



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 4.30pm on Wednesday 31 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 1 April 2021 if they are not called-in.

Delegated Decisions

1. Councillor Evans OBE - Leader:

- I.1. Plymouth Business Parks Update **(Pages 1 - 6)**
- I.2. National Marine Park - Getting Building Fund Project Programme **(Pages 7 - 16)**
- I.3. Recycling Empty Homes Financial Assistance Repayments into the Capital Programme **(Pages 17 - 22)**
- I.4. Douglass House Site Development **(Pages 23 - 38)**
- I.5. Pounds House Repairs **(Pages 39 - 52)**
- I.6. Allocation of 2020/2021 Challenge Fund into Highways Maintenance Capital Programme **(Pages 53 - 76)**

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

- 2.1. Review of Fees and Charges 2021/22 - Registration Service **(Pages 77 - 90)**

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L49 20/21

Decision				
1	Title of decision: Plymouth's Business Parks Update			
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE, Leader			
3	Report author and contact details: Jon Turner, Project Manager, Jon.turner@plymouth.gov.uk – Tel: 01752 307127			
4	<p>Decision to be taken:</p> <p>It is recommended that the Leader of the Council:</p> <p>Approves the business case update report</p> <p>Allocates £1,936,967 into the capital programme to increase the Plymouth Business Parks scheme as detailed within the Get Building Funding agreement and financed by the HOTSW LEP Get Building Fund</p>			
5	<p>Reasons for decision:</p> <p>To increase the value of the capital programme in order to meet the required costs to deliver these schemes effectively. In leveraging in external funding the capital contribution previously committed by Plymouth City Council may be reduced.</p> <p>Investment in Business Parks meets both an identified demand and provides businesses, particularly SMEs, with a unique and affordable eco-system of services. It supports a close community of like-minded businesses, with tenants benefiting from both business and social networking opportunities. It also responds to the impact of Covid-19 by developing well-located, flexible and appropriately sized workspace to meet ongoing and evolving demand.</p>			
6	<p>Alternative options considered and rejected:</p> <p>As preferred in the Executive Decision ref L24 20/21.</p>			
7	<p>Financial implications:</p> <p>As the match-funding for these schemes is already approved in the capital programme, the revenue implications associated with this grant funding are already included within the Medium Term Financial Plan (MTFP). By utilising this funding, the council will increased financial contributions</p>			
8	Is the decision a Key Decision?	Yes	No	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
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Growing City – Economic growth that benefits as many people as possible; quality jobs and valuable skills		
10	Please specify any direct environmental implications of the decision (carbon impact)	Both business parks developments aim to deliver new build low carbon flexible work space units.		
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	Councillor Mark Lowry, Cabinet Member for Finance		

	portfolio is affected by the decision?							
13c	Date Cabinet member consulted		18 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		18 March 2021				
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			DS121 20/21			
		Finance (mandatory)			pl.20.21.284			
		Legal (mandatory)			lt/36369/180321			
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		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 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	23 March 2021				
Print Name	Councillor Tudor Evans OBE, Leader							

PLYMOUTH BUSINESS PARKS UPDATE

Plymouth's Business Parks Get Building Fund



Part I Briefing Report

1.0 SCHEME SUMMARY

The Plymouth Business Parks project supports the development, growth and modernisation of Business Parks in Plymouth. The project aims to deliver a new build low carbon, Grade A flexible workspace unit at Plymouth International and essential ground investigations, design and planning works at the City Business Park to enable future office and workspace to be created.

During the winter of 2020/21, Plymouth City Council (PCC) secured £1,936,967 Heart of The South West Local Enterprise Partnership funding from the Getting Building Fund (GBF) to support delivery of the 'Plymouth's Business Parks' project. The key aim of the project is to create new low carbon, Grade a workspace in Plymouth. There are two schemes in this project:

- The direct development of an underutilised, brownfield PCC owned site at Plymouth International (PI). This site is currently unviable for PCC without grant investment. There is a clear cost value gap;
- Capital works at City Business Park (CBP), including demolition & ground works, preliminary work to RIBA Stage 3 to create a viable site for construction.

Investment within Business Parks meets both an identified demand for employment and workspace and provides businesses, particularly SMEs, with a unique and affordable eco-system of services. It supports a close community of like-minded businesses, with tenants benefiting from both business and social networking opportunities. It also responds to the impact of Covid-19 by developing well-located, flexible and appropriately sized workspace to meet ongoing and evolving demand.

2.0 BUDGET SUMMARY AND BUSINESS CASE

The grant of £1,936,967 will address the current viability gap at Plymouth International and lay the foundations at City Business Park.

The key objective of the Get Building Fund is to support the delivery and provision of business space, particularly for SMEs. The funding will cover eligible expenditure for approved projects between August 2020 and March 2021 and requires a 51% match of eligible costs be financed by PCC. This budget has already been identified and currently exists within our approved capital programme.

The key financial consequence of applying the GBF to the Capital Programme, is a potential reduction in the capital contribution by PCC towards these costs in the delivery of two important employment projects.

3.0 REVENUE IMPLICATIONS

As the match-funding for these schemes is already approved in the capital programme, any revenue implications associated with this grant funding are already included within the Medium Term Financial Plan (MTFP). By accepting this funding the council will avoid further revenue intervention for the schemes should costs increase.

4.0 RECOMMENDATION

It is recommended that the Leader of the Council:

Approves the business case update report

Allocates £1,936,967 into the capital programme to increase the Plymouth Business Parks scheme as detailed within the Get Building Funding agreement and financed by the HOTSWE LEP Get Building Fund

EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L48 20/21

Decision				
1	Title of decision: National Marine Park - Getting Building Fund project programme			
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE, Leader			
3	Report author and contact details: Patrick Knight, Ext: 4472			
4	<p>Decision to be taken</p> <p>Approve Briefing Note</p> <p>Approve an increase of £625,000 into the capital programme financed by HoTSW LEP's Get Britain Building Fund</p> <p>Approve the acceptance of the HotSW LEP Get Britain Building Grant of up to £625,000</p> <p>Delegate award of contract to the Strategic Director for Place</p>			
5	Reasons for decision: To deliver improvements to the NMP, in line with Resurgam Plan.			
6	Alternative options considered and rejected: None, as LEP grant has been secured for the agreed purpose.			
7	<p>Financial implications:</p> <p>Match funding of £525k is required in order to comply with the Get Britain Building Grant Funding conditions. This budget is already secured as existing budget within the Place Capital Programme and to comply with LEP grant conditions. The match funding is currently reported within two service areas; £295k is allocated within the Strategic Planning and Infrastructure capital programme whereas £230k is allocated within Economic Development capital programme. In light of this this decision does not create any further implications.</p>			
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>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>in the case of revenue projects when the decision involves entering into new commitments and/or making new</p>
			X	
			X	

				savings in excess of £1 million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		This project supports a number of local, regional and national policies and strategies. Locally, the Plymouth Plan covers all the policies for the City under three strategic themes: healthy city, growing city and international city. The multi-faceted nature of our project addresses a large number of these (see associated Business Case for details).	
10	Please specify any direct environmental implications of the decision (carbon impact)		<p>The project delivers a number of elements that will help to reduce carbon emissions across the city and raise awareness of the Council's climate emergency aims.</p> <p>The installation of electric vessel charging points encourages a transition to low carbon vessels. These will include public ferries and commercial vessels which currently use marine diesel. Marine diesel is highly polluting and the need to transition to low carbon fuels is acknowledged in the Government's Clean Maritime Plan (2019). See associated Project Mandate and Business Case for details.</p> <p>The provision of new facilities such as swim raft plays into the Council's National Marine Park plans by encouraging the public to create a greater connection to the natural environment.</p>	
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?		Yes	(If yes, please contact Democratic Support (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			
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	
		No	X (If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Pete Smith (Deputy Leader)	
I3c	Date Cabinet member consulted	21/12/20	
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	X
I5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne
		Job title	Strategic Director for Place
		Date consulted	17/12/20
Sign-off			
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS122 20/21
		Finance (mandatory)	pl.20.21.285
		Legal (mandatory)	lt/35899/181220
		Human Resources (if applicable)	
		Corporate property (if applicable)	
		Procurement (if applicable)	
Appendices			
I7	Ref.	Title of appendix	
	A	Briefing report for publication (<i>mandatory</i>) See associated Business Case	
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

		No	X	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)				
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Project Mandate								
Business Case								
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature			Date of decision	23 March 2021				
Print Name	Councillor Tudor Evans OBE, Leader							

CAPITAL INVESTMENT BRIEFING NOTE

(National Marine Park – Getting Building Fund)



The purpose of this briefing note is to update on the Getting Building Fund programme of works, which will enable Plymouth to begin to deliver improvements to the Plymouth Sound National Marine Park.

The c.£1.1m programme is already fully funded, so there is no need for any further funding from the capital programme/PCC to enable delivery of this project.

SCHEME SUMMARY: *(Provide a brief outline of what has happened to date. Explain the details of the proposal and how the proposal will address the issue)*

We have received an agreement of £625,000 grant funding under the Getting Building Fund from the HOTS/WLEP. The project is under the banner: 'Plymouth Sound National Marine Park' (NMP). I attach the LEP-approved business case, which includes the project description, which is copied below:

The vision

The aim of the project is to make the first steps in turning the NMP vision in to reality. The NMP is designed to sustain and nurture the marine environment, support the tourism sector, enhance health and well-being and deliver economic growth through a green recovery.

The scope

There are three elements to the Getting Building Fund project:

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

STRATEGIC CASE: *(How will this proposal meet corporate priorities? Explain how the project delivers or supports delivery of Plymouth Plan / Joint Local Plan Policies (including policy references)*

This project supports a number of local, regional and national policies and strategies. Locally, the **Plymouth Plan** covers all the policies for the City under three strategic themes: healthy city, growing city and international city. The multi-faceted nature of our project addresses a large number of these (see associated LEP Business Case for details).

- HEA7 'Optimising the health and wellbeing benefits of the natural environment' – the NMP will be accessible to all, delivering universal health & wellbeing benefits;
- GRO1 'Creating the conditions for economic growth' – the NMP supports the development of cutting edge marine and maritime innovation;
- GRO6 'Delivering Plymouth's natural network' – the NMP links the green and blue space around the waterfront and Plymouth Sound;
- GRO7 'Reducing carbon emissions and adapting to climate change' – EV charging points enables the deployment of electric boats in NMP, aligned to ongoing low carbon marine innovation;
- INT1 'Implementing Britain's Ocean City' – the development of the NMP and hosting of SailGP raises the City's international profile;

- INT3 'Positioning Plymouth as a major UK destination' – the project grows the City's visitor economy;
- INT5 'Celebrating Plymouth's sporting excellence' – SailGP is a major international sailing event, establishing the City as a global venue for competitors and audience;
- INT6 'Enhancing Plymouth's green city credentials' – the NMP enables the City to build on its strengths in green technologies and exceptional natural environment.

Plymouth City Council (PCC) is currently updating the Local Economic Strategy as the **Delivering Economic Growth** Plan to cover the period up to 2024. Our proposal will contribute to the 'Visitor Economy & Culture' flagship by raising the profile of 'Britain's Ocean City' in global markets through the NMP. This aligns with the **Visitor Plan** for 2020 to 2030, which includes the strategic ambition for the NMP to be '*globally recognised for amazing experiences, by, on, in and under the ocean.*' It also complements PCC's **Corporate Plan** (by delivering a 'Growing City'), **Leader's pledges** (by delivering 'Jobs and Prosperity' and 'A Greener, Cleaner City') and the **Resurgam** strategy to support the City's economic emergence from the lockdown.

At a regional level, our proposal supports a number of the Heart of the South West (HotSW) Local Enterprise Partnership's (LEP) policies and strategies. First and foremost is the **Strategic Economic Plan**. The SEP has three priorities for growth and this proposal directly supports 'Capitalising on our Distinctive Assets'. It delivers this by supporting the delivery of higher value growth in a specialist marine site. More recently, the 2018 **Productivity Strategy** has the target of doubling the region's economy by 2038. It sets out three themes that enable businesses to grow and improve productivity. Our proposal specifically supports 'Housing, Connectivity and Infrastructure' by creating a vibrant place that is attractive to skilled people and new investment, with infrastructure to support productivity and inclusive growth. The project fits well with the LEP's **Local Industrial Strategy** focusing on clean and inclusive growth. The development of the NMP complements the strategy's 'Foundations of Productivity' by contributing to the Ideas (*green innovation*) and Places (*a new model of natural capital led growth*) foundations. The project will also engage with the **National Retraining Scheme** (NRS) and work with the LEP to find ways to guarantee interviews to individuals participating in a boot camp and the development of Apprenticeship opportunities. We will encourage all NMP stakeholders to participate and create opportunities.

OUTCOMES AND BENEFITS: *(List the outcomes and benefits expected from this project)*

Financial outcomes and benefits:	Non-financial outcomes and benefits:										
Further contributing to these goals, PCC's has secured the UK rights to host SailGP's Season 2 European debut when the global league's events restart in 2021. Following the season opener in San Francisco in April and New York SailGP in June, the championship will return to UK shores July 17 and 18 for the third event in Season 2, featuring the world's fastest sail racing. The last UK event in SailGP Season 1 was witnessed by 24,000 spectators and delivered US\$24 million in economic impact to the community while reaching a total global audience of 231 million people. Plymouth Hoe forms a natural amphitheatre that looks down on the Sound giving spectators a grandstand view of any racing taking part on the water and an up close and personal involvement in the event. The venue is more than capable of holding in excess of 65,000 people. This will be a major sporting and visitor event in 2021 as the world is expected to emerge from the pandemic.	<table border="0"> <thead> <tr> <th>Outputs</th> <th>2021/22</th> </tr> </thead> <tbody> <tr> <td>PEOPLE – Jobs and apprenticeships created (direct)</td> <td>28</td> </tr> <tr> <td>PEOPLE – Additional Construction Jobs created</td> <td>13</td> </tr> <tr> <td>PLACE - Number of new super/ultrafast broadband connections</td> <td>1</td> </tr> <tr> <td>PEOPLE – Jobs supported (indirect)</td> <td>7</td> </tr> </tbody> </table>	Outputs	2021/22	PEOPLE – Jobs and apprenticeships created (direct)	28	PEOPLE – Additional Construction Jobs created	13	PLACE - Number of new super/ultrafast broadband connections	1	PEOPLE – Jobs supported (indirect)	7
Outputs	2021/22										
PEOPLE – Jobs and apprenticeships created (direct)	28										
PEOPLE – Additional Construction Jobs created	13										
PLACE - Number of new super/ultrafast broadband connections	1										
PEOPLE – Jobs supported (indirect)	7										

KEY RISKS: *(Identify the risks, level of risks and measures in place to mitigate the risks)*

Risk	Risk Level	Mitigation
Failure to meet LEP conditional offer requirements	Low	Respond to LEP conditions, including commissioning external advice on State Aid compliance.
Failure to commission and complete delivery of projects in time to meet LEP deadline	Low	Project Manager allocated to oversee delivery of programme.
Failure to commission and complete delivery of the fibre infrastructure needed to host the SailGP event	Medium	Delt contract will impose commercial penalty on provider for failure to deliver ahead of SailGP event.

MILESTONES AND DATES: *(delivery timescales)*

Key Project Milestones	Delivery Date
Access Points	
Finalise plan of works to improve / repair slipways, steps and surface areas accessing the NMP	Dec 2020
Liaise with PCC Planning team on any planning requirements, outside of those works covered by Permitted Development	Dec 2020
Liaise with PCC Procurement team on most appropriate and best value procurement procedure to follow	Dec 2020
Appoint sub-contractors, where appropriate, to carry out work	Jan 2021
Commence programme of works	Apr 2021
Finalise programme of works	Mar 2022
Start programme of installation of EV charging points	Jan 2021
Complete programme of installation of EV charging points	Mar 2022
New Facilities	
Installation of two swim rafts at Tinside	May 2021
SailGP	
Rights to host major international sailing event secured	Aug 2020
Complete installation of network, digital infrastructure and PA system	Jun 2021
Event takes place	Jul 2021

FUNDING: (Capital and revenue - Budget summary / funding proposals / ongoing PCC revenue implications)

	Growth Deal (£)	Public Match (£)	Private Match (£)	Total (£)	Contribution rate (%) (a)/(d) x 100	Total public funding (%) (a+b)/d 100
Capital	625,000	525,000	0	1,150,000	54	100
Revenue	0	0	0	0	N/A	N/A
Sub Total	625,000	525,000	0	1,150,000	54	100
TOTAL	625,000	525,000	0	1,150,000	54	100

See Spend Profile for cost breakdown:

a. Spend Profile	20/21	21/22	22/23	23/24	24/25	25/26
Access Points	70,000	600,000				
Hoe Foreshore swim rafts	0	50,000				
Digital and other infrastructure	0	417,500				
LEP Project Management	12,500	0				
Total Amount	82,500	1,067,500				

Source	Value	Status (in principle, committed, received)
Plymouth City Council	£525,000	Committed

Important Note: PCC has secured: £295,000 towards EV charging points and ED is committed to providing additional capital match funding of £240,000.

No additional funding is required from CCIB/Council resources.

The project management of the scheme is all within the £1.15m capital ask.

The maintenance required of the proposals longer term, will be met as follows:

- Swim rafts – Lead: Paul Vann - 3-5 year repair and maintenance costs are built into the capital scheme;
- Fibre for Sail GP – Lead: Patrick Knight - only 1 year contract with provider needed, cost built into the capital scheme;
- Slipway repairs, etc – Lead: Ralph Bint - Reduction in cost to PCC of maintaining its existing waterfront assets;
- Marine EV charging – Lead: Dan Turner - External funding/commercial income to cover ongoing maintenance costs.

RECOMMENDATION

It is recommended that the Leader of the Council:

Approve Briefing Note.

Approve an increase of £625,000 into the capital programme financed by HoTSW LEP's Get Building Fund.

Delegate award of contract to the Strategic Director for Place.

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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 – L50 20/21

Decision				
1	Title of decision: Recycling Empty Homes financial assistance repayments into the Capital Programme.			
2	Decision maker: Councillor Tudor Evans OBE, Leader			
3	Report author and contact details: Neil Mawson, Housing Delivery Manager neil.mawson@plymouth.gov.uk Ray White, Housing Delivery Officer ray.white@plymouth.gov.uk			
4	Decision to be taken: 1. To approve the briefing note 2. To allocate £482,437 into the capital programme funded by capital receipts from the loan repayments from previous Empty Home's loans.			
5	Reasons for decision: To enable the Council to continue to make our empty homes loan assistance available to new applicants by recycling financial assistance loan repayments.			
6	Alternative options considered and rejected: Repaid monies diverted to central corporate budgets, resulting in funds not being used for future financial assistance to renovate properties and bring them back into occupation. This has been rejected due to success of the empty homes financial assistance programme and the need to address the ongoing lack of homes available in Plymouth.			
7	Financial implications: To 2023/24, income of £482,437 will be made available to the empty homes financial assistance programme.			
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 £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Empty homes financial assistance, and this decision to recycle repaid loans, addresses the corporate plan in the following ways: A broad range of homes. Financial assistance helps individual property owners and organisations to redevelop a wide range of accommodation. Quality jobs and valuable skills: Renovating homes employs a wide range of trades and skills and has an impact on local neighbourhoods, contributing towards a clean and tidy city.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Empty homes renovated with financial assistance will have improved thermal efficiency with the benefit of reducing the property's carbon footprint.		
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	Councillor Chris Penberthy Cabinet member for Housing and Cooperative		

	portfolio is affected by the decision?	Development						
13c	Date Cabinet member consulted	05/03/2021						
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	x					
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne					
		Job title	Strategic Director for Place					
		Date consulted	05/03/2021					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS103 20/21					
		Finance (mandatory)	pl.20.21.287					
		Legal (mandatory)	36304/AC/3/3/21					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7

18b	Confidential/exempt briefing report title:							
Background Papers								
19	<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	23 March 2021				
Print Name	Councillor Tudor Evans OBE, Leader							

BRIEFING NOTE**Recycling Capital Returned from the Empty Homes Financial Assistance Programme****Introduction**

In 2016 a new Empty Homes Financial Assistance package of £1,000,000 was launched under Plan for Homes 2, offering owners of long term empty property up to £50,000 loans assistance per empty self-contained unit of accommodation, up to a maximum of £150,000 in developments of multiple units, and grants of up to 10% of the value of the assistance.

The breakdown for the spend of the original £1m is as follows:

£716,928	Loans
£93,340	Grants
£146,756	Capitalised Salaries
£495	Other deductions
£6,409	Budget not used (added to Round 2)
£36,072	Short-term loan not part of the capital programme
£1,000,000.00	Total Budget

The loan sum of £716,928 is being repaid to the Council by the landlords of the properties benefiting from the financial assistance between 2020/21 and 2030/31.

Proposal to Transfer Capital

To facilitate further loans to empty home owners, the Housing Delivery Team now wish to seek authorisation to transfer into the capital programme both those loan monies already repaid so far, as well as monies scheduled for repayment from the £1million made available in the previous round of financial assistance made under Plan for Homes 2. This will enable the Council to continue to make our empty homes loan assistance available to new applicants.

The financial assistance package has been successful in bringing long term empty and challenging properties back into the city's housing stock and is a vital tool in our work. It has also improved the thermal efficiency of the newly renovated houses and therefore has contributed to the aims of the Climate Emergency Action Plan. Recycling and reallocating these funds will assist us to continue this work.

Financial Summary

The full amount that will be repaid from the original £1million budget is £716,928 over the next ten years. The sum already received during 2020/21 equates to £180,533 and is currently held in a ring-fenced capital receipts reserve awaiting the appropriate authorisation for it to be used for further loan assistance. This figure and those for subsequent years up to 23/24 are set out below:

Expected loan returns for this financial year and over the next three years are as follows:

2020/21 £180,533 (already received)

2021/22 £79,581

2022/23 £84,272

2023/24 £138,051

Total over the three years to 2023/24 = **£482,437**

The total sum of £482,437 would be used to fund further financial assistance loans and associated empty homes work. There is already a waiting list against which some of these funds could be allocated in order to accelerate the process of bringing more long term empty properties back into use.

The Housing Delivery Manager therefore recommends that loan repayments amounting to £482,437 for the financial years 2020/21 to 2023/24 be transferred once received into the capital programme for re-use as additional financial assistance.

The funds will also be used for project officer's time to administer the capital scheme.

Officers will continue to ring-fence the loan repayments from this scheme to enable future capital receipts to be made available for Empty Homes Assistance Programme.

Recommendations:

- To approve the briefing note
- To allocate £482,437 into the capital programme funded by capital receipts from the loan repayments from previous Empty Home's loans.

Neil Mawson
Housing Delivery Manager
5.03.2021

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L52 20/21


Decision	
1	Title of decision: Douglass House site development
2	Decision maker (Cabinet member name and portfolio title): Cllr Tudor Evans OBE, Leader of the Council
3	Report author and contact details: Fiona Gordon, Commissioning Officer, 01752 307190
4	<p>Decision to be taken: It is recommended that the Leader of the Council:</p> <ul style="list-style-type: none"> • Allocates £530,000 for the project into the Capital Programme funded by Transforming Care Capital NHSE grant • Authorises a virement of £47,000 from the Disabled Facilities Grant budget to this project code to finance purchase of specialised equipment • Authorises the procurement process • Delegates the award of the contract to Service Director for People
5	<p>Reasons for decision:</p> <p>Plymouth City Council has been allocated a £530,000 grant from NHSE to improve registered respite facilities in the city for people with highly complex needs (severe learning disabilities, autism). The successful conclusion to the 2 year project allows us to provide much needed discreet, specialist support in a safe environment for the most vulnerable citizens of Plymouth.</p> <p>Plymouth City Council has allocated the undeveloped grassed area land (0.25 ac) adjacent to Douglas House.</p> <p>The project will be to build 2 bungalows which are fully wheelchair accessible. In order to satisfy the bid PCC will provide the value of the prime residential development site in its ownership as its contribution to the project. Both bungalows will incorporate a range of adaptations with their construction and design to ensure that the needs of people with high complex needs will be safely met.</p> <p>Once the two bungalows have been developed PCC will own the freehold to both properties.</p>
6	<p>Alternative options considered and rejected:</p> <p>We currently have nowhere that is suitably located in Plymouth or of appropriate construction and design to support people in crisis. It is needed now, we have people going into crisis in the city and we have nowhere safe to support them, we are having to manage highly distressed individuals in the community, putting them at risk of injury from housing repairs, hate crime from neighbours, complaints to the Council and elected members.</p>

7	Financial implications: The latest approved grant from NHSE for the build on the Douglass House site is £530,000 – this includes all professional fees and contingencies. A figure of £47,000 was allocated for specialised equipment required to fit out the 2 bungalows to the required standard.			
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:
			No	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			No	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		No	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.	
	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:	See previous Douglass House Business Case that was agreed at the Capital Programme Board on the 28 th September 2020.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None for this grant		

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				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	no	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Kate Taylor, Cabinet Member for Health & Adult Social Care		
I3c	Date Cabinet member consulted	14 th August 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	no	
I5	Which Corporate Management Team member has been consulted?	Name	Craig McArdle	
		Job title	Strategic Director for People	
		Date consulted	23/03/2021	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS125 20/21	
		Finance (mandatory)	pl.20.21.288	
		Legal (mandatory)	LS/36393/JP/230321.	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report		
	B			
Confidential/exempt information				
I8a	Do you need to include any	Yes	x	If yes, prepare a second, confidential ('Part II')

	confidential/exempt information?			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	Business Case				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
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		24 March 2021		
Print Name		Cllr Tudor Evans OBE, Leader							

CAPITAL INVESTMENT BUSINESS CASE

DOUGLAS HOUSE SITE DEVELOPMENT



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.

Plymouth City Council has successfully bid for funding to increase its respite provision for disabled adults in the city.

Plymouth City Council has allocated the undeveloped grassed area land (0.25 ac) adjacent to Douglas House. The project is being funded by the NHS bid for the provision of 2 new build bungalows which are fully wheelchair accessible. Both bungalows will incorporate a range of adaptations with their construction and design to ensure that the needs of people with learning and physical disabilities.

SECTION I: PROJECT DETAIL

Programme	Transforming Council Services	Directorate	People
Address and Post Code	Land at Douglas House (PCC owned) PL3 6NP	Ward	Efford and Lipson

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 proposal and subsequent NHSE bid has been in development for nearly 2 years and was drawn from task and finish groups of clinicians and commissioners. It will address the issues of capacity in Plymouth to deliver respite for people with learning disabilities and or autism in a more effective and person centred way in the city.

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

The project is being funded by the NHS bid and gives us an opportunity to provide much needed discreet, specialist support in a safe environment for people with learning disabilities in Plymouth.

Plymouth City Council has allocated the undeveloped grassed area land (0.25 ac) adjacent to Douglas House for the provision of 2 new build bungalows which are fully wheelchair accessible in order to satisfy the bid for NHSE funding. The plot is an undeveloped, once the two bungalows have been developed and built PCC will own the freehold to both properties. The two properties will be managed as part of the Council services and the standard maintenance will be covered by the Council's process.

Both bungalows will incorporate a range of adaptations with their construction and design to ensure that they meet the needs of a wide range of people. The accommodation will provide respite accommodation for (unplanned days or weeks) and medium term accommodation; usually planned and up to 6 months. The service will be registered under the existing respite registration under the CQC, as part of the Colwill Lodge service and will be managed as a satellite unit, where staff will deliver support for individuals requiring it. There will also be an expectation for registered care providers in the city to be able to support people there as well, as and when required. The plan is to deliver the project as PCC direct delivery

Strategic Case:

Which Corporate Plan priorities does this project deliver?	keep young people, children and adults protected
	focus on prevention and early intervention
	people feel safe in Plymouth
Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)	JLP Policy PLY58.7

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

In Scope	Out of Scope
Build 2 bungalows External work Fittings and Fixtures External Project Manager Fees Furniture and Equipment	Capacity to fund internal project management

Milestones and Date:

Contract Award Date	Start On Site Date	Completion Date
December / January 2020/21	June/July 2021	July 2022

Who are the key customers and Stakeholders	People with learning disabilities Families and relatives Care companies Retained client function – Colwill Lodge PCC Community Learning Disability Team	Which Partners are you working with	NHS England NHS Devon CCG Livewell Housing Delivery Team PCC CQC Devon Transforming Care Partnership
---	---	--	---

Have you engaged with Procurement Service?	Yes
Procurement route options considered for goods, services or works	<p>In line with the Council's Contract Standing Orders, one of the following procurement route options will be used to develop the 2 bungalows on the Douglass House site:</p> <p>Option 1 – Request for Quotation The Procurement Service will seek at least 3 written quotations, 2 of which shall be from local suppliers where possible. The suppliers invited to quote will be selected by the Council. This is a one stage process which comprises suitability assessment criteria and contract award criteria. The contract will be awarded to the most economically advantageous tender (MEAT).</p> <p>Option 2 - Undertake a Further Competition under Devon County Council's Standing List of Approved Contractors (SLOAC) The Procurement Service will seek at least 3 written quotations from suppliers named on SLoAC, two of which shall be local suppliers where possible.</p>

	<p>This is a one stage process which comprises contract award criteria only, suitability assessment criteria has already been evaluated by Devon County Council. The contract will be awarded to MEAT evaluation criteria.</p> <p>Upon commencement of the project a subsequent procurement route options analysis will be undertaken between the department and the Council's procurement function to determine the route which will represent best value for the Council, in line with the Council's Contract Standing Orders and Procurement Law</p> <ul style="list-style-type: none"> • Consultation time • Decision making and political approval time • Likely commencement and completion of project delivery
Procurements Recommended route.	Either Option 1 or 2 please see above for detail

Which Members have you engaged with and how have they been consulted <i>(including the Leader, Portfolio Holders and Ward Members)</i>	PFH – Chris Penberthy and Kate Taylor
--	---------------------------------------

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.*

Ongoing Revenue Implications for Service Area

Has the revenue cost been budgeted for or would this make a revenue pressure	The bungalows will be registered as part of the city council's respite offer. A charge will be levied for people using the bungalows as per PCC fairer charging. This revenue collected will go into respite cost centre
---	--

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates funding for the project into the Capital Programme funded by Transforming Care Capital NHS grant
- Authorises a virement from the Disabled Facilities Grant budget to this project code to finance purchase of specialised equipment
- Authorises the procurement process
- Delegates the award of the contract to Service Director for People

[Name, Portfolio] Cllr Kate Taylor	Service Director: Craig McArdle
Either email dated: 23.3.21	Either email dated: 23.3.21
Or signed:	Signed:

Date:	Date:
	Service Director
	<i>[Name, department]</i>
	Either email dated: <i>date</i>
	Signed:
	Date:

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 – L53 20/21

Decision				
1	Title of decision: Pounds House Repairs			
2	Decision maker (Cabinet Member): Leader of Plymouth City Council, Councillor Tudor Evans OBE			
3	Report author and contact details: Ralph Bint, Facilities Manager (Hard Services), Facilities Management – 01752 304949 Ralph.Bint@plymouth.gov.uk Dan Williams, Compliance & Contracts Team Leader, Facilities Management – 01752 308841 daniel.williams@plymouth.gov.uk			
4	Decision to be taken: It is recommended that the Leader of the Council: Approves the Business Case Allocates £1,822,000 for the project into the Capital Programme funded by Borrowing paid from savings delivered across Customer and Corporate Services Directorate Authorises the procurement process Delegates the award of the contracts to Strategic Director for Customer and Corporate Services			
5	Reasons for decision: To repair and maintain the Fabric of Pounds House to protect the building against irreversible decline preserve the asset and return the building to a condition to allow internal re-development			
6	Alternative options considered and rejected: Do Nothing – ongoing maintenance liability of £25,000 to retain in current state however likely to incur significant one of costs as elements of the building fail.			
7	Financial implications: £1,822,000 for the project into the Capital Programme funded by Borrowing paid from savings delivered across Customer and Corporate Services Directorate			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new
			X	

				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 submitted Joint Local Plan relevant policy is PLY19 (para 8), namely: "Protecting and enhancing the park's historic features integrating them sensitively into the enhancement plans and where applicable identifying uses for features that are complementary to the park's outcomes and ensure their long term sustainability."	
10	Please specify any direct environmental implications of the decision (carbon impact)		The works outlined on this business case are to maintain the property, it will not increase or reduce the operational impact or the emissions from use of the building.	
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		Cllr Mark Lowry, Cabinet Member for Finance	

	portfolio is affected by the decision?		
I3c	Date Cabinet member consulted	9 September 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	Andy Ralphs
		Job title	Strategic Director for Customer and Corporate Services
		Date consulted	4 March 2021
Sign-off			
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS126 20/21
		Finance (mandatory)	pl.20.21.286
		Legal (mandatory)	LS/36400/AC/24/3/21
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	AUTHORS
		Procurement (if applicable)	SN/PS/580/ED/0321
Appendices			
I7	Ref.	Title of appendix	
	A	Pounds House Business Case	
	B	Pounds House Briefing Report	
	C		
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. (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: Pounds House Business Case			X				
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	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	24 March 2021			
Print Name	Cllr Tudor Evans OBE, Leader							

POUNDS HOUSE REPAIRS

Briefing Report for Executive Decision



BACKGROUND

Pounds house is a Council asset which is showing significant deterioration and has become a maintenance liability (circa £25,000 per annum). The building is currently vacant as is at risk of both further deterioration and potential anti-social behaviour on site in a prime location. This business case proposes the building is returned to a condition to allow internal re-development.

CURRENT SITUATION

Pounds House is a Council asset which is showing significant deterioration and has become a maintenance liability. The building is currently vacant and is at risk of both further deterioration and potential antisocial behaviour on site in a prime location.

Following these works the building will be in a condition where further works to reconfigure and develop the building could take place. If subsequently let out to a third party / parties could expect to generate approx. £50k p.a. rental, which would partially offset the costs of repairs, maintenance and refurbishment costs needed for the Council to maintain the building to a high standard.

Central Park is currently undergoing a significant programme of investment, by the Council and third parties such as Plymouth Argyle and the building in its current state will detract from the overall improvements and have the potential to attract negative publicity.

The submitted Joint Local Plan relevant policy is PLY19 (para 8), namely:

“Protecting and enhancing the park's historic features integrating them sensitively into the enhancement plans and where applicable identifying uses for features that are complementary to the park's outcomes and ensure their long term sustainability.”

SCOPE OF WORK TO INCLUDE:

- Removal of render, plaster and oil based paint to walls. Repair and re-render/ plastering.
- Repairs to roof, rainwater goods, flashings, fascias, soffits, eaves, dormers, floors, windows, doors and fanlights.
- Repairs to veranda, columns, stone and arches.
- Repair to railings, balusters/ balustrades, external steps, retaining walls and water feature.
- Rectification to above and below ground drainage defects.

RECOMMENDATIONS

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates £1,822,000 for the project into the Capital Programme funded by Borrowing paid from savings delivered across Customer and Corporate Services Directorate
- Authorises the procurement process
- Delegates the award of the contract to Strategic Director for Customer and Corporate Services

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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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EXECUTIVE DECISION

made by a Cabinet Member




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

Executive Decision Reference Number – L51 20/21

Decision				
1	Title of decision: Allocation of 2020/2021 Challenge Fund into Highways Maintenance Capital Programme			
2	Decision maker (Cabinet member name and portfolio title): Councillor Evans OBE, The Leader			
3	Report author and contact details: Philip Bellamy (phil.bellamy@plymouth.gov.uk)			
4	Decision to be taken: Allocate £1.656m of Department for Transport Challenge Funding to the existing Highway Maintenance Capital Programme. Allowing the funding previously approved to be carried forward to support Highway Street Lighting CO ² and Energy Reduction Incentive.			
5	Reasons for decision: The Terms & Conditions of the Challenge Funding awarded to PCC, require the funding to be utilised in the year 2020/2021. Allowing the Funding previously secured for Highway Maintenance to be carried forward will assist with the delivery of the future Business Case for Highway Street Lighting CO ² and Energy Reduction Incentive.			
6.	Alternative options considered and rejected: Additional Surfacing programme – time limited Alternative allocation of funding – not fulfilling terms of award Delay allocation – Not permitted under terms of award			
7	Financial implications: The use of the Highway Challenge Funding in the year 2020/2021 will allow funding previously secured for Capital Highway Maintenance to be carried for forward, deferring the cost of borrowing on the revenue budgets for another year.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	

			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<ol style="list-style-type: none"> 1. Supports energy/CO² reduction initiative 2. Enables a drive towards a green, sustainable city that cares about the environment 3. Supports PCC Climate Emergency obligations 		
10	Please specify any direct environmental implications of the decision (carbon impact)	Potential Co2 Savings Per Annum 538 Tonnes		
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 Coker, Cabinet Member for Strategic Planning and Infrastructure		

13c	Date Cabinet member consulted	18 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	No	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	23/03/2021	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS124 20/21	
		Finance (mandatory)	pl.20.21.289	
		Legal (mandatory)	LS/36395/JP/230321.	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication (<i>mandatory</i>) 'Capital Investment Business Case – Highways Maintenance 20/21, 21/22 to 22/23 'Capital Investment Business Case – CMS 2021		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?			If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No		
		Exemption Paragraph Number		

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	<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	24 March 2021			
Print Name	Cllr Tudor Evans OBE, Leader							

HIGHWAYS CAPITAL INVESTMENT DECISION – BRIEFING NOTE

The highway network is the Council's largest capital asset with an estimated replacement cost of £1.6 billion requires regular ongoing maintenance and renewal in order to be kept in a safe and serviceable condition for the travelling public.

With revenue budgets at an historic low for the Council it is essential that Capital Funding is invested to build resilience into this critical infrastructure. The introduction of an Asset Management approach to highway maintenance in Plymouth has enabled the modelling of long-term maintenance strategies, aimed at achieving a number of outcomes:

- Maintaining and improving the condition of the public highway;
- Reinstating the structural integrity of roads
- Improving highway drainage and keeping water off the highway
- Supporting economic growth in the city by improving our transport network and reputation for quality of roads
- Continuing the drive away from a reactive service towards a planned and efficient service

In order to continue to address this ever growing challenge, it is now vital that the city Council remains committed to upholding its statutory obligations and the strategic aims set out in the Highways Asset Management Framework. Therefore, the continuation of capital investment to re-build resilience back into this critical asset is essential. Failure to do so will undermine investment to date and lead to greater deterioration, increased demands on revenue, higher future investment scenarios due to not intervening before end of life and higher risk of litigation due to greater numbers of safety defects occurring.

The Terms & Conditions of the Challenge Funding awarded to PCC, require the output to be reported in September 2021

Allocation of the Funding into the capital highways budget will facilitate the delivery of CO2 and Energy Reduction incentives across Highways complementing the council's commitment to CO² reduction

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CAPITAL INVESTMENT BUSINESS CASE

HIGHWAY MAINTENANCE



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 'cut and paste' key details from relevant sections. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

The highway network is the Council's largest capital asset with an estimated replacement cost of £1.6 billion requires regular ongoing maintenance and renewal in order to be kept in a safe and serviceable condition for the travelling public.

With revenue budgets at an historic low for the Council it is essential that Capital Funding is invested to build resilience into this critical infrastructure. The introduction of an Asset Management approach to highway maintenance in Plymouth has enabled the modelling of long-term maintenance strategies, aimed at achieving a number of outcomes:

- Maintaining and improving the condition of the public highway;
- Reinstating the structural integrity of roads
- Improving highway drainage and keeping water off the highway
- Supporting economic growth in the city by improving our transport network and reputation for quality of roads
- Continuing the drive away from a reactive service towards a planned and efficient service

As a Band 3 (top performing) authority in the DfT Incentive fund, which allocates Plymouth £393,000 capital funding per year based on a demonstrated adoption of highways asset management practices. It is essential that the authority demonstrates an ongoing capital commitment to support the Highway Network in order to sustain Band 3 status and continue to secure funding at the current levels (Band 2 receives 30% of this allocation and Band 1 (lowest) receives no incentive funding from DfT).

In order to alleviate the pressure on revenue budgets, which have reduced over time as more first time permanent repairs are carried out to safety defects, it is critical to have a continued commitment to capital funding in support of the required minimum statutory duties of the highway service. In the last five years the city Council has had an average capital budget of £8.6 million to spend on highway maintenance, inclusive of funding from the DfT Challenge Fund (the challenge fund is a competitive bidding process (so there is no guaranteed funding) to fund specific proposals above and beyond routine maintenance – not to be confused with the incentive fund). This has meant that our resilient network (the key routes for traffic throughout the city) have been restored to a serviceable level maintained at a steady state to date. The level of investment requested in this business case is intended to continue at similar levels, with an average annual budget of £8.18 million.

The past investment has also noticeably reduced the volume of negative highways related stories in the local press, particularly taking into consideration the reduced regularity of which "Pothole Pete" has featured in recent years.

In order to continue to address this ever growing challenge, it is now vital that the city Council remains committed to upholding its statutory obligations and the strategic aims set out in the Highways Asset Management Framework. Therefore, the continuation of capital investment to re-build resilience back into this critical asset is essential. Failure to do so will undermine investment to date and lead to greater deterioration, increased demands on revenue, higher future investment scenarios due to not intervening before end of life and higher risk of litigation due to greater numbers of safety defects occurring.

This approach has been benchmarked against industry standards such as the Incentive Fund and has been reviewed recently by an industry expert, Matthew Lugg OBE- Head of Profession at WSP (former President of the Chartered Institute of Highways and Transportation CIHT (2018-2019)).

The Current Challenge

The highway network in Plymouth was not originally designed or constructed to the standards that would be expected of highways today. As a consequence, many highway assets are less resilient and are entering the mid to end phase of their serviceable lifespan. To compound this, increasingly frequent and severe weather events have accelerated the deterioration of the highway assets.

In recognition of the current financial climate, we have modelled a managed decline scenario that is broadly in line with historic investment levels. Specific programmes of works are to be agreed in line with this budget on an annual basis with the Portfolio Holder.

The delivery model described follows a rolling 3 year plan over a 6 year period, with a formal review after the initial 3 years of delivery, this both satisfies the Council's fiscal planning profile and assures DfT of our long term capital investment commitment on the authority's highway asset.

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£11,400,000 Capital Investment over 3 years, in addition to existing £13,143,000 Total 3-Year: £24,543,000 With further 3-year commitment profiled to: £15,400,000 Capital Investment over 3 years in addition to existing £9,143,000 Total projected 3-Year: £24,543,000 Subject to review prior to 2023/24.	Contingency (show as £ and % of project value)	0
Programme	Highways Maintenance	Directorate	Place
Portfolio Holder	Cllr Mark Coker, Strategic Planning and Infrastructure	Service Director	Phillip Robinson (Street Services)
Senior Responsible Officer (client)	Adrian Trim	Project Manager	Chris Watkins/ Phil Bellamy
Address and Post Code	Plymouth City	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)*

Background

The highway network and other transport infrastructure assets together represent the largest capital asset the Council holds, with a current replacement cost of £1.6 billion. Used daily by the travelling public for commuting, business and leisure activities; it is crucial to the economic, social and environmental wellbeing of our local communities.

The highway network, which includes carriageways, footways, drainage, street lighting, traffic signals and structures, requires regular planned maintenance and renewal in order to maintain the network in a safe and serviceable condition for the travelling public. With revenue budgets at an historic low for the Council it is essential that Capital Funding is invested to build resilience into this critical infrastructure. The introduction of an Asset Management approach to highway maintenance in Plymouth has enabled the modelling of long-term maintenance strategies, aimed at achieving a number of outcomes:

- Maintaining and improving the condition of the public highway;
- Reinstating the structural integrity of roads
- Improving highway drainage and keeping water off the highway

Supporting economic growth in the city by improving our transport network and reputation for quality of roads

Continuing the drive away from a reactive service towards a planned and efficient service

Historical Funding

In 2015 the DfT changed their funding model to give local authorities cost certainty of funding for a six-year period enabling local authorities to financially plan into the future giving confidence to service providers and supply chains. The Highway Maintenance Efficiency Programme (HMEP) produced an asset management guidance document recommending Authorities commit to a minimum five-year funding model. This approach gave local authorities the opportunity to gain efficiencies through longer term strategic planning.

Plymouth City Council has undertaken a vast transformation with regards to asset management since the launch of HMEP. Having upgraded all of its asset management systems and invested in surveys in order to gather quality data to inform accurate depreciation modelling that drives our investment scenarios to achieve best value.

We have been recognised as a top performing authority, achieving Band 3 (top level) status in the DfT's incentive fund scheme, which assesses an authority's competency with regards to asset management.

In order to alleviate the pressure on revenue budgets, it is critical to have commitment to capital funding in support of the required minimum statutory duties of the highway service. The need to secure this funding is critical for long-term planning of maintenance activities and providing confidence to our supply chain to deliver greater value for money services.

In the last five years the city Council has had an average capital budget of £8.6 million to spend on highway maintenance, inclusive of funding from the DfT Challenge Fund and Incentive funds. This has meant that our resilient network (the key routes for traffic throughout the city) has been restored to a serviceable level and which we have been able to maintain at a steady state to date.

The Current Challenge

The highway network in Plymouth was not originally designed or constructed to the standards that would be expected of highways today. As a consequence, many highway assets are less resilient and are entering the mid to end phase of their serviceable lifespan. To compound this, increasingly frequent and severe weather events have accelerated the deterioration of the highway assets.

In order to continue to address this ever growing challenge, it is now vital that the city Council remains committed to upholding its statutory obligations and the strategic aims set out in the Highways Asset Management Framework. Therefore, the continuation of capital investment to re-build resilience back into this critical asset is essential. Failure to do so will undermine investment to date and lead to greater deterioration, increased demands on revenue, higher future investment scenarios due to not intervening before end of life and higher risk of litigation due to greater numbers of safety defects occurring.

Over recent years, Plymouth Highways have been exploring depreciation of its assets and have established the likely funding required to achieve a steady state (network stays in a comparable condition to today's condition). In order to achieve this, funding required would be in excess of £165 million.

In recognition of the current financial climate, we have modelled a managed decline scenario that is broadly in line with historic investment levels. We have achieved this through sweating assets, prioritising (e.g. development of a resilient network) and exploring innovative product selection.

This approach has been benchmarked against industry standards such as the Incentive Fund and has been reviewed recently by an industry expert, Matthew Lugg OBE- Head of Profession at WSP (former President of the Chartered Institute of Highways and Transportation CIHT (2018-2019)).

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

The Request

This business case requests to maintain existing investment levels by providing a further £11,400,000 for the Capital Highways Programme (as described below) over the next three years. This will be in addition to the assumed continuation of the current annual DfT funding of £2,381,000 (which includes £393,000 from the incentive fund) and 3 further years of £2,000,000 per year of corporate funding which is confirmed for carriageway works, giving a total budget of £24,543,000 over 3 years. This will be reviewed annually to ensure the modelled scenarios for the highway network are being delivered in line with the programme against the budget available. It will also take into account any additional funding that the Council secures and recommend how this should be allocated e.g. reduced corporate capital requirement.

Following a formal review in 2022/23, this case requests the commitment to add a further £15,400,000 over a second 3 year period. This, in addition to a final year of the £2,000,000 of already assigned corporate funding for carriageway works and an assumed continuation of DfT Funding of £2,381,000 per year will give a further provisional budget of £24,543,000 over this period. This is to be seen as a commitment and will be subject to the aforementioned review in order to take into account changing demand, funding availability and to allow longer term strategic planning.

The detail for each of the asset groups is summarised below:

Carriageways

	2020/21-2022/23	2023/24 – 2025/26
Corporate Borrowing	£2,657,900	£6,170,617
Department for Transport Funding	£2,311,500	£3,311,500
Existing Funds	£6,000,000	£2,000,000
Total	£10,969,400	£11,482,117

Over the past 5 years the capital budget has prioritised spend on improving the condition of the resilient/classified network as these routes are considered as crucial to the economic and social well-being of the city. Now the resilient network has been brought up to a good condition the continuation of capital investment will safeguard this improvement into the future. It will also begin an increased investment into Plymouth's main non-classified/residential style local roads which require significant investment due to historic underinvestment.

Through the use of data led investment modelling we have developed an approach which enables prioritised, targeted and intelligent investment decisions which will enable performance to be measured demonstrating how the capital funding is delivering the agreed targets.

Failure to invest in the carriageway through capital funding will prevent Plymouth from maintaining their statutory duty to maintain the highways network in a safe and serviceable condition. With a withdraw or reduction in funding the highway authority would also see the network deterioration increase, the asset value decreasing and the cost of carrying out much greater maintenance at a later date will be disproportionately higher. This can be demonstrated through the aforementioned evidence based strategic planning models.

Failure to invest will also have a direct impact on:

- Increased reliance upon revenue funding
- Volume of safety defects, which adds additional pressure to revenue budgets.
- Volume of Red Claims against the Council
- Public overall satisfaction of highway (as highlighted in the latest NHT survey)

Footways and Cycleways

	2020/21-2022/23	2023/24 – 2025/26
Corporate Borrowing	£1,004,452	£2,240,082
Department for Transport Funding	£4,831,500	£3,831,500
Total	£10,969,400	£11,482,177

Footways and cycleways across the city are essential to support the Council's agenda for walking and cycling to be a normal part of everyday life bringing benefits to the health and wellbeing of the public and reducing carbon emission in light of the Councils declaration of a climate emergency.

As with carriageways, in recognition of the requirement to prioritise certain strategically important routes, a resilient footway network has been developed. The capital bid will focus primarily on maintaining the state of the footway resilient network, wherever possible improving it in order to make walking and cycling to the city's major destinations both a safe and pleasurable experience.

The aimed management approach for the remainder of the footway network will be to maintain it too in a safe and serviceable condition, however in realistic terms this will mean managed decline.

Failure to invest in footways will have a direct impact:

- Public's decision to choose sustainable transport over driving
- Volume of Safety Defects and associated costs
- Public Satisfaction (As per the NHT Survey)
- Volume of claims against the Council for personal injury
- Increase demand on public health services related to personal injury claims particularly amongst the elderly & vulnerable

Drainage

	2020/21-2022/23	2023/24 – 2025/26
Corporate Borrowing	£618,180	£337,750

For Plymouth, preventing our carriageways and footways from flooding is recognised as a corporate priority. Generally people identify drainage assets as gullies, however the city Council is responsible for a wide range of drainage assets including, linkages from gullies to sewers, culverted watercourses, pumping stations, tidal flaps and Sustainable Drainage Systems (SuDS).

Drainage assets are critical for the city and supports keeping water off the carriageway, which not only impacts on preventing carriageway flooding during weather events but equally as important, when working efficiently, reduces all standing water from the network. This is paramount to ensuring the longevity of carriageways and footways as it prevents water from being trapped which can cause issues such as water freezing and thereby expanding and breaking out the surface- which leads to the formation of potholes.

Over the past 2 years, SMART technology and planned cyclical inspection have supported in creating a knowledge base across the network which has supported our move to an ever evolving regime of targeted maintenance.

Alongside this, we have developed a risk register of known hotspots which frequently cause disruption to the network. This funding will enable the city Council to address the highest risk hotspots currently identified, offering the core benefits of reduced disruption, improved safety,

reactive maintenance costs, reduced insurance costs from red claims, improved public perception and overall resilience. This will also mean that we are able to start to consider the effects of carriageway water entering our watercourses (i.e. plastics, heavy metals and other pollutants) in line with our new status as a Marine National Park and as a commitment to the climate emergency.

Structures

	2020/21-2022/23	2023/24 – 2025/26
Corporate Borrowing	£2,265,432	£1,212,129

Plymouth has a general duty of care to users and the community to maintain the highway structures in a condition that is fit for purpose. Current HMPE asset holding is as follows:

- 35 Bridges
- 58 Culverts
- 26 Tunnels
- 48 Subways

Each asset type demands complex engineering solutions to enable accessibility, programme timely remedial works and assure continual service is achieved

Highways- Structures demand a high level of intervention to ensure continuous serviceability and compliance. Failure to invest will result in the continuing decline of condition, resulting in possible safety critical defects, unsatisfactory discharge of statutory obligations and an increase of remedial costs. With structures there are also catastrophic risks of failure, including the closure of structures, similar to the Hammersmith and Fulham bridge, or a risk of structure collapse, similar to the recent highly publicised events across Europe in recent years.

Street Lighting and Traffic Signals

	2020/21-2022/23	2023/24 – 2025/26
Corporate Borrowing	£2,488,174	£2,718,895

The Highway Lighting asset has a high visual impact on our street scene. As part of our Risk Based approach, based upon our Highway Infrastructure Asset Management Plan 'HIAMP' we maintain these assets in a safe and serviceable condition whilst maximising their serviceable life and reduce the incidences of failure.

Review of the Traffic Regulations and General Directions 2016 have allowed authorities to adapt the lit environment to achieve passive safe installations, reduction in street clutter and rationalisation of our lit environment.

City centre and Shopping Areas demand appropriate lighting and control solutions, as do safety specific locations such as Pedestrian Crossings, High Footfall, Poor Air Quality and Traffic Calming zones. Reinforcement and Engineering solutions need to be delivered to ensure our statutory duties are discharged and continued capital investment is required to achieve our statutory duties, The programmed delivery made possible by approval of this capital bid assures such levels of compliance

Traffic Management and Accident Reduction

	2020/21-2022/23	2023/24 – 2025/26
Corporate Borrowing	£2,364,538	£2,719,531

Traffic Management and Accident Reduction capital schemes considered for this bid include schemes for vehicles restraint systems, traffic calming, safety schemes, the peninsula Road Safety Camera Partnership and the living streets scheme. Investing capital funding into these assets supports the Council's objectives of ensuring the local communities feel safe in Plymouth.

Some of these assets, specifically vehicle restraint systems (crash barriers) have historically suffered from underinvestment with some high risk locations now being at end of life. This capital funding will enable the replacement of these point assets on a risk based programme, starting with locations assessed to have the greatest potential impact, should they fail.

The city Council has a statutory obligation to address emerging personal injury collisions, this is achieved through the process of casualty reduction review which identifies locations and casualty trends that need to be addressed. By investing in these schemes, Plymouth will continue to improve safety for all its highway users.

Living Streets enables ward Councillors to offer small scale localised solutions to benefit their constituents that may not be recognised in other overarching city wide programmes of work.

Summary

Overall this business case outlines the necessity for the Council to invest in its local infrastructure and ensure that the Council's objective of being a welcoming city is realised. The levels of investment requested are in line with those of the past 5 years and will enable the Council to continue to manage the highways assets through a data led and targeted approach. There are several benefits that this capital bid would bring to the city of Plymouth which include:

- Providing a safer and sustainable highway network
- Managing the volume of Safety defects across all highway assets
- Managing the volume of third-party claims
- Reducing the rate of failure for critical assets and improve its resilience
- Improve public perception and satisfaction with the highway network
- Reduce the burden on the revenue budget
- Get better value for money
- Better collaboration with supply chain
- Supporting Climate Agenda

If the Council were to decide not to proceed with this proposal there would be several risks that would need to be closely managed and maintained. These include:

- Dissatisfaction of both members and the public with the condition of roads and footways, this could include the return of media pressures such as "Pothole Pete".
- Increased number of carriageway and footway defects which will cause significant pressure on the existing revenue budget which is also being reduced.
- Failure of critical assets, such as highway structures or closure of trafficked routes across the city. For example Cot Hill Bridge, has had to have a weight restriction placed on it to mitigate further damage. In order to bring this bridge up to strength, a required spend of ca. £1.5 million is required.
- Increased number of successful claims against the Council for personal injury or damage to property – these average approximately £4k per successful carriageway claim and £14k per successful footway claim.
- Increased reliance on revenue funding for reactive maintenance (e.g. revenue budgets are currently at a standstill and therefore do not account for inflation or indices rises. Just taking this into account presents a pressure of £3.37million after 6 years, without accounting for additional volume of defects which will occur in this scenario.)

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

Preferred Option

This preferred option looks to maintain the resilient, most important areas of the network in a steady state condition and to manage the decline on the rest of the network whilst ensuring a safe and serviceable network.

Benefit

The benefits of this business case have been developed using the PESTLE Analysis which is summarised below:

Political Benefits:

The proposed business also supports the following Council objectives:

- An efficient transport networks
- A green, sustainable city that cares about the environment
- People feel safe in Plymouth
- A welcoming city

Economic Benefits:

The capital investment put forward in this business case utilises asset management principles which seeks to optimise the value of highway assets over their whole life cost. This ensures capital investment can be targeted on value for money long-term planned activities that prevent expensive short-term repairs, alleviating the pressure on revenue budgets. This approach not only maximises value for money but also manages risks maintaining a safe, secure and accessible highway network for our all customers.

Social Benefits:

This business case considers the social need of the city, by focusing on maintaining the resilient network (those most critical for social needs) in a steady state condition and managing the decline of the non-resilient network.

Technological Benefits:

The modelling used for the business case has utilised the Councils Highways Asset Management system so that the information used is data-driven and can be robustly defended.

Legal Benefits:

By undertaking the capital work highlighted within this business case Plymouth City Council are continuing their statutory duty to maintain the highway. This business case also considers the Highways Code of Practice which advises a risk-based approach, with a focus of maintenance on the resilient network.

Environmental Benefits:

Plymouth City Council have currently declared a Climate Emergency and have made a pledge to become carbon neutral by 2030. Investing capital funding into the highway networks using a long-term programme will support this agenda by:

- Ensuring road works are co-ordinated, resulting in less disruption on the network with associated extra journey times and emissions, is minimised
- The lifecycle planning approach will mean that fewer roads need to be reconstructed and more thinner treatments are undertaken
- The asset management approach will actively consider those highways that are susceptible to climate change; this will be reflected in the maintenance regimes adopted for such highways.
- By selecting innovative treatments and promoting the recycling of existing materials such as coal tar bound materials, we are looking to reduce our CO2 footprint.

Risks

To not proceed with capital investment in highways maintenance is not considered to be a viable option and could breach the Council's statutory duty to maintain the highway network in a safe and serviceable condition. This will also have a detrimental impact on the Council's incentive fund banding that could result in a reduced funding award from the DfT, hinder the Councils in its ability to meet its corporate objectives and put the safety of the public at risk.

Option Analysis: (Provide an analysis of 'other' options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix). Copy and paste table if you need options 4,5 and 6.			
Criteria	Option 1	Option 2	Option 3
Proposed Solution:	No further capital investment	Full Renewal – restore all assets to a good condition or better.	n/a
List Benefits:	None	<p>Significant improvement in network condition</p> <p>Significant reduction in volume of defects</p> <p>Significant reduction in volume of claims</p> <p>Enhanced public safety</p> <p>Improved perception of carriageway condition</p> <p>Reduced reliance on revenue and external funding</p>	
List Risk / Issues:	<p>Dramatic, unmitigated deterioration of network condition</p> <p>Dramatically increased volume of defects</p> <p>Dramatically increased volume of claims</p> <p>Enhanced risk to public safety</p> <p>Inability to meet statutory obligation</p> <p>Full reliance on revenue and insufficient external funding</p> <p>Significant increase in negative press coverage</p>	<p>Cost Prohibitive</p> <p>Questionable deliverability due to scale of works</p> <p>Significant disruption to general public due to volume of works</p>	
Cost:	No further cost	Cost Prohibitive Estimated to be in excess of hundreds of millions	£
Why did you discount this option	Risk to public, serviceability of network and risk to the Council both financially and reputational.	Cost prohibitive	

Strategic Case:

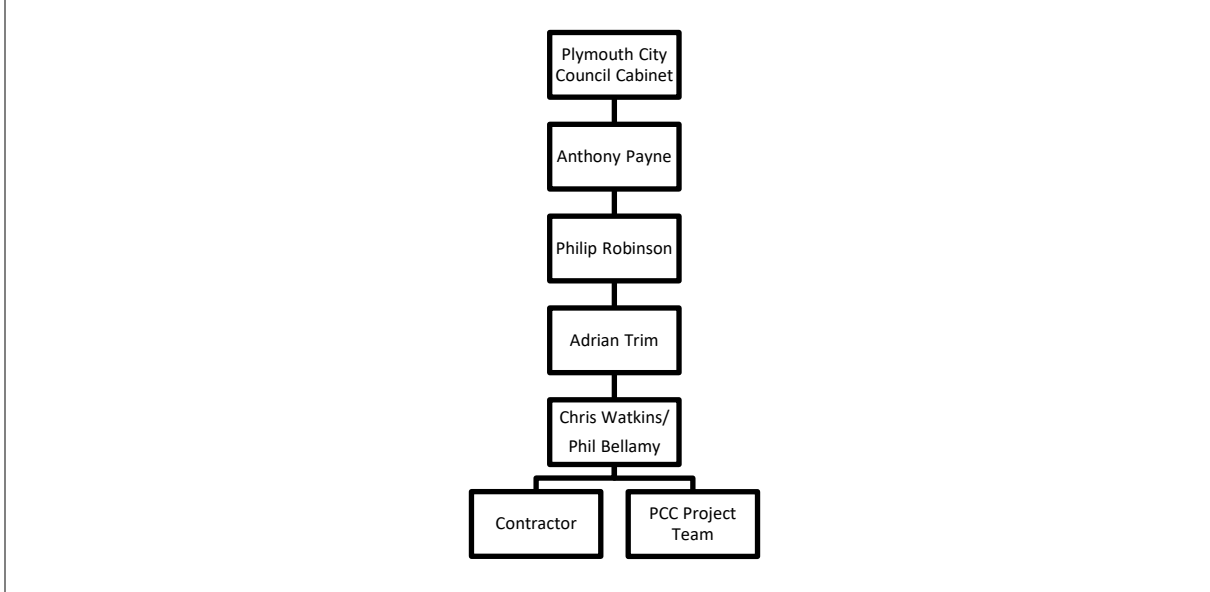
Which Corporate Plan priorities does this project deliver?	an efficient transport network
	focus on prevention and early intervention
	a welcoming city

<p>Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)</p>	<p>An Efficient Transport Network: By investing capital funding into the highway network, we are adding value to the network and improving its condition overall. In doing this we will be providing a safer, more robust and resilient highway network to support efficient travel across the city.</p> <p>Focus on Prevention and Early Intervention: The asset management approach that has been used to build this business case utilises the components of prevention and early intervention to apply best value for money treatments to the models.</p> <p>A Welcoming City: The highway network is used on a daily basis by all residents and those visiting the city. By adding value into the network through capital schemes the aesthetic of the city is improved and offers a more welcoming atmosphere.</p> <p>This project also supports the following policies in the Joint local Plan:</p> <p>SO12 - Delivering infrastructure and investment by allowing for a longer term data led programme of infrastructure investment</p> <p>SPT9 - Strategic principles for transport planning and strategy by supporting the existing transport network to support the move to genuine alternative ways to travel.</p>
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Project Scope: *(To avoid scope creep and cost escalation it is important to have an agreed scope of what the project will and will not deliver. List below what is included and not included in the project 'budget'. Projects should be delivered within scope and budget, but should project change happen then the business case requires revisiting, updating and re-approval)*

In Scope	Out of Scope
Maintenance of Highway Assets	Creation of New Highway Assets

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



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

1/4/2020	3/4/2020	31/3/2026
Who are the key customers and Stakeholders	All Highway Users	Which Partners are you working with
		South West Highways Ltd

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 risk.* **The Risk Register/Log must accompany the business case.**

Have you completed a Risk Register / Risk Log If so, include as Appendix I	Yes Generic Risk Assessments and Method Statements are retained at operational level and stored on the Highways Operational Hub
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Outcomes and Benefits: List the outcomes and benefits expected from this project.

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

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

Financial outcomes and benefits:	Non-financial outcomes and benefits:
<p>Reduced risk from insurance cases due to targeted approach on critical assets.</p> <p>Reduced impact on long term financial requirement due to timely investment.</p> <p>Avoidance of costly critical asset failure and associated economic disruption</p>	<p>Enhanced public safety</p> <p>Improved critical transport infrastructure</p> <p>Greater resilience in highways assets</p> <p>Supporting sustainable transport</p> <p>Supporting Environmental aims such as proactively addressing our impact upon the climate emergency through choice of product, energy reduction and recycling of materials.</p>

SECTION 3: CONSULTATION

Does this business case need to go to CMT	Yes	Date business case approved by CMT (if required)	25/02/2020
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Have you engaged with Planning Department.		No
If so, summarise the planning requirements. <i>(If PP is required ensure you engage with planning prior to seeking approval of this Business Case)</i>		
Is the budget cost reflective of planning requirements		
Who is the Planning Officer you consulted with.		
Planning Consent Date	N/A	

Have you engaged with Building Control. <i>(If no, please state the reason)</i>		No Not Applicable
Is the Building Control pre-application registered		
What is the pre-application number		
Is this classed as a HRRB building	Yes/No	
Is this building classed as 'high risk'	Yes/No	
Who is the Building Control Case Officer	Select Case Officer Name	

Low Carbon	
What is the anticipated impact of the proposal on carbon emission	This project will support the transition and uptake of more sustainable forms of transport such as public transport, walking and cycling.
How does it contribute to the Council Carbon neutral by 2030.	Opportunity to reengineer existing asset layout to reduce energy consumption and CO2 emissions. Exploration of new and innovative surface treatments which will reduce carbon impact significantly compared to traditional methods. Localised recycling within the city of waste materials such as grey water and surface planings will reduce the energy required in the production chain compared to the construction of new materials and therefore have a lower carbon footprint.

Have you engaged with Procurement Service.		No – Not Applicable
Procurement route options considered for goods, services or works.	Works are expected to be delivered through previously procured Term Maintenance Contract.	
Procurements Recommended route.		
Who is your Procurement Lead.		

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

Confirm you have taken necessary Legal advice, is this proposal State Aid compliant, if yes please explain why.	NA
Who is your Legal advisor you have consulted with.	NA

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

SECTION 4: FINANCIAL ASSESSMENT**FINANCIAL ASSESSMENT**

In this section the robustness of the proposals should be set out in financial terms.

The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.

CAPITAL COSTS AND FINANCING								
	Initial 3 Year Ask			Second 3-year commitment				
Breakdown of project costs including fees surveys and contingency	20/21	21/22	22/23	23/24	24/25	25/26	Future Yrs.	Total
	£m	£m	£m	Subject to Review £m	Subject to Review £m	Subject to Review £m		
Carriageway Investment	0.567	1.030	1.0609	1.092727	2.541398	2.536491	To be reviewed	8.828517
Footway Investment	0.325	0.33475	0.344792	0.355136	0.928544	0.956401	To be reviewed	3.244624
Drainage Assets	0.2	0.206	0.21218	0.109272	0.112550	0.115927	To be reviewed	0.955930
Traffic Signals Investment	0.125	0.12875	0.132612	0.13659	0.140688	0.144909	To be reviewed	0.808551
Street lighting Investment	0.68	0.7004	0.721412	0.743054	0.765345	0.788306	To be reviewed	4.398518
Structures Investment	1.138	0.611305	0.516127	0.526694	0.337652	0.347782	To be reviewed	3.477562
Traffic Management and Accident Reduction	0.765	0.78795	0.811588	0.835936	0.973565	0.910030	To be reviewed	5.084069
DfT Funding – Carriageway Allocation	0.7705	0.7705	0.7705	0.7705	1.2705	1.2705	To be reviewed	5.623
DfT Funding-Footway Allocation	1.6105	1.6105	1.6105	1.6105	1.1105	1.1105	To be reviewed	8.663

Pledge (Corporate)	2	2	2	2	0	0	To be reviewed	8
Total capital spend	8.181	8.180155	8.180611	8.180409	8.180742	8.180846	To be reviewed	49.083763

Provide details of proposed funding: Funding to match with Project Value								
	Initial 3 Year Ask			Second 3-year commitment				
Breakdown of proposed funding	20/21	21/22	22/23	23/24	24/25	25/26	Future Yrs.	Total £m
	£m	£m	£m	Subject to Review £m	Subject to Review £m	Subject to Review £m	£m	
DfT Highway Maintenance Grant	2.381	2.381	2.381	2.381	2.381	2.381	To be reviewed	14.286
Corporate Borrowing (Current Ask)	3.8	3.799155	3.799611	3.799409	5.799742	5.799846	To be reviewed	26.797764
Pledge (Corporate)	2	2	2	2	0	0	To be reviewed	8
Total funding	8.181	8.180155	8.180611	8.180409	8.180742	8.180846	To be reviewed	49.083763

S106 or CIL (Provide Planning App or site numbers)	
Which alternative external funding sources been explored (Provide evidence)	This is required in addition to the existing DfT funding we receive annually and the already confirmed £8 million for carriageway works. Indications from industry experts predict that a possible increase in funding from DfT could occur in the near future.
Are there any bidding constraints and/or any restrictions or conditions attached to your funding	N/A
Tax and VAT implications	

Tax and VAT reviewed by			
Will this project deliver capital receipts? <i>(If so please provide details)</i>	N/A		
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	Y	If the answer is yes, have you attached the Cost Benefit Analysis	N

REVENUE COSTS AND IMPLICATIONS

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

Total Cost of developing the project	£0
Revenue cost code for the development costs	-
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	N
Budget Managers Name	Adrian Trim

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 <i>(terms agreed with Treasury Management)</i>							
Other <i>(eg: maintenance, utilities, etc)</i>							
Total Revenue Cost (A)							
Service area revenue benefits/savings							
Annual revenue income <i>(eg: rents, etc)</i>							
Total Revenue Income (B)							
Service area net (benefit) cost (B-A)							
Has the revenue cost been budgeted for or would this make a revenue pressure							
Which cost centre would the revenue pressure be shown		Has this been reviewed by the budget manager				Y/N	
Name of budget manager							

Loan value	£11.4m	Interest Rate	2.85%	Term Years	25	Annual Repayment	£643,784
Revenue code for annual repayments							
Service area or corporate borrowing							
Revenue implications reviewed by							

SECTION 5: Monitoring Performance and Post Project Review

To conclude, the purpose of a business case is to outline the business rationale for undertaking a project and to provide a means to continually assess and evaluate project progress throughout delivery. It is the responsibility of the project manager to ensure the project remains on time and within budget during delivery and to monitor the project throughout and provide a Post Project Review on completion.

Investment Team Monitoring:

The Investment Team are required to report on completed projects and what they have achieved. To do this information will need to be captured during delivery and on completion of the project from your Post Project Review including:

- Did the project deliver the intended outcomes and benefits as stated in the business case.
- Which company was the contract awarded, is this a local company.
- How many jobs did this project provide.
- How much income from Council Tax and NHB will be collected.
- How has the carbon omissions been mitigated and how much did this cost
- Was the project delivered on time and on budget (including contingency)

Finance Monitoring :

It is essential for Capital Finance Team to monitor the financial element of projects during delivery for reporting purposes. Monthly spend profiles against budget, matching with finance profiles will be collected monthly during delivery and on completion of the project.

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
Chris Watkins/Chris Legassick/Phil Bellamy	17/02/2020	v 1.0	Michelle Endacott	17/02/2020
Chris Watkins/Chris Legassick/Phil Bellamy	20/02/2020	v 2.0	Michelle Endacott	20/02/2020
Chris Watkins/Chris Legassick/Phil Bellamy	24/02/2020	v 3.0	Michelle Endacott	24/02/2020 25/02/2020

SECTION 6: RECOMMENDATION AND ENDORSEMENT**Recommended Decision****It is recommended that the Leader of the Council:**

- Approves the Business Case
- Allocates £11,400,000 for the project into the Capital Programme to be funded by Corporate Borrowing
- Allocates £7,143,000 assumed Department for Transport Funding for the years 2020/21, 2021/22 & 2022/23 funded by:
 - Highway Maintenance £1,871,000
 - Pothole Action Fund £117,000
 - Incentive Fund £393,000

Councillor Mark Coker, Strategic Planning and Infrastructure		Philip Robinson, Service Director of Street Services	
Either email dated:	18.3.20	Either email dated:	18.3.20
Or signed:		Signed:	
Date:		Date:	
		Service Director	
		[Name, department]	
Either email dated:		Either email dated:	date
Signed:		Signed:	
Date:		Date:	

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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 – CFCS07 20/21

Decision				
1	Title of decision: Review of Fees and Charges 2021/22 – Registration Service			
2	Decision maker: Councillor Sally Haydon, Cabinet member for Customer Focus and Community Safety			
3	Report author and contact details: Cheryl Spear Cheryl.spear@plymouth.gov.uk			
4	Decision to be taken: To agree the schedule of fees and charges for implementation 1 April 2021			
5	Reasons for decision: The review is in accordance with the Plymouth City Council Fees and Charges Policy.			
6	Alternative options considered and rejected: To leave fees and charges at 2020/21 levels.			
7	Financial implications: Uplift is either in accordance with Consumer Price Index (CPI) uplift, cost recovery or commercial viability.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total in the case of revenue projects when 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.
			x	
			x	
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is	The decision is in accordance with the PCC Fees and		

	linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Charges Policy and contributes towards a balanced budget.
10	Please specify any direct environmental implications of the decision (carbon impact)	No direct implications.

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	Andy Ralphs	
		Job title	Strategic Director of Customer and Corporate Services	
		Date consulted	24.02.21	

Sign-off

16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS123 20/21.
		Finance (mandatory)	pl.20.21.282.
		Legal (mandatory)	lt/62225/170721
		Human Resources (if applicable)	
		Corporate property (if applicable)	
		Procurement (if applicable)	

Appendices

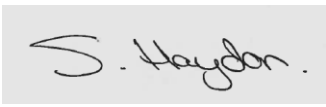
17	Ref.	Title of appendix
	A	Briefing report for publication
	B	Equalities Impact Assessment

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 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	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7

Cabinet Member Signature							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
Signature				Date of decision	23 March 2021		
Print Name	Councillor Sally Haydon						

DISCRETIONARY FEES AND CHARGES REVIEW – REGISTRATION SERVICE

February 2021



1. BACKGROUND

Registration Service fees and charges were last reviewed and increased in May 2019, with an uplift from 3 July 2019 and a further uplift from February 2020 to ensure maximum income generation for the service as ceremony fees are quoted up to a year in advance.

In January 2021, with the support of finance, a full review of fees and charges for 2021/2022 was undertaken with the objective to ensure the full cost of the service is recovered. In addition, taking into account, an increased pay award, an increase in the support services recharge and the costs of running the Council House for ceremonies.

2. REVIEW 2021

In line with the Fees, Charges and Concessions Policy 2016, the starting point for the Registration Service review was an uplift in line with the CPI.

In addition to CPI, the review looked at an increase between 3%-10%.

3. PROPOSAL 2021/2022

A full list of proposed fees and charges are set out at Page 3 of this document.

Attendance at Approved Premises

The recommendation is to increase new fees by 3%. The recommended rise for Approved Premises reflects the demand without increasing the price to a level that it becomes out of reach for our customers.

Reception Room, the Council House

The recommendation is to increase the new fee by 3%. This is a significant increase in the cost of a ceremony in the Reception Room and this is due to the inclusion of the running costs of the Council House and the relocation of the service, which incorporates travel costs. The cost is calculated with a full cost recovery model.

Celebratory Ceremonies (Council House and approved premises)

The recommendation is to increase the new fees by 3%. Celebratory Ceremonies are minimal at present with little promotion due to Covid-19. We have introduced new fees to reflect the cost of delivering this service. 2021-22 will see us market testing with a view to increasing the service.

Citizenship Ceremonies Private individual or family ceremonies

The recommendation is to increase the new fee by 3% and charge for an individual ceremony for the few people who choose to have an individual ceremony rather than attending the group

ceremony held once a month. We have decided to only offer this ceremony during the week and it is based on full cost recovery model for providing the service.

Ceremony and Booking Administration Fees

The recommendation is to increase these charges by CPI as a significant increase at this point might discourage customers from booking a ceremony and the charges are on par with other registration districts in the South West.

Approved Premises Licensing

The recommendation is to increase this charge by CPI at this point. This fits with the service plan to increase the number of licenced premises across the city to ensure the residents of Plymouth have choices when choosing to marry or enter into a civil partnership. Keeping the cost at CPI will support local businesses by only increasing the price to a level that is affordable for them to enter into a new licence and to renew existing licences.

4. SUMMARY

The comprehensive review of the fees and charges has identified that we are currently not charging enough to cover our costs in some areas.

Alongside the review, a benchmarking exercise regionally has been undertaken and in summary, the new proposed fees are generally higher than Devon but lower than Cornwall.

5. NEXT STEPS

Following the approval of the revised fees and charges as set out in the attached document, fees will be implemented as from 1 April 2021, giving reasonable notice to service users. For any existing bookings made for ceremonies and hire of assets after 1 April 2021, where a fee has been quoted and a booking fee has been paid, previously prices will be honoured.

Registration Fees and Charges Review - Proposal 2021/2022

Function	Ceremony Type	Current Charges £	Cost Recovery 2020/21 £	CPI 1.2% £	3% £	2021/22 Proposed Costs £
Ceremony Administration Fees	Ceremony administration booking fee	40	41.50	42.33	42.75	45
	Booking amendment administration fee	30	36.50	37.23	37.60	35
Attendance at Approved Premises (marriage and civil partnership)	Monday to Thursday (office hours)	525	559.18	570.36	575.96	575
	Monday-Thursday (5pm-midnight)	655	685.18	698.88	705.74	710
	Friday & Saturday (office hours)	555	609.18	621.36	627.46	625
	Fridays & Saturday (5pm-midnight)	695	735.18	749.88	757.24	755
	Sunday (office hours)	625	760.18	775.38	782.99	785
	Bank Holidays (office hours)	780	1264.18	1289.46	1302.11	1300
Reception Room The Council House, Plymouth (marriage, civil partnership and celebratory Ceremonies)	30 minutes Friday & Saturday (marriage and civil partnerships)	240	360.41	367.62	371.22	375
	30 minutes Friday & Saturday (Celebratory Ceremonies)	N/A	391.91	399.75	403.67	405
Celebratory Ceremonies (approved premises)	Monday-Thursday (office hours)	300	401.68	409.71	413.73	415
	Monday-Thursday (5pm-midnight)	340	464.68	473.97	478.62	480
	Fridays & Saturday (office hours)	315	451.68	460.71	465.23	465
	Fridays & Saturday (5pm-midnight)	355	514.68	524.97	530.12	530
	Sunday (office hours)	395	539.68	550.47	555.87	555
	Bank Holiday (office hours)	415	791.68	807.51	815.43	815
Citizenship Ceremonies Private individual or family ceremonies	Monday to Friday (office hours)	105	142.75	145.61	147.03	150
Approved Premises Licensing	New License Application	1850	N/A	1872.20	1905.50	1875
	License Renewal	1200	N/A	1214.40	1236.00	1215

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EQUALITY IMPACT ASSESSMENT

Registration Service Fees and Charges Policy (revised)



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

<p>What is being assessed - including a brief description of aims and objectives?</p>	<p>The fees and charges policy sets out the principles that the Council will use when setting a charge for a service. It ensures consistency in charging customer and community groups.</p> <p>Its aim is that in each financial year charges will generally be increased by Consumer Price index (CPI) to ensure that the charges keep pace with the cost of providing services. The policy states that the Council will ensure the full cost of the service is recovered and where the charging objective is Commercial then it will be priced to generate a surplus. Non-residents may be charged differently where appropriate and charging decisions will be informed by intelligence from other local authorities and providers.</p> <p>The policy also sets out the concessions that can be offered and states that fees and charges can be revised at any stage of the financial year.</p> <p>This assessment covers the fees and charges for the Registration Services within the Corporate and Customer Services Department.</p>
<p>Author</p>	<p>Cheryl Spear</p>
<p>Department and service</p>	<p>Customer Services – Registration Service</p>
<p>Date of assessment</p>	<p>8 March 2021</p>

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
<p>Age</p>	<p>To legally marry or form a civil partnership you need to be aged 16 years or over.</p>	<p>No adverse effect as the fees and charges are the same for all customers</p>		<p>Departmental managers Ongoing</p>

	<p>It is estimated that 6.4 per cent (330) of young people in our city aged 16 and 17 are Not in Education, Employment or Training (NEET) (DFE, 2019). Young people highlight training and employment opportunities, particularly apprenticeships, as a key priority.</p> <p>Of the 16 South West authorities we have the third lowest percentage of older people (75 years), and the fifth highest percentage of children and young people (under 18). Children and young people (CYP) under 18 account for 19.9 per cent of our population, within this 90 per cent are under 16.</p> <p>People are living longer and one in three people in our community is 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.</p>			
<p>Disability</p>	<p>10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability. – 2011 census data</p> <p>Similarly, 148,950 people were registered as partially sighted</p>	<p>No adverse effect as the fees and charges are the same for all customers</p>		

	<p>(640 in Plymouth). Our Translate Plymouth services recorded that BSL is amongst our most requested languages.</p> <p>British Sign Language (BSL) is the preferred language of over 87,000 Deaf people in the UK for whom English may be a second or third language (British Deaf Association).</p> <p>1,845 adults registered with a GP have some form of learning disability (as recorded on practice disease registers), 2017/18.</p> <p>A total of 31,164 people declared themselves as having a long-term health problem or disability in the 2011 Census.</p> <p>1,224 adults currently registered with a GP in Plymouth have some form of a Learning Disability.</p>			
<p>Faith/religion or belief</p>	<p>Data shows that 32.9% of the Plymouth population stated they had no religion.</p> <p>Hindu, Buddhist, Jewish and Sikh combined totalled less than 1%.</p> <p>0.5% of the population had a current religion that was not Christian, Islam, Buddhism, Hinduism, Judaism, or Sikh such as Paganism or Spiritualism.</p>	<p>No adverse effect as the fees and charges are the same for all customers regardless of faith/religion or belief.</p>		

<p>Gender - including marriage, pregnancy and maternity</p>	<p>Citywide data shows that overall 50.2% of our population are women; this reflects the national figure of 50.7%</p> <p>Of those aged 16 and over, 90,765 people (42.9 per cent) are married and 78,544 (37.1 per cent) are single. 5,190 (2.5 per cent) are separated and still legally married or legally in a same-sex civil partnership. 22,272 (10.5 per cent) are divorced.</p>	<p>No adverse effect as the fees and charges are the same for customers regardless of gender, marriage, pregnancy or maternity.</p>		
<p>Gender reassignment</p>	<p>There are no official estimates for gender reassignment at either national or local level. However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIREs) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	<p>No adverse effect as the fees and charges are the same for all customers regardless of gender reassignment.</p>		
<p>Race</p>	<p>92.9% of Plymouth's population is White British</p> <p>7.1% are Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common.</p> <p>Our recorded BME population rose from 3 per cent in 2001 to 6.7 per cent in 2011, and</p>	<p>No adverse effect as the fees and charges are the same for all customers regardless of race.</p>		

	therefore has more than doubled since the 2001 census. Recent census data suggests we have at least 43 main languages spoken in the city, showing Polish, Chinese and Kurdish as the top three			
Sexual orientation - including civil partnership	<p>When looking to specifically profile LGBT+ issues in Plymouth there is very little local data to draw on and much of the data refers to the LGBT+ community and therefore includes 'transgender'.</p> <p>New figures from the annual population survey have revealed that the number of people identifying as lesbian, gay or bisexual in the UK has increased from 1.6% in 2014 to 2.2% in 2018, an increase of more than a third.</p>	No adverse effect as the fees and charges are the same for all customers regardless of sexual orientation.		

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)	No	
Human rights Please refer to guidance	None	

STAGE 4: PUBLICATION

Responsible Officer Cheryl Spear

Date 8 March 2021

Strategic Director, Service Director or Head of Service