



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

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

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrqll6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Wednesday 15 December 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 16 December 2021 if they are not called-in.

Delegated Decisions

- 1. Councillor Mrs Bridgeman (Cabinet Member for Environment and Street Scene):**
 - 1.1. Review of Fixed Penalty Notice Amount for Environmental Offences **(Pages 1 - 12)**
- 2. Council Officer Decision - Anthony Payne (Strategic Director for Place):**
 - 2.1. Morlaix Drive Access Improvements Scheme - Contract Award **(Pages 13 - 34)**
 - 2.2. Contract Modification for Tamar Crossings Technical Support Contract to Extend the Current Contract with AECOM for a Further Year **(Pages 35 - 44)**
- 3. Council Officer Decision - Philip Robinson (Service Director for Street Services):**
 - 3.1. Contract Award for Tamar Bridge Recovery of Light Vehicles **(Pages 45 - 54)**
- 4. Council Officer Decision - Paul Barnard (Service Director for Strategic Planning and Infrastructure):**
 - 4.1. EV Charging Operator Concession Agreement, Mobility Hubs **(Pages 55 - 80)**
 - 4.2. E-bike Share Operator Concession Agreement, Mobility Hubs **(Pages 81 - 106)**

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – ESS04 21/22

Decision				
1	Title of decision: Review of Fixed Penalty Notice Amount for Environmental Offences			
2	Decision maker (Cabinet member name and portfolio title): Councillor Mrs Maddi Bridgeman, Cabinet Member for Environment and Street Scene			
3	Report author and contact details: Nicola Horne – Nicola.horne@plymouth.gov.uk			
4	Decision to be taken: Increase Fixed Penalty Notice amounts for all environmental offences to the current maximum statutory level permitted as detailed in Appendix I.			
5	Reasons for decision: Various environmental offences can be dealt with by the issuing of Fixed Penalty Notices (FPN) and the amount of the FPN can be set between a minimum and maximum level. Following recent legislative changes, a number of such FPN's have been amended and added, which have not been specified in other decisions and are therefore still set at the default amount. The Council is committed to ensuring our streets and open spaces are clean and tidy, and to this end, officers issue FPN's for environmental offences such as littering, fly tipping and waste offences. The use of FPN's is sensible in offering offenders the opportunity to discharge their liability for prosecution for low level offences, thereby avoiding court action and potential criminal convictions. Due to legislative changes, this document seeks to streamline previous decisions and to set all FPN's at the current maximum permitted amount to act as a deterrent to committing environmental offences.			
6	Alternative options considered and rejected: Environmental offence FPN's could have been set at the default amount, however this would be less likely to act as a deterrent. The council continues to take a strong stance on environmental enforcement.			
7	Financial implications and risks: The amount recovered in FPN's can be retained by the local authority and legislation dictates that this must be used on enforcement activities. It is anticipated that this will help support the cost of enforcement, and reduce extended costs of taking cases through the court process. Based on FPN levels in 2019/20, it is likely to generate approx. £0.100m additional income, however the additional costs of resourcing investigations and taking enforcement action will need to be paid for from any additional income.			
8	Is the decision a Key Decision?	Yes	No	Per the Constitution, a key decision is one which:

	(please contact Democratic Support for further advice)		x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This is linked to the Corporate Plan in delivering a key priority of a clean and tidy city. The cost of enforcement and keeping streets clean of waste exceeds any income generated from Fixed Penalty Notices.		
10	Please specify any direct environmental implications of the decision (carbon impact)	There is not anticipated to be any adverse environmental impact.		

Urgent decisions

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

Consultation

13a	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	x	(If no go to section 14)
13b	Which other Cabinet member's			

	portfolio is affected by the decision?			
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	Dr Ruth Harrell	
		Job title	Director of Public Health	
		Date consulted	14/09/21	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	Ds82 21/22	
		Finance (mandatory)	djn.21.22.178	
		Legal (mandatory)	37418/ag/4.11.21	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	N/A	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report for publication		
	B	Equalities Impact Assessment		
Confidential/exempt information				
I8a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in I8b below. (Keep as much information as possible in the briefing report that will be in the public domain)
		No	x	
		Exemption Paragraph Number		

		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature				Date of decision		26 November 2021		
Print Name		Councillor Mrs Maddi Bridgeman						

Executive Decision by a Cabinet Member to Review Fixed Penalty Notice amounts for environmental offences to be set at the maximum statutory level.



1.1 Ensuring Plymouth is a clean and tidy city continues to be a corporate priority. Whilst the Council has been focused on tackling environmental offences such as littering and fly tipping in recent years, investigating, cleaning and disposing of discarded waste is an unnecessary additional cost to local authorities and the tax payer, resulting in estimated costs the UK taxpayer around £690 million pounds a year.

1.2 The Council has the authority to use Fixed Penalty Notices (FPN's) as an alternative to prosecution when dealing with environmental crimes including litter, dog fouling, small-scale fly tipping, waste documentation offences, graffiti and flyposting. These FPNs are issued by authorised officers within the Environmental Protection team, in accordance with the council's Enforcement Policy. FPN's are an effective and visible way of dealing with low level environmental crime.

1.3 When providing regulations to enable the issuing of FPN's, the legislation normally permits an FPN to be set within a range of minimum to maximum penalties, and if no such penalty is set at a default amount, specified in relevant regulations. Many of the environmental FPN's are already set at the maximum permitted level, as agreed in a previous Executive Decision in 2006.

1.4 In line with Plymouth's commitment to create a clean and tidy city, this paper is intended to increase all environmental offences, dealt with by FPN to the maximum permitted level, and to confirm that the Council do not offer an early discount payment. Details of all relevant offences are contained in Appendix I, detailing the relevant legislation and the current maximum amount permitted by legislation.

1.5 On the 1st April, 2018, the Environmental Offences (Fixed Penalties) (England) Regulations 2017 came into effect. This change in legislation gave local authorities the ability to raise several different FPN's including those for littering, graffiti and fly posting to a new maximum of £150, however the FPN for littering in Plymouth was set at £100 in 2019. On this review, it is proposed to increase all of these FPN's to the maximum level of £150. In addition, FPN's for commercial bins was also increased to £110

1.6 Additionally, new requirements were also introduced in the Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 to amend section 34 of the Environmental Protection Act to enable FPN's to be issued for household duty of care offences. As no other decision has been made to set this at a specified amount, it has been at the default amount since implementation. This is now intended to be set at £400.

1.7 By increasing these two remaining FPN's to the maximum level, all FPN's for environmental offences will be set at the maximum level in Plymouth reflecting the corporate priority to ensure Plymouth is a clean and tidy city, with the intention that the level of the FPN amount will act as a deterrent to those committing environmental offences in Plymouth.

1.8 The majority of residents and visitors comply with the law in relation to environmental offences however there are some individuals who choose to dispose of their waste indiscriminately.

1.9 Based on FPN levels in 2019/20, the increased FPNs are likely to generate approx. £0.100m additional income, however the additional costs of resourcing investigations and taking enforcement action will need to be paid for from any additional income.

Appendix I

Offences dealt with by FPN (civil and criminal)

Offence	Legislation to enable issue of FPN	Current Penalty	Maximum Penalty	Proposed Plymouth City Council FPN
Littering, including littering from vehicles	Section 88 Environmental Protection Act 1990	£100	£150	£150
Fly tipping	Section 33 Environmental Protection Act 1990	£400	£400	£400
Graffiti	Section 43 of the Anti Social Behaviour Act 2003	£80	£150	£150
Fly posting	Section 43 of the Anti Social Behaviour Act 2003	£80	£150	£150
Householder duty of care	Section 34ZA Environmental Protection Act 1990	£400	£400	£400
Industrial and commercial waste receptacle offences	Section 47ZA of the Environmental Protection Act 1990	£100	£110	£110
Failing to show waste documents	Control of Pollution (Amendment) Act 1989	£300	£300	£300
Failure to produce waste transfer documents	Section 34A Environmental Protection Act	£300	£400	£400

EQUALITY IMPACT ASSESSMENT

ODPH



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	The Corporate Plan sets out a clear aim to ensure that Plymouth is a clean and tidy city. Unfortunately, there is evidence that achievement towards this is affected by a small proportion of people breaking the law, through environmental offences such as littering and fly tipping. The enforcement of laws around environmental protection is therefore a necessary step to meet this aim. The Council has authority to issue Fixed Penalty Notices for various environmental crimes and can set the amount payable to discharge liability for the offence between amounts specified by Government. The maximum fine available for some offences was increased in 2018 by legislation. The decision seeks to ensure that all relevant environmental offences are set at the maximum permitted level. The income generated by Fixed Penalty Notices must be spent on enforcement of relevant activities. The increase in income generated from the Fixed Penalty Notices will ensure that resources are targeted to continue to ensure our streets and open spaces are kept clean with action targeted at the few who act irresponsibly. The impact of this decision will be to increase the cleanliness of the city, improving areas that are currently experienced as untidy through activities such as fly tipping, littering and dog fouling. This will therefore have a positive impact on the vast majority of people; those people who are currently acting unlawfully will be fined for this activity and therefore strongly dissuaded from doing so in future.
Author	Nicola Horne
Department and service	Public Protection Service, ODPH
Date of assessment	06/10/21

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
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Age	This decision relates to setting FPN's at the maximum amount. Age is not considered relevant in terms of the maximum amount an FPN is set at. However, although FPN's can be issued to those over 10 years, Plymouth City Council have agreed to not pursue offences carried out by under 18's. In our experience from carrying out this work, offences are committed by a broad range of ages and no age group has been found to be adversely affected.	Adverse impact will be for those limited numbers of people across all age ranges who commit environmental offences and would be subject to receiving an FPN. Information on the increase of the FPN's would be subject to normal communication channels by the Council including social media, and publications on line. The adverse impacts are offset by the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy	Information on the increase of the FPN's would be subject to publication on normal communication channels by the Council including social media, and publications on line. The adverse impacts are offset by the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty taking into a count a person means.	At point of decision making process. Nicola Horne
Disability	Disability is not thought to be adversely affected by the decision to increase the FPN's to the maximum amount.	Adverse impact will be for those limited numbers of people who commit environmental offences and would be subject to receiving an FPN which could affect any person particularly those on limited income across all protected characteristics.	Information on the increase of the FPN's would be subject to publication on normal communication channels by the Council including social media, and publications on line. The adverse impacts are offset by the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty	At point of decision making process. Nicola Horne

			taking into a count a person means. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty taking into a count a person means.	
Religion or belief	Religion or belief is not a barrier or target for enforcement work to be carried out and does not impact upon environmental offences committed or the appropriate level of the FPN.	Adverse impact will be for those limited numbers of people who commit environmental offences and would be subject to receiving an FPN which could affect any person particularly those on limited income across all protected characteristics.	Information on the increase of the FPN's would be subject to publication on normal communication channels by the Council including social media, and publications on line. The adverse impacts are offset by the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty taking into a count a person means.	At point of decision making process. Nicola Horne
Sex - including marriage, pregnancy and maternity	Sex including marriage, pregnancy and maternity is not a barrier or target for enforcement work to be carried out and does not impact upon environmental offences committed or the appropriate level of the FPN	Adverse impact will be for those limited numbers of people who commit environmental offences and would be subject to receiving an FPN which could affect any person particularly those on limited income across all protected characteristics.	Information on the increase of the FPN's would be subject to publication on normal communication channels by the Council including social media, and publications on line. The adverse impacts are offset by	At point of decision making process. Nicola Horne

			the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty taking into a count a person means.	
Gender reassignment	The issuing of FPN's and the FPN being set at the maximum level is not gender specific but offence specific.	Adverse impact will be for those limited numbers of people who commit environmental offences and would be subject to receiving an FPN which could affect any person particularly those on limited income across all protected characteristics.	Information on the increase of the FPN's would be subject to publication on normal communication channels by the Council including social media, and publications on line. The adverse impacts are offset by the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty taking into a count a person means.	At point of decision making process. Nicola Horne
Race	Race is not necessarily known when carrying out enforcement work, although language barriers may be apparent during any face to face interaction. However, this does	Adverse impact will be for those limited numbers of people who commit environmental offences and would be subject to receiving an FPN which could affect any person particularly those on	Information on the increase of the FPN's would be subject to publication on normal communication channels by the Council including social media, and	At point of decision making process. Nicola Horne

	not affect the amount of FPN and recipients of FPN's are advised to obtain support and advice from relevant support agencies to interpret any written information.	limited income across all protected characteristics.	publications on line. The adverse impacts are offset by the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty taking into a count a person means.	
Sexual orientation - including civil partnership	A person's sexuality is not known by the service and is not a barrier or target for enforcement work to be carried out. There is no data available to indicate a person's sexuality.	Adverse impact will be for those limited numbers of people who commit environmental offences and would be subject to receiving an FPN which could affect any person particularly those on limited income across all protected characteristics.	Information on the increase of the FPN's would be subject to publication on normal communication channels by the Council including social media, and publications on line. The adverse impacts are offset by the positive benefits experienced by those who live in a clean and tidy city with open spaces to enjoy. If any FPN is not paid, it would be subject to prosecution whereby the courts can decide on appropriate levels of penalty taking into a count a person means.	At point of decision making process. Nicola Horne

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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Celebrate diversity and ensure that Plymouth is a welcoming city.	None	
Pay equality for women, and staff with disabilities in our workforce.	None	
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	None	
Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.	None	
Plymouth is a city where people from different backgrounds get along well.	None	
Human rights Please refer to guidance	None	

STAGE 4: PUBLICATION

Responsible Officer Sarah Lees

Date 06/10/21

Strategic Director, Service Director or Head of Service

EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – COD09 21/22

Decision	
1	Title of decision: Morlaix Drive Access Improvement Scheme – Contract Award
2	Decision maker (Council Officer name and job title): Anthony Payne, Strategic Director for Place
3	Report author and contact details: Robin Bevan, Transport Planning Officer 01752 307799 robin.bevan@plymouth.gov.uk
4a	Decision to be taken: To appoint South West Highways as the principal contractor for the Morlaix Drive Access Improvement Scheme
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L42 17/18
5	Reasons for decision: The Term Maintenance Contract (TMC) provides specifically for the delivery of transport projects in addition to the core highway maintenance activities and has already been through a competitive tendering assessment process. Using the TMC provides the optimum route for delivery by securing early contractor involvement to develop the design, by capitalising on the continuity of service provision, local knowledge and the close working arrangements that the TMC contractor has established with the Council's Highways department.
6	Alternative options considered and rejected: To carry out a formal tendering exercise or through the use of an appropriate framework. Both would add delay to any appointment and impact on the potential delivery of the works.
7	Financial implications and risks: Capital The Executive Decision to add £4.734m to the Council's Capital Programme for the Morlaix Drive Access Improvement Scheme and delegate the award of any subsequent contract to the Director for Place was signed in January 2018. Subsequent to this a further £94,000 contribution from PCC Highways

for resurfacing works on Brest Road that are included in the project was added to the scheme budget in 2020/21. A further £100,000 of revenue to capital contribution has been approved by S151 Officer in the current financial year in order to ensure the scheme is still affordable, bringing the total budget value to £4.928m.

Funding source	Amount
Corporate borrowing un-ringfenced	£1,420,000
DfT NPIF S131 Grant	£3,314,000
PCC Highways resurfacing contribution	£94,000
Revenue to capital from Strategic Transport	£100,000
Total	£4,928,000

The overall project has a total cost estimate of £4.920m. This includes a contingency amount for risk based on a quantified assessment of identified risks.

Revenue

Morlaix Drive is owned by University Hospitals Plymouth NHS Trust. The scheme will deliver improvements to both Morlaix Drive and Brest Road to adoptable highway standards and upon completion of the scheme, Morlaix Drive will be dedicated as highway and adopted (as per an existing planning obligation upon the NHS Trust).

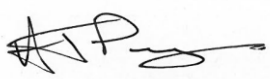
The scheme provides new infrastructure and therefore limited maintenance is expected in the first 10 years post opening. Following this, Morlaix Drive will become part of the Authority's maintenance liability, however the estimated average annual maintenance is relatively small at approximately £9,000 and this would be expected to be accommodated from within existing transport maintenance budgets.

An element of the scheme is a change to the junction of Morlaix Drive with Brest Road, including new traffic signals. There will also be a limited maintenance implication of this although again this would be expected to be accommodated from within existing transport maintenance budgets.

8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
		x		in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key	5 August 2021		

	<u>Decisions</u>	
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 is identified as a part of the strategic transport infrastructure required to support the significant numbers of new homes and jobs that are planned for the north of the city over the lifespan of the Plymouth and South West Devon Joint Local Plan. The Morlaix Drive scheme directly supports the following Joint Local Plan policies: SPT1; SPT9; SPT10; SPT12; PLY38; and PLY47. Investment to the Morlaix Drive scheme will support improved reliability of buses in the area and provide benefits for traffic using the A386. Optimising and enhancing the existing transport network resulting in improved journey times and reliability allows large scale development to come forward in the Derriford area and along the Northern Corridor. Improvements for pedestrians and cyclists will also be maximised within the scheme in order to encourage more sustainable journeys. This scheme will provide a key piece of infrastructure required to help facilitate a proportion of the 4,000 new homes planned for the wider Derriford Growth Area. This scheme is principally concerned with providing improved transport links which will help to give confidence to developers and will therefore help to create the conditions for growth and kick-start development. This scheme will improve infrastructure required to help facilitate a proportion of the 100,180 m2 of employment space (including a new district shopping centre) planned for the Derriford area. The planned investment in targeted infrastructure projects can play its part in stimulating growth and encourage further investment. This scheme in addition to other major transport improvements planned and undertaken in the area will enable major development proposals to be delivered in the north of the city. Successful delivery of this scheme will give further confidence to national and regional funding decision makers that Plymouth is a city that can deliver large scale investment projects that will make a real difference in driving forward growth and the local economy. Being able to cite recent examples for the project such as Derriford Hospital Interchange and Marjons Link Road has helped secure DfT NPIF funding for this scheme; successful delivery of the project will give the same confidence when the Council is seeking funding for other future major projects.
10	Please specify any direct environmental implications of the decision (carbon impact)	The scheme supports Government priorities for sustainable growth and decarbonising transport by improving the quality of travel options by non-car modes.

Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathan Drean, Cabinet Member for Transport		
13c	Date Cabinet member consulted	19 November 2021		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne,	
		Job title	Strategic Director for Place	
		Date consulted	24 November 2021	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS83 21/22	
		Finance (mandatory)	PI.21.22.194	
		Legal (mandatory)	LS/37725/AC/28/11/21	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	SN/PS/608/ED/1221	

Appendices								
17	Ref.	Title of appendix						
	A	Morlaix Drive Access Improvement Scheme Contract Award – Part I Briefing Note						
	B	Morlaix Drive Bus Priority & Access Improvement Scheme Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?		Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.			
			No					
			Exemption Paragraph Number					
			1	2	3	4	5	6
18b	Confidential/exempt briefing report title: Morlaix Drive Access Improvement Scheme Contract Award – Part II Briefing Note				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
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		2.12.21		
Print Name		Anthony Payne						

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**MORLAIX DRIVE ACCESS IMPROVEMENT SCHEME
CONTRACT AWARD****Part I Briefing Note****PROJECT DETAILS**

The Morlaix Drive Access Improvement Scheme will widen the existing narrow road that links Brest Road to Derriford Hospital, allowing for a constant flow of two-way traffic, including buses, and an upgrade of the existing narrow footway to a shared pedestrian and cycle path. The junction of Morlaix Drive with Brest Road will operate under new traffic signals (with new pedestrian crossings) and the northbound Brest Road entry on to Derriford Roundabout will be for buses, cyclists and emergency vehicles only, preventing Brest Road from becoming a 'rat-run' for traffic approaching from the in-construction Forder Valley Link Road and wishing to head towards Derriford Roundabout. A new shared use path will also be provided along Brest Road on the east side between Morlaix Drive and William Prance Road.

The scheme was originally planned to commence construction in 2020, however due to the pandemic and the proximity of the scheme to Derriford Hospital, construction has been put on hold until early 2022.

CURRENT PROBLEMS

Morlaix Drive is currently a narrow, 300m stretch of road linking Brest Road with Derriford Hospital and provides access to the ambulance station, Brest Way, and the hospital's large multi-storey car park. At present Morlaix Drive is, in part, too narrow for two-way use and is therefore only used as an informal access to the hospital site for staff, visitors and patients. Existing facilities for cyclist and pedestrians on Morlaix Drive and Brest Road are poor.

Large scale growth is proposed in the Derriford and Northern Corridor Growth Area, which will generate increased demand for travel and place greater pressure on the transport network. Morlaix Drive is identified in the Plymouth & South West Devon Joint Local Plan as critical part of the transport network to support increased travel by bus and thus the sustainable growth of the city.

Morlaix Drive needs to be widened and upgraded to local highway standards to support two-way traffic, including buses, with the junctions improved at Brest Road and the Derriford Hospital end. Once upgraded, buses from the south and east of the city serving the Derriford Hospital Interchange will be able to avoid the congested A386 Derriford Roundabout resulting in reduced journey times and improved reliability.

BENEFITS OF THE SCHEME

The Morlaix Drive Access Improvement Scheme will widen Morlaix Drive along its entire length, providing better access, including for buses, to Derriford Hospital and improve reliability for bus services in the north of the city.

The Morlaix Drive scheme is one of a number of infrastructure improvements needed to allow sustainable growth in the north of the city to happen. It will become a key strategic route for buses, allowing direct access to the hospital via the new Forder Valley Link Road for future bus services from the east of the city. The improved walking and cycling facilities will help to encourage trips to be made by more sustainable modes and improve links between communities as well as forming part of the 'Seaton Arc'.

The scheme compliments other nearby and recently delivered strategic transport projects including Derriford Transport Scheme, Derriford Hospital Interchange and Marjon Link Road. These infrastructure projects are needed to support the significant number of new homes and jobs planned for the east of the city over the next 20 years.

PROJECT COST

The Executive Decision to add £4.734m to the Council's Capital Programme for the Morlaix Drive Access Improvement Scheme and delegate the award of any subsequent contract to the Director for Place was signed in January 2018.

Subsequent to this a further £94,000 contribution from PCC Highways for resurfacing works on Brest Road that are included in the project was added to the scheme budget. Due to the scheme being put on hold as a result of COVID-19, inflation costs had placed additional pressure on the scheme budget. As a result a further £100,000 of revenue to capital contribution has been approved by S151 Officer in the current financial year in order to ensure the scheme is still affordable, bringing the **total budget** value to **£4.928m**.

The **estimated project cost** is **£4.92m**. This includes an allocation for contingency based on a quantified assessment of risk.

FUNDING

The scheme is funded as follows, with the majority of funding being provided through the Department for Transport's National Productivity and Investment Fund (NPIF).

Funding source	Amount
Corporate borrowing un-ringfenced	£1,420,000
DfT NPIF S131 Grant	£3,314,000
PCC Highways resurfacing contribution	£94,000
Revenue to capital from Strategic Transport	£100,000
Total	£4,928,000

The DfT NPIF grant funding is subject to the condition that it may only be spent on this project.

DELIVERY TIMESCALES

Construction of the Morlaix Drive Access Improvement Scheme is planned to start in early 2022 and finish in December 2022.

MEMBER AND STAKEHOLDER SUPPORT

Members were consulted through the City Council Investment Board (CCIB) and the Business Case approved in December 2017. The subsequent Executive Decision was signed in January 2018, placing £4.734m of funding onto the Council's Capital Programme. The Executive Decision included the decision to delegate the award of any subsequent contract to the Director of Place.

The Cabinet Member for Transport was consulted with on 19 November 2021 and approval was secured to progress and deliver the scheme as planned.

Public and ward member consultation was carried out in summer 2019, with the results fed into the development of the final design for the scheme.

LAND

Morlaix Drive is privately owned by University Hospitals Plymouth NHS Trust. The scheme will deliver improvements to both Morlaix Drive and Brest Road to adoptable highway standards and upon completion of the scheme, Morlaix Drive will be dedicated as highway and adopted (as per an existing planning obligation upon the NHS Trust).

Two additional areas of third party land required to deliver the scheme previously owned by NHS Property Services and Lime Property Fund have been acquired by Plymouth City Council. Access licenses have been acquired as part of the land transfers enabling access and associated works by the Council's contractors during construction of the project.

All other land required for delivery of the project is on the ownership of Plymouth City Council.

ENVIRONMENTAL MITIGATION

Approximately 30 mature trees were removed along the southern side of Morlaix Drive in February 2020 in preparation for the start of works. The scheme includes on site planting / mitigation for the loss of these trees including:

- 21 large 'specimen' trees
- 36 smaller specimen trees
- 100 understorey whips and ornamental plantings
- bat and insect boxes
- bat sensitive-lighting
- 5 year establishment / maintenance of new plantings

PROCUREMENT APPROACH

The Council's Term Maintenance Contract (TMC) with South West Highways specifically provides for its use to deliver transport schemes and projects in addition to the core highway maintenance activities.

The scale and nature of the works required for the Morlaix Drive Access Improvement Scheme make it an ideal candidate scheme for delivery through the TMC.

The use of the TMC has a number of benefits that would support early delivery of the Morlaix Drive scheme works:

- Capitalise on the collaborative working arrangements that the contractor has established with the Council's Highways department and other key stakeholders and partners
- Access to the competitive price list that was secured through the vigorous and robust tendering assessment that the Council carried out to award the TMC
- Local knowledge
- Co-ordination with other planned works on the local and strategic road networks
- Early contractor involvement to progress the design and identify value savings and reduce risks in both the design and construction stages
- Supports continuity of working between the Council and the contractor to help deliver improvements in performance over the term of the TMC
- Gives confidence to and supports the local economy, helping to safeguard existing jobs and create new ones

ALTERNATIVES CONSIDERED

The alternative options to employing the TMC would be to either carry out a formal tendering exercise or use an appropriate framework. Both these options would add delay to any appointment, impacting on the delivery timescale of the works and do not have all of the benefits use of the TMC offers.

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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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EQUALITY IMPACT ASSESSMENT

Morlaix Drive Bus Priority & Access Improvement Scheme



STAGE 1: What is being assessed and by whom?

What is being assessed - including a brief description of aims and objectives?	Morlaix Drive Scheme <u>Aim:</u> The Morlaix Drive scheme aims to improve bus journey times and reliability and provide the capacity for additional services to be accommodated in the future through widening the existing road connecting Brest Road to the Derriford Hospital Interchange. This will allow its use as an effective route for buses avoiding Derriford Roundabout and will help to provide the conditions for sustainable growth by encouraging mode shift and ensuring that the bus becomes a more attractive option for journeys to and from the Derriford area. <u>Objectives:</u> 1. Improve journey times and reliability for public transport through the Derriford Hospital Interchange. 2. Provide greater capacity for growth in the number of buses serving Derriford Hospital. 3. Improve accessibility to employment, education and leisure facilities in the Derriford area particularly by bus.
Responsible Officer	J Pope
Department and Service	Strategic Planning and Infrastructure
Date of Assessment	02/12/2021

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	50+ Plymouth - 34.1% (nationally - 33.3%) • 75+ Plymouth - 7.6% (nationally - 7.5%) • 0-15 Plymouth - 17.5% (nationally - 20.2%) • Over 75's predicted to rise faster than any other group (19k in 2011 to 24k k in 2021).	The scheme is not anticipated to have any adverse impact on specific age groups.	Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.	
Disability	31,164 people declared	The scheme is not	Street lighting facilities	

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?
	themselves having long term health problem or disability.	anticipated to have any adverse impact on specific disability groups.	will be upgraded to LED to improve accessibility, road safety and community safety. Crossing facilities will be upgraded to support the visually and mobility impaired.	
Faith, Religion or Belief	32.9% of the Plymouth population stated they had no religion. The 2011 Census data shows the following numbers of people identifying with the main religions: 148,917 people (58.1%) identified themselves as Christian. Islam - 2,078 people (0.8%). Buddhism - 881 people (0.3%). Hinduism - 567 people	The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.	Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.	

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?
	(0.2%). Judaism - 168 people (0.1%). Sikhism - 89 people (<0.1%). 0.5% of the population had a current religion that was not Christian, Islam, Buddhism, Hinduism, Judaism or Sikh.			
Gender - including marriage, pregnancy and maternity	50.6% of Plymouth's population are women. Of those aged 16 and over 90,765 (42.9%) people are married. 5,190 (2.5%) are separated and still legally married or legally in a same-sex civil partnership. There were 34 Civil Partnership Formations in Plymouth in 2013 There were 3,280 births in 2011. Birth rate trends have been on the increase since 2001, but since 2010	The scheme is not anticipated to have any adverse impact on gender.	Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.	

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?
	the number of births has stabilised. Plymouth's 2011 infant mortality rate (5.5/1000 live births) is higher than both the England (4.3/1000) and South West (3.7/1000) rates.			
Gender Reassignment	It is estimated that there may be 10,000 transgender people in the UK. 26 referrals from Plymouth were made to the Newton Abbott clinic (the nearest clinic), in 2013/14 to February.	The scheme is not anticipated to have any adverse impact on gender reassignment.	Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.	
Race	92.9% of Plymouth's population identify themselves as White British. 7.1% identify themselves as Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and	The scheme is not anticipated to have any adverse impact on race.	Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.	

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?
	Other Asian (0.5%) the most common ethnic groups. There are at least 43 main languages spoken in the city with Polish, Chinese and Kurdish as the top three.			
Sexual Orientation -including Civil Partnership	It estimated that there are 12,500 – 17,500 Lesbian, gay or bi-sexual people aged over 16.	The scheme is not anticipated to have any adverse impact on sexual orientation.	Street lighting facilities will be upgraded to LED to improve accessibility, road safety and community safety.	

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	The scheme will improve bus journey times and reliability of journeys to health care facilities at Derriford Hospital.	2022 Head of Transport, Infrastructure & Investment.
Good relations between different communities (community cohesion).	It is not anticipated that there will be any implications on relations between communities.	2022 Head of Transport, Infrastructure & Investment.

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?
Human Rights	It is not anticipated that people's human rights will be impacted by the scheme.	2022 Head of Transport, Infrastructure & Investment.

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.		Date	02/12/21

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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 – COD12 21/22

Decision				
1	Title of decision: Contract modification for Tamar Crossings Technical Support Contract to extend the current contract with AECOM for a further year.			
2	Decision maker (Council Officer name and job title): Anthony Payne, Strategic Director for Place			
3	Report author and contact details: Adrian Trim, Adrian.trim@plymouth.gov.uk EXT 7729			
4a	Decision to be taken: Contract modification for Tamar Crossings Technical Support Contract, to extend the current contract with AECOM for a further year (beyond the original 4+1+1 contract) under Reg 72. .			
4b	Reference number of original executive decision or date of original committee meeting where delegation was made:			
5	Reasons for decision: Due to issues and delays caused by the pandemic, along with other works that were delayed and with a reduced market appetite given the flood of building works currently experienced across the market. Maximum £400k cost based on the current £1.5m contract. A contract variation will be required to facilitate this extension.			
6	Alternative options considered and rejected: Not to extend the contract. Rejected Aecom have initiated and been key to many of the works that have been impacted by delays due to the Covid pandemic. To enter into a new tender process at the current time would not be in the interests of the Joint undertaking as it would be counterproductive and further delay urgent ongoing works.			
7	Financial implications and risks: TBTF operate on a 'user pays' basis, where the costs are covered by Tolling, the costs of Aecom technical support have been planned for and approved by the Joint Committee from Toll income, there are therefore no financial implications for the Council.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of

				£1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		This decision helps to discharge the Council's responsibility to provide a safe crossing 24/7 365 for vehicles using Tamar Bridge and Torpoint Ferries.	
10	Please specify any direct environmental implications of the decision (carbon impact)		No direct environmental impacts.	
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathon Drean, Cabinet Member for Transport		
13c	Date Cabinet member consulted	15/11/21		
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	Name		Anthony Payne

	Team member has been consulted?	Job title	Strategic Director for Place					
		Date consulted	15/11/21					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS81 21/22					
		Finance (mandatory)	djn.21.22.162					
		Legal (mandatory)	MS/15.11.21					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	N/A					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7

Council Officer Signature							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
Signature			Date of decision	15/11/2021			
Print Name	Anthony Payne						

Briefing Report

1.0 Introduction

- 1.1 The Tamar Bridge and Torpoint Ferries crossings are a 'joint undertaking' of Plymouth City Council and Cornwall Council, operating under statute since 1953.
- 1.2 The crossings are operated on a 'user pays' basis, with the tolls covering operational and maintenance costs, (hence no cost to the Council for this procurement) delivering public crossings at the Bridge and Ferry 24/7 365.

2.0 Aecom Technical Support Contract

- 2.1 Tamar Crossings are a unique undertaking that require specialised professional input to support the crossings.
- 2.2 Aecom were appointed through a Cornwall Council Tender process and awarded the contract by Plymouth and Cornwall Councils for a period of four years, with extensions available for additional +1+1 year should they meet requirements.
- 2.3 The pandemic has delayed many projects in which Aecom have been involved, providing expert knowledge and guidance in very specialised areas. An additional extension of 1 year under Regulation 72 would be appropriate and beneficial to the momentum and continuity of these programmes and projects, reducing further delays and additional programme costs.
- 2.4 The additional cost is estimated to be £400k and will be covered by Toll collection as referred to in para 1.2 and therefore will not be a cost to the Council.

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EQUALITY IMPACT ASSESSMENT

Highways - Tamar Bridge & Torpoint Ferry Technical Support Contract



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Executive decision to approve the Contract modification for Tamar Crossings Technical Support Contract, extending the current contract with AECOM for a further year. ○ .
Author	Adrian Trim
Department and service	Highways - Street Services
Date of assessment	15/11/2021

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	None	None	N/A	N/A
Disability	None	None	N/A	N/A
Faith/religion or belief	None	None	N/A	N/A
Gender - including marriage, pregnancy and maternity	None	None	N/A	N/A
Gender reassignment	None	None	N/A	N/A
Race	None	None	N/A	N/A

Sexual orientation - including civil partnership	None	None	N/A	N/A
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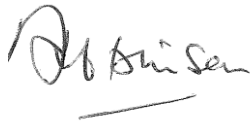
STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN

Local priorities	Implications	Timescale and who is responsible
Reduce the inequality gap, particularly in health between communities.	The Tamar Bridge and Torpoint Ferry links play a vital role in strategic and community connectivity, education, commerce and leisure, as well as major health and emergency services. Maintaining safe crossings through the extension of Aecom's contract for 1 year, will help ensure these crossings are available 24/7 365.	6 months David List
Good relations between different communities (community cohesion)	No adverse impact on community cohesion is anticipated.	6 months David List
Human rights Please refer to guidance	This service recognises Article 14 of 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. All staff and service users will be treated fairly and that their human rights will be respected. No adverse impact on human rights have been identified.	6 months David List
Principles of fairness Please refer to guidance	The Tamar Bridge and Torpoint Ferry crossings are used daily by a significant number of the travelling public for commuting, business, social, health and leisure activities and is fundamental to the economic, social and environmental wellbeing of local communities. Tamar Bridge also has a national remit as an integral part of the country's Strategic Road Network, SRN. Objective and transparent evaluation criteria are embedded in the decision making regarding interventions on the Bridge and Ferry crossings.	6 months David List

STAGE 4: PUBLICATION

Responsible Officer Philip Robinson – Service Director, Street Services

Date 15th November 2021

A handwritten signature in black ink, appearing to read 'Philip Robinson', with a horizontal line underneath.

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 – COD13 21/22

Decision				
1	Title of decision: Contract Award for Tamar Bridge Recovery of Light Vehicles			
2	Decision maker (Council Officer name and job title): Philip Robinson, Service Director for Street Services			
3	Report author and contact details: Adrian Trim, Adrian.trim@plymouth.gov.uk EXT 7729			
4a	Decision to be taken: To award the contract for the removal of light vehicles on Tamar Bridge to Tonkin Recovery Limited			
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: T13 21/22			
5	Reasons for decision: Stranded vehicles can cause severe delays to access and egress of Tamar Bridge and Saltash Tunnel, with very few opportunities for other vehicles to pass safely. Safety for travelling vehicles is a risk, as is the safety of the occupants in the vehicle. The safety of Bridge operations require that vehicles breakdowns on the Bridge and in the tunnel are dealt with at the earliest opportunity for safety reasons.			
6	Alternative options considered and rejected: To allow vehicle owners to arrange their own rescue. Rejected due to the high risks associated with pedestrian movement on a live carriageway and uncontrolled vehicle support in a confined and difficult environment.			
7	Financial implications and risks: None			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.

8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision discharges the Council's responsibility to provide a safe crossing 24/7 365 for those crossing Tamar Bridge.
10	Please specify any direct environmental implications of the decision (carbon impact)	

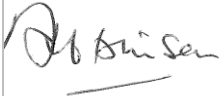
Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation

13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	x	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathon Drean, Cabinet member for Transport		
13c	Date Cabinet member consulted	11/11/21		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	11/11/21	

Sign-off								
16	Sign off codes from the relevant departments consulted:		Democratic Support (mandatory)			DS82 21/22		
			Finance (mandatory)			djn.21.22.163		
			Legal (mandatory)			MS/11/11.11.21		
			Human Resources (if applicable)			N/A		
			Corporate property (if applicable)			N/A		
			Procurement (if applicable)			N/A		
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?		Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.			
			No	x				
			Exemption Paragraph Number					
			1	2	3	4	5	6
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below.							
	Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)			Exemption Paragraph Number					
			1	2	3	4	5	6

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	02/12/2021
Print Name	Philip Robinson		

Briefing Report**1.0 Introduction**

- 1.1 The Tamar Bridge and Torpoint Ferries crossings are a 'joint undertaking' of Plymouth City Council and Cornwall Council, operating under statute since 1953.
- 1.2 The crossings are operated on a 'user pays' basis, with the tolls covering operational and maintenance costs, (hence no cost to the Council for this procurement) delivering public crossings at the Bridge and Ferry 24/7 365.
- 1.3 Stranded vehicles can cause severe delays to access and egress of Tamar Bridge and Saltash Tunnel, with very few opportunities for other vehicles to pass safely. Safety for travelling vehicles is a risk, as is the safety of the occupants in the vehicle.
- 1.4 The safety of Bridge operations require that vehicles breakdowns on the Bridge and in the tunnel are dealt with at the earliest opportunity for safety reasons.
- 1.5 The most effective way to maintain safety is by means of a specialist contracted service, 24/7 365 to provide light vehicle recovery, providing swift removal of vehicles, reducing risk of personal injury and journey delays.
- 1.6 The procurement of specialist services and materials are a regular occurrence, as would be expected, as the Bridge provides a unique link on the Devon / Cornwall border, with the A38 forming part of the Strategic Road Network (SRN) nationally.
- 1.7 Plymouth City Council agreed that Cornwall Council would lead on the process to procure the contract for the recovery of light vehicles.
- 1.8 Following a successful tender process, 'Tonkin Recovery Limited' have been awarded the contract.
- 1.9 This document authorises Cornwall Council to award the contract on behalf of PCC.

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EQUALITY IMPACT ASSESSMENT

Highways - Tamar Bridge Vehicle and User Safety



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Executive decision to approve the award of contract for the Light Recovery to 'Tonkin Recovery Limited' by Service Director for Street Services. The estimated total contract value circa £1.2 to £1.3 M and the contract will be in place for a period of 6 years. ○ .
Author	Adrian Trim
Department and service	Highways - Street Services
Date of assessment	03/10/2021

STAGE 2: EVIDENCE AND IMPACT

Protected characteristics (Equality Act)	Evidence and information (eg data and feedback)	Any adverse impact See guidance on how to make judgement	Actions	Timescale and who is responsible
Age	None	None	N/A	N/A
Disability	None	None	N/A	N/A
Faith/religion or belief	None	None	N/A	N/A
Gender - including marriage, pregnancy and maternity	None	None	N/A	N/A
Gender reassignment	None	None	N/A	N/A

Race	None	None	N/A	N/A
Sexual orientation - including civil partnership	None	None	N/A	N/A

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

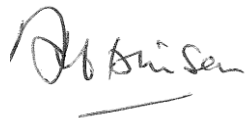
Local priorities	Implications	Timescale and who is responsible
Reduce the inequality gap, particularly in health between communities.	The Tamar Bridge link plays a vital role in strategic and community connectivity, education, commerce and leisure, as well as major health and emergency services. Maintaining the safe crossing through the procurement of a Light Vehicle Recovery service, will help ensure the Tamar Bridge is available 24/7 365.	6 months David List
Good relations between different communities (community cohesion)	No adverse impact on community cohesion is anticipated.	6 months David List
Human rights Please refer to guidance	This service recognises Article 14 of 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. All staff and service users will be treated fairly and that their human rights will be respected. No adverse impact on human rights has been identified.	6 months David List
Principles of fairness Please refer to guidance	The Tamar Bridge is used daily by a significant number of the travelling public for commuting, business, social, health and leisure activities and is fundamental to the economic, social and environmental wellbeing of local communities, and as an integral part of the SRN. Objective and transparent evaluation criteria are embedded in the decision making for where interventions on the Bridge are required.	6 months David List

STAGE 4: PUBLICATION

Responsible Officer

Philip Robinson – Service Director

Date 15th November 2021



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 – COD10 21/22

Decision	
1	Title of decision: EV Charging Operator Concession Agreement, Mobility Hubs
2	Decision maker (Council Officer name and job title): Paul Barnard, Service Director, SP&I
3	Report author and contact details: John Green, Low Carbon City Officer, SP&I john.green@plymouth.gov.uk T: 01752 306855
4a	Decision to be taken: Authorise the award of a 10-year Concession Agreement (extendable by a further 4 years) for an EV Charging Operator for the Mobility Hubs project. Details of the successful tenderer are set out in the Contract Award Report Part 2.
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L43 19/20 3 rd July 2020
5	Reasons for decision: Provides authorisation to spend funds allocated within Tranche 2 of the Transforming Cities Fund awarded to Plymouth City Council.
6	Alternative options considered and rejected: a) Do not award a contract to the tenderer that achieved the highest score in the procurement of an EV Charging Operator and instead restart the procurement process. This has been rejected as the winner tender from the procurement of an EV Charging Operator was of very high quality and will provide payment to Plymouth City Council of 5% of all revenue (excluding VAT) generated. The due diligence carried out on the winning tenderer has provided the assessment team with confidence regarding the capacity of the company to provide the services required of an EV Charging Operator for the Mobility Hubs project. b) Do not award a contract for an EV Charging Operator and instead recommend that the Mobility Hubs project should not include electric vehicle charge points. This has been rejected as this would affect the viability of the Mobility Hubs project, which is a key component within the portfolio of Tranche 2 Transforming Cities Fund projects being supported by the Department for Transport.
7	Financial implications and risks: No payment will be made by Plymouth City Council for this component of the Mobility Hubs project. Plymouth City Council will receive 5% of all revenue (excluding VAT) generated from the charge points by the successful tenderer throughout the contract. The Concession Agreement requires the successful tenderer to indemnify Plymouth City Council

	against any third party claims arising out of, or connected to, services provided under the contract. They are also required to maintain appropriate insurance policies. There are no significant financial liabilities resting with Plymouth City Council.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Supporting policies within the Joint Local Plan (JLP), specifically Policy DEV29 (Specific provision relating to transport) as it will help provide sustainable transport choices supporting: 5. Provide for high quality, safe and convenient facilities for walking, cycling, public transport and zero emission vehicles. Enabling action 2.38 of the Plymouth's Climate Emergency Action Plan (2021) to "commence design work on the Mobility Hubs, that will offer a low carbon multi-modal network for travel throughout Plymouth and the surrounding area".		
10	Please specify any direct environmental implications of the decision (carbon impact)	The provision of EV charge points through the Mobility Hubs project will provide people with opportunities to charge electric vehicles, offering lower carbon transport options compared to using private internal combustion engine cars, which if utilised will reduce the carbon emissions within Plymouth.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			

12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathan Drean – Cabinet Member for Transport		
13c	Date Cabinet member consulted	3 rd December 2021		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	7 th December 2021	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS79 21/22	
		Finance (mandatory)	pl.21.22.201	
		Legal (mandatory)	MS/2/37759	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)	PW/PS/609/ED/1221	
Appendices				
17	Ref.	Title of appendix		
	A	Briefing report for publication (Contract Award Report Part 1)		
	B	Equalities Impact Assessment		

Confidential/exempt information							
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.			
		No					
		Exemption Paragraph Number					
		1	2	3	4	5	6
18b	Confidential/exempt briefing report title:						
	Contract Award Report 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
Business Case				X			
Transforming Cities Fund							
Tranche 2							
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		07/12/21	
Print Name		Paul Barnard					

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



**Plymouth Mobility Hubs
Lot I – Electric Vehicle Charge
Point Operator**

**Procurement Reference No.
20559**

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1. INTRODUCTION

This contract award report is in relation to the procurement of Plymouth Mobility Hubs Lot 1 – Electric Vehicle Charge Point Operator.

The scope of the requirement includes: Plymouth City Council (“The Council”) is seeking to procure an Electric Vehicle (EV) Charging Operator to deliver and manage a publicly accessible network of EV charge points across a network of Mobility Hubs within Plymouth.

The EV Charging Operator must deliver and operate EV charge points for at least 300 parking bays that are for use by Car Club vehicles or accessible to the public, 24 hours a day, 365 days per year.

Contract Duration: Initial period of 10 Years, with the option to extend by 4 Years at the discretion of the Council.

2. BACKGROUND

The Council utilising funding from the Department for Transport’s Transforming Cities Fund is seeking to deliver a network of Mobility Hubs across Plymouth. These Hubs will comprise of electric vehicle charging infrastructure, an electric vehicle car club and e-bikes.

The size of the Hubs will vary according to the need at each location and in total will consist of electric vehicle charging points for a minimum of 300 parking bays, at least 10 electric car club vehicles and will support approximately 390 e-bikes.

For more information on the Mobility Hubs project see:

<https://www.plymouth.gov.uk/parkingandtravel/transportplansandprojects/transportplans/transformingcitiesfund/mobilityhubs>

3. PROCUREMENT PROCESS

In line with the Council’s Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value exceeds the relevant World Trade Organisation (WTO) Agreement on Government Procurement (GPA) thresholds and is subject to the full public procurement regime as set out in the Public Concession Contract Regulations 2016 (CCR 2016).

Whilst CCR2016 does not stipulate different procurement procedures, subject to compliance with certain key principles and requirements it provides the Council with a level of freedom to choose how to organise its procurement.

Following a procurement options appraisal, it was determined that a competitive procurement exercise was undertaken utilising the ‘Open’ Procedure in accordance with the Public Contracts Regulations 2015. The ‘Open’ Procedure is a one-stage process comprising of an Invitation to Tender (ITT), which incorporates a suitability assessment and contract award criteria. Under this process, any prospective supplier expressing an interest to participate in the procurement activity can submit a Tender

4. TENDER EVALUATION CRITERIA

The following information concerning the evaluation criteria and scoring methodology was included in the ITT instructions.

A suitability assessment (also known as the selection stage) and an award stage.

Suitability Assessment

This section assessed the Tenderer's suitability to undertake the contract requirement. The questions included in this Schedule, as advised in PPN Action Note 8/16 9th September 2016, have been informed by the Crown Commercial Services Standard Selection Questionnaire (SQ), previously known as the Pre-Qualification Questionnaire.

Suitability Assessment Evaluation Methodology

For Information Only Schedules

The following schedules were for information only and were not evaluated.

Schedule - Suitability Assessment

- SA Section 1: Tenderer Information
- SA Section 5: Parent Company
- SA Section 8.5: Business Capability: SA8.5.1
- SA Section 8.6: Data Protection – General: SA8.6.2, SA8.6.4, SA8.6.7 – SA8.6.10
- SA Section 8.7: Data Protection – ICT Systems: SA8.7.1, SA8.7.3 – SA8.7.5

Pass/Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of the Tenderer being awarded a 'fail' on any of the below criteria, the remainder of the Tender would not be evaluated and the Tenderer would be eliminated from the process. The Tender would be disqualified if a Tenderer failed to submit these completed Schedules and questions.

Wherever possible the Council permitted Tenderers to self-certify they met the minimum PASS/FAIL requirements without the need to attached evidence or supporting information. However where the Council regarded the review of certain evidence and supporting information, as critical to the success of the procurement this would be specifically requested.

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

Where Tenderers were permitted to self-certify, evidence would 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 reserved the right to award the contract to the next highest scoring Tenderer and so on.

Schedule - Suitability Assessment

- SA Section 2: Grounds for Exclusion 1
- SA Section 3: Grounds for Exclusion 2
- SA Section 4: Economic and Financial Standing
- SA Section 6: Technical and Professional Ability
- SA Section 7: Modern Slavery Act 2015
- SA Section 8.1: Insurance
- SA Section 8.2: Health and Safety
- SA Section 8.3: Equality and Diversity

- SA Section 8.4: Environmental Management
- SA Section 8.5: Business Capability: SA8.5.2
- SA Section 8.6: Data Protection – General: SA8.6.1, SA8.6.3, SA8.6.5 and SA8.6.6
- SA Section 8.7: Data Protection – ICT Systems: SA8.7.2

Award Evaluation Criteria and Methodology

Tenderers satisfactorily meeting the Suitability Assessment evaluation had their Tender responses 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.

All responses were assessed against the Evaluation Criteria set out below:

Award Criteria and Methodology

This section assessed how the Tenderer proposes to deliver the required service as detailed in the specification.

The Council intends to award any Contract based on the most economically advantageous offer.

The Council will not be bound to accept the lowest price of any Tender submitted.

High-Level Award Criteria

The high-level award criteria for the project is as follows:

EVALUATION CRITERIA	WEIGHTING
Price (Weighted Average % Revenue Share)	30%
Quality	60%
Social Value	10%

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

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

Price (30%)

Tenderers were instructed to complete the Price Schedule within the ITT Document.

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

$$\left(\frac{\text{Tenderer's Weighted Average \% Revenue Share}}{\text{Highest Weighted Average \% Revenue Share}} \right) \times \text{Weighting} = \text{Weighted score}$$

Quality – 60% Weighting

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

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

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

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

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 60.

Method Statement	Weighting	
	Tier 1	Tier 2
MSI – Provision of an EV Charging Network	27.50%	
MSI.1 – Introduction and Expansion of EV Charging		10.00%
MSI.2 – Approach to Operations and Maintenance of the EV Charging Network		7.50%
MSI.3 – Approach to Risk Management / Health and Safety		2.50%
MSI.4 – Approach to Contract Management		5.00%
MSI.5 – EV Charging only Parking Enforcement at the Mobility Hubs		2.50%

MS2 – User Experience, Customer Service and Marketing	25.00%	
MS2.1 – Customer Services		7.50%
MS2.2 – Marketing		5.00%
MS2.3 – User Experience		5.00%
MS2.4 – Customer Data		2.50%
MS2.5 – Customer Tariffs		5.00%
MS3 – Partnership Working and Innovation	5.00%	
MS3.1 – Partnership Working		2.50%
MS3.2 – Innovation		2.50%
MS4 – Data Sharing	2.50%	
MS4.1 – Data Sharing		2.50%

Social Value (10%)

Social value commitments were assessed based on a combination of quantitative and qualitative assessment.

SV1- Total Social Value Commitment (£) – 5%

The Tenderer's Total Social Value Commitment was 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 – 5%

The method statements submitted in support of the social value commitments made in SV1 was allocated a single score **for all method statements** and the appropriate weighting then applied. The weighted score was rounded to **2** decimal places.

The qualitative responses were evaluated in accordance with the scoring table detailed above.

Total Evaluation Methodology (100% of weighting)

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

Moderation

The Council decided to take a '**consensus**' scoring evaluation approach to this procurement. This means that, following the independent evaluation of submissions, where there was a difference in individual evaluator scoring for one or more individual questions, a moderation session took place to arrive at an agreed, consensus score. In the event that the evaluators couldn't agree on a final score, the score awarded by the majority would be the consensus score.

5. SUMMARY OF EVALUATION

A Concession Notice ref: 2021/S 000-017632 was published on the 26th July 2021 for publication within the Find a Tender Service (FTS).

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council's chosen procurement portal on 26th July 2021 with an initial Tender submission date of 1200hrs, 15th October 2021. This was subsequently amended to 1200hrs, 21st October 2021, to allow Tenderers more time to compile a Tender offer.

The Tender opportunity that included the 3 Lots received a high level of interest, with 83 organisations registering an interest, of which 6 submitted Tenders for these Lots (1 for Lot 1 – Electric Vehicle Charge Point Operator), 14 opted out and a further 63 not providing a Tender response for these Lots.

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

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

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

6. FINANCIAL IMPLICATIONS

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

7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer for Plymouth Mobility Hubs Electric Vehicle Charge Point Operator. 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 Tenderer of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

This award is also subject to the outcome of any challenge made during the mandatory standstill period.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	John Green		
Job Title:	Low Carbon City Officer		
Additional Comments (Optional):			
Signature:		Date:	7 th December 2021
Head of Service / Service Director			

[Signature provides authorisation to this award report and award of Contract]			
Name:	Paul Barnard		
Job Title:	Service Director – Strategic Planning & Infrastructure		
Additional Comments (Optional):			
Signature:		Date:	7 th December 2021

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

Document is Restricted

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TRANSFORMING CITIES FUND – TRANCHE 2

Creating a world class sustainable transport system.



STAGE 1: What is being assessed and by whom?

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

Transforming Cities Fund – Tranche 2

Aim:

The Fund is part of the National Productivity Investment Fund, providing additional capital for productivity enhancing programmes, through a place-centric approach.

It aims to drive up productivity and distribute prosperity through investment in public and sustainable transport in some of the largest English city regions. The Fund is focussed on intra-city connectivity, making it quicker and easier for people to get around – and access jobs in – some of England’s biggest cities.

Increasing the proportion of journeys made by low carbon, sustainable modes is a further key objective of the Fund alongside aiming to support wider cross-cutting priorities such as:

- Improving access to work and delivering growth
- Encouraging the use of new mobility systems and technology as part of the Grand Challenge on the Future of Mobility
- Tackling air pollution and reducing carbon emissions
- Delivering more homes
- Delivering apprenticeships and improving skills.

The *Productive Plymouth* programme achieves the programme aim and cross-cutting priorities. By transforming the city’s sustainable transport network, a step change in the use of

STAGE 1: What is being assessed and by whom?

	sustainable travel modes will be achieved, access to work will be improved, housing delivery sites will be unlocked, air pollution and carbon emissions will be tackled (through a reduction in single occupancy car trips and more efficient public transport) and the city will be well placed to adopt the use of new mobility systems and technology as part of the Grand Challenge on the Future of Mobility, as they come forwards. <u>Objectives:</u> • Support the local economy and facilitate economic development, for example by improving access to centres of employment, Enterprise Zones, and development sites that have the potential to create additional jobs, reducing congestion, or improving the reliability and predictability of journey times. • Reduce carbon emissions. • Support housing delivery. • Bring about improvements to air quality, particularly to support compliance with legal limits in those areas where NO2 exceedances have been identified and are in the process of developing plans.
Responsible Officer	Richard Banner
Department and Service	Strategic Planning and Infrastructure
Date of Assessment	03/02/2020

STAGE 2: Evidence and Impact

Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	50+ Plymouth -	The scheme is not	N/A	N/A

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?
	34.1% (nationally - 33.3%) • 75+ Plymouth - 7.6% (nationally - 7.5%) • 0-15 Plymouth - 17.5% (nationally - 20.2%) • Over 75's predicted to rise faster than any other group (19k in 2011 to 24k k in 2021).	anticipated to have any adverse impact on specific age groups.		
Disability	31,164 people declared themselves having long term health problem or	The scheme is not anticipated to have any adverse impact on	Crossings and other facilities will be provided to support the visually	

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?
	disability.	specific disability groups.	and mobility impaired.	
Faith, Religion or Belief	Christian 148,917 people (58.1%). Islam 2,078 people (0.8%). Buddhism 881 people (0.3%). Hinduism 567 people (0.2%) described their religion as Hindu. Judaism 168 people (0.1%) Sikhism 89 people (<0.1%)	The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.	N/A	
Gender - including marriage, pregnancy and maternity	50.6% of population are women. Of those aged 16 and over 90,765 (42.9%) people are married. 5,190 (2.5%) are separated and still legally married or legally in a	The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.	N/A	

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?
	same-sex civil partnership.⁷ 34 Civil Partnership Formations in Plymouth in 2013 0 Teenage conceptions in Derriford West & Crownhill in 2012.			
Gender Reassignment	26 referrals from Plymouth were made to the Newton Abbot clinic, in 2013/14 to February 6.	The scheme is not anticipated to have any adverse impact on specific gender reassignment.	N/A	
Race	92.9% of Plymouth's population identify themselves as White British. 7.1% identify themselves as Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.	The scheme is not anticipated to have any adverse impact on specific race.	N/A	

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?
Sexual Orientation -including Civil Partnership	It estimated that there are 12,500 – 17,500 Lesbian, gay or bi-sexual people aged over 16.	The scheme is not anticipated to have any adverse impact on specific sexual orientation group.	N/A	

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	It is not anticipated to have an impact on the inequality gap, particularly in health between communities.	2019/2020 Head of Transport, Infrastructure & Investment.
Good relations between different communities (community cohesion).	It is not anticipated to have an impact on good relations between communities.	2019/2020 Head of Transport, Infrastructure & Investment.
Human Rights	It is not anticipated that people's human rights will be impacted upon by the scheme.	2019/2020 Head of Transport, Infrastructure & Investment.

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.	Phil Heseltine	Date	

EXECUTIVE DECISION

made by a Council Officer



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

Executive Decision Reference Number – COD11 21/22

Decision	
1	Title of decision: E-bike Share Operator Concession Agreement, Mobility Hubs
2	Decision maker (Council Officer name and job title): Paul Barnard, Service Director, SP&I
3	Report author and contact details: John Green, Low Carbon City Officer, SP&I john.green@plymouth.gov.uk T: 01752 306855
4a	Decision to be taken: Authorise the award of a 5-year Concession Agreement (extendable by a further 3 years) for an E-bike Share Operator for the Mobility Hubs project. Details of the successful tenderer are set out in the Contract Award Report Part 2.
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L43 19/20 03 July 2020
5	Reasons for decision: Provides authorisation to spend funds allocated within Tranche 2 of the Transforming Cities Fund awarded to Plymouth City Council.
6	Alternative options considered and rejected: a) Do not award a contract to the tenderer that achieved the highest score in the procurement of an E-bike Share Operator and instead restart the procurement process. This has been rejected as the winner tender from the procurement of an E-bike Share Operator was of very high quality and the cost is lower than the amount budgeted. The due diligence carried out on the winning tenderer has provided the assessment team with confidence regarding the capacity of the company to provide the services required of an E-bike Share Operator for the Mobility Hubs project. b) Do not award a contract for an E-bike Share Operator and instead recommend that the Mobility Hubs project should not include an E-bike Share scheme. This has been rejected as this would affect the viability of the Mobility Hubs project, which is a key component within the portfolio of Tranche 2 Transforming Cities Fund projects being supported by the Department for Transport.
7	Financial implications and risks: £1,287,420 will be paid to the E-bike Share Operator in two instalments, with 50% being paid within 10 days of the commencement of the contract and 50% being paid following the roll out of 390 e-bikes. This will be fully funded through Tranche 2 of the Transforming Cities Fund awarded to Plymouth City Council.

	The Concession Agreement requires the successful tenderer to indemnify Plymouth City Council against any third party claims arising out of, or connected to, services provided under the contract. They are also required to maintain appropriate insurance policies. There are no significant financial liabilities resting with Plymouth City Council.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	Supporting policies within the Joint Local Plan (JLP), specifically Policy SPT9 (Strategic principles for transport planning and strategy) as it will help deliver an integrated approach to transport based upon the following principles: 4. Seeking to reduce the impact of severance caused by transport networks, enabling journeys by walking, cycling and public transport, and providing genuine alternatives ways to travel from home to work and other facilities; 5. Providing realistic sustainable transport choices and increasing the integration of transport modes so that people have genuine alternative ways to travel. Enabling action 2.38 of the Plymouth's Climate Emergency Action Plan (2021) to "commence design work on the Mobility Hubs, that will offer a low carbon multi-modal network for travel throughout Plymouth and the surrounding area".		
10	Please specify any direct environmental implications of the decision (carbon impact)	The E-bike Share component of the Mobility Hubs project will provide people with lower carbon transport options compared to using private internal combustion engine cars, which if utilised will reduce the carbon emissions within Plymouth.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section 13a)

12a	Reason for urgency:		
12b	Scrutiny Chair signature:		Date
	Scrutiny Committee name:		
	Print Name:		
Consultation			
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X
		No	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Jonathan Drear – Cabinet Member for Transport	
13c	Date Cabinet member consulted	3 rd December 2021	
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	If yes, please discuss with the Monitoring Officer
		No	X
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne
		Job title	Strategic Director for Place
		Date consulted	7 th December 2021
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS80 21/22
		Finance (mandatory)	pl.21.22.200
		Legal (mandatory)	MS/1/37759
		Human Resources (if applicable)	
		Corporate property (if applicable)	
		Procurement (if applicable)	PW/PS/610/ED/1221
Appendices			
17	Ref.	Title of appendix	
	A	Contract Award Report Part 1	
	B	Equalities Impact Assessment	

Confidential/exempt information							
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.			
		No	X				
		Exemption Paragraph Number					
		1	2	3	4	5	6
18b	Confidential/exempt briefing report title: Contract Award Report 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
Business Case Transforming Cities Fund Tranche 2				x			
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		07/12/21	
Print Name		Paul Barnard					

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



**Plymouth Mobility Hubs
Lot 3 – E-Bike Share Operator

Procurement Reference No.
20559**

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I. INTRODUCTION

This contract award report is in relation to the procurement of Plymouth Mobility Hubs Lot 3 – E-Bike Share Operator.

The scope of the requirement includes: Plymouth City Council (“The Council”) is seeking to procure an experienced CoMoUK (or equivalent) accredited E-bike Share Operator to deliver and manage a publicly accessible e-bike share scheme across a network of Mobility Hubs within Plymouth.

The E-bike Share Operator must deliver and operate an e-bike share scheme of at least 390 e-bikes accessible at all Mobility Hub locations 24 hours a day, 365 days per year.

Contract Duration: Initial period of 5 Years, with the option to extend by 3 Years at the discretion of the Council.

2. BACKGROUND

The Council utilising funding from the Department for Transport’s Transforming Cities Fund is seeking to deliver a network of Mobility Hubs across Plymouth. These Hubs will comprise of electric vehicle charging infrastructure, an electric vehicle car club and e-bikes.

The size of the Hubs will vary according to the need at each location and in total will consist of electric vehicle charging points for a minimum of 300 parking bays, at least 10 electric car club vehicles and will support approximately 390 e-bikes.

For more information on the Mobility Hubs project see:

<https://www.plymouth.gov.uk/parkingandtravel/transportplansandprojects/transportplans/transformingcitiesfund/mobilityhubs>

3. PROCUREMENT PROCESS

In line with the Council’s Contract Standing Orders, this requirement is classed as a High Value / High Risk Procurement, and as such, the estimated value exceeds the relevant World Trade Organisation (WTO) Agreement on Government Procurement (GPA) thresholds and is subject to the full public procurement regime as set out in the Public Concession Contract Regulations 2016 (CCR 2016).

Whilst CCR2016 does not stipulate different procurement procedures, subject to compliance with certain key principles and requirements it provides the Council with a level of freedom to choose how to organise its procurement.

Following a procurement options appraisal, it was determined that a competitive procurement exercise was undertaken utilising the ‘Open’ Procedure in accordance with the Public Contracts Regulations 2015. The ‘Open’ Procedure is a one-stage process comprising of an Invitation to Tender (ITT), which incorporates a suitability assessment and contract award criteria. Under this process, any prospective supplier expressing an interest to participate in the procurement activity can submit a Tender

4. TENDER EVALUATION CRITERIA

The following information concerning the evaluation criteria and scoring methodology was included in the ITT instructions.

A suitability assessment (also known as the selection stage) and an award stage.

Suitability Assessment

This section assessed the Tenderer's suitability to undertake the contract requirement. The questions included in this Schedule, as advised in PPN Action Note 8/16 9th September 2016, have been informed by the Crown Commercial Services Standard Selection Questionnaire (SQ), previously known as the Pre-Qualification Questionnaire.

Suitability Assessment Evaluation MethodologyFor Information Only Schedules

The following schedules were for information only and were not evaluated.

Schedule - Suitability Assessment

- SA Section 1: Tenderer Information
- SA Section 5: Parent Company
- SA Section 8.5: Business Capability: SA8.5.1
- SA Section 8.6: Data Protection – General: SA8.6.2, SA8.6.4, SA8.6.7 – SA8.6.10
- SA Section 8.7: Data Protection – ICT Systems: SA8.7.1, SA8.7.3 – SA8.7.5

Pass/Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of the Tenderer being awarded a 'fail' on any of the below criteria, the remainder of the Tender would not be evaluated and the Tenderer would be eliminated from the process. The Tender would be disqualified if a Tenderer failed to submit these completed Schedules and questions.

Wherever possible the Council permitted Tenderers to self-certify they met the minimum PASS/FAIL requirements without the need to attached evidence or supporting information. However where the Council regarded the review of certain evidence and supporting information, as critical to the success of the procurement this would be specifically requested.

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

Where Tenderers were permitted to self-certify, evidence would 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.

Schedule - Suitability Assessment

- SA Section 2: Grounds for Exclusion 1
- SA Section 3: Grounds for Exclusion 2
- SA Section 4: Economic and Financial Standing
- SA Section 6: Technical and Professional Ability
- SA Section 7: Modern Slavery Act 2015
- SA Section 8.1: Insurance
- SA Section 8.2: Health and Safety
- SA Section 8.3: Equality and Diversity
- SA Section 8.4: Environmental Management

- SA Section 8.5: Business Capability: SA8.5.2
- SA Section 8.6: Data Protection – General: SA8.6.1, SA8.6.3, SA8.6.5 and SA8.6.6
- SA Section 8.7: Data Protection – ICT Systems: SA8.7.2
- SA Section 8.8: CoMoUK Accreditation

Award Evaluation Criteria and Methodology

Tenderers satisfactorily meeting the Suitability Assessment evaluation had their Tender responses 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.

All responses were assessed against the Evaluation Criteria set out below:

Award Criteria and Methodology

This section assessed how the Tenderer proposes to deliver the required service as detailed in the specification.

The Council intends to award any Contract based on the most economically advantageous offer.

The Council will not be bound to accept the lowest price of any Tender submitted.

High-Level Award Criteria

The high-level award criteria for the project is as follows:

EVALUATION CRITERIA	WEIGHTING
Price	30%
Quality	60%
Social Value	10%

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

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

Price (30%)

Tenderers were instructed to complete the Price Schedule within the ITT Document.

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

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

Quality – 60% Weighting

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

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

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

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

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 60.

Method Statement	Weighting	
	Tier 1	Tier 2
MS1 – Team Experience	7.50%	
MS2 – Service Provision	35.00%	
MS2.1 – E-Bike and Parking Stations		12.50%
MS2.2 – E-Bike Review		10.00%
<i>MS2.2a – Ease of Adjusting Bike for User</i>		
<i>MS2.2b – User Perception of Bike (Important for attracting new users)</i>		
<i>MS2.2c – Based on a Standard Test Ride: Ease of Riding</i>		

MS2.2d – Based on a Standard Test Ride: Comfort		
MS2.2e – Based on a Standard Test Ride: Suitability of Gears for the Terrain		
MS2.2f – Based on a Standard Test Ride: Electric Assist Intervention		
MS2.2g – Based on a Standard Test Ride: Braking Efficiency		
MS2.2h – Based on a Standard Test Ride: Ease of Manoeuvring Bike Manually (e.g. Up a curb)		
MS2.2i – Stability of Bike on Stand (if Fitted)		
MS2.3 – Implementation Plan		5.00%
MS2.4 – Operations		7.50%
MS3 – User Experience, and Marketing	7.50%	
MS3.1 – User Experience		5.00%
MS3.2 – Promotions and Marketing		2.50%
MS4 – Partnership Working and Innovation	5.00%	
MS4.1 – Partnership Working		2.50%
MS4.2 - Innovation		2.50%
MS5 – Risk Management	2.50%	
MS6 – Data Sharing	2.50%	

Social Value (10%)

Social value commitments were assessed based on a combination of quantitative and qualitative assessment.

SVI- Total Social Value Commitment (£) – 5%

The Tenderer's Total Social Value Commitment was 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 – 5%

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

The qualitative responses were evaluated in accordance with the scoring table detailed above.

Total Evaluation Methodology (100% of weighting)

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

Moderation

The Council decided to take a '**consensus**' scoring evaluation approach to this procurement. This means that, following the independent evaluation of submissions, where there was a difference in individual evaluator scoring for one or more individual questions, a moderation session took place to arrive at an agreed, consensus score. In the event that the evaluators could not agree on a final score, the score awarded by the majority would be the consensus score.

5. SUMMARY OF EVALUATION

A Concession Notice ref: 2021/S 000-017632 was published on the 26th July 2021 for publication within the Find a Tender Service (FTS).

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council's chosen procurement portal on 26th July 2021 with an initial Tender submission date of 1200hrs, 15th October 2021. This was subsequently amended to 1200hrs, 21st October 2021, to allow Tenderers more time to compile a Tender offer.

The Tender opportunity that included the 3 Lots received a high level of interest, with 83 organisations registering an interest, of which 6 submitted Tenders for these Lots (3 for Lot 3 – E-Bike Share Operator), 14 opted out and a further 63 not providing a Tender response for these Lots.

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

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

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

6. FINANCIAL IMPLICATIONS

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

7. RECOMMENDATIONS

It is recommended that a contract be awarded to the highest scoring Tenderer for Plymouth Mobility Hubs E-Bike Share Operator. 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 Tenderer of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

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

This award is also subject to the outcome of any challenge made during the mandatory standstill period.

8. APPROVAL**Authorisation of Contract Award Report**

Author (Responsible Officer / Project Lead)			
Name:	John Green		
Job Title:	Low Carbon City Officer		
Additional Comments (Optional):			
Signature:		Date:	7 th December 2021
Head of Service / Service Director			
[Signature provides authorisation to this award report and award of Contract]			
Name:	Paul Barnard		
Job Title:	Service Director – Strategic Planning & Infrastructure		
Additional Comments (Optional):			
Signature:		Date:	7 th December 2021

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

Document is Restricted

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TRANSFORMING CITIES FUND – TRANCHE 2

Creating a world class sustainable transport system.



STAGE 1: What is being assessed and by whom?

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

Transforming Cities Fund – Tranche 2

Aim:

The Fund is part of the National Productivity Investment Fund, providing additional capital for productivity enhancing programmes, through a place-centric approach.

It aims to drive up productivity and distribute prosperity through investment in public and sustainable transport in some of the largest English city regions. The Fund is focussed on intra-city connectivity, making it quicker and easier for people to get around – and access jobs in – some of England’s biggest cities.

Increasing the proportion of journeys made by low carbon, sustainable modes is a further key objective of the Fund alongside aiming to support wider cross-cutting priorities such as:

- Improving access to work and delivering growth
- Encouraging the use of new mobility systems and technology as part of the Grand Challenge on the Future of Mobility
- Tackling air pollution and reducing carbon emissions
- Delivering more homes
- Delivering apprenticeships and improving skills.

The *Productive Plymouth* programme achieves the programme aim and cross-cutting priorities. By transforming the city’s sustainable transport network, a step change in the use of

STAGE 1: What is being assessed and by whom?

	sustainable travel modes will be achieved, access to work will be improved, housing delivery sites will be unlocked, air pollution and carbon emissions will be tackled (through a reduction in single occupancy car trips and more efficient public transport) and the city will be well placed to adopt the use of new mobility systems and technology as part of the Grand Challenge on the Future of Mobility, as they come forwards. <u>Objectives:</u> • Support the local economy and facilitate economic development, for example by improving access to centres of employment, Enterprise Zones, and development sites that have the potential to create additional jobs, reducing congestion, or improving the reliability and predictability of journey times. • Reduce carbon emissions. • Support housing delivery. • Bring about improvements to air quality, particularly to support compliance with legal limits in those areas where NO2 exceedances have been identified and are in the process of developing plans.
Responsible Officer	Richard Banner
Department and Service	Strategic Planning and Infrastructure
Date of Assessment	03/02/2020

STAGE 2: Evidence and Impact

Protected Characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact?	Actions	Timescale and who is responsible?
Age	50+ Plymouth -	The scheme is not	N/A	N/A

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?
	34.1% (nationally - 33.3%) • 75+ Plymouth - 7.6% (nationally - 7.5%) • 0-15 Plymouth - 17.5% (nationally - 20.2%) • Over 75's predicted to rise faster than any other group (19k in 2011 to 24k k in 2021).	anticipated to have any adverse impact on specific age groups.		
Disability	31,164 people declared themselves having long term health problem or	The scheme is not anticipated to have any adverse impact on	Crossings and other facilities will be provided to support the visually	

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?
	disability.	specific disability groups.	and mobility impaired.	
Faith, Religion or Belief	Christian 148,917 people (58.1%). Islam 2,078 people (0.8%). Buddhism 881 people (0.3%). Hinduism 567 people (0.2%) described their religion as Hindu. Judaism 168 people (0.1%) Sikhism 89 people (<0.1%)	The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.	N/A	
Gender - including marriage, pregnancy and maternity	50.6% of population are women. Of those aged 16 and over 90,765 (42.9%) people are married. 5,190 (2.5%) are separated and still legally married or legally in a	The scheme is not anticipated to have any adverse impact on specific faiths, religions or beliefs.	N/A	

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?
	same-sex civil partnership.⁷ 34 Civil Partnership Formations in Plymouth in 2013 0 Teenage conceptions in Derriford West & Crownhill in 2012.			
Gender Reassignment	26 referrals from Plymouth were made to the Newton Abbot clinic, in 2013/14 to February 6.	The scheme is not anticipated to have any adverse impact on specific gender reassignment.	N/A	
Race	92.9% of Plymouth's population identify themselves as White British. 7.1% identify themselves as Black and Minority Ethnic (BME) with White Other (2.7%), Chinese (0.5%) and Other Asian (0.5%) the most common ethnic groups.	The scheme is not anticipated to have any adverse impact on specific race.	N/A	

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?
Sexual Orientation -including Civil Partnership	It estimated that there are 12,500 – 17,500 Lesbian, gay or bi-sexual people aged over 16.	The scheme is not anticipated to have any adverse impact on specific sexual orientation group.	N/A	

STAGE 3: Are there any implications for the following? If so, please record 'Actions' to be taken		
Local Priorities	Implications	Timescale and who is responsible?
Reduce the inequality gap, particularly in health between communities.	It is not anticipated to have an impact on the inequality gap, particularly in health between communities.	2019/2020 Head of Transport, Infrastructure & Investment.
Good relations between different communities (community cohesion).	It is not anticipated to have an impact on good relations between communities.	2019/2020 Head of Transport, Infrastructure & Investment.
Human Rights	It is not anticipated that people's human rights will be impacted upon by the scheme.	2019/2020 Head of Transport, Infrastructure & Investment.

STAGE 4: Publication			
Director, Assistant Director/Head of Service approving EIA.	Phil Heseltine	Date	