of cover and the balance between self-insured risk and external insurance to ensure that the Council benefits from the best value that the market can offer.

3. PROCUREMENT PROCESS

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

A tender process in accordance with European procurement regulations has been conducted by Procurement and the Council's appointed insurance brokers, Marsh Ltd, to secure new contracts with effect from 1 April 2021. Insurance providers were invited to submit terms for the full range of insurances via Further Competition under the YPO Insurance Placement Dynamic Purchasing System (DPS) Reference No: 000978. The process comprises of an Invitation to Tender (ITT) which incorporates the contract award criteria.

4. TENDER EVALUATION CRITERIA

The Council's intention is to award any Contract based on the most economically advantageous offer. The Council will not be bound to accept the lowest price of any Tender submitted.

Basis of evaluation

The Council evaluated tender submissions in order to determine the most economically advantageous based on the technical and pricing criteria that are linked to the subject matter of the contract.

Criteria and weightings

The evaluation was carried out in accordance with the following criteria and weightings.

Pricing – 60 % weighting

Pricing evaluation criteria was scored in accordance with the formula set out in the following table.

Scoring System
<p>Lowest price quoted from all Suppliers receives maximum % score (60%). Other Suppliers' prices are scored in accordance with the following equation:</p> $\% \text{ Score} = \frac{\text{Lowest Quotation price}}{\text{Supplier's price}} \times 60\%$

Quality -40% weighting - Quality was split as follows:-

- **Compliance with Tender and Innovation: 18%**
- **Quality Systems:**
 - **Risk Management/Service Provision : 5%**
 - **Claims : 5%**
 - **General/Resource of Contract : 3%**
 - **Stability : 4%**
 - **Social Value : 5%**

Compliance with tender and Innovation:

Suppliers were awarded a score which directly reflects the points achieved from the answers given in the completed Tender document returned with Supplier's submission. The points available within the tender specification were, at the sole discretion of the Council, reduced in accordance with the Quality Evaluation table below. If the Suppliers variations to cover did not, in the opinion of the Council, provide cover of value to them we reserved the right to cease evaluation of the tender at that stage. The Suppliers score was calculated as follows: -

Score = (Points scored/Maximum points available) X 18%

Quality Systems:

It was assumed that all Suppliers have quality management systems and subscribe to the highest ethical business standards as required by the FCA. Suppliers were given a maximum score for confirmation that they agreed to the provisions of the "Added Values Service" for each Lot. As above, the points awarded were, at the sole discretion of the Council, reduced in accordance with the Quality Evaluation table below. The score allocated was calculated as follows: -

(i) - Risk Management/Service provision

Score = (Points scored/Maximum points available) X 5%

(ii) - Claims

Score = (Points scored/Maximum points available) X 5%

(iii) - General/Resource

Score = (Points scored/Maximum points available) X 3%

(iv) – Stability

Score = (Points scored/Maximum points available) X 4%

(v) - Social Value (Please outline within the Additional Benefits tabs of the return Document)

Score = (Points scored/Maximum points available) X 5%

Full Marks	Answer 'Yes' or variant meets full requirements
Half Marks*	Variant meets minimum requirements but not full requirements
0 Marks	Answer 'No' or variant does not meet minimum requirements
*Example	If full marks = 2, half marks = 1 If full marks = 4, half marks = 2 If full marks = 6, half marks = 3

The Social Value responses were evaluated using the scoring system as follows:

AWARD SCORING RATIONALE

The scoring rationale behind the award evaluation criteria was in accordance with the graduated approach set out in the following table. Tenderers must achieve a score of 1 or more for each scored item. Any award criteria item receiving a score of 0 will result in the tender being rejected.

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.

1. Scores were moderated to ensure that the evaluation outcome is fair, valid and reliable, that evaluation criteria had been applied consistently, and that any differences in scoring between individual evaluators could be acknowledged and addressed.
2. Each Supplier had to complete and return an Evaluation Sheet and Premium Declaration Sheet (and variation sheets if applicable) for each Lot Suppliers wished to compete for. **Failure to do so will result in the tender being rejected or no evaluation taking place.**

5. SUMMARY OF EVALUATION

The Tender was dispatched on 8th January 2021 with a Tender submission date of 19th February 2021. Suppliers were given the opportunity to submit points for clarification up until 26th January 2021 and 19 in total were received and responded to by the deadline of 9th February 2021.

Tenders were received as follows:

Lot	Tenders received
Lot 1 – Property	4
Lot 2 – Commercial and Industrial	5
Lot 3 - Fidelity Guarantee	3
Lot 4 – Casualty	4
Lot 5 – Motor Fleet	6
Lot 6 – Personal Accident and Travel	2
Lot 7 – Engineering	2

Contract Award Criteria

The Tenders were evaluated by the Council's contracted insurance broker, Marsh Ltd who have the appropriate skills and experience to ensure a competent tender evaluation. In addition, each Lot was independently evaluated by one of two Council Officers.

The scores of the Council Officers were then compared with Marsh's scoring and the scores and relative rankings of the suppliers were found to be consistent. The results are contained in the confidential paper (Part II).

6. FINANCIAL IMPACT

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

7. RISK EVALUATION

The Council's strategy in respect of insurable risk involves an evaluation of the level of self-insurance it is prepared to assume in exchange for lower premiums paid to insurers.

The result is that the Council has a mix of internally funded insurance protection backed by commercial insurance to protect against exceptionally large or cumulative losses in any insurance period.

The level of self-insurance (i.e. the excess the Council is prepared to carry) is determined by the Council's "risk appetite" which is itself informed by, inter alia, an analysis of past loss records and an assessment of risk management performance. Key to this is the effectiveness of loss control activities, and consideration of the effect of "aggregate" losses against the ability to generate sufficient internal funds to meet the cost of anticipated losses.

The situation is kept under review annually as part of the renewals process to ensure that the Council maintains the optimum balance between self-retained risk and externally purchased insurance.

This tender exercise has included a review of the risk financing strategy and concludes that the current mix of self-insurance and externally purchased insurance cover continues to provide the most cost effective insurance protection for the Council.

8. RECOMMENDATIONS

It is recommended that a contract be placed for three years with an option to extend for two years in yearly increments to the successful tenderers, details of whom have been set out in the confidential paper Part II.

9. APPROVAL

AUTHOR: Julie Steer, Insurance Manager




Signature:

Print Name: J K STEER

Date: 11th March 2021

AUTHORISED SIGNATORY: Brendan Arnold, Service Director for Finance

Signature: 

Print Name:Brendan Arnold.....

Position:Service Director for Finance.....

Date:12/03/2021.....

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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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EQUALITY IMPACT ASSESSMENT

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



PLYMOUTH
CITY COUNCIL

STAGE 1: What is being assessed and by whom?

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

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

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

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

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

Responsible Officer

Julie Steer, Insurance Manager

Department and Service

Insurance, Financial Planning & Reporting

Date of Assessment

14 December 2020

STAGE 2: Evidence and Impact

Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	No age assumptions are made in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Disability	Disability factors are not a factor in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Faith, Religion or Belief	There is no evidence to take into account regarding faiths, religions or beliefs in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Gender - including marriage, pregnancy and maternity	Gender issues are not taken into consideration in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Gender Reassignment	As above	No adverse impacts anticipated		
Race	Race issues are not considered in the evaluation or award of insurance contracts.	No adverse impacts anticipated		
Sexual Orientation -including Civil	Not a factor affecting the	No adverse impacts		

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Partnership	evaluation or award of insurance contracts.	anticipated		

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	None	
Good relations between different communities (community cohesion).	None	
Human Rights		

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

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EXECUTIVE DECISION

made by a Cabinet Member



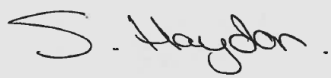
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – CFCS06 20/21

Decision	
1	Title of decision: Increase in Fees and Charges – Public Protection Service
2	Decision maker (Cabinet member name and portfolio title): Councillor Sally Haydon, Cabinet Member for Customer Focus and Community Safety
3	Report author and contact details: Rachael Hind, Service Manager, Licensing (Rachael.hind@plymouth.gov.uk Tel: 308794)
4	Decision to be taken: That the Cabinet Member for Customer Focus and Community Focus: <ol style="list-style-type: none"> 1. Approves an increase to discretionary fees and charges by 1.8% (CPI) from 1 April 2021 in line with the Council's agreed policy for all services. 2. Agrees to retain fees for certain services at the current level, where full cost recovery is in place.
5	Reasons for decision: Plymouth City Council's Corporate Charging Policy (of November 2016) sets out a number of agreed principles for discretionary fees and charges. A key principle is that "Each financial year charges will generally be increased by the Consumer Price Index (CPI). This will ensure charges keep pace with the cost of providing services. Increases will be implemented in practical monetary values that make sense to customers. The CPI increase may be applied differently across a group of similar services in order to achieve this." This decision is required to set out the new fees and charges for discretionary services from 1 April 2021.
6	Alternative options considered and rejected: The alternative option is to not bring fees and charges in line with rising costs. This has been rejected as failure to implement full cost recovery increases in discretionary fees and charges and will require alternative savings to be developed
7	Financial implications: By making this decision, where possible fees and charges will increase to reflect CPI and also ensure full cost recovery.

8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			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			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision is an enactment of Plymouth City Council's Corporate Charging Policy (of November 2016). The expectation that this decision is taken (to increase discretionary fees and charges by the Consumer Price Index of 1.8%) is factored in to revenue budget planning considerations.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				

13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted			
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	Ruth Harrell	
		Job title	Director of Public Health	
		Date consulted	16.03.21	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS120 20/21	
		Finance (mandatory)	pl.20.21.281.	
		Legal (mandatory)	36355/ag/16.03.21	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Public Protection Service Fees 2021/22		
	B	Equalities Impact Assessment <i>(where required)</i>		
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. (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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision	17 March 2021			
Print Name	Councillor Sally Haydon							

BRIEFING REPORT

Public Protection Service Fees 2020/21



1.0 Description of Proposal

The proposal for the increase of discretionary fees and charges is in line with the Fees, Charges and Concessions Policy which was agreed by Cabinet on the 8th November 2016. This policy states that all fees and charges should recover costs. When costs increase it is important that fees and charges also increase to keep pace with those rising costs. The current budget position at the Council means that these cost increases cannot be absorbed. By implementing Consumer Price Index (CPI) increases each year this will avoid long periods of no review and any subsequent need for sudden increases.

The review of discretionary fees and charges has been undertaken in conjunction with the Medium Term Financial Strategy and associated delivery plans, and therefore contributes to the overall objective of achieving a balanced budget. Failure to implement full cost recovery increases in discretionary fees and charges will require alternative savings to be developed and agreed by the Council.

2.0 Background - Fees, Charges and Concessions Policy

The key objectives of the policy are:

- Individual charging policy for each Portfolio area.
- Each financial year charges will generally be increased by Consumer Price Index (CPI) to ensure charges keep pace with the cost of providing services.
- Increases will be implemented in practical monetary values that make sense to customers. The CPI increase may be applied differently across a group of similar services in order to achieve this.
- The Council will ensure the full cost of a service is recovered, where that is the charging objective. Commercial services will be priced to generate a surplus. Where commercial services are not achieving that aim they will be reviewed, including the potential to improve the market offer.
- Non-residents may be charged differentially where appropriate.
- Charging decisions will be informed by intelligence from other local authorities and providers.
- Where relevant, charging decisions will be supported by an equalities impact assessment.

3.0 Reason for change

The increase in discretionary fees and charges will achieve the following:

- Cover the rising cost of providing services;
- Ensure a consistent approach across the Council;
- Ensure that fees and charges which have not been uplifted in years are reviewed and subsequently increased if appropriate.

4.0 Next steps

Following the approval of the revised fees and charges set out in the schedules, services will raise their fees on or after the 1st April 2021, giving reasonable notice to service users.

Decision required by the Cabinet Member Councillor Haydon

It is recommended to increase the discretionary fees and charges as per the schedules by CPI and to recover full costs. It is also recommended not to increase fees that will not be competitive in the market if uplifted by CPI (see below).

All of the fees have been reviewed and the majority of the fees will be increased by CPI. However, the following fees have been identified that cannot be increased and one additional fee that needs to be added.

5.0 Fees required to remain the same

5.1. Temporary Event Notice – Check and Send Service

The application fee for a Temporary Event Notice is set by Government at £21.

Four years ago, a fee was introduced so that if an application is received which is not valid and requires amendments, the Licensing Officer can check and agree amendments with the applicant for a set fee of £15.

The fee covers the full costs of the service. It is therefore proposed that no increase is made to this fee as it would not be reasonable or proportionate and would be unnecessary as the full costs are already being recovered.

6.0 New fees

6.1 Direct Debit Fee - £18

This would enable the Public Protection Service to charge a small fee to recover the costs involved in setting up a direct debit for payment of a licence. For example where a taxi driver requires a direct debit to be set up to pay their licence a year in advance.

EQUALITY IMPACT ASSESSMENT

Fees review for Public Protection Service



PLYMOUTH
CITY COUNCIL

STAGE 1: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?	Amendments to the Fees within Public Protection Service
Author	Rachael Hind, Licensing Manager, ODPH
Department and Service	Public Protection Service Office of the Director of Public Health.
Date of Assessment	15.03.21

STAGE 2: Evidence and Impact

Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact? <small>See the guidance on how to make this judgement.</small>	Actions	Timescale and who is responsible?
Age	People paying for PPS services are not age-specific and would include all age groups from 18 years of age onwards.	These proposals are not intended to impact on this client group	None required.	N/A

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact? <small>See the guidance on how to make this judgement.</small>	Actions	Timescale and who is responsible?
Disability	The fees are applied to everyone equally.	These proposals are not intended to impact on this client group	None required.	N/A
Faith/Religion or Belief	The fees are applied to everyone equally.	These proposals are not intended to impact on this client group	None required.	N/A
Gender - including marriage, pregnancy and maternity	The fees are applied to everyone equally.	These proposals are not intended to impact on this client group	None required.	N/A
Gender Reassignment	The fees are applied to everyone equally.	These proposals are not intended to impact on this	None required.	N/A

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact? <small>See the guidance on how to make this judgement.</small>	Actions	Timescale and who is responsible?
		client group.		
Race	The fees are applied to everyone equally.	These proposals are not intended to impact on this client group.	None required.	N/A
Sexual Orientation - including Civil Partnership	The fees are applied to everyone equally.	These proposals are not intended to impact on this client group.	None required.	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 inequality gap, particularly in health between communities.	N/A	N/A
Good relations between different communities (community cohesion).	N/A	N/A
Human Rights Please refer to guidance	N/A	N/A
Principles of Fairness Please refer to guidance	N/A	N/A

STAGE 4: Publication			
Responsible Officer; Director, Assistant Director or Head of Service.	Rachael Hind, Service Manager, ODPH	Date	15 March 2021