



Oversight and Governance

Chief Executive's Department

Plymouth City Council

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Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30pm on Thursday 6 January 2022 (due to the Christmas close down period). 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 Friday 7 January 2022 if they are not called-in.

Delegated Decisions

I. Councillor Nick Kelly (The Leader):

- I.1. Purchase of the Freehold Interest in a Currently Leased-in Property in Plymouth **(Pages 1 - 20)**
- I.2. Plymouth's Natural Grid **(Pages 21 - 44)**

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L27 21/22

Decision			
1	Title of decision: Purchase of the freehold interest in a currently leased-in property in Plymouth		
2	Decision maker (Cabinet member name and portfolio title): Councillor Nick Kelly, Leader of the Council		
3	Report author and contact details: Nathan Sanders, Programme Manager: Nathan.sanders@plymouth.gov.uk ; 01752 307780		
4	Decision to be taken: <ul style="list-style-type: none"> To approve the business case; To approve the Capital Programme allocation for the sum set out in the business case, funded from service borrowing; To purchase the freehold interest in a property in Plymouth currently partly occupied by the Council and undertake fit-out and condition works as necessary; To delegate the award of the works contract(s) to the Strategic Director of Customer & Corporate Services. 		
5	Reasons for decision: To provide a long-term and secure solution for the Council's storage and management of corporate records, libraries storage requirements and as a base for other Council services as necessary.		
6	Alternative options considered and rejected: To refurbish and change use of the Council-owned former Camels Head skills centre to a bespoke records storage facility.		
7	Financial implications and risks: The capital and revenue implications of the acquisition are set out in the Part 2 confidential business case. The acquisition and associated costs will be funded from service borrowing.		
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	
		No	X
		Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total	

		X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		This decision is linked to the Council's Accommodation Framework 2020-2023 , as it will enable the relocation of its corporate records to a single purpose-designed site.
10	Please specify any direct environmental implications of the decision (carbon impact)		No direct impact as building is already occupied by Plymouth City Council. However, decision will help to enable the vacation of Windsor House and associated carbon reduction.

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)

I3b	Which other Cabinet member's portfolio is affected by the decision?			
I3c	Date Cabinet member consulted			
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
I5	Which Corporate Management Team member has been consulted?	Name	Andy Ralphs	
		Job title	Strategic Director of Customer & Corporate Services	
		Date consulted	29 November 2021	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS62 21/22	
		Finance (mandatory)	ba.21.22.214	
		Legal (mandatory)	LS/37732/AC/8/12/21	
		Human Resources (if applicable)		
		Corporate property (if applicable)	S2137.RB.20211203	
		Procurement (if applicable)	SN/PS/612/ED/1221	
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	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is

		No	not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Freehold acquisition business case			X				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature			Date of decision	22 December 2021				
Print Name	Cllr Nick Kelly, Leader of Plymouth City Council							

**Purchase of the freehold interest in a currently leased-in property in
Plymouth
Executive Decision Briefing Report**

Executive Summary

This Executive Decision seeks approval to purchase the freehold interest in a property in Plymouth for the purpose of providing a long-term and secure solution for the Council's storage and management of corporate records, libraries storage requirements and for other Council services as necessary.

The overall cost of the project, including stamp duty land tax, fees and site separation costs, condition works, fit out and contingency is set out in the Part 2 confidential business case and will be funded by service borrowing.

The cost of purchasing and running the building will be offset by savings made within the core corporate estate.

This proposal is considered to be the most viable, cost-effective solution that addresses the Council's needs, following extensive consideration of other options. The libraries service is already based on one floor of the building, which has been leased in to the Council since 2016. The building was originally constructed for the Land Registry and is a bespoke storage facility.

Proposal

A number of options have been considered for the Council's storage and library requirements over recent months and years. A search of third party available freehold or rental properties has not yielded any practical solution. In regards to the Council's estate, an option was progressed to the design stage to refurbish the former Camels Head Skills Centre to create a bespoke storage facility. However, capital costs for this project and associated risks have increased significantly for a number of reasons and the project is now considered uneconomic.

The Council has been leasing in the building since 2016 to cater for libraries and museums storage (including the Schools Library Service) since these were displaced from the former Central Library and Museum on North Hill, to make way for The Box.

Since completion and opening of The Box, the Museums materials have been moved to bespoke storage at The Box as planned, leaving this space in the building available for alternative uses.

In connection with the above and given its requirements for records and libraries storage, the possibility was identified of the Council acquiring the freehold of the building. The Council approached the landlord and agreed a purchase price.

As part of the Council's due diligence process, the purchase price has been confirmed by external surveyors as representing market value.

Advantages of occupying the whole building include the following:

- Libraries storage and the schools library service could remain where they are, with no disruption to service delivery or relocation costs;
- All of the Council's corporate records could be moved to one floor of the building, improving information management;
- The building, which is a former Land Registry purpose-built storage facility, provides a compliant records storage environment with specialist racking already in situ.

There are additional benefits to the purchase of the building which include:

- No ongoing rental payments once purchase concluded;
- Long-term solution for storage and management of the Council's records and library materials;
- There is additional space on the lower ground floor which can be used for other Council functions needing alternative accommodation in the future.
- This option is considerably cheaper than the only other viable solution which is to refurbish and extend the site at Camels Head. However, this latter option would not allow for accommodation of other Council functions.

It is therefore recommended that the Council proceeds with the freehold acquisition of this building, with a target date for completion by the end of financial year 2021/22.

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

Document is Restricted

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EQUALITY IMPACT ASSESSMENT

Purchase of a freehold interest of a currently leased-in building in Plymouth



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Purchase of a freehold interest for a long-term and secure solution for the Council's storage and management of corporate records, libraries storage requirements and as a base for other Council services as necessary.
Author	Nathan Sanders, Programme Manager
Department and service	Transformation, Customer & Corporate Services
Date of assessment	6 October 2021

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
Age	The project will affect some Plymouth City Council staff and partner organisation staff of working age i.e. between 16-67	None. New facilities provided will match existing facilities as a minimum.		
Disability	The City Council's HR policies are compliant with the Equalities Act in terms of ensuring that its corporate office buildings are accessible and that reasonable adjustments can be made for individual requirements	None	Project Manager to ensure that all alternative future office locations for staff are compliant in terms of accessibility	November 2022 – Project Manager

Religion or belief	The change of office location for some staff will not have any impact on faith/religion or belief	None		
Sex - including marriage, pregnancy and maternity	The change of office location for some staff will not have any impact on sex	None		
Gender reassignment	The change of office location for some staff will not have any impact on gender reassignment	None		
Race	The change of office location for some staff will not have any impact on race	None		
Sexual orientation - including civil partnership	The change of office location for some staff will not have any impact on sexual orientation	None		

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
Celebrate diversity and ensure that Plymouth is a welcoming city.	No implications	
Pay equality for women, and staff with disabilities in our workforce.	No implications	
Supporting our workforce through the implementation of Our People Strategy 2020 – 2024	Improved storage and management arrangements for corporate records	November 2022 - Senior Responsible Officer
Supporting victims of hate crime so they feel confident to report incidents, and working with, and	No implications	

through our partner organisations to achieve positive outcomes.		
Plymouth is a city where people from different backgrounds get along well.	No implications	
Human rights Please refer to guidance	No implications	

STAGE 4: PUBLICATION

Responsible Officer Andy Ralphs, Strategic Director of Customer & Corporate Services

Date 2/12/21

Strategic Director, Service Director or Head of Service

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EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – L26 21/22


Decision				
1	Title of decision: Plymouth's Natural Grid			
2	Decision maker (Cabinet member name and portfolio title): Cllr Kelly, Leader of the Council			
3	Report author and contact details: Chris Avent 304184			
4	Decision to be taken: <ul style="list-style-type: none"> • Approves the Business Case • Allocates £168,725 to the Capital Programme, to be funded by external funding secured from Green Recovery Challenge Fund 			
5	Reasons for decision: The council and its partners have been successful in a bid to the Green Recovery Challenge Fund to provide investment in 12 nature sites in the city. This will provide capital funding for site enhancements as well as funds for staffing to deliver these enhancements and co-ordinate a programme providing Kickstart placements as well as engagement opportunities for local communities.			
6	Alternative options considered and rejected: Do Nothing – Turn down grant funding offer			
7	Financial implications and risks: Total Project cost = £0.756 million Green Recovery Challenge Fund = £0.534m Approved Revenue match funding from existing staff costs = £0.222m The risk that the project and decision presents is low as all project governance is in place and project funding has been secured with Permission to Start provided from the grant funder.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new

				commitments and/or making new savings in excess of £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the <u>Forward Plan of Key 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:		<p><u>Corporate Plan</u></p> <p>A green, sustainable city that cares about the environment</p> <p><u>Joint Local Plan</u></p> <ul style="list-style-type: none"> • DEV026 Protecting and enhancing biodiversity and geological conservation, • DEV028 Trees, woodlands and hedgerows <p><u>Plymouth Plan</u></p> <ul style="list-style-type: none"> • SO1 – Delivering a healthy city • HEA7 - Optimising the health and wellbeing benefits of the natural environment 	
10	Please specify any direct environmental implications of the decision (carbon impact)		<p>This programme of works aligns with and supports the delivery of the Plymouth Climate Emergency Action Plan by delivering a programme of works that will enhance and add resilience to the city's green estate.</p> <p>Plymouth currently has just under 400,000 trees which contribute £4.6m of annual benefits to the city through the Ecosystem Services that they provide, including £1.1 million of carbon storage and £2.9 million of pollution removal (i-Tree Eco survey 2020). This work will enhance this service provision.</p> <p>An outcome of the project will be to deliver a carbon budget for the investment programme and calculate the cost: benefit to inform future tree planting schemes and funding bids.</p>	

Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
		No		(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	<input checked="" type="checkbox"/>
		No	<input type="checkbox"/> (If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Nicholson – Strategic Planning Cllr Bridgeman - Environment	
13c	Date Cabinet member consulted	12.07.2021	
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>
		No	<input checked="" type="checkbox"/>
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne
		Job title	Strategic Director of Place
		Date consulted	15.11.2021
Sign-off			
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS58 21/22
		Finance (mandatory)	pl.21.22.166.
		Legal (mandatory)	MS/2/15.11.21
		Human Resources (if applicable)	NA
		Corporate property (if applicable)	NA
		Procurement (if applicable)	NA
Appendices			
17	Ref.	Title of appendix	
	A	Briefing report for publication (mandatory) "211111 Briefing Report Part 1_Plymouth's Natural Grid"	
	B	Equalities Impact Assessment "21006 EIA_Plymouth Natural Grid"	

	C	Business Case "211111 Natural Grid_ Business Case_v2"						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ("Part II") briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature			Date of decision	22 December 2021				
Print Name	Cllr Nick Kelly							

BRIEFING REPORT - PART I

Plymouth's Natural Grid



I. INTRODUCTION

A partnership between Plymouth City Council, The National Trust and Real Ideas Organisation, the Natural Grid is a proposal for funding from the [Green Recovery Challenge Round 2](#). It aims to deliver a cross-city nature restoration and enhancement project, connecting wildlife sites from inner city to wider landscape – aligning with the Lawton principles ‘bigger, better and more joined up’, supporting access to natural spaces and climate proofing and employment in the sector.

We submitted the £1.2m bid in May and have now been informed that we have been successful in the application with project expected to start in September 2021 and run until the end March 2023.

2. PROPOSAL

Plymouth's Natural Grid aims to catalyse an urban nature renaissance that supports economic prosperity and addresses social inequalities. The project will springboard the city's recovery through a programme of work across a grid of nature-protected and connected sites by:

- improving 390ha of land for people and wildlife, including rewilding and nature conservation/restoration, access and interpretation
- providing 22 new jobs including apprenticeships and Kickstart placements, focusing on young people not in employment, education or training
- supporting short-term accredited learning opportunities for 95 young people
- providing 4 on-site nature engagement weeks in our more deprived urban areas, connecting 1000 people with nature on their doorstep, and raising awareness of learning and employment opportunities.

This proposal supports the following Corporate objectives:

- a green sustainable city that cares about the environment
- a clean and tidy city
- a welcoming city

It also supports the delivery of the following JLP policies by ensuring that we make the most of one off funding opportunities to enhance the urban forest and green space of the city, engage communities with their local natural spaces and amenity trees whilst increasing the biodiversity value of trees throughout the city.

- DEV026 Protecting and enhancing biodiversity and geological conservation,
- DEV027 Green and play spaces,
- DEV028 Trees, woodlands and hedgerows

3. CONSULTATION & STAKEHOLDERS

The Natural Grid (NG) proposal has been informed by evidence gathered in the [Plymouth Open Space Assessment 2017](#) and is part of the city's wider strategy to ensure high quality wildlife-rich space for all our residents that deliver vital natural services – embedded in our Climate Emergency Response, Joint Local Plan and Covid Recovery Plan. Our ambition can be seen [here](#).

4. OUTCOMES & BENEFITS

Financial

Natural capital of the city's urban forest increased – Plymouth's trees contribute £4.6 m of benefits to the city per year and provide £3.5 billion in amenity value.

Ecosystem services to the city increased and long term cost savings through; urban cooling, surface water attenuation, increased property values of tree lined streets, carbon capture and storage.

Non-financial

- improving 390ha of land for people and wildlife, including rewilding and nature conservation/restoration, access and interpretation
- providing 22 new jobs including apprenticeships and Kickstart placements, focusing on young people not in employment, education or training
- supporting short-term accredited learning opportunities for 95 young people
- providing 4 on-site nature engagement weeks in our more deprived urban areas, connecting 1000 people with nature on their doorstep, and raising awareness of learning and employment opportunities.

5. FINANCE

Total Project cost = £534,003 (Capital £168,725 & Revenue £365,278)

External funding secured = £0.534 million from DEFRA Green Recovery Challenge Fund 2

Procurement

The delivery of works will be procured through the council's procurement team in line with financial regulations.

6. RECOMMENDATIONS

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates £168,725 to the Capital Programme, to be funded by external funding secured from Green Recovery Challenge Fund

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CAPITAL INVESTMENT BUSINESS CASE

Plymouth's Natural Grid



EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

- PCC project value of £0.755m over 19 months by March 2023 (Project partner funding equals £0.687m)
- Project cost covered by £1.221m Green Recovery Challenge Fund and £0.176m match funding from existing capital schemes in capital programme.
- The funding required provides 3 new FTE in Environmental Planning division (fixed term for duration of project) and cohort of 10 Kickstarter placements and 2 apprentices as part of project team. In addition project partners are recruiting 7 FTE as part of the project team.

Key outcomes and benefits of the proposal are:

Plymouth's Natural Grid aims to catalyse an urban nature renaissance that supports economic prosperity and addresses social inequalities. The project will springboard the city's recovery through a programme of work across a grid of nature-protected and connected sites by:

- improving 390ha of land for people and wildlife, including rewilding and nature conservation/restoration, access and interpretation
- providing 22 new jobs including apprenticeships and Kickstart placements, focusing on young people not in employment, education or training
- supporting short-term accredited learning opportunities for 95 young people
- providing 4 on-site nature engagement weeks in our more deprived urban areas, connecting 1000 people with nature on their doorstep, and raising awareness of learning and employment opportunities.

Key risks are:

- Project set up has short timescales. Joint recruitment process underway with project partners.
- Meeting project objectives in short timescales.
- Covid-19 (or other unforeseen event) delaying project delivery

SECTION I: PROJECT DETAIL

Project Value (indicate capital or revenue)	£755,554	Contingency (show as £ and % of project value)	£10,500 (6% of capital costs)
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	(Capital and Revenue) (Grant & Approved Match funding)		
Programme	Natural Infrastructure	Directorate	Place
Portfolio Holder	Patrick Nicholson	Service Director	Paul Barnard (Strategic Planning & Infrastructure)
Senior Responsible Officer (client)	Kat Deeney	Project Manager	Chris Avent
Address and Post Code	Citywide	Ward	Citywide
Current Situation: <i>(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)</i>			
<p>PCC currently underinvests in its core nature sites threatening biodiversity value which has impacts for wildlife and human communities. Environmental Planning and SSW have been working collaboratively with partners National Trust and Real Ideas to find solutions to this and have been successful in a joint bid to the Green Recovery Challenge Fund for £1.221m. This business case sets out where PCC's proportion of that grant funding will be spent.</p>			
Proposal: <i>(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)</i>			
<p>A partnership between Plymouth City Council, The National Trust and Real Ideas Organisation, the Natural Grid is a proposal for funding from the Green Recovery Challenge Round 2. It aims to deliver a cross-city nature restoration and enhancement project, connecting wildlife sites from inner city to wider landscape – aligning with the Lawton principles 'bigger, better and more joined up', supporting access to natural spaces and climate proofing and employment in the sector.</p> <p>We submitted the £1.2m bid in May and have now been informed that we have been successful in the application with permission to start granted in September 2021 and the project and funding running until the end March 2023.</p> <p>Aims of Plymouth's Natural Grid</p> <p>Plymouth's Natural Grid aims to catalyse an urban nature renaissance that supports economic prosperity and addresses social inequalities. The project will springboard the city's recovery through a programme of work across a grid of nature-protected and connected sites by:</p> <ul style="list-style-type: none"> • improving 390ha of land for people and wildlife, including rewilding and nature conservation/restoration, access and interpretation • providing 22 new jobs including apprenticeships and Kickstart placements, focusing on young people not in employment, education or training • supporting short-term accredited learning opportunities for 95 young people • providing 4 on-site nature engagement weeks in our more deprived urban areas, connecting 1000 people with nature on their doorstep, and raising awareness of learning and employment opportunities. <p>The Natural Grid (NG) proposal has been informed by evidence gathered in the Plymouth Open Space Assessment 2017 and is part of the city's wider strategy to ensure high quality wildlife-rich space for all our residents that deliver vital natural services –</p>			

embedded in our Climate Emergency Response, Joint Local Plan and Covid Recovery Plan. Our ambition can be seen [here](#).

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

This is the option that has been funded.

Option Analysis: (Provide an analysis of 'other' options which were considered and discounted, the options considered must be a 'do Nothing' and 'do minimum' and 'viable alternative' options. A SWOT – Strength, Benefit, Opportunity, Threat analysis could be attached as an appendix).

Do Nothing Option

List Benefits: None

List Risk / Issues: Loss of funding

Cost: £0

Why did you discount this option Loss of £1.221 funding for the city

Do Minimum Option

List Benefits:

List Risk / Issues:

Cost:

Why did you discount this option Not an option

Viable Alternative Option

List Benefits:

List Risk / Issues:

Cost:

Why did you discount this option There are no other viable options to deliver this project

Strategic Case:

Which Corporate Plan priorities does this project deliver?

- a green sustainable city that cares about the environment
- a clean and tidy city
- reduced health inequalities

Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)

Joint Local Plan

- DEV026 Protecting and enhancing biodiversity and geological conservation,
- DEV027 Green and play spaces
- DEV028 Trees, woodlands and hedgerows

Plymouth Plan

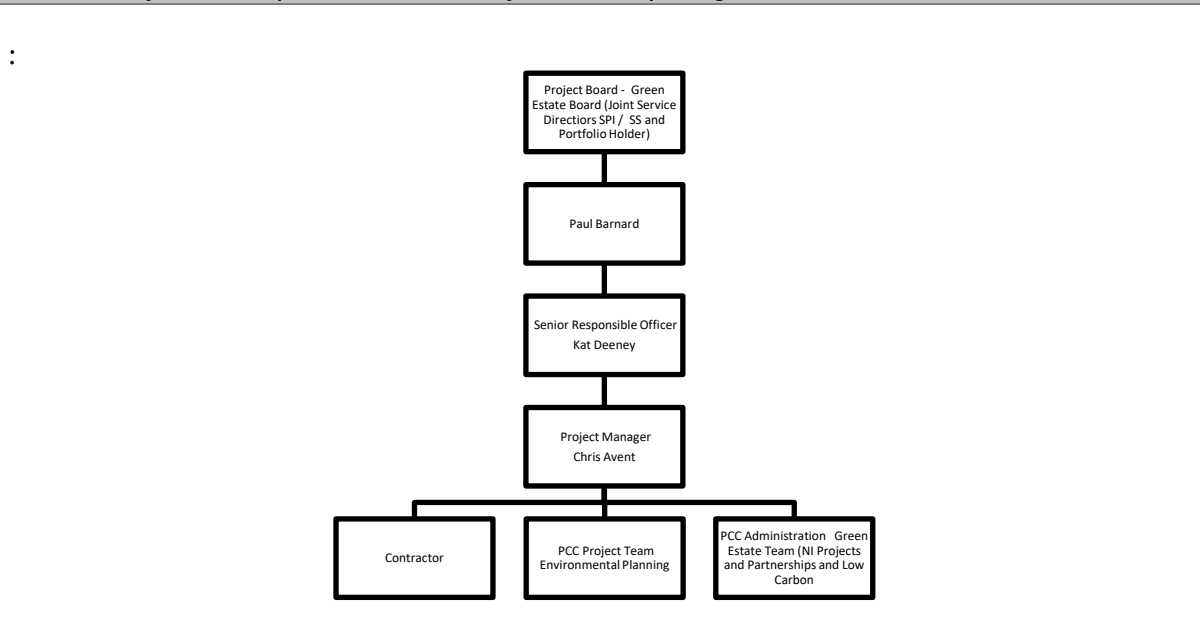
- SO1 – Delivering a healthy city

	<ul style="list-style-type: none"> • HEA7 - Optimising the health and wellbeing benefits of the natural environment • INT6 - Enhancing Plymouth's 'green city' credentials
--	--

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

In Scope	Out of Scope
Costs for delivering habitat enhancements to 10 sites across Plymouth <ul style="list-style-type: none"> • Ernesettle Creek • Budshead Wood LNR • Woodland Wood LNR • Cann Wood LNR • Seaton Valley LNR • Bircham Valley LNR • Forder Valley LNR • Efford Marsh LNR • Blagdon's Meadow CWS • Plym Estuary CWS 	Costs for delivering enhancements to other sites in Plymouth

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



Milestones and Date:		
Contract Award Date	Start On Site Date	Completion Date
Sept 2021	November 2021	March 2023

Who are the key customers and Stakeholders	Council Staff & Members City residents Businesses Young people	Which Partners are you working with	Internal partners – SSW External – National Trust, Real Ideas
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SECTION 2: PROJECT RISK, OUTCOMES AND BENEFITS

Risk Register: The Risk Register/Risk Log is a master document created during the early stages of a project. It includes information about each identified risk, level of risk, who owns it and what measures are in place to mitigate the risks (cut and paste more boxes if required).

Potential Risks Identified		Likelihood	Impact	Overall Rating
Risk	Non delivery against objectives n short term project leading to default on funding	Low	Medium	Medium
Mitigation	Suitable project governance, monitoring and reporting and risk register	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£169k	Risk Owner	Chris Avent	
Risk	Staff capacity to deliver – short project time scales so quick recruitment essential	Medium	High	Medium
Mitigation	Early engagement with HROD and recruitment and begin recruitment process – now complete	Low	Medium	Low
Calculated risk value in £ (Extent of financial risk)	£20k	Risk Owner	Chris Avent	
Risk	Covid-19 (or other unforeseen event) delaying project delivery	Medium	Medium	Medium
Mitigation	Covid-19 RA in place to manage risks	Low	Medium	Medium
Calculated risk value in £ (Extent of financial risk)	£100k	Risk Owner	Chris Avent	

Outcomes and Benefits

List the outcomes and benefits expected from this project.

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

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

Financial outcomes and benefits:	Non-financial outcomes and benefits:
<ul style="list-style-type: none"> £4.6 million p.a. in benefits to the city through carbon sequestration, pollution removal and avoided run-off (flood risk alleviation) of existing tree stock. providing 22 new jobs including apprenticeships and Kickstart placements, focusing on young people not in employment, education or training 	<ul style="list-style-type: none"> improving 390ha of land for people and wildlife, including rewilding and nature conservation/restoration, access and interpretation supporting short-term accredited learning opportunities for 95 young people providing 4 on-site nature engagement weeks in our more deprived urban areas, connecting 1000 people with nature on their doorstep, and raising awareness of

	learning and employment opportunities.
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SECTION 3: CONSULTATION

Does this business case need to go to CMT	No	Date business case approved by CMT (if required)	NA
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Have you engaged with Planning Department. <i>(If no, please state the reason)</i>		No
If yes, summarise the planning requirements. <i>(If PP is required ensure you engage with planning prior to seeking approval of this Business Case)</i>	None required	
Is the budget cost reflective of planning requirements	NA	
Who is the Planning Officer you consulted with.	NA	
Planning Consent Date	NA	

Have you engaged with Building Control. <i>(If no, please state the reason)</i>		No
Is the Building Control pre-application registered	No	
What is the pre-application number	NA	
Is this classed as a HRRB building	No	
Is this building classed as 'high risk'	No	
Who is the Building Control Case Officer	Choose an item.	

Low Carbon	
What is the anticipated impact of the proposal on carbon emissions	The project's objectives focus on delivering habitat improvements including the planting of 3,675 trees which ensure we retain and enhance the existing tree stock which currently removes 4,291 tonnes of carbon from the atmosphere per year
How does it contribute to the Council becoming Carbon neutral by 2030	In addition to above, more tree planting and carbon sequestration will maintain and add to the current levels which sequester 152,783 tonnes of carbon and help to balance PCC's carbon budget

Have you engaged with Procurement Service.		Yes
Procurement route options considered for goods, services or works	All procurement requirements are low cost so will follow standard less than £25k procurement routes	

Procurements Recommended route.	As above
Who is your Procurement Lead.	Paul Williams

Which Members have you engaged with and how have they been consulted <i>(including the Leader, Portfolio Holders and Ward Members)</i>	Councillor Nicholson – portfolio holder briefing
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Confirm you have taken necessary Legal advice, is this proposal State Aid compliant, if yes please explain why.	Business case reviewed by Legal team
Who is your Legal advisor you have consulted with.	Mo Sajjad

Equalities Impact Assessment completed <i>(This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)</i>	Yes
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SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.*

CAPITAL COSTS AND FINANCING

Breakdown of project costs including fees surveys and contingency	Prev. Yr. £m	21/22 £m	22/23 £m	23/24 £m	24/25 £m	25/26 £m	Future Yrs. £m	Total £m
Materials	0	0.02	0.112	0	0	0	0	0.132
Labour and associated costs	0	0	0.032	0	0	0	0	0.032
Contingency	0	0.005	0	0	0	0	0	0.005
	0	0	0	0	0	0	0	0
Total capital spend	0	0.025	0.144	0	0	0	0	0.169

Provide details of proposed funding: *Funding to match with Project Value*

Breakdown of proposed funding	Prev. Yr. £m	21/22 £m	22/23 £m	23/24 £m	24/25 £m	25/26 £m	Future Yrs. £m	Total £m
Green Recovery Challenge Fund Grant	0	0.025	0.144		0	0	0	0.169

Total funding	0	0.025	0.144	0	0	0	0	0.169
S106 or CIL (Provide Planning App or site numbers)	None required							
Which alternative external funding sources been explored (Provide evidence)	To attract the funding we have used match funding from existing funds in the capital programme – Forder Valley Link Road off-site mitigation and TCF Derriford Community Park							
Are there any bidding constraints and/or any restrictions or conditions attached to your funding	Funding is time limited until end March 2023							
Tax and VAT implications	The project will not directly generate any significant amounts of VAT-exempt income for the Council. The proposals relate to the improvements to green space for the community to enjoy and use free of charge, and this is a non-business activity of the Council. Any VAT incurred by the Council, therefore, on costs relating to the purchase of the materials will be fully recoverable and there will be no adverse impact on the Council's partial exemption position.							
Tax and VAT reviewed by	Sarah Scott							
Will this project deliver capital receipts? (If so please provide details)	No.							
Schemes in excess of £0.5m should be supported by a Cost Benefit Analysis. Calculations undertaken should be attached as an appendix to support financial implications shown below. Please contact your revenue accountant for assistance with this section.								
Is the capital ask greater than £0.5m	No	If the answer is yes, have you attached the Cost Benefit Analysis					NA	

REVENUE COSTS AND IMPLICATIONS

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

Total Cost of developing the project	£0
Revenue cost code for the development costs	NA
Revenue costs incurred for developing the project are to be included in the capital total, some of the expenditure could be capitalised if it meets the criteria	NA – development completed
Budget Managers Name	NA

Ongoing Revenue Implications for Service Area

	Pre v. Yr.	21/22 £	22/23 £	23/24 £	24/25 £	25/26 £	Future Yrs.
Service area revenue cost							
Loan repayment <i>(terms agreed with Treasury Management)</i>		0	0	0	0	0	0
Other (eg: maintenance, utilities, etc)		0.187	0.377	0.075	0.075	0.075	0.075
Total Revenue Cost (A)		0.187	0.377	0.075	0.075	0.075	0.075
Service area revenue benefits/savings							
Annual revenue income (eg: rents, etc)		0.187	0.377	0.105	0.105	0.105	0.105
Total Revenue Income (B)		0.187	0.377	0.105	0.105	0.105	0.105
Service area net (benefit) cost (B-A)		0	0	(0.03)	(0.03)	(0.03)	(0.03)
Has the revenue cost been budgeted for or would this make a revenue pressure	Costs for 21/22 & 22/23 are covered by Green Recovery Challenge Fund grant. The delivery of this project combines with the proposed creation of a habitat bank fund (detailed in separate Business Case to follow later this year) which would likely cover costs of ongoing maintenance of these sites and provide additional income through generation of Biodiversity Credits which are valued at £11,000 each.						
Which cost centre would the revenue pressure be shown	2114		Has this been reviewed by the budget manager			Y	
Name of budget manager	Chris Avent						
Loan value	£0m	Interest Rate	NA	Term Years	NA	Annual Repayment	£0
Revenue code for annual repayments	NA						
Service area or corporate borrowing	NA						
Revenue implications reviewed by	Emma White						

SECTION 5: MONITORING PERFORMANCE & POST PROJECT REVIEW

To conclude, the purpose of a business case is to outline the business rationale for undertaking a project and to provide a means to continually assess and evaluate project progress throughout delivery. It is the

responsibility of the project manager to ensure the project remains on time and within budget during delivery and to monitor the project throughout and provide a Post Project Review on completion.

Investment Team Monitoring:

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

Did the project deliver the intended outcomes and benefits as stated in the business case.

Which company was the contract awarded, is this a local company.

How many jobs did this project provide.

How much income from Council Tax and NHB will be collected.

How has the carbon omissions been mitigated and how much did this cost

Was the project delivered on time and on budget (including contingency)

Finance Monitoring :

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

Version Control: (The version control table must be updated and signed off each time a change is made to the document to provide an audit trail for the revision and update of draft and final versions)

Author of Business Case	Date	Document Version	Reviewed By	Date
Chris Avent	06/10/2021	v 1.0	Ruth Didymus, Emma White, Mo Sajjad	11/11/2021
Chris Avent	15/11/2021	v 2.0		00/00/2020
	00/00/2020	v 3.0		00/00/2020

SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader

- Approves the Business Case
- Allocates £168,725 to the Capital Programme, to be funded by external funding secured from Green Recovery Challenge Fund

[Patrick Nicholson, Strategic Planning & Infrastructure]		Paul Barnard, Service Director	
Either email dated:	15/12/21	Either email dated:	16/11/21
Or signed:		Signed:	
Date:		Date:	
		Service Director	
		[Name, department]	
Either email dated:		date	
		Signed:	
		Date:	

EQUALITY IMPACT ASSESSMENT

Project Title: Plymouth Natural Grid

Environmental Planning



STAGE I: What is being assessed and by whom?

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

A partnership between Plymouth City Council, The National Trust and Real Ideas Organisation, the Natural Grid is a proposal for funding from the [Green Recovery Challenge Round 2](#). It aims to deliver a cross-city nature restoration and enhancement project, connecting wildlife sites from inner city to wider landscape – aligning with the Lawton principles ‘bigger, better and more joined up’, supporting access to natural spaces and climate proofing and employment in the sector.

We submitted the £1.2m bid in May and have now been informed that we have been successful in the application with permission to start granted in September 2021 and the project and funding running until the end March 2023.

Aims of Plymouth’s Natural Grid

Plymouth’s Natural Grid aims to catalyse an urban nature renaissance that supports economic prosperity and addresses social inequalities. The project will springboard the city’s recovery through a programme of work across a grid of nature-protected and connected sites by:

- improving 390ha of land for people and wildlife, including rewilding and nature conservation/restoration, access and interpretation
- providing 22 new jobs including apprenticeships and Kickstart placements, focusing on young people not in employment, education or training
- supporting short-term accredited learning opportunities for 95 young people
- providing 4 on-site nature engagement weeks in our more deprived urban areas, connecting 1000 people with nature on their doorstep, and raising awareness of learning

STAGE 1: What is being assessed and by whom?	
	<p>and employment opportunities.</p> <p>The Natural Grid (NG) proposal has been informed by evidence gathered in the Plymouth Open Space Assessment 2017 and is part of the city’s wider strategy to ensure high quality wildlife-rich space for all our residents that deliver vital natural services – embedded in our Climate Emergency Response, Joint Local Plan and Covid Recovery Plan. Our ambition can be seen here.</p>
Responsible Officer	Chris Avent
Department and Service	Green Estate, Environmental Planning, Strategic Planning & Infrastructure
Date of Assessment	06/10/2021

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	It is anticipated that the project will be open to all age groups. There would be a requirement for young children to be supported by an adult. We will actively engage families and schools	No adverse impact, all age groups will have the opportunity and will be actively encouraged to be involved.	N/A	N/A
Disability	Access to monitoring forms and networks that are developed will	No adverse impact of the project. The project will be accessible to all	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?
	conform to the requirements of the Equality Act and recommended guidelines for users with a disability. Improvements will comply with the Equality Act and recommended guidelines for users with a disability	abilities.		
Faith, Religion or Belief	Christian: 58.1% Islam: 0.8% Buddhism: 0.3% Hinduism: 0.2% Judaism: 0.1% Sikhism: <0.1% No religion: 32.9%	No adverse impact The project will be accessible to all faiths, religions and beliefs.	N/A	N/A
Gender - including marriage, pregnancy and maternity	Overall 50.6% of our population are women; this reflects the national figure of 50.8%. There will be no gender barrier to being involved in this project.	No adverse impact, there will be no barriers to involvement based on gender.	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?
Gender Reassignment	Access to being involved in the project will not be limited by gender reassignment.	No adverse impact, there will be no barriers to involvement based on gender reassignment.	N/A	N/A
Race	White (all): 96.1% Mixed (all): 1.3% Asian (all): 1.5% Black (all): 0.7% Other: 0.4% The project will be open to all to participate regardless of race.	No adverse impact, the project will be open to all to participate regardless of race.	N/A	N/A
Sexual Orientation -including Civil Partnership	The project will be open to all to participate regardless of sexual orientation.	No adverse impact, the project will be open to all to participate regardless of sexual orientation.	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,	The project is a city wide provision and will provide	This work will commence in October 2021 and will be

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?
particularly in health between communities.	enhancements on public spaces with free open access for all and improvements will actively enhance the surrounding environment for all.	delivered by the Green Estate Team.
Good relations between different communities (community cohesion).	The project will require input from all user-groups and both design and enhancements will involve as many community members as possible	This work will commence in October 2021 and will be delivered by the Green Estate Team.
Human Rights	<p>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.</p> <p>All staff and service users will be treated fairly and that their human rights will be respected.</p> <p>No adverse impact on human rights has been identified.</p>	N/A

STAGE 4: The Principles of Fairness	
Principles	Comment
People should be able to access opportunity whatever their circumstances	The use and enjoyment of the spaces improved by the PNG are open to all.
The city should give priority to those in greatest need when it allocates resources	The project will be open to all and will give equal weight to the information provided to it by all members of society. Improvements will take into account the needs of all users and promote equality of access.
Things that make the biggest difference to people's lives should get priority when deciding where resources go	The project will ensure that the people of Plymouth will have access to high quality natural spaces and play benefitting from the associated health and social benefits

The way things are done in the city matters just as much as what is done	The project will actively provide opportunity for local stakeholders to contribute to the design of sites.
Unfairness which takes time to remove needs policies for the long term	Access to and enjoyment of all sites is open to all and is fair for all.
Preventing inequalities is more effective than trying to eliminate them	The project will work on the premise of preventing inequality within communities by providing opportunity for all to be involved.
Services should be provided 'with' people, not 'for' them	Input from the community will be vital in the delivery of this project in order to ensure the play improvements meet their needs.
The needs of future and current generations should be balanced when making decisions.	Improvements will use robust and sustainable material to ensure longevity of works for the enjoyment of current and future generations.

STAGE 4: Publication			
Head of Service approving EqIA.	Kat Deeney	Date	06.10.2021