



**Oversight and Governance**

Chief Executive's Department

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Published 11/08/21

## Delegated Decisions

### Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 18 August 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 19 August 2021 if they are not called-in and the Council Officer decisions may be implemented immediately.

## **Delegated Decisions**

### **1. Councillor Nick Kelly - The Leader:**

- 1.1. Disabled Facilities Grant **(Pages 1 - 18)**
- 1.2. Additional budget approval for Plymouth's Business Parks Project **(Pages 19 - 24)**

### **2. Council Officer Decision - Paul Barnard. Strategic Director for Street, Place and Infrastructure:**

- 2.1. Contract Award for PCC Big 4 Decarbonisation Project **(Pages 25 - 50)**

### **3. Council Officer Decision - Anna Coles (Service Director for Integrated Commissioning):**

- 3.1. Short Term Care Centre - Refurbishment of the William and Patricia Venton Centre **(Pages 51 - 78)**

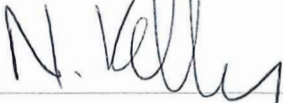
**EXECUTIVE DECISION****made by a Cabinet Member****REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY  
BY AN INDIVIDUAL CABINET MEMBER****Executive Decision Reference Number – L9 21/22**

Decision	
1	<b>Title of decision:</b> Allocation of £2,813,781 grant funding to the Council's capital programme for the provision of mandatory Disabled Facilities Grant (DFG) in 2021/22.
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Nick Kelly, Leader
3	<b>Report author and contact details:</b> Dave Ryland (Community Connections Strategic Manager) 01752 304 823 <a href="mailto:dave.ryland@plymouth.gov.uk">dave.ryland@plymouth.gov.uk</a> Matt Garrett (Service Director of Community Connections), <a href="mailto:matt.garrett@plymouth.gov.uk">matt.garrett@plymouth.gov.uk</a> , 01752 306733
4	<b>Decision to be taken:</b> Approve the Briefing Note.  Allocates £2,813,781 for the project within the Capital Programme funded by Better Care Funding for the provision of mandatory Disabled Facilities Grants and assistance offered through the Independent Living Policy in 2021/22  Delegates the approval of spend to Craig McArdle, Strategic Director for People
5	<b>Reasons for decision:</b>  DFG's are mandatory governed by the 1996 Housing Grants, Construction and Regeneration Act. The likely consequences for the council in not providing DFG's will be increasing complaints of maladministration, with resulting fines, and negative perceptions and media coverage.  DFG's greatly improve quality of life for clients, their careers and family members and effective use of the grants will help contain the potential increase in associated costs to Social Care Services.
6	<b>Alternative options considered and rejected:</b>  DFG's are mandatory and must be delivered in accordance with statutory requirements and Department of Communities and Local Government (DCLG) guidance. Eligible applicants are entitled to apply to the council for a DFG.
7	<b>Financial implications:</b>  For 2021/22, the approved budget of £2,813,781 is wholly supported from a matching government grant,

	<p>ring-fenced to the Better Care Fund.</p> <p>Revenue Implication:</p> <p>The cost of appropriate staff time associated with the delivery of DFG works is currently capitalised, and therefore partly funded within the above Capital allocation.</p> <p>There are no other direct revenue implications associated with the provision of these grants. However, there is evidence to suggest that the provision of DFG's reduces revenue pressures within other services, including Adult Social Care Packages, Residential Care and Health Services.</p> <p>The Better Care Fund (BCF) includes all central funding for DFGs from 2015. The BCF is a £5.3bn pooled fund between health, social care and housing, which aims to improve the way support for older and disabled people is both commissioned and funded.</p> <p>Agreement to fund DFG as indicated within the Better Care Fund (BCF) settlement has been provided and supported through Integrated Health and Wellbeing Board (IHWB).</p>			
<p><b>8</b></p>	<p><b>Is the decision a Key Decision?</b> (please contact <b>Democratic Support</b> for further advice)</p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>Per the Constitution, a key decision is one which:</b></p> <p>x in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</p> <p>x in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b></p> <p>x is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</p>
	<p><b>If yes, date of publication of the notice in the <u>Forward Plan of Key Decisions</u></b></p>			
<p><b>9</b></p>	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p>	<p>The provision of DFG's contributes to 'Caring Plymouth' by promoting independence and reducing health and social inequality, helping people to take control of their lives and to be treated with dignity and respect. DFG funded major adaptations enable people to remain in their own homes, thereby helping to contain the potential for increases in costs to health and care services and minimising risks to disabled people, their family and carers. Wellbeing is a guiding principle throughout the Care Act 2014 which sets out the framework for the future provision of adult social care. Suitability of living accommodation is one of the matters local authorities must take into account as part of its duty to promote wellbeing. The provision of major adaptations is a preventative measure which can promote someone's wellbeing allowing them to live as independently as possible and for as long as possible.</p>		
<p><b>10</b></p>	<p><b>Please specify any direct environmental implications of the</b></p>	<p>N/A</p>		

	decision (carbon impact)			
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Vivien Pengelly Portfolio Holder Homes and Communities		
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		
15	Which Corporate Management Team member has been consulted?	Name	Craig McArdle	
		Job title	Strategic Director for People	
		Date consulted	25/05/2021	
<b>Sign-off</b>				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS32 21/22	
		Finance (mandatory)	djn.21.22.72	
		Legal (mandatory)	lt/37126/060821	
		Human Resources (if applicable)		

		<b>Corporate property (if applicable)</b>						
		<b>Procurement (if applicable)</b>						
<b>Appendices</b>								
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>						
	A	2021-22 Disabled Facilities Grant Briefing – Exec Decision						
	B	DFG Equalities Impact Assessment 2021						
<b>Confidential/exempt information</b>								
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)					
		<b>No</b>						
		<input checked="" type="checkbox"/>						
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								

<p><b>20</b></p>	<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>		
<p><b>Signature</b></p>		<p><b>Date of decision</b></p>	<p>9. 8. 2021</p>
<p><b>Print Name</b></p>	<p>NICHOLAS KELLY</p>		





## Disabled Facilities Grant Capital Funding Briefing

2021/2022 – Community Connections



This Executive Decision relates to Disabled Facilities Grant allocation specified via the Better Care Fund for 2021/22.

The Council has a statutory duty to approve mandatory Disabled Facilities Grants (DFG's) for major adaptations. This work supports people of all ages to live in suitable housing so they can remain independent, thereby helping to contain the potential increase in costs to Social Care Services whilst also striving to reduce hospital admissions.

The legislation governing DFGs is the 1996 Housing Grants, Construction and Regeneration Act. DFGs are mandatory and are available from local authorities in England and Wales, subject to a means test unless in scope of discretionary works. The grants are to provide adaptations, to the home environment to enable independence and keep people living in their own homes, in safety and with dignity.

Works conducted in this area directly link to Pledge 3 which states;

*We will fast tract applications for Blue Badges, Disabled Facilities Grants and disabled parking spaces for those with terminal illnesses.*

The DFG allocation is specified via the Better Care Fund (BCF) and is for the provision of adaptations to disabled people's homes to help them to live independently for longer. Following the approach taken by the Department of Health in 2015-16, the DFG will again be included within the BCF for 2021/22. This continual commitment is to encourage areas to think strategically about the use of home aids/adaptations, use of technologies to support people in their own homes, and to take a joined-up approach to improving outcomes across health, social care and housing.

For 2021/22, Plymouth's allocation has been increased from £2,479,859 in 2020/21 to £2,813,781. This money will be combined with £1,476,803.03 being carried over from 2020/21. This carry over was a direct result of the impact of COVID-19. COVID-19 impeded the delivery of works for prolonged periods of time both due to government advice/guidance and the client group containing significantly high numbers of vulnerable clients not wishing for works to be conducted in their homes due to the fear of contracting COVID-19. We are now seeing these concerns subside with the rollout of the vaccination programme and decreasing rates of infections locally and as such Community Connections contractors are back out conducting adaptations where it is safe to do so.

Throughout 2020/21 Community Connections successfully completed 157 cases with an average cost of £6449. This average cost is a reduction of £569 from 2019/20 and is likely due to the reduced number of large adaptations completed. Large adaptations often require significant destructive works within the home environment and result in clients staying with respite or alternative accommodation which was often not viable or available during the COVID-19 pandemic. The impact of this in 2021/22 is that average costs are likely to be greater than in previous years whilst we address the low number of large adaptations completed.

The recording of case completion is a display of the amount of homes where all adaptations required have been completed and final payment made. A referral received frequently requires multiple adaptations to be conducted to achieve this status and as such it is worth noting that in every completion multiple adaptations are likely to have been facilitated by Community Connections. Adaptations range depending on client need, however examples range through a bathroom, stair lift, through floor lift, ramp, kitchen door widening and full extensions.

Moving into 2021/22 we are carrying forward a current active caseload of 139 cases with a known commitment of £906,543.31. In addition to this we have 62 cases now ready to be progressed alongside an extensive list of

referrals which are currently pending further information from clients, landlords or interested parties to progress.

The Dynamic Purchasing System embedded in 2019 has continually been developed with our partner in delivery INCIC and will continue to be used in 2021/22. The system encourages local tradespeople, who have displayed that they are competent and professional, to tender for works offered by the local authority on behalf of the client. Works carried out are done so with an insurance backed warranty for 2 years and clients are given the opportunity to extend this cover, outside of the grant, should they wish. Utilising this system coming out of the current COVID-19 crisis will enable registered contractors to begin their business recovery. Works being undertaken currently by Community Connections will see a large upload of works to the system, enabling contractors to be prepared, supply chains checked and clients to be given piece of mind.

Looking forwards in 2021/22 we understand that the demand for DFG's is going to be significant. Community Connections are continually reviewing this demand and in preparation are bringing in 2 additional resources to ensure that complex cases continue to get the oversight they require and other cases remain progressed as swiftly and seamlessly as possible. We will continually review this during the year to ensure where possible the team meets the city's need.

Community Connections will continue to use a priority rating based up the date of referral and the priority of need rating given to the client by our partner Livewell South West.

# EQUALITY IMPACT ASSESSMENT

Community Connections



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

<b>What is being assessed - including a brief description of aims and objectives?</b>	<p>The Council has a statutory duty to approve mandatory Disabled Facilities Grants (DFGs) for major adaptations. This work helps people to live independently in their own homes, thereby helping to contain the potential increase in costs to Social Care Services.</p> <p>The legislation governing DFGs is the Housing Grants, Construction and Regeneration Act 1996. DFGs are mandatory and are available from Local Authorities in England and Wales, subject to a means test. The purpose of the Grant is to provide adaptations to the home environment to promote independence and allow people to remain in their own homes.</p>
<b>Author</b>	Stephen Evans, Community Connections Technical Lead (Housing Improvement)
<b>Department and service</b>	Community Connections
<b>Date of assessment</b>	25/05/2021

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	<p>The average age in Plymouth (39 years) is about the same as the rest of England (39.3 years) but less than the South West (41.6 years).</p> <p>Of the 16 South West authorities we have the third lowest percentage of older people (75yrs), and the fifth highest percentage of children</p>	<p>Older people and younger people are recognised as potentially vulnerable groups.</p> <p>The DFG is means tested.</p> <p>Homes that cannot be adapted to meet the occupier's need. Owner occupiers are encouraged and supported to move to a more</p>	<p>Advice for those with a contribution to make towards the cost of the works given by Community Connections.</p>	<p>Ongoing, Community Connections Strategic Manager</p>

	<p>and young people (under 18).</p> <p>75% of DFG applicants are older people and as such the above statistics do not reflect the demand for this type of service.</p> <p>It is estimated that 6.8% of young people in our city aged between 16 and 18yrs are not in Education, Employment or Training (NEET), (DfE, 2018).</p> <p>DFG assistance is also available for children, however these are not means tested.</p>	<p>suitable home.</p> <p>Tenants are supported to find more suitable accommodation either via Community Connections or Devon Home Choice.</p> <p>Services offered in lieu of DFG – NIL Grant Application (please see Plymouth City Council Independent Living Assistance Policy 2019, section 3.7) with a fee of 1% of the cost of the works payable to Independence Community Interest Company (INCIC) for the use of the Dynamic Purchasing System (DPS) and a further 1% of the cost of the works payable to Plymouth City Council (PCC) to cover administration costs.</p>		
<p><b>Disability</b></p>	<p>A total of 31,164 people (from 28.5% of households) in Plymouth declared themselves as having a long term health problem or disability (national figure 25.7% of households), compared with number of people with disabilities in UK (11,600,000).</p> <p>National evidence suggests:</p> <p>A substantially higher proportion of individuals who live in families with disabled members live in poverty,</p>	<p>Limitations of the approved budget potentially result in some disabled people waiting for their adaptations. If the disabled person is considered eligible (i.e. means testing) for grant funded adaptation works they will receive works to their home environment, however, they may have to wait.</p> <p>A prioritisation system has been employed to ensure those most in need receive their adaptation soonest (please see Independent Living Assistance Policy 2019).</p>	<p>Continued monitoring of prioritisation scheme to ensure fairness and compliance by officers.</p> <p>Notification to customers of the anticipated wait time.</p>	<p>Ongoing, Community Connections Strategic Manager</p>

	<p>compared to individuals who live in families where no one is disabled.</p> <p>19% of individuals in families with at least one disabled member live in relative income poverty, on a before housing costs basis, compared to 15% of individuals in families with no disabled member.</p> <p>21% of children in families with at least one disabled member are in poverty, a significantly higher proportion than the 16% of children in families with no disabled member.</p> <p>DFG assistance is available to all people in need of home adaptations to enable independent living. These grants are targeted at those with disabilities, but not necessarily those registered disabled.</p>			
<p><b>Faith/religion or belief</b></p>	<p>Christianity is the biggest faith in the city with more than 58% of the population (148,917).</p> <p>Data shows that 32.9% of the Plymouth population stated they had no religion.</p>	<p>No adverse Impact.</p> <p>Small number of applicants from minority religions identified.</p>	<p>Work to promote services to minority groups.</p> <p>Review application rates from BME communities.</p>	<p>Ongoing, Community Connections Strategic Manager</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>Of those DFGs completed in 13/14 56% identified as Christian; 1% Muslim; 40.5% No Religion; 2.5% Other.</p> <p>The Council's Policy is to treat all those that apply for assistance fairly and on an equitable basis founded on case by case needs assessment regardless of 'protected characteristics'.</p> <p>The Council regularly monitors its application for assistance to ensure that policies and procedures comply with current equal opportunities legislation.</p>		<p>Monitor the impact of promotion to BME communities.</p>	
<p><b>Gender - including marriage, pregnancy and maternity</b></p>	<p>Overall 50.2% of our population are women and 49.8% are men; this reflects the national figure of 50.7% women and 49.3% men. Of those in receipt of DFG 2014/15 60% were women.</p>	<p>No adverse impact anticipated.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

	<p>Given the age range of applicants for DFG, and the statistic that women live longer, the above % is as expected.</p> <p>The Council's Policy is to treat all those that apply for assistance fairly and on an equitable basis founded on case by case needs assessment regardless of 'protected characteristics'. The Council regularly monitors its application for assistance to ensure that policies and procedures comply with current equal opportunities legislation.</p>			
<p><b>Gender reassignment</b></p>	<p>There are no official estimates for gender reassignment at either national or local level. However, in a study founded 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. By applying this to Plymouth's 16+ population, it is estimated that there may be somewhere between 1,287 and 2,146 adults in the</p>	<p>No adverse impact anticipated.</p>	<p>Not applicable.</p>	<p>Not applicable.</p>

	<p>city that are experiencing some degree of gender variance.</p> <p>National figures (ONS 2013) indicate that up to 10,000 people have gone through this process, with 23 known cases in Plymouth.</p> <p>No specific evidence to suggest trans people are any more or less likely to require adaptations to their home environment can be found.</p> <p>The Council's Policy is to treat all those that apply for assistance fairly and on an equitable basis founded on case by case needs assessment regardless of 'protected characteristics'. The Council regularly monitors its application for assistance to ensure that policies and procedures comply with current equal opportunities legislation.</p>			
<p><b>Race</b></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 ethnic groups.</p>	<p>No impact anticipated.</p> <p>Customers for whom English is a second language may be disadvantaged as Application form</p>	<p>Work with Social Inclusion Unit to promote services to BME community.</p> <p>Review application rates from BME communities.</p> <p>Monitor the impact of</p>	<p>Ongoing, Community Connections Strategic Manager</p>



	<p>We are a dispersal area for asylum seekers: up to 350 people will be accommodated in the City at any given time.</p> <p>Of those DFG completed in 13/14 85% identified as White British; 0.4% White Irish; 0.3% Chinese; 0.4% Other and 14% did not give information.</p> <p>The Council's Policy is to treat all those that apply for assistance fairly and on an equitable basis founded on case by case needs assessment regardless of 'protected characteristics'. The Council regularly monitors its application for assistance to ensure that policies and procedures comply with current equal opportunities legislation</p>	<p>and associated paperwork is to be published in English.</p>	<p>promotion to BME communities.</p> <p>Policy and related documentation can be translated in to required language upon request via 'Translate Plymouth'. Publications for local information and marketing will be given to organisation using the most appropriate language. Organisations will be consulted on the most appropriate language and translation and other formats offered.</p> <p>Staff have been trained in Equality &amp; Diversity and comply with the requirements.</p>	
<p><b>Sexual orientation - including civil partnership</b></p>	<p>Over the last 5 years, the proportion of the UK population identifying as lesbian, gay or bisexual (LGB) has increased from 1.5% in 2012 to 2.0% in 2017, although the latest figure is unchanged from 2016. In Plymouth this would mean that around 5,260 residents identify as LGB.</p>	<p>No adverse impacts anticipated.</p>	<p>Work with partners to promote services to Minority community.</p> <p>Review application rates from Minority communities.</p> <p>Monitor the impact of promotion to Minority communities.</p> <p>Staff have been trained in</p>	<p>Ongoing, Community Connections Strategic Manager</p>

	<p>Of those DFGs completed in 13/14 1% identified as Bisexual; 0.5% as Gay; 0% as Lesbian; 85% as Heterosexual and 13.5% preferred not to say.</p> <p>The Council's Policy is to treat all those that apply for assistance fairly and on an equitable basis founded on case by case needs assessment regardless of 'protected characteristics'. The Council regularly monitors its application for assistance to ensure that policies and procedures comply with current equal opportunities legislation.</p>		<p>Equality &amp; Diversity and comply with the requirements.</p>	
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**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
<b>Reduce the gap in average hourly pay between men and women by 2020.</b>	No implications.	Not applicable.
<b>Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.</b>	No implications.	Not applicable.
<b>Good relations between different communities (community cohesion)</b>	Disabled Facilities Grants are mandatory means tested grants, with no targeted intervention within communities. DFG is applicable to all tenures of housing.	Not applicable.

	<p>Mandatory grant is available to those with specific living requirements due to disability in relation to the home environment. The grant is available city wide and is means tested, therefore is targeted towards those who are unable to fund adaptations via their own funds.</p>	
<p><b>Human rights</b> Please refer to <a href="#">guidance</a></p>	<p>Disabled Facilities Grant is aimed at improving health and safety within the home. This will help reduce hospital admissions and reduce the risk of admission to residential care.</p> <p>The Disabled Facilities Grant is contained within the Independent Living Assistance Policy 2019 which is written in line with the Equalities Act 2010. It therefore adheres to the UN Convention of the Human Rights as part of UK law.</p> <p>Plymouth City Council recognises Article 14 of the Human Rights Act – The right to receive Equal Treatment and prohibits discrimination including sex, race, religion and economic and social status in conjunction with the Equalities Act which includes age and disability.</p> <p>All staff and service users will be treated fairly and their human rights will be respected.</p> <p>No adverse impact on human rights has been identified.</p>	<p>Not applicable.</p>

**STAGE 4: PUBLICATION**

Responsible Officer 

Date 25/05/2021

Strategic Director, Service Director or Head of Service

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# EXECUTIVE DECISION

## made by a Cabinet Member




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

Executive Decision Reference Number – L10 21/22

Decision	
1	<b>Title of decision:</b> Additional budget approval for Plymouth's Business Parks project
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Nick Kelly, Leader of Plymouth City Council
3	<b>Report author and contact details:</b> Sarah Partridge, Asset Manager, Land and Property Email: sarah.partridge@plymouth.gov.uk
4	<b>Decision to be taken:</b> It is recommended that the Leader of the Council: <ol style="list-style-type: none"> <li>1. Accepts supplementary grant offer of £240,000 from the Heart of the South West Local Enterprise Partnership Getting Building Fund.</li> <li>2. Allocates £240,000 for the project into the capital programme funded by South West Local Enterprise Partnership Getting Building Fund.</li> <li>3. Delegates the signing of the grant funding agreement to the Service Director for Economic Development.</li> </ol>
5	<b>Reasons for decision:</b> To increase the value of the capital programme for the project in order to meet the required costs to deliver these schemes effectively.  Investment in Business Parks meets an identified demand, providing businesses, particularly Small and Medium-sized Enterprises (SMEs), with high-quality employment accommodation to support economic and employment growth in Plymouth in addition to aiding recovery from the impact of Covid-19.
6	<b>Alternative options considered and rejected:</b> <ol style="list-style-type: none"> <li>1. Do nothing</li> </ol> Loss of opportunity to promote economic and employment growth, secure a long-term income revenue and other associated benefits.
7	<b>Financial implications:</b> By utilising this funding, the council will benefit from increased external financial contributions to support the delivery of the project.

8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
		x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.	
	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The project will contribute towards the following Corporate Plan priority: Economic growth that benefits as many people as possible. Under the Corporate Plan, this will be delivered by: Spending money wisely.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Both business park developments aim to deliver new build low carbon flexible work space units.		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)

<b>13b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>			
<b>13c</b>	<b>Date Cabinet member consulted</b>			
<b>14</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	
<b>15</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne	
		<b>Job title</b>	Strategic Director for Place	
		<b>Date consulted</b>	06/08/2021	
<b>Sign-off</b>				
<b>16</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS33 21/22	
		<b>Finance (mandatory)</b>	pl.21.22.81	
		<b>Legal (mandatory)</b>	LS/37148/AC/10/8/21	
		<b>Human Resources (if applicable)</b>		
		<b>Corporate property (if applicable)</b>		
		<b>Procurement (if applicable)</b>		
<b>Appendices</b>				
<b>17</b>	<b>Ref.</b>	<b>Title of appendix</b>		
	A	Briefing report		
<b>Confidential/exempt information</b>				
<b>18a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)
		<b>No</b>	x	
		<b>Exemption Paragraph Number</b>		

		1	2	3	4	5	6	7
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
<b>Cabinet Member Signature</b>								
<b>20</b>	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
<b>Signature</b>				<b>Date of decision</b>		11 August 2021		
<b>Print Name</b>	Cllr Nick Kelly, Leader of Plymouth City Council							



# PLYMOUTH BUSINESS PARKS UPDATE

Additional Budget Approval for the Plymouth Business Parks project



## 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 scheme at Plymouth International together with the completion of essential ground investigations, design and planning works at City Business Park to facilitate the creation of future office and workspace at the site.

Investment at these Business Parks meets an identified demand, providing businesses, particularly Small and Medium-sized Enterprises (SMEs) with high-quality employment accommodation in Plymouth. It promotes the clustering of compatible businesses, with tenants benefiting from 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.

Plymouth City Council has previously secured £1,936,967 Heart of The South West Local Enterprise Partnership funding from the Getting Building Fund to support the delivery of the project. Since approval of this funding in March 2021, (Executive Decision ref: L49 20/21), a further £240,000 grant has now been awarded.

### 2.0 BUDGET SUMMARY AND BUSINESS CASE

The additional grant of £240,000 will help to 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 2023 and match funding of eligible costs will 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 Get Building Fund to the Capital Programme, is a potential reduction in the capital contribution by PCC towards these costs in the delivery of two key employment projects in Plymouth.

### 3.0 REVENUE IMPLICATIONS

By utilising this funding, the council will benefit from increased external financial contributions to support the delivery of the project. This will avoid additional revenue financing costs.

### 4.0 RECOMMENDATION

It is recommended that the Leader of the Council:

1. Accepts supplementary grant offer of £240,000 from the Heart of the South West Local Enterprise Partnership Getting Building Fund.
2. Allocates £240,000 for the project into the capital programme funded by South West Local Enterprise Partnership Getting Building Fund.
3. Delegates the signing of the grant funding agreement to the Service Director for Economic Development.

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# EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – *SPI01 21/22*

Decision	
1	<b>Title of decision: Contract Award for PCC Big 4 Decarbonisation Project</b>
2	<b>Decision maker (Council Officer name and job title):</b> Paul Barnard, Service Director for SP&I
3	<b>Report author and contact details:</b> Alastair Gets, <a href="mailto:alastair.gets@plymouth.gov.uk">alastair.gets@plymouth.gov.uk</a> , 01752 306930
4a	<b>Decision to be taken:</b> To award the Contract for The Design and Build, Supply, Installation, Commissioning and Monitoring of Heat Decarbonisation M&E measures (Details of the successful tenderer are set out in the Contract Award Report - Part II), following the competitive procurement exercise
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> L40 20/21 on 11 February 2021
5	<b>Reasons for decision:</b>  In accordance with the delegated authority granted by the Executive Decision made by the Leader of the Council on 11 <sup>th</sup> February 2021 the project undertook a procurement exercise and delegated authority to the Service Director of SP&I to award the Contract.  The Council received 2 tender returns and following tender assessment is now in a position to award the contract.  See Contract Award Report - Part II.
6	<b>Alternative options considered and rejected:</b>  Alternative technologies such as ground source open loop heat pumps were investigated but well-testing proved that it was not feasible for this part of the heat network, so air source heat pumps were chosen.  <b>Option 1: Do Nothing</b> – no capital spending or revenue pressure but PCC fails reduce its carbon emissions and loses out on government grant money.  <b>Option 2: Do Minimum Option</b> - only do buildings with energy savings but less carbon savings than the full project, challenging the net-zero by 2030 pledge, and losing out on a significant portion of grant money, which may be a one-off offer

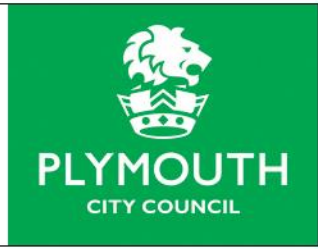
7	<p><b>Financial implications:</b></p> <p>Vital Energi Ltd. tender price initially exceeded the budget set for this project. However, through a Value Engineering process have managed to reduce it to within a slightly increased budget. These included:</p> <ul style="list-style-type: none"> <li>- alternative cost saving options such as relocating plant at Ballard and Crownhill, a better priced heat pump for Crownhill and eliminating the district heat connection to Midland House,</li> <li>- securing other sources of PCC funding (\$106).</li> </ul> <p>Work is continuing to explore options to reallocate of Public Sector Decarbonisation Scheme funding from other measures (with Salix consent)</p>																
8	<table border="1"> <thead> <tr> <th data-bbox="225 510 758 600">Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)</th> <th data-bbox="758 510 853 600">Yes</th> <th data-bbox="853 510 1007 600">No</th> <th data-bbox="1007 510 1495 600">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 600 758 770"></td> <td data-bbox="758 600 853 770"></td> <td data-bbox="853 600 1007 770" style="text-align: center;">✓</td> <td data-bbox="1007 600 1495 770">in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total</td> </tr> <tr> <td data-bbox="225 770 758 958"></td> <td data-bbox="758 770 853 958"></td> <td data-bbox="853 770 1007 958" style="text-align: center;">✓</td> <td data-bbox="1007 770 1495 958">in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b></td> </tr> <tr> <td data-bbox="225 958 758 1099"></td> <td data-bbox="758 958 853 1099"></td> <td data-bbox="853 958 1007 1099" style="text-align: center;">✓</td> <td data-bbox="1007 958 1495 1099">is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.</td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:			✓	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total			✓	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>			✓	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
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		✓	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>														
		✓	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.														
8b	<p>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></p>																
9	<p><b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b></p> <p>This project helps deliver JLP <b>DEV32</b> – Delivering low carbon development by reducing the heating energy load and JLP <b>DEV33</b> – Renewable and low carbon energy by the installation of heat pumps and solar PV.</p> <p>It also helps to deliver the promise of a “Green, sustainable city that cares about the environment” through delivering low energy heating to reduce carbon emissions and pollution.</p>																
10	<p><b>Please specify any direct environmental implications of the decision (carbon impact)</b></p> <p>A reduction in carbon emissions estimated at nearly 5,000t over the life of the measures due to lower use of on-site fossil fuels and reduced imported electricity.</p>																
<b>Urgent decisions</b>																	
11	<table border="1"> <thead> <tr> <th data-bbox="225 1727 726 1816">Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</th> <th data-bbox="726 1727 876 1816">Yes</th> <th data-bbox="876 1727 1007 1816"></th> <th data-bbox="1007 1727 1495 1816">(If yes, please contact <a href="#">Democratic Support</a> for advice)</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1816 726 1888"></td> <td data-bbox="726 1816 876 1888" style="text-align: center;">No</td> <td data-bbox="876 1816 1007 1888"></td> <td data-bbox="1007 1816 1495 1888">(If no, go to section 13a)</td> </tr> </tbody> </table>	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)		No		(If no, go to section 13a)								
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	No		(If no, go to section 13a)														
12a	<p><b>Reason for urgency:</b></p>																

I2b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	✓	(If no go to section I4)
I3b	Which other Cabinet member's portfolio is affected by the decision?			
I3c	Date Cabinet member consulted			
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	✓	
I5	Which Corporate Management Team member has been consulted?	Name	Paul Barnard	
		Job title	Service Director for SP&I	
		Date consulted	21 July 2021	
<b>Sign-off</b>				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS3I 21/22	
		Finance (mandatory)	pl.21.22.61.	
		Legal (mandatory)	LS/35935A/JP/210721	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	GA/PS/591/ED/0821	
<b>Appendices</b>				
I7	Ref.	Title of appendix		
	A	Contract Award Report Part I		
	B	Equalities Impact Assessment		
<b>Confidential/exempt information</b>				

18a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.				
		<b>No</b>	<input type="checkbox"/>					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	<b>Confidential/exempt briefing report title:</b>  Contract Award Report Part 2			<input checked="" type="checkbox"/>				
<b>Background Papers</b>								
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.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
CAPITAL INVESTMENT BUSINESS CASE Big 4 Decarbonisation Proj				<input checked="" type="checkbox"/>				
<b>Council Officer Signature</b>								
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.							
<b>Signature</b>					<b>Date of decision</b>		09.08.2021	
<b>Print Name</b>		Paul Barnard						

**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT - PART I**

Part I – Heat Decarbonisation in Plymouth City Council Buildings  
Reference No. 20520



**1. INTRODUCTION**

**2. BACKGROUND**

**3. PROCUREMENT PROCESS**

**4. PRE TENDER SELECTION CRITERIA & EVALUATION**

**5. TENDER EVALUATION CRITERIA**

**6. SUMMARY OF EVALUATION**

**7. FINANCIAL IMPLICATIONS**

**8. RECOMMENDATIONS**

**9. APPROVAL**



## 1. INTRODUCTION

The purpose of this report is to provide a summary of the tender process for the Part I – Heat Decarbonisation in Plymouth City Council Buildings and to issue project team’s recommendations to award a contract for this provision to the winning bidder.

## 2. BACKGROUND

Plymouth City Council (“the Council”) was seeking a supplier to undertake design and build of high temperature Air Source Heat Pump (ASHP) installations at four sites in Plymouth. A contract deriving from this tender was also to include associated works to integrate into the existing secondary systems, at Ballard House, 3 Elliot Terrace, Crownhill Court, and a group of buildings focusing on the Plymouth Guildhall, which includes a Combined Heat and Power (CHP) unit and a small District Heating Network (DHN)..

## 3. PROCUREMENT PROCESS

A competitive procurement was carried out using the Open procedure for the below EU Threshold procurement for Works contract, as outlined in the Council’s Contracts Standing Orders. This is a one-stage process comprising an Request for Quotation (RFQ).

## 4. PRE TENDER SELECTION CRITERIA & EVALUATION

Not used in the Open procedure.

## 5. TENDER AND EVALUATION CRITERIA

### Evaluation of Tenders

This tender was evaluated on basis of Most Economically Advantageous Tender (MEAT).

The table below summarises the high-level criteria that were agreed by the Project Team prior to issuing the Tender documents.

Table 1: Tender Criteria and Weightings

EVALUATION CRITERIA	WEIGHTING
Suitability Assessment	Pass / Fail
Quality	50%
Finance	45%
Social Value	5%
<b>OVERALL TOTAL</b>	<b>100%</b>

Each stage of evaluation had an agreed scoring methodology in terms of the allocation of points. Table 2 below shoes the methodology used to support the evaluation of Method Statement Questionnaire responses.

Table 2: Evaluation Methodology

SCORE	DEFINITION	APPROACH TO SCORING
		In the evaluating panel’s reasoned opinion, the response

0	Incomplete / non-compliant	<ul style="list-style-type: none"> <li>• Fails to provide a response</li> <li>• Has very serious gaps in information;</li> <li>• Shows no understanding of the issues and requirements of the contract;</li> <li>• Misunderstands the objectives of the requirement;</li> <li>• Is not supported by evidence</li> </ul> <p>(A response at this rating is detrimental to the interests of the Council)</p>
1	Unsatisfactory	<ul style="list-style-type: none"> <li>• Fails to address most of the criteria</li> <li>• Fails to meet the specification in most respects</li> <li>• Creates concerns around the practicality, resource, methodology and expertise for the proposed solution.</li> <li>• Is not supported by satisfactory or any evidence</li> <li>• Gives the Council major cause for concern.</li> </ul> <p>(a response at this rating builds very little or no confidence that the bidder's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution)</p>
2	Poor	<ul style="list-style-type: none"> <li>• Criteria is partly covered</li> <li>• Response is partly answered</li> <li>• Includes a lack of clarity, relevant information and detail in areas</li> <li>• Raises reservations that the solution will deliver the requirements.</li> <li>• Provides some evidence</li> <li>• Gives the Council some cause for concern</li> </ul> <p>(a response at this rating includes reservations which cannot be easily resolved with the bidder pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.)</p>
3	Satisfactory	<ul style="list-style-type: none"> <li>• Provides satisfactory and relevant information</li> <li>• May lack substance / detail in some areas</li> <li>• Demonstrates a reasonable understanding of the requirements</li> <li>• Provides acceptable evidence</li> <li>• Confirms that the bidder can deliver most of the requirements</li> </ul> <p>( a response at this rating may include minor reservations that can easily be resolved with the bidder pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost)</p>
4	Good	<ul style="list-style-type: none"> <li>• Provides relevant information and a good level of detail</li> <li>• Demonstrates a good understanding of all relevant issues;</li> <li>• Has a suitable, appropriate, and fully worked-up methodological approach.</li> <li>• Offers a good standard of evidence to support the response</li> <li>• Produces confidence in the bidder's ability to deliver a suitable solution, on time and at an appropriate cost.</li> </ul> <p>(A response at this rating may include minor reservations that can easily be resolved with the bidder pre-contract award [i.e. changes which would not distort the competition] or during the contract term without impacting time, quality or cost)</p>
5	Excellent	<ul style="list-style-type: none"> <li>• Provides full and appropriate information and level of detail;</li> <li>• Shows a full and comprehensive understanding of all relevant issues;</li> <li>• Has a suitable, appropriate, and fully worked-up methodological approach , together with full evidence of how that approach would be applied in practice;</li> <li>• Indicates that the bidder may add value to the requirement</li> <li>• Provides a high standard of evidence to support the response</li> <li>• Creates full confidence that the requirement will be delivered in full</li> </ul> <p>(an excellent response should not include any reservations, doubt or uncertainty)</p>

## Suitability Assessment

Suitability Assessment was evaluated on Pass / Fail basis.

## Quality

All criteria and questions in the Method Statement had weightings attached to them to reflect their relative importance, as demonstrated in table 3 below. This information was provided to bidders as part of instructions in the RFQ.

Table 3: Tender Criteria and Weightings

NO.	EVALUATION AREA	WEIGHTING
	<b>QUALITY</b>	<b>50%</b>
1	TECHNICAL EXPERIENCE	20
2	RESOURCES	15
3	STAKEHOLDERS ENGAGEMENT	5
4	SPECIFIC PROJECT DELIVERY – FOUR SITES	60
	<b>QUALITY TOTAL</b>	<b>100</b>

The sum of awarded points was then converted into the 50% available for Quality as follows:

$$\frac{\text{Points Scored}}{\text{Maximum Points Available}} \times 50\% \times 100$$

### Minimum thresholds for Quality

The Council reserved the right to disqualify any organisation which:

- did not achieve a minimum 50% out of available 100% in each of the quality criteria listed in Table 3 above, and
- achieved the score of 0 or 1 in any question of the Method Statement

## Finance Evaluation

Bidders were asked to complete Finance documents, consisting of Contract Sum Analysis, Daywork & Provisional Sum, Design Services and Preliminaries. The Finance methodology was based on the lowest price in accordance with the evaluation strategy and RFQ document pack. A submission with the lowest Evaluated Tender Price shall be awarded a maximum weighting.

Sum of prices per each element formed a Total Price per that element. The sum of all four Total Prices formed the Evaluated Tender Price, which was scored using the following formula:

$$\frac{\text{Lowest Tender Price}}{\text{Evaluated Price}} \times 45\% \times 100$$

## Social Value Evaluation (5%)

Bidders are required to complete columns K and N in the Social Value – TOM Procurement Calculator. Social value commitments were assessed based on a combination of quantitative and qualitative assessment, as indicated in Table 4 below:

Table 4: Social Value criteria and weightings

Social Value Evaluation	Evaluation Basis	Available 5%
Qualitative elements	Response to column N	50
Quantitative elements	Sum of commitment – column K	50
<b>Total</b>		<b>100</b>

The sum of awarded marks for quantitative and qualitative SV elements will then be converted into the 5% available for Social Value as follows:

$$\frac{\text{Total Weighting Acheived}}{100} \times 5\% \times 100$$

## 6. SUMMARY OF EVALUATION

The Request for Quotation (RFQ) was published on Supplying the South West portal on 29<sup>th</sup> April 2021 inviting five (5) suppliers. Tender submission deadline was on 11<sup>th</sup> June 2021.

In order to ensure fairness of the process the evaluation of Quality and Social Value were conducted separate from with Price assessment. Price information being held back from the Quality evaluators.

### Suitability

The pass/fail suitability questions were evaluated by the evaluation panel including Procurement Service function. The results are contained in the confidential paper.

### Quality

The tenders were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper.

### Social Value

The tenders were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper.

### Price

Price clarifications were evaluated by external consultant with support from Procurement and managed through The Supplying The South West Portal. The resulting quality and financial scores are contained in the confidential paper.

## 7. FINANCIAL IMPLICATIONS

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

## 8. RECOMMENDATIONS

It is recommended to conditionally award the contract for Part I – Heat Decarbonisation to the highest scoring bidder. Details of the successful Tenderer have been set out in the confidential paper.

This award will be provisional and subject to:

- The receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

## 9. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
<b>Name:</b>	Jonathan Selman		
<b>Job Title:</b>	Low Carbon City Officer		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	06/08/21
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
<b>Name:</b>	Paul Barnard		
<b>Job Title:</b>	Service Director Strategic Planning & Infrastructure		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	8.8.21

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

Document is Restricted

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# EQUALITY IMPACT ASSESSMENT

Salix Public Sector Decarbonisation



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

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

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	The average age in Plymouth is about the same as the rest of England (39.3 years) but less than the SW (41.6 yrs). The city has the third lowest % of older people in the SW and the 5 <sup>th</sup> highest % of under 18's.	None- The scheme will only be making changes to PCC's buildings to reduce their energy use and carbon emissions. It will impact on the current or proposed use of those buildings.	None.	n/a
<b>Disability</b>	28 % of households in Plymouth declare a long term health condition or disability. 10% of our population say their	None – Though it is important that any communications in relation to this scheme or in the application of the project consider	None	n/a

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

**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
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<b>Reduce the gap in average hourly pay between men and women by 2020.</b>	None	n/a
<b>Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.</b>	None	n/a
<b>Good relations between different communities (community cohesion)</b>	None	n/a
<b>Human rights</b> Please refer to <a href="#">guidance</a>	None	n/a

**STAGE 4: PUBLICATION**

Responsible Officer    Kat Deeney

Date 17/12/2020

Strategic Director, Service Director or Head of Service

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# EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – *COD06 21/22*

Decision	
<b>1</b>	<p><b>Title of decision:</b> Short Term Care Centre – refurbishment of the William and Patricia Venton Centre</p>
<b>2</b>	<p><b>Decision maker (Council Officer name and job title):</b> Anna Coles, Service Director for Integrated Commissioning</p>
<b>3</b>	<p><b>Report author and contact details:</b> <a href="mailto:Sandra.Pentney@plymouth.gov.uk">Sandra.Pentney@plymouth.gov.uk</a> Tel: 305939</p>
<b>4a</b>	<p><b>Decision to be taken:</b> It is recommended that a contract be awarded to the successful supplier as detailed in Contract Award Report Part II on JCT Minor Works with Contractors Design 2016 Terms &amp; Conditions. This award will be provisional and subject to the receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire</p>
<b>4b</b>	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> Executive Decision Ref L45 20/21 dated 15 March 2021</p>
<b>5</b>	<p><b>Reasons for decision:</b> Statutory and voluntary sector partners have been discussing the need for a short term care centre in Plymouth for a number of years, to support discharge from hospital, promote independence, to reduce reliance on long-term residential care and large long-term packages of domiciliary care. The Covid-19 pandemic has exacerbated the need to improve hospital discharge pathways which enable people to return to health in a supported therapeutic environment.  The Centre will offer Step Down and Step Up, mainly for older people in Plymouth who are ready for discharge from hospital, but not yet well enough to return home. Therapy and other support services will be provided for focussed interventions to speed up the rehabilitation process so that patients can be quickly and confidently discharged home.  The care centre will provide 24 beds and associated communal areas including staff office accommodation. The use of this centre will reduce the pressure within the system and the costs of using private sector care.</p>

<b>6</b>	<b>Alternative options considered and rejected:</b> Investment in an existing council owed facility (eg Colwill Lodge when vacant) Co-locating the STCC with a Super Care Hub Do nothing. Continue to use a variety of care homes for the Discharge to Assess (D2A) patients discharged from hospital			
<b>7</b>	<b>Financial implications:</b> The capital costs will be funded by service borrowing.			
<b>8</b>	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
<b>8b</b>	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	This decision supports the corporate priority of being a Caring Council by keeping adults protected and reducing health inequalities by supporting those who have been unwell to make a good recovery.  The decision supports the Plymouth Plan policy HEA3 by supporting adults with health and social care needs.  It also supports the vision of a healthy city by enabling all of the city's people to enjoy an outstanding quality of life, including happy, healthy, safe and fulfilled lives		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	By developing a 24 bed Short Term Care Centre on the site we are reducing the carbon impact of health and social care professionals by reducing the amount of travelling around the city to deliver care or therapy to individuals in different settings.		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		<b>No</b>	x	(If no, go to section 13a)
<b>12a</b>	<b>Reason for urgency:</b>			

12b	Scrutiny Chair signature:		Date
	Scrutiny Committee name:		
	Print Name:		
<b>Consultation</b>			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x
		No	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Patrick Nicholson (Deputy Leader)	
13c	Date Cabinet member consulted	02.08.2021	
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	Craig McArdle
		Job title	Strategic Director
		Date consulted	02.08.2021
<b>Sign-off</b>			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS34 21/22
		Finance (mandatory)	djn.21.22.84
		Legal (mandatory)	MS/2/36342
		Human Resources (if applicable)	N/A
		Corporate property (if applicable)	N/A
		Procurement (if applicable)	SN/PS/595/ED/0821
<b>Appendices</b>			
17	Ref.	Title of appendix	
	A	Briefing report Part I	
	B	Equalities Impact Assessment	
	C	Contract Award Part I	

Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
	Contract Award Part 2			x				
	Briefing Paper Part 2			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
Council Officer Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature			Date of decision	11 August 2021				
Print Name	Anna Coles							



## **DEVELOPMENT OF A PLYMOUTH SHORT TERM CARE CENTRE – BRIEFING PAPER PART I**



The development of a 24 bed Short Term Care Centre (STCC) was approved in March 2021, Executive Decision Reference Number L45 20/21.

This decision approved expenditure on the refurbishment of the William and Patricia Venton Centre to provide a hospital to home transition unit in the former elderly care facility with associated communal and staff accommodation. The centre is due to be delivered by 1 November 2021 to meet the winter pressures on hospital and other health services.

A competitive procurement exercise was undertaken on Monday 12 July 2021 with a tender submission date of Monday 26 July 2021. It was a competitive process following the 'Request for Quotation' procedure in line with the Council's Contract Standing Orders.

Five suppliers were invited to submit tenders and submissions were received from two suppliers

The submissions were independently evaluated by Council Officers all of whom have the appropriate skills and experience in order to ensure transparency and robustness in the process. The evaluation was based on price and quality.

All costs have been scrutinised by an internal Quantity Surveyor to ensure value for money.

### **Decision**

To award the contract on JCT Minor Works with Contractor's Design 2016 Terms and Conditions. The value of the works is within the allocated budget for this project.

The award will be provisional and subject to the receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

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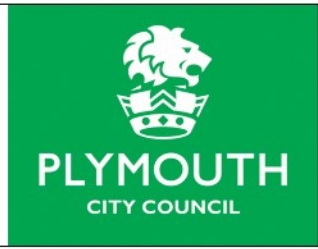
The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

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**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT - PART I**

21235 – William and Patricia Venton Centre Refurbishment



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

## 1. INTRODUCTION

This contract award report is in relation to the procurement of works to the William and Patricia Venton Centre to create a short term care centre (STCC). The scope of the requirement includes: refurbishment of the upper two floors, levels 3&4, and associated communal areas as agreed within the lease which PCC is undertaking with Age UK

**Contract Duration:** six months plus twelve months defects period

## 2. BACKGROUND

Statutory and voluntary sector partners have been discussing the need for a short term care centre in Plymouth for a number of years to support discharge from hospital, promote independence, to reduce reliance on long-term residential care and long-term packages of domiciliary care. The Covid-19 pandemic has exacerbated the need to improve hospital discharge pathways which enable people to return to health in a supported therapeutic environment.

The Centre will offer Step Down and Step Up, mainly for older people in Plymouth who are ready for discharge from hospital but not yet well enough to return home. Therapy and other support services will be provided for focussed interventions to speed up the rehabilitation process so that patients can be quickly and confidently discharged home.

The Centre will provide 24 beds and associated communal areas including staff office accommodation. The use of this centre will reduce the pressure with the system and the cost of using private sector care.

## 3. PROCUREMENT PROCESS

A competitive procurement was run following the 'Request for Quotation' procedure as outlined in the Council's Contract Standing Orders. This is a one stage process incorporating both suitability assessment criteria and contract award criteria. Under this process a minimum of 3 suppliers must be invited to submit written quotations, 2 of whom should be local PL postcode suppliers. For this procurement, 5 suppliers were invited (whom 4 are local) to this opportunity.

## 4. TENDER EVALUATION CRITERIA

### Overview of Process

Evaluation will be undertaken in accordance with the overall evaluation strategy for the project.

The Council will evaluate tender submissions as a two part process.

The first part will consist of an assessment of the Tenderer's suitability in principle to deliver the works as detailed in the ITT document pack and checking that all required documents are completed and submitted. Only Tenderers passing this first part will have their Tenders evaluated at the second part.

The second part is the award and considers the merits of the eligible Tenders in order to assess which is the most economically advantageous. In this part only quality, price and social value criteria that are linked to the subject matter of the contract are used.

## Part I- Suitability Assessment

Part I assessments are made against the responses to the suitability assessment questionnaire included at Schedule I

### Evaluation Criteria and Methodology

#### **Suitability Assessment**

All Suitability Assessment questions will be evaluated on a PASS/FAIL basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

Wherever possible the Council is permitting Tenderers to self-certify they meet the minimum PASS/FAIL requirements without the need to attach evidence or supporting information. However where the Council regards the review of certain evidence and supporting information, as critical to the success of the procurement this will be specifically requested.

The return document will clearly indicate whether 'Self-certification' is acceptable or whether 'Evidence is required' for each question.

Where Tenderers are permitted to self-certify, evidence will be sought from the successful Tenderer at contract award stage. Please note the successful Tenderer must be able to provide all evidence to the satisfaction of the Council at contract award stage within a reasonable period, if the successful Tenderer is unable to provide this information the Council reserves the right to award the contract to the next highest scoring Tenderer and so on.

## Part 2- AWARD

Tenderers passing all the pass/fail criteria in part I will have their responses made to part 2 evaluated by the Council to determine the most economically advantageous Tender based on the quality, price and social value criteria that are linked to the subject matter of the contract.

### Award criteria

The high level award criteria is as follows:

Criteria	Weighting
Price	47.5%
Quality	47.5%
Social Value	5%
<b>TOTAL</b>	<b>100%</b>

Weightings for individual sub-criteria contained under each of the above are detailed in the return document.

### Evaluation Methodology

#### **PRICE (Schedule 6)**

Evaluation made against comparison of pricing schedules.



**PRI Total Tender Sum**

The Tenderer's Total Tender Sum will be evaluated using the scoring system below:

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

**QUALITY (Schedule 2 and Schedules 5-6)**

Each question will be clearly identified as being evaluated on a pass/fail or scored basis.

**Pass/Fail Questions-** Questions identified as PASS/FAIL will be evaluated on a pass/fail basis. Each question will clearly indicate what response constitutes as PASS and what response constitutes as FAIL. In the event of the Tenderer being awarded a 'fail' on any of the criteria, the remainder of your Tender will not be evaluated and you will be eliminated from the process. Your company will be disqualified if you do not submit these completed questions.

**Scored Questions -** Questions identified as SCORED will be evaluated in accordance with the following sub-criteria and weightings:

Where individual questions carry either more or less importance than others they have been grouped and weighted accordingly. Section weightings are identified at the top of each group of questions and sub-weightings are identified against individual questions. The question or group of questions will be allocated a score and the appropriate weightings will then be applied. The weighted score will be rounded to **2** decimal places.

Questions identified as SCORED will be evaluated using the scoring system below:

**Scoring Table 1**

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

***Tenderers must achieve an average score of 2 or more for each scored item. Any scored criteria item receiving an average of less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.***

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

## **SOCIAL VALUE (Schedule 4)**

Social value commitments will be assessed based on a combination of quantitative and qualitative assessment. Weightings are contained within the Return Document.

### **SVI- Total Social Value Commitment (£)**

The Tenderer's Total Social Value Commitment will be evaluated using the quantitative scoring system below:

$$\left( \frac{\text{Tenderer's Total Social Value Commitment (£)}}{\text{Highest Total Social Value Commitment (£)}} \right) \times \text{Weighting} = \text{Weighted score}$$

### **SV2 – Social Value Method Statements**

The method statements submitted in support of the social value commitments made in SVI will be allocated a single score **for all method statements** and the appropriate weighting will then be applied. The weighted score will be rounded to **2** decimal places.

The qualitative responses will be evaluated using **Scoring Table 1**.

***Tenderers must achieve an average score of 1 or more for each scored item. Any scored criteria item receiving an average of less than 1 will result in the Tender being rejected and Tenderer being disqualified from the process.***

Moderation will only be undertaken where there is a difference in evaluator scoring of more than 1 point. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

## **5. SUMMARY OF EVALUATION**

The procurement documentation was issued electronically via the, The Supplying The South West on 12<sup>th</sup> July 2021, with a tender submission date of 26<sup>th</sup> July 2021. Submissions were received from 2 suppliers.

The tender submissions were independently evaluated by Council Officers all of whom have the appropriate skills and experience, in order to ensure transparency and robustness in the process.

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

### Suitability

The pass/fail evaluation were undertaken by the Procurement Services Function. The minimum pass/fail suitability questions were evaluated by the evaluation panel. The results are contained in the confidential paper.

### Quality

The tenders were evaluated by the evaluation panel all of whom had the appropriate skills and experience in order to ensure transparency and robustness in the process. The resulting scores are contained in the confidential paper.

### Price

Price clarifications were evaluated by the internal Quantity Surveyor and managed through The Supplying the South West Portal. The financial scores are contained in the confidential paper.

## 6. FINANCIAL IMPLICATIONS

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

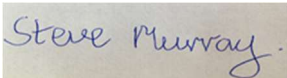
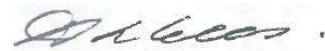
## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer for William and Patricia Venton Centre Refurbishment on JCT Minor Works with Contractors Design 2016 Terms & Conditions.

This award will be provisional and subject to the receipt from the highest scoring supplier of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

## 8. APPROVAL

### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
<b>Name:</b>	Steven Murray
<b>Job Title:</b>	Senior Business Analyst, Strategic Co-operative Commissioning
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	
<b>Date:</b>	05.08.2021
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]	
<b>Name:</b>	Anna Coles
<b>Job Title:</b>	Service Director of Integrated Commissioning
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	
<b>Date:</b>	05/08/2021

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# EQUALITY IMPACT ASSESSMENT

Short Term Care Centre



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

<b>What is being assessed - including a brief description of aims and objectives?</b>	<p>Statutory and voluntary sector partners have been discussing the need for a Short Term Care Centre for Plymouth for a number of years.</p> <p>The project will transform 24 bedrooms located on the top two floors of the William and Patricia Venton Centre (owned by Age UK), along with a number of offices and meeting spaces, into a STCC. The Centre will offer Step Down and Step Up, where up to 24 patients can be placed at one time, mainly for older people in Plymouth.</p> <p>Physiotherapy, Occupational Therapy, and other support services will be located in the STCC. This will provide immediate and focussed interventions to speed up rehabilitation processes so that patients can be more quickly discharged home. The care centre will also offer support to older people who would otherwise be admitted to hospital.</p>
<b>Author</b>	Karlina Hall, Commissioning Officer
<b>Department and service</b>	Strategic Co-operative Commissioning
<b>Date of assessment</b>	11/09/2020

## STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	<p>Plymouth currently has a population of 261,574 (Office of National Statistics (ONS) 2014 mid-year population estimates).</p> <p>The proportion of the working-age (16-64 year old) population (65.7%) is higher than that</p>	<p>No adverse impact anticipated – the service will target interventions in an age appropriate way.</p> <p>The STCC aim to improve outcomes for older people by supporting their return home following hospital discharge or a step up from the community to</p>	Performance monitoring	Life of the contract

	<p>regionally (62.1%) and nationally (64.1%).</p> <p>It is estimated that the 65 years and over age group will grow by 14.7% and will account for 18.0% of Plymouth’s total population. In particular, the over-75’s age-group is predicted to rise from 20,472 in 2013 to 24,731 in 2021.</p>	<p>improve their health outcomes and independence for longer.</p>		
<b>Disability</b>	<p>28.5% of households in Plymouth declare themselves as having a long term health problem or disability (nationally this is 25.7%).</p> <p>10.0% of Plymouth residents reported having a long-term health problem or disability that limits their day-to-day activities a lot and has lasted, or is expected to last, at least 12 months (including problems related to old age). The national value was 8.3%.</p> <p>There are currently 220 people in residential/nursing placements under discharge to assess (D2A) team, there are an additional 29 people with the community crisis response team. From the D2A cohort, there are 13 people who are current or long term wheelchair users.</p>	<p>No adverse impact anticipated – we will ensure that the service is accessible to all regardless of disability</p> <p>The STCC aim to improve outcomes for older people, bariatric patients and people who use wheelchairs accessing the D2A pathway by supporting their return home following hospital discharge or a step up from the community to improve their health outcomes and independence for longer.</p>	<p>Contract monitoring</p>	<p>Life of the contract</p>
<b>Faith/religion or belief</b>	<p>According to the 2011 Census, Christianity is the most</p>	<p>No adverse impact anticipated.</p>	<p>Contract monitoring</p>	<p>Life of the contract</p>



	<p>common religion in Plymouth. 84,326 (32.9%) per cent of the Plymouth population stated they had no religion.</p> <p>Those with a Hindu, Buddhist, Jewish or Sikh religion combined totalled less than 1 per cent.</p>			
<b>Gender - including marriage, pregnancy and maternity</b>	<p>Overall 50.6 per cent of our population are women and 49.4 per cent are men: this reflects the national figure of 50.8 per cent women and 49.2 per cent men.</p> <p>Of those aged 16 and over, 90,765 people (42.9 per cent) are married. 5,190 (2.5 per cent) are separated and still legally married or legally in a same-sex civil partnership.</p> <p>Health inequality disproportionately affects men as they die younger than women in more deprived neighbourhoods</p>	No adverse impact anticipated – we will ensure that the service is accessible to all regardless of gender.	Contract Monitoring	Life of the contract
<b>Gender reassignment</b>	<p>Recent surveys have put the prevalence of transgender people between 0.5 and 1% of population (some very recent reports have upped this to 2%).</p> <p>Over the last 8 years the prevalence of transgendered people in the UK has been increasing at an average rate of</p>	No adverse impacts anticipated	Contract monitoring	Life of the contract

	<p>20%+ per annum in adults and 50% for children.</p> <p>The average age for presentation for reassignment of male-to-females is 40-49. For female-to-male the age group is 20-29. Twenty three transgender people belong to Pride in Plymouth.</p>			
<b>Race</b>	<p>92.9 per cent of Plymouth's population identify themselves as White British.</p> <p>7.1 per cent identify themselves as Black and Minority Ethnic (BME) with White Other (2.7 per cent),</p> <p>Chinese (0.5 per cent) and Other Asian (0.5 per cent) the most common ethnic groups.</p> <p>Our recorded BME population rose from 3 per cent in 2001 to 6.7 per cent in 2011, and therefore has more than doubled since the 2001 census.</p>	<p>No adverse impact anticipated</p> <p>There is currently a lack of understanding about the health needs of our BME communities and how they prefer to access services. This will need to be addressed over the coming years.</p>	Contract monitoring	Life of the contract
<b>Sexual orientation - including civil partnership</b>	<p>There is no precise local data on numbers of Lesbian, Gay and Bi-sexual (LGB) people in Plymouth, but nationally the government have estimated this to be between 5 - 7 per cent and Stonewall agree with this estimation given in 2005. This would mean that for Plymouth the figure is approximately</p>	No adverse impact anticipated	Contract monitoring	Life of the contract

12,500 to 17,500 people aged over 16 in Plymouth are LGB.			
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**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2020.	N/A	
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	N/A	
Good relations between different communities (community cohesion)	The STCC will be based on the top 2 floors of the William and Patricia Venton Centre (WPVC) which is owned by Age UK. The ground floor of the WPVC is used for day services, cafe and community activities. This space and the activities held there will be accessible to the people staying in the STCC to help them to reintegrate back into the community which can continue after the person is discharged from the STCC.	The STCC will work with Age UK and other local partners to encourage engagement between different communities.
Human rights Please refer to <a href="#">guidance</a>	N/A	

**STAGE 4: PUBLICATION**

Date 22 September 2020



Responsible Officer

Strategic Director for People

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