



**Oversight and Governance**

Chief Executive's Department

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## Delegated Decisions

### Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 6 October 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 decision detailed below may be implemented on Thursday 7 October 2021 if it is not called in. The Officer Decision can be implemented immediately.

## **Delegated Decisions**

**1. Councillor Patrick Nicholson (Deputy Leader):**

- 1.1. Approval to apply for revocation of hazardous substance consent at Gasworks, St Levan Road, Plymouth **(Pages 1 - 14)**

**2. Council Officer Decision - Anthony Payne (Strategic Director for Place):**

- 2.1. Demolition of Former HSL Building at Martin Street and bungalows at 422 & 424 Tavistock Road **(Pages 15 - 40)**

# EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – DL2 21/22

Decision				
1	<b>Title of decision:</b> Cabinet Executive delegated decision of approval to apply for revocation of hazardous substance consent at Gasworks, St Levan Road, Plymouth.			
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Patrick Nicholson, Deputy Leader.			
3	<b>Report author and contact details:</b> Chris Cummings <a href="mailto:chris.cummings@plymouth.gov.uk">chris.cummings@plymouth.gov.uk</a> 01752 304945			
4	<b>Decision to be taken:</b> Approval for an application to Secretary of State for the revocation of hazardous substance consent at Gasworks, St Levan Road.			
5	<b>Reasons for decision:</b> Removal of hazardous substance consent that is no longer required (the approved use ended at least 10 years prior). Opens up development in the surrounding area for housing and supports policy PLY58 of the Joint Local Plan.			
6	<b>Alternative options considered and rejected:</b> No requirement to keep consent in place. Wales and West Utilities have confirmed use for storage has finished and consent can be removed.			
7	<b>Financial implications:</b> Unlocks site for future development under Joint Local Plan policy PLY58			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>
			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>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>			
<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	Revocation of the Hazardous Substance Consent at this site allows granting of planning permission to provide housing for application 20/01646/FUL as well as removing a significant constraint preventing Joint Local Plan allocated site PLY58 coming forward for 57 dwellings.		
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	<p>Hazardous material storage at this site will be entirely revoked.</p> <p>Environmental impacts of future development of the site under PLY58 will be dealt with through the planning process and the requirements of policies DEV32 (delivering low carbon development) and DEV33 (renewable and low carbon energy (including heat)).</p>		
<b>Urgent decisions</b>				
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		<b>No</b>		<b>(If no, go to section 13a)</b>
<b>12a</b>	<b>Reason for urgency:</b>			
<b>12b</b>	<b>Scrutiny Chair Signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			
<b>Consultation</b>				
<b>13a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	X	<b>(If no go to section 14)</b>
<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</b>	<b>Yes</b>		If yes, please discuss with the Monitoring

	<b>conflict of interest in relation to the decision?</b>	<b>No</b>	<input checked="" type="checkbox"/>	Officer				
15	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Paul Barnard					
		<b>Job title</b>	Service Director for Strategic Planning and Infrastructure					
		<b>Date consulted</b>	9 August 2021					
<b>Sign-off</b>								
16	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS49 21/22					
		<b>Finance (mandatory)</b>	pl.21.22.99					
		<b>Legal (mandatory)</b>	LS/36456/JP/280 921					
		<b>Human Resources (if applicable)</b>						
		<b>Corporate property (if applicable)</b>						
		<b>Procurement (if applicable)</b>						
<b>Appendices</b>								
17	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Briefing report for publication ( <i>mandatory</i> )						
	B	Equalities Impact Assessment ( <i>where required</i> )						
<b>Confidential/exempt information</b>								
18a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<input 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.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<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>							


**Background Papers**

- 19** Please list all unpublished, background papers relevant to the decision in the table below.
- Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.

Title of background paper(s)	Exemption Paragraph Number						
	1	2	3	4	5	6	7

**Cabinet Member Signature**

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

<b>Signature</b>		<b>Date of decision</b>	8 September 2021
<b>Print Name</b>	Cllr Patrick Nicholson, Deputy Leader		

**EXECUTIVE DECISION BRIEFING PAPER**

Revocation of hazardous substance consent at Gasworks, St Levan Road, Plymouth.



Approval is required from the Portfolio Holder to apply for revocation of a Hazardous Substance Consent and associated Health and Safety Executive (HSE) Zone HI602 at former Gasworks site, St Levans Road.

This matter has been through legal consultation and it has been confirmed that as Hazardous Substance Authority there is no delegated authority and on this type of decision and approval from the Portfolio Holder is required.

The Gasworks site has been inactive for at least 10 years and this has been confirmed with Wales and West and is therefore eligible for application for revocation.

The removal of this consent and HSE zone will unlock the site for future development, as allocated in Plymouth and South West Devon Joint Local Plan policy PLY58 for 57 dwellings and removal objections to development in the surrounding area on hazardous material grounds.

Following approval by the Portfolio Holder notice will be served on the landowner and an application made to the Secretary of State to confirm revocation of the consent and the removal of the associated HSE zone.

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# EQUALITY IMPACT ASSESSMENT

Place Directorate, Strategic Planning and Infrastructure, Housing



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

<b>What is being assessed - including a brief description of aims and objectives?</b>	<p>We are conducting this equality impact assessment in relation to applying to revoke a hazardous substance consent at the former Gasworks Site, St Levan Road.</p> <p>The use of the site as a gasworks ceased more than 10 years ago and it is now possible to revoke the consent. There is a live planning application for conversion of a former dentist surgery to flats on Wolseley Road (20/01646/FUL) that cannot be approved until this matter is resolved. The Gasworks site is also allocated in the Joint Local Plan under policy PLY58 for 57 dwellings, however no proposal has been put forward for this site yet.</p>
<b>Author</b>	Chris Cummings
<b>Department and service</b>	Place Directorate, Strategic Planning and Infrastructure, Development Management
<b>Date of assessment</b>	August 2021

## STAGE 2: EVIDENCE AND IMPACT

<b>Protected characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact</b> See <a href="#">guidance</a> on how to make judgement	<b>Actions</b>	<b>Timescale and who is responsible</b>
<b>Age</b>	<p>Age has a significant impact on people's ability to secure a home.</p> <p>Rising house prices, a shortage of properties and changes to housing benefit are making it hard for young people to get on to the housing ladder or achieve independence. This means they are now more likely to live with parents or remain in the private rented sector. This could lead to younger</p>	<p>The scheme is unlikely to have an adverse impact on these protected categories.</p> <p>It is anticipated to have a marginally positive impact on the less well off, as development of the Gasworks site (if it comes forward) under policy PLY58 will</p>	N/A	N/A

	<p>people putting off having children or taking second jobs to help save for their own home.</p> <p>Housing for older people is also a concern with the Centre for Ageing Better highlighting that more than two million older people live in homes that endanger their health and wellbeing and do not meet basic government standards.</p>	<p>see an affordable housing requirement.</p> <p>The removal of the zone scheme will increase the overall housing stock of the city, both at the Wolseley Road site and the Gasworks site.</p>		
<b>Disability</b>	<p>In Plymouth, a total of 31,164 people (from 28.5 per cent of households) declared themselves as having a long-term health problem or disability in the 2011 Census. 10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).</p> <p>People with disabilities aged 16 to 64 years in the UK were less likely to own their own home (40.9 per cent) than other people (53.4 per cent), and more likely to have rented social housing (at 24.9 per cent compared with 7.8 per cent) (year ending June 2020).</p> <p>Although the gap in non-decent accommodation has closed over recent years, one in three households with a person with a disability still lives in non-decent accommodation.</p> <p>One in five people with disabilities requiring adaptations to their home believe that their accommodation is not suitable.</p>	<p>The scheme is unlikely to have an adverse impact on these protected categories.</p> <p>The former Gasworks site will need to ensure that 20% of the housing will be accessible to people with limited mobility in order to meet policy requirements.</p>	N/A	N/A
<b>Religion or belief</b>	<p>The impact of religious beliefs on people's ability to secure housing are not widely studied and relatively little is known.</p> <p>The 2011 census recorded that Christians are the largest faith community in the city. The majority of people identify themselves with some religion. Islam is the religion with the second largest number of followers and there are small but significant numbers of Buddhists, Hindus, Sikhs, Jews and Ba'hai. Other</p>	<p>The scheme is unlikely to have an adverse impact on these protected categories.</p>	N/A	N/A

	belief systems with small numbers of followers include Humanists, Pagans and Spiritualists.			
<b>Sex - including marriage, pregnancy and maternity</b>	<p>50.3 per cent of the Plymouth population are female and 49.7 per cent are male.</p> <p>In the UK, according to a 2017 study by the Women's Budget Group, women's housing situation differs from that of men, and is generally less good.</p> <p>No region in England is affordable to rent in the private market on women's median earnings. As for buying property, the median home in England costs over 12 times women's median wages (8 times for men).</p> <p>67% of adults in households accepted as statutorily homeless are women [1] , reflecting their risk of loss of secure housing, and their responsibility for caring for children.</p> <p>60% of adults in households claiming housing benefit are women [2] reflecting women's lower incomes.</p> <p>57% of adults in social renting are women, [3] reflecting women's lower incomes.</p> <p>[1] MHCLG livetable 780 for 2017/18. Only 'experimental' data are available for 2018/19. Calculation assumes couple household claimants include an equal total number of men and women, and exclude 'other' households</p> <p>[2] Department of Work and Pensions (2018) Housing Benefit Caseload Statistics: data to May 2018</p> <p>[3] MHCLG livetable FA1221(S108) for 2017/18</p>	The scheme is unlikely to have an adverse impact on these protected categories.	N/A	N/A
<b>Gender reassignment</b>	<p>There are no official estimates for gender reassignment at either national or local level.</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIRES) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>	The scheme is unlikely to have an adverse impact on these protected categories.	N/A	N/A

	<p>Reports from the Out Youth Group in Plymouth show a steady increase in transgender members, particularly transgender men.</p> <p>The impact of gender reassignment on people's ability to secure housing is not well known.</p> <p>Trans people experience a lot of social stigma and discrimination. They may be vulnerable to harassment and 'hate crime' in their communities.</p> <p>Trans people may experience poverty due to discrimination in employment or lack of economic support from family or friends.</p> <p>25 per cent of trans respondents surveyed in Scotland in 2007 stated that they had previously had to move out of their home due to the transphobia from families, flatmates or neighbours. 4 per cent of the respondents were homeless at the point of survey [1]</p> <p>[1] Scottish Transgender Alliance (2008) Transgender experiences in Scotland, Edinburgh, Scottish Transgender Alliance</p>			
<p><b>Race</b></p>	<p>There is some evidence of the impacts of race on people's ability to secure accommodation.</p> <p>Whilst the proportion of Plymouth residents that are White British remains higher than the UK average, it is decreasing. At the time of the 2001 census, 97 per cent of Plymouth's population was White British. By 2011 this had decreased to 93 per cent. Local population growth between the 2001 and 2011 census had been driven by migration from outside the UK (63 per cent), most commonly from newly admitted EU countries. Our ethnic minority communities are very diverse. The Polish, Chinese and Kurdish communities are amongst the largest. We have a small resident Gypsy and Traveller community. We are also a dispersal area for asylum</p>	<p>The scheme is unlikely to have an adverse impact on these protected categories.</p>	<p>N/A</p>	<p>N/A</p>

	<p>seekers and around 300 people will be accommodated in the city at any given time. Asylum seekers within the city are accommodated in supported accommodation provided by the Home Office.</p> <p>In 2016 to 2018, 17% of households (3.9 million) in England lived in social housing (they rented their home from a local authority or housing association)</p> <p>Black African (44%), Mixed White and Black African (41%) and Black Caribbean (40%) households were most likely to rent social housing out of all ethnic groups</p> <p>Indian (7%), Chinese (10%), and White Other (11%) households had lower rates of renting social housing.</p> <p>Across most income bands, White British households were less likely to rent social housing than households from all other ethnic groups combined.</p> <p>As a group, ethnic minority households are also more likely to rent privately than White British households.</p> <p>Housing quality varies between ethnic groups. Across all socio-economic groups, age groups, most regions and income bands, and regardless of whether they owned or rented their home, White British households were less likely to be overcrowded than households from all other ethnic groups combined.</p> <p>In 2017/18, there were 2.4 homeless households for every 1,000 households in England.</p> <p>In Plymouth in 2019/20, of the 294 households that were decided as being in statutory homeless, 271 were White, 9 from Black ethnic groups, 4 from Asian ethnic groups, 4 Mixed ethnic background, 5 were from other ethnic groups, while the ethnicity was unknown for 1 person.</p>			
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<p><b>Sexual orientation - including civil partnership</b></p>	<p>Figures from the annual population survey have revealed that the number of people identifying as lesbian, gay or bisexual in the UK has increased from 1.6% in 2014 to 2.2% in 2018, an increase of more than a third. The Office of National Statistics said that those “in their late teens and early 20s are more likely to identify as LGB than older age groups,” while “more than two-thirds of the LGB population are single and have never married or entered into a civil partnership.</p> <p>Relatively little is known about the challenges LGB people face in relation to housing. In 2007 Stonewall commissioned a poll which revealed 20 per cent of LGB people expected to be treated less favourably than a straight person when applying for social housing.</p>	<p>The scheme is unlikely to have an adverse impact on these protected categories.</p>	<p>N/A</p>	<p>N/A</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
<p><b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b></p>	<p>Positive implications should the Gasworks site come forward as the site will likely see mixed tenure of dwellings provided.</p>	
<p><b>Pay equality for women, and staff with disabilities in our workforce.</b></p>	<p>None</p>	
<p><b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b></p>	<p>None</p>	
<p><b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b></p>	<p>None</p>	

<p><b>Plymouth is a city where people from different backgrounds get along well.</b></p>	<p>Positive implications as should the Gasworks site come forward there will be mixed tenure of dwellings.</p>	
<p><b>Human rights</b> Please refer to <a href="#">guidance</a></p>	<p>We have considered human rights implications and have found that the decision is compliant with the Human Rights Act 1998 (HRA). All planning applications on the site would need to accord with this.</p>	

**STAGE 4: PUBLICATION**

Responsible Officer \_\_\_\_\_ Date \_\_\_\_\_  
 Strategic Director, Service Director or Head of Service

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# EXECUTIVE DECISION

made by a Council Officer



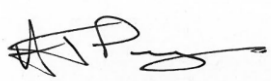
## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD07 21/22

Decision	
<b>1</b>	<p><b>Title of decision:</b> Demolition of Former HSL building at Martin Street and bungalows at 422 &amp; 424 Tavistock Rd</p>
<b>2</b>	<p><b>Decision maker (Council Officer name and job title):</b> Anthony Payne – Strategic Director for Place</p>
<b>3</b>	<p><b>Report author and contact details:</b> Karen Renshaw, Senior Project Manager, Strategic Projects Team, HR &amp; OD <a href="mailto:Karen.renshaw@plymouth.gov.uk">Karen.renshaw@plymouth.gov.uk</a></p>
<b>4a</b>	<p><b>Decision to be taken:</b> To award the contract for the demolition and associated works for : 1. Former HSL building at Martin Street 2. 422 and 424 Tavistock Rd to the successful tenderer, following a competitive procurement exercise. The two sites are unrelated and have separate Business Cases and approvals. They have been combined as one for economies of scale in the procurement process.  Details of the successful tenderer are set out in the Contract Award Report - Part I I</p>
<b>4b</b>	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> 1. For the former HSL site (part of the Strategic Waterfront Site ) – L32 15/16 2. 422 and 424 Tavistock Rd (part of the Woolwell to The George Strategic Transport scheme) – L44 16/17</p>
<b>5</b>	<p><b>Reasons for decision:</b> In accordance with the delegated authority granted by the Executive Decision made by the Leader of the Council on 10 03 2016 for former HSL site and 10 02 2017 for 422 and 424 Tavistock Rd, a procurement exercise was undertaken  The Council received one tender and following a tender analysis is now in a position to award the contract.  See Contract Award Report - Part I I</p>

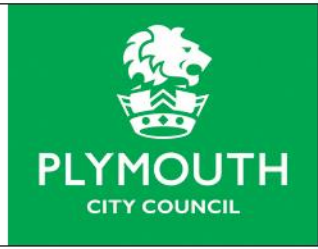
6	<p><b>Alternative options considered and rejected:</b></p> <p>Do nothing  Former HSL site - Loss of opportunity to promote economic and employment growth for the HSL site and incur void Business Rates  422 and 424 Tavistock Rd - Loss of opportunity to improve the road infrastructure and avoid Council Tax on vacant properties</p>																
7	<p><b>Financial implications:</b></p> <p>For the former HSL site, the development capital costs will funded by a ring fenced HCA capital grant.</p> <p>For 422 and 424 Tavistock Rd, the demolition of these properties is funded from the Woolwell to The George transport scheme. This project has approved PCC funding of £420,000 funded by corporate borrowing to carry out a range of works associated with the full transport scheme, of which the demolition of these bungalows is part.</p>																
8	<table border="1"> <thead> <tr> <th data-bbox="225 734 758 824">Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)</th> <th data-bbox="758 734 853 824">Yes</th> <th data-bbox="853 734 1005 824">No</th> <th data-bbox="1005 734 1495 824">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 824 758 992"></td> <td data-bbox="758 824 853 992"></td> <td data-bbox="853 824 1005 992">X</td> <td data-bbox="1005 824 1495 992">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="225 992 758 1182"></td> <td data-bbox="758 992 853 1182"></td> <td data-bbox="853 992 1005 1182">X</td> <td data-bbox="1005 992 1495 1182">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></td> </tr> <tr> <td data-bbox="225 1182 758 1323"></td> <td data-bbox="758 1182 853 1323"></td> <td data-bbox="853 1182 1005 1323">X</td> <td data-bbox="1005 1182 1495 1323">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:			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.
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		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.														
8b	<p>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></p>																
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p> <p><b>Corporate Plan Objectives</b></p> <ul style="list-style-type: none"> <li>• Economic growth that benefits as many people as possible</li> <li>• Quality jobs and valuable skills</li> <li>• Spending money wisely</li> </ul>																
10	<p>Please specify any direct environmental implications of the decision (carbon impact)</p> <p>The schemes will be demolished in line with best practice for waste management and environmental management which was required as part of the procurement process</p>																
<b>Urgent decisions</b>																	
11	<p>Is the decision urgent and to be implemented immediately in the</p>	Yes	(If yes, please contact <a href="#">Democratic Support</a> for advice)														

	interests of the Council or the public?	No	X	(If no, go to section 13a)
I2a	Reason for urgency:			
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	X	(If no go to section 14)
I3b	Which other Cabinet member's portfolio is affected by the decision?			
I3c	Date Cabinet member consulted	n/a		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
I5	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	24 September 2021	
<b>Sign-off</b>				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS50 21/22	
		Finance (mandatory)	ba.21.22.120	
		Legal (mandatory)	MS/27.09.21	
		Human Resources (if applicable)	n/a	
		Corporate property (if applicable)	n/a	
		Procurement	SN/PS/600/ED/0921	
<b>Appendices</b>				
I7	Ref.	Title of appendix		
		Contract Award Report – Part 1		

	EIA – Waterfront site							
	EIA – The George							
<b>Confidential/exempt information</b>								
<b>18a</b>	<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>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>  Contract Award Report – Part 2			X				
<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>Council Officer Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>			<b>Date of decision</b>	24.9.21				
<b>Print Name</b>	Anthony Payne							

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

20683 - Demolition of Former HSL Building & Bungalows at 422 and  
424 Tavistock Road



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

## **I. INTRODUCTION**

This contract award report is in relation to the procurement of the demolition of the former HSL building and two bungalows on Tavistock Road. The scope of the requirement includes:

1. Former HSL building and adjoining former garage sales area. This is a high profile site which is part of the Strategic Waterfront site. It will require the removal of building and sub structures
2. 422 and 424 Tavistock Rd. The demolition of these detached dwellings (not including slabs) form part of the Woolwell to The George road improvement scheme

Contract Duration: The anticipated duration of the contract is for approximately 4 months, taking into account pre demolition requirements.

## **2. BACKGROUND**

The demolition and associated works for the former HSL site are part of the Strategy Waterfront scheme which was approved in 2016.

The demolition and associated works for 422 and 424 Tavistock Rd are part of the Wonwell to The George Strategic Transport scheme in 2017

## **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, 3 suppliers were invited (whom 2 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 schedule included at Schedule I.

### Evaluation Criteria and Methodology

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 attached 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 1 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:

<b>Criteria</b>	<b>Weighting</b>
Price	40%
Quality	55%
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 4)**

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 Table I below:

**Scoring Table I**

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 3)**

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 25<sup>th</sup> August 2021, with a tender submission date of 17<sup>th</sup> September 2021. A Submission was received from 1 supplier.

The tender submission was 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.

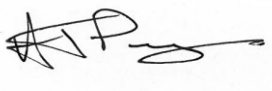
## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer for this project on JCT Minor Works Contract 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>	Trevor Goff		
<b>Job Title:</b>	Principal Surveyor		
<b>Additional Comments (Optional):</b>	n/a		
<b>Signature:</b>	Trevor Goff	<b>Date:</b>	240921
Head of Service / Service Director / Strategic Director			
<b>Name:</b>	Anthony Payne		
<b>Job Title:</b>	Strategic Director for Place		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	24.9.21

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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

PLACE DIRECTORATE

Property acquisition – Waterfront Properties



STAGE 1: What is being assessed and by whom?	
What is being assessed - including a brief description of aims and objectives?	An Executive Decision to acquire freehold interests at a Waterfront site to facilitate regeneration which will also meet demand for homes and employment and improve the public realm.
Responsible Officer	Mark Brunson
Department and Service	Place, Economic Development (Strategic Development Projects)
Date of Assessment	February 2016

STAGE 2: Evidence and Impact				
Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	Acquisition of the site will have a positive impact on older persons by facilitating the provision of new homes within the city centre close to amenities.	No	Not applicable	Not applicable
Disability	It is anticipated that	No	Not applicable	Not applicable

<b>STAGE 2: Evidence and Impact</b>				
<b>Protected Characteristics (Equality Act)</b>	<b>Evidence and information (e.g. data and feedback)</b>	<b>Any adverse impact?</b>	<b>Actions</b>	<b>Timescale and who is responsible?</b>
	provision will be required for a % of the new homes to be constructed to Lifetime Homes standard.			
Faith, Religion or Belief	Not applicable	No	Not applicable	Not applicable
Gender - including marriage, pregnancy and maternity	Not applicable	No	Not applicable	Not applicable
Gender Reassignment	Not applicable	No	Not applicable	Not applicable
Race	Not applicable	No	Not applicable	Not applicable
Sexual Orientation -including Civil Partnership	Not applicable	No	Not applicable	Not applicable

<b>STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken</b>		
<b>Local Priorities</b>	<b>Implications</b>	<b>Timescale and who is responsible?</b>
Reduce the inequality gap, particularly in health between communities.	Housing development will help to meet the City's agenda of accelerated housing delivery and outputs, including the provision of more and better quality homes, reducing waiting lists and helping reduce the use of temporary accommodation for homeless households.	Timescale dependent on completion of the development. Strategic Development Project team to lead on delivery.



<b>STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken</b>		
<b>Local Priorities</b>	<b>Implications</b>	<b>Timescale and who is responsible?</b>
Good relations between different communities (community cohesion).	Development of the land is anticipated to provide for affordable housing, and mitigation of impacts of any development through s106 planning obligations.	Timescale dependent on completion of the development. Strategic Development Project team to lead on delivery.
Human Rights	No implications	Not applicable

<b>STAGE 4: Publication</b>			
Director, Assistant Director/Head of Service approving EIA.	Mark Brunsdon, Head of Strategic Development Projects	Date	

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# EQUALITY IMPACT ASSESSMENT

Woolwell to The George



PLYMOUTH  
CITY COUNCIL

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

<p><b>What is being assessed - including a brief description of aims and objectives?</b></p>	<p>The scheme will increase capacity on the transport network to reduce congestion and accommodate additional traffic generated from proposed developments in the Derriford and Northern Corridor Growth Area. This will improve journey times and reliability for buses and general traffic along with improved pedestrian and cycle facilities.</p>
<p><b>Author</b></p>	<p>Chris Dawson</p>
<p><b>Department and service</b></p>	<p>Strategic Planning and Infrastructure Place Department</p>
<p><b>Date of assessment</b></p>	<p>26/01/2017</p>

## STAGE 2: EVIDENCE AND IMPACT

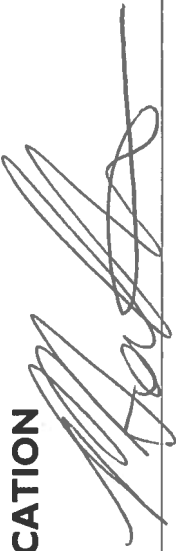
Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact <i>See guidance on how to make judgement</i>	Actions	Timescale and who is responsible
<p><b>Age</b></p>	<p>Older people, children and teenagers experience lower levels of car access; are more dependent upon travel by public transport and are more vulnerable to the effects of traffic generated air pollution. The scheme will improve the journey times and reliability of buses and general traffic. It will also provide improved pedestrian and cycle facilities</p>	<p>No</p>	<p>None</p>	<p>N/A</p>

	providing particular benefits for those without access to a car.	Low impact which can be resolved through mitigation.	Formal crossing points will be provided to ensure that access is improved.	Project Manager This will be considered as part of the design process 2017-18
<b>Disability</b>	Improvements to the footways will provide particular benefits to people with a disability. The scheme widens the existing carriageway which may make it harder for mobility impaired people to cross the road.	No	None	N/A
<b>Faith/religion or belief</b>	No relevant evidence or information	No	None	N/A
<b>Gender - including marriage, pregnancy and maternity</b>	While the scheme will have no disproportionate impact on either gender, improved security delivered through new street lighting will benefit vulnerable groups including women.	No	None	N/A
<b>Gender reassignment</b>	No relevant evidence or information	No	None	N/A
<b>Race</b>	The scheme will deliver improvements for many transport modes including bus users, pedestrians and cyclists. BME groups are disproportionately reliant upon bus travel and will therefore benefit from this scheme.	No	None	N/A
<b>Sexual orientation - including civil partnership</b>	No relevant evidence or information	No	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
<p>Reduce the gap in average hourly pay between men and women by 2020.</p>	<p>None</p>	<p>N/A</p>
<p>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.</p>	<p>None</p>	<p>N/A</p>
<p>Good relations between different communities (community cohesion)</p>	<p>The scheme will provide highway capacity improvements resulting in improvements in journey times and reliability for buses and general traffic. These improvements will benefit the existing local communities and those further to the north travelling along the A386 and proposed new communities along the Northern Corridor. The scheme will be important in reducing the impact of these new developments on existing communities.</p> <p>A thorough consultation and communication process will ensure that all residents and groups have the opportunity to input into the development of the scheme.</p>	<p>Project Manager Delivery 2017-2021</p>
<p><b>Human rights</b> <i>Please refer to guidance</i></p>	<p>It might not be possible to deliver the necessary improvements without land outside the Council's ownership, however impact on private landowners will be minimised as much as possible and every effort will be made to secure any necessary land through agreement. Throughout the scheme development regard has and must continue to be had to the fair balance that has to be struck between the competing interests of the individual and those of the community as a whole.</p> <p>Consultation and negotiation will take place with potentially affected landowners.</p>	<p>Project Manager Delivery 2017-2021</p>

**STAGE 4: PUBLICATION**



Responsible Officer

~~Director, Assistant Director or Head of Service~~

Date

26/1/2017