



Oversight and Governance

Chief Executive's Department

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

T 01752 668000

www.plymouth.gov.uk/democracy

Published 26/01/22

Delegated Decisions

Delegated Executive/Officer Decisions

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

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

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 2 February 2022. 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 Executive decision detailed below may be implemented on Thursday 3 February 2022 if it is not called-in. The Council Officer Decisions may be implemented immediately.

Delegated Decisions

1. Councillor Jonathan Drear, Cabinet Member for Transport:

- 1.1. THE CITY OF PLYMOUTH (MOVING TRAFFIC REGULATION ORDERS) (AMENDMENT ORDER No. 2021.2137272 TORBRIDGE ROAD) ORDER **(Pages 1 - 8)**

2. Council Officer Decision - Anthony Payne, Strategic Director for Place:

- 2.1. Contract Award: Provision of Tinside Swim Pontoons 2022 **(Pages 9 - 20)**
- 2.2. Contract Award: The outright capital purchase of a Vehicle Mounted Access Platform **(Pages 21 - 40)**

EXECUTIVE DECISION

made by a Cabinet Member



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

Executive Decision Reference Number – T21 21/22

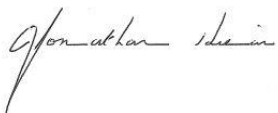
Decision	
1	Title of decision: THE CITY OF PLYMOUTH (MOVING TRAFFIC REGULATION ORDERS) (AMENDMENT ORDER No. 2021.2137272 TORBRIDGE ROAD) ORDER
2	Decision maker (Cabinet member name and portfolio title): Councillor Jonathan Drean, Cabinet Member for Transport
3	Report author and contact details: Amy Neale, Traffic Management Technician, email: trafficmanagementinbox@plymouth.gov.uk
4	<p>Decision to be taken:</p> <p>To implement the following amendments to The City of Plymouth (Moving Traffic Regulation Orders) (Consolidation) Order 2014</p> <p>The effect of the order shall be to add:</p> <p>Prohibition of Driving with an exemption for Access on lengths of the following road:</p> <p>Torbridge Road</p>
5	<p>Reasons for decision:</p> <p>To address concerns over increased vehicle movements along Torbridge Road as a result of the new constructed Aldi development at Galileo Close at a detriment to local residents. The proposed order and associated works on-site were required by the Planning Committee at the time of consent for the new food store.</p>
6	<p>Alternative options considered and rejected:</p> <p>None – the requirement for the installation of bollards and prohibition of driving along Torbridge Road except for access was a requirement from the Planning Committee as part of the determination of planning consent for the Aldi store development on Galileo Close.</p>
7	<p>Financial implications and risks:</p> <p>The Traffic Regulation Order (TRO) and associated works is being funded via Planning with funding secured from the developer via a S106 Agreement.</p>

8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			x	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
			x	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
	If yes, date of publication of the notice in the Forward Plan of Key Decisions			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The Local Transport Plan (LTP) details the transport strategies and policies that the City Council has adopted and will be key in helping the city meet its Corporate Plan priorities, and growth agenda.		
10	Please specify any direct environmental implications of the decision (carbon impact)	n/a		

Urgent decisions

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

Consultation			
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	
		No	x (If no go to section 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	Anthony Payne
		Job title	Strategic Director for Place
		Date consulted	12/01/2022
Sign-off			
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS96 21/22
		Finance (mandatory)	pl.21.22.232.
		Legal (mandatory)	LS/37909/JP/130122
		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

		No	<input checked="" type="checkbox"/>	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:							
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	25/01/2022			
Print Name	Councillor Jonathan Drear							



TORBRIDGE ROAD

1. INTRODUCTION

This report seeks delegated authority to implement amendments to The City of Plymouth (Moving Traffic Regulation Orders) (Consolidation) Order 2014 in association with the Torbridge Road TRO.

2. TRAFFIC REGULATION ORDERS REQUIRED

2.1 The elements that need a Traffic Regulation Order are as follows:

Prohibition of Driving with an exemption for Access

- i. Torbridge Road – from its junction with Newnham Road to its junction with Galileo Close

3. STATUTORY CONSULTATION

Proposals

The proposals for the Torbridge Road TRO were advertised on street, in the Herald and on the Plymouth City Council website on 14th December 2021. Details of the proposals were sent to the Councillors representing the affected wards and statutory consultees on 9th December 2021

There has been 1 representation received relating to the proposals included in the Traffic Regulation Order.

Consultation	Comments
<p>Thank you for the opportunity to express my <u>approval</u> for the proposed Traffic order.</p> <p>Just to mention that the conditions on Torbridge Road have deteriorated substantially since the opening of the Aldi with <u>none</u> of the concerns previously raised having been address by the owner of said road.</p>	<p>Standard response sent:</p> <p>Thank you for your recent comments towards the proposals – 2021.2137272.</p> <p>Your comments have been logged on our records and will be considered as part of the final decision making process. At the end of the consultation period, a report will be prepared summarising any concerns that have been raised and making recommendations. In line with the statutory process, the decision on whether or not to proceed with these proposals will be made by the Cabinet Member for Transport.</p> <p>You will be notified if and when the proposals will be implemented.</p>

4. RECOMMENDATION

After reviewing the consultation response. It is recommended to proceed with original proposals as advertised and make the Traffic Regulation Order

5. LEGAL CONSIDERATIONS

The lawful implications and consequences of the proposal have been considered and taken into account in the preparation of this report.

When considering whether to make a traffic order it is the Council's responsibility to ensure that all relevant legislation is complied with. This includes Section 122 of the Road Traffic Regulation Act 1984 (as amended) that sets out that it is the duty of a local authority, so far as practicable subject to certain matters, to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway. It is considered that the proposals comply with Section 122 of the Act as they practically secure the safe and expeditious movement of traffic in and around Plymouth and provide for suitable and adequate associated parking facilities.

EQUALITY IMPACT ASSESSMENT

Torbridge Road



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	To implement amendments to The City of Plymouth (Traffic Regulation and Street Parking Places) (Consolidation) Order 2004 (as amended). The effect of the order shall be to Add/Amend: Prohibition of Driving with an exemption for Access on lengths of the following road: Torbridge Road As set out in the briefing report.
Author	Abbie Perry
Department and service	Transport Planning, Transport Planning Officer
Date of assessment	12/01/2022

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	No issues raised in consultation	No adverse impact anticipated		
Disability	No issues raised in consultation	No adverse impact anticipated		
Faith/religion or belief	No issues raised in consultation	No adverse impact anticipated		
Gender - including marriage, pregnancy and maternity	No issues raised in consultation	No adverse impact anticipated		
Gender reassignment	No issues raised in consultation	No adverse impact anticipated		

Race	No issues raised in consultation	No adverse impact anticipated		
Sexual orientation - including civil partnership	No issues raised in consultation	No adverse impact anticipated		

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

Local priorities	Implications	Timescale and who is responsible
Reduce the gap in average hourly pay between men and women by 2020.	No adverse impact has been identified	
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	No adverse impact has been identified	
Good relations between different communities (community cohesion)	No adverse impact has been identified	
Human rights Please refer to guidance	No adverse impact has been identified	

STAGE 4: PUBLICATION

Responsible Officer: Scott Smy, Transport Development Co-ordinator

Date: 12/01/2022

EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – COD19 21/22

Decision				
1	Title of decision: Contract Award: Provision of Tinside Swim Pontoons 2022			
2	Council Officer name and job title: Anthony Payne, Strategic Director for Place			
3	Report author and contact details: Paul Vann, paul.vann@plymouth.gov.uk			
4a	Decision to be taken: Approve the appointment of Cattewater Harbour Commissioners to deliver contract.			
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L48 20/21			
5	Reasons for decision: In accordance with delegated authority granted by the Executive Decision made by the Leader, the Council have undertook an exercise for the provision of swimming pontoons for the Council's National Marine Park			
6	Alternative options considered and rejected: Do nothing – Not delivering on Council decision. Carrying out an extensive procurement process and risk loss of external funding from LEP.			
7	Financial implications and risks: £45,000 is available from the LEP to deliver this project through spend this financial year.			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes		Per the Constitution, a key decision is one which: in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total in the case of revenue projects when the decision involves entering
		No	X	
			X	

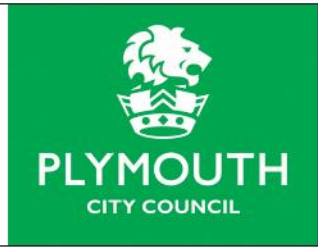
				into new commitments and/or making new savings in excess of £1 million
			X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	Not applicable		
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:	It is a significant project in the delivery of the Council's approved Getting Building Fund project which is focussed on delivering initial National Marine Park enhancement projects.		
10	Please specify any direct environmental implications of the decision (carbon impact)	None of significance.		
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		
		No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?			
13c	Date Cabinet member consulted	October 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	12/01/2022					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS99 21/22					
		Finance (mandatory)	pl.21.22.239					
		Legal (mandatory)	MS/1/12.01.21					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	SN/PS/614/ED/0122					
Appendices								
17	Ref.	Title of appendix						
	A	Contract Award Report Part 1						
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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Contract Award 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 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
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	12 January 2022			
Print Name	Anthony Payne							

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

Contract 21581 – Tinside Swimming Pontoons



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

1. INTRODUCTION

This contract award report is in relation to the procurement of 2 x swimming pontoons including installation, daily checks, ongoing maintenance and storage of the pontoons. The swimming pontoons will be installed at Tinside Cove, Plymouth for the Summer 2022 season (May-September) and stored thereafter.

2. BACKGROUND

The Tinside Swim Pontoons project is part of the City Council's aim to improve facilities supporting the enjoyment of Plymouth Sound as part of the City's wider National Marine Park delivery intent and will be for public use. This area is popular for sea swimming and the pontoons will provide for further enjoyment of the water – a place to climb out, jump or dive in, rest, chat, watch etc. The proposed pontoons reflect the very positive user feedback from a 2021 single pontoon trial.

3. PROCUREMENT PROCESS

The Council's Contract Standing Orders have been followed in order to procure a contractor to provide the pontoons and undertake the services required.

4. TENDER EVALUATION CRITERIA

As part of the assessment, the supplier's ability to supply all of the technical requirements to the standard required; to fulfil the contract within the required timescales; and to deliver a value for money solution was taken into consideration.

5. SUMMARY OF EVALUATION

Council Officers have undertaken the necessary due-diligence and a suitability assessment on the successful supplier for this contract award.

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. The financial details are contained within the confidential Part II paper.

7. RECOMMENDATIONS

It is recommended that a contract be awarded to the successful supplier on Plymouth City Council Goods and Services Terms & Conditions.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)

Name: Paul Vann

Job Title: Economic Development Officer

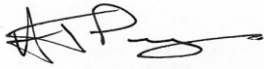
Additional Comments (Optional):

Signature:



Date:

24/01/22

Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]	
Name:	Anthony Payne
Job Title:	Strategic Director for Place
Additional Comments (Optional):	
Signature:	 Date: 24.1.22

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

This page is intentionally left blank

EXECUTIVE DECISION

made by a Council Officer



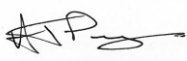
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD 19 21/22

Decision	
1	<p>Title of decision: Contract Award: The outright capital purchase of a Vehicle Mounted Access Platform</p>
2	<p>Decision maker (Council Officer name and job title): Anthony Payne, Strategic Director for Place</p>
3	<p>Report author and contact details: Martin Hoar – Fleet Services Manager Martin.hoar@plymouth.gov.uk 01752 305592</p>
4a	<p>Decision to be taken: The Strategic Director for Place to award the Contract for the outright capital purchase of Vehicle Mounted Access Platform Details of the successful tenderer are set out in the Contract Award Report - Part II.</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made: Executive Decision 18/12/19 L31 19/20</p>
5	<p>Reasons for decision: In accordance with the delegated authority granted by the Executive Decision made by the Leader of the Council on 18th December 2019 the project undertook a procurement exercise. The procurement process was undertaken following an options appraisal, in line with the Council's Contract Standing Order's technical request for quote (TRFQ) was carried out. The opportunity was advertised to maximise potential. See Contract Award Report - Part I I.</p>
6	<p>Alternative options considered and rejected:</p> <p>Option 1: Do nothing Risks to service delivery impact and resulting reputational damage increased hire costs make this option non tenable.</p> <p>Option 2: Sub Contract the work</p>

	<p>Due to the nature of the operation within the Tree maintenance department, keeping the work in house gives PCC the option to move the driver or vehicle onto other work without committing to a fix number jobs each day, using our own vehicle will reduce the Hire costs and sub-contractor costs to the operation, with the added work load of ash die back the vehicle is essential to the operation.</p> <p>Option 3: Electric Vehicles</p> <p>Current availability and prices make this option non tenable at this time for this specific vehicle type, with reduced load capacity being the main consideration, other fuel alternatives are costly but will be reviewed with future purchases dependant on infrastructure requirements</p>																
7	<p>Financial implications and risks:</p> <p>Purchase outright with the use of service borrowing is the recommended procurement option. The purchase price of the vehicles can be offset by the savings from current high hire charges for this specialist vehicle and reduction in maintenance costs with the 3 year manufacturer warranty cover.</p> <p>The build time for these vehicles is around 7 months so any further delay in the procurement would see increases in line with inflation.</p>																
8	<table border="1"> <thead> <tr> <th data-bbox="225 913 759 1503">Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th data-bbox="759 913 852 1503">Yes</th> <th data-bbox="852 913 1007 1503">No</th> <th data-bbox="1007 913 1487 1503">Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1003 759 1171"></td> <td data-bbox="759 1003 852 1171"></td> <td data-bbox="852 1003 1007 1171">✓</td> <td data-bbox="1007 1003 1487 1171">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</td> </tr> <tr> <td data-bbox="225 1171 759 1361"></td> <td data-bbox="759 1171 852 1361"></td> <td data-bbox="852 1171 1007 1361">✓</td> <td data-bbox="1007 1171 1487 1361">in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million</td> </tr> <tr> <td data-bbox="225 1361 759 1503"></td> <td data-bbox="759 1361 852 1503"></td> <td data-bbox="852 1361 1007 1503">✓</td> <td data-bbox="1007 1361 1487 1503">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.</td> </tr> </tbody> </table>	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:			✓	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total			✓	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million			✓	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.
Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:														
		✓	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total														
		✓	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million														
		✓	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	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p>																
9	<p>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</p> <p>Caring Plymouth - The majority of vehicles in phase I of the Fleet Replacement programme deliver services related to street scene and waste. The service impacts the daily lives of all residents and visitors to Plymouth ensuring that waste is collected and disposed of when expected and that street and green spaces are kept clean and tidy and free from litter.</p> <p>Growing Plymouth - Ability to service waste and recycling waste collections as the city increases in size to ensure a sustainable City that cares about the environment. A Council that facilitates sustainable</p>																

		management of the City' waste and is able to react to the needs of the residents and citizens in a flexible and efficient manner.		
10	Please specify any direct environmental implications of the decision (carbon impact)	Newer vehicles will reduce the carbon impact due to updated engine requirements		
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	✓	(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		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Mrs Maddi Bridgeman, Cabinet Member for Environment and Street Scene		
13c	Date Cabinet member consulted	19 th July 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	✓	
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne	
		Job title	Strategic Director for Place	
		Date consulted	13/11/2019	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS97 21/22	
		Finance (mandatory)	PI.21.22.237	
		Legal (mandatory)	MS/18.01.21	
		Human Resources (if applicable)	n/a	

		Corporate property (if applicable)	n/a						
		Procurement (if applicable)	SB/PS/615/ED/0122						
Appendices									
17	Ref.	Title of appendix							
	A	Contract Award Part I							
	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							
			Exemption Paragraph Number						
			1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:				x				
	Contract Award Part 2								
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		20.1.22		
Print Name		Anthony Payne, Strategic Director for Place							

**PROCUREMENT GATEWAY 3 -
CONTRACT AWARD REPORT**

19474b – Vehicle Mounted Telescopic Access Platform



TABLE OF CONTENTS

- **INTRODUCTION**
- **BACKGROUND**
- **PROCUREMENT PROCESS**
- **TENDER EVALUATION CRITERIA**
- **SUMMARY OF EVALUATION**
- **FINANCIAL IMPLICATIONS**
- **RECOMMENDATIONS**
- **APPROVAL**

1. INTRODUCTION

This contract award report is in relation to the procurement of a Vehicle Mounted Telescopic Access Platform.

2. BACKGROUND

Plymouth City Council are looking for a Telescopic access platform with Bucket for the arborist team to use for felling trees and branches across many terrains within the City. The vehicle chassis and base will need to be constructed with hard wearing material as to avoid damage from falling branches, with cab protection system.

3. PROCUREMENT PROCESS

Following an options appraisal, in line with the council’s Contract Standing Order’s a technical request for quote (TRFQ) was carried. The opportunity was advertised to maximise potential suppliers. 3 suppliers showed an interest but on gaining access to the tender documents 2 of those decided this tender did not relate to their line of work. One supplier did bid.

4. TENDER EVALUATION CRITERIA

Evaluations were carried out in accordance with the overall evaluation strategy for the project and in accordance with the published process. Suppliers have been assessed on their financial, technical, environmental or social standing. Suppliers have also already agreed to PCC T&C’s.

All responses were assessed against the evaluation criteria set out below:

EVALUATION CRITERIA	WEIGHTING
Price	50%
Non-Price	50%

A tender would not be 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 was 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 (50% in this example)

Tenderers price scores were calculated based upon the lowest price submitted by tenderers.

Lowest Total Tender Sum			
(_____)	x	Weighting	= Weighted
Score			
Tenderers Total Tender Sum			

NON-PRICE (50% IN THIS EXAMPLE)

Tenderers were asked to provide a number of method statements within the further competition document, which were intended to explain how they would meet specific requirements.

There were 11 method statements, to be provided in total.

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

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

Method Statements	
Non-Price	50%
MS1: - Details of warranty terms and conditions	10%
MS2: - Details of agents to be used	10%
MS3: - Delivery lead times	8%
MS4: - Delivery and vehicle progress	2%

Method Statements	
MS5: - Details of the arrangements for the provision of aftersales and technical support	4%
MS6: - Recommended service intervals	2%
MS7: - Handover and training	2%
MS8: - Impressed stock	2%
MS9: - Social Value - Quantitive	2.5%
MS10: - Social Value - Qualitative	2.5%
MS11: - Climate considerations	5%

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 non-price points.

5. SUMMARY OF EVALUATION

This tender was published electronically via, The Supplying the South West Portal on 6th October 2021 with a Tender submission date of 23rd October 2021.

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 and Price were split, with Price information being held back from the Quality evaluators.

The Tender opportunity received interest from 1 supplier invited to bid. Tender Submissions were received from the following Tenderers:

Multitel

The resulting scores from the evaluation are below:

List of Tenderers				Multitel
Section	Weighting %			Weighting Score %
Quality	50%			
Warranty		20%		
MS1	Details of Warranty Terms & Conditions		10%	6%
MS2	Details of Agent(s) to be used		10%	4%
Delivery		10%		
MS3	Delivery Lead-times		8%	3.20%
MS4	Delivery and Vehicle Progress		2%	0.80%
After Sales Support		10%		
MS5	Details of the arrangements for the Provision of After Sales and Technical Support		4%	1.60%
MS6	Recommended Service intervals and any restrictions		2%	1.20%
MS7	Handover and Training		2%	1.20%
MS8	Imprest Stock		2%	1.00%
Social Value		5%		
MS9	Quantitative		2.5%	0
MS10	Qualitative		2.5%	1%
Climate Consideration		5%		
MS11	Climate considerations		5%	2%
QUALITY WEIGHTED SCORE	50.00			22%
Price				
PR1 Total Tender Sum	50.00			50%
TOTAL SCORES	100.00			72%
RANK				1

6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project budget. The purchase of this ramp is critical to keep service running.

7. RECOMMENDATIONS


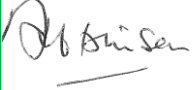
It is recommended that a contract be awarded to the highest scoring Tenderer Multitel for the provision of the Vehicle Mounted Telescopic Access Lift.

This award will be provisional and subject to the receipt from the 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. (if applicable).

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Martin Hoar		
Job Title:	Fleet Services Manager		
Additional Comments (Optional):			
Signature:		Date:	14/12/21
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Philip Robinson		
Job Title:	Service Director for Street Services, Street Services		
Additional Comments (Optional):			
Signature:		Date:	14/12/2021

This page is intentionally left blank

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

This page is intentionally left blank

EQUALITY IMPACT ASSESSMENT

Fleet Replacement Programme Phase I



STAGE 1: WHAT IS BEING ASSESSED AND BY WHOM?

What is being assessed - including a brief description of aims and objectives?	Phase I of the programme (2020/21) proposes the replacement of a total of [113] vehicles across the organisation. These include [1] Vehicle Mounted Telescopic Access Platform considered a priority due to being a long term hire vehicle which is very expensive, this is used for inspecting and maintenance of trees across the City.
Author	Martin Hoar, Martin.Hoar@plymouth.gov.uk 01752305592
Department and service	Fleet Manager, Highways Service
Date of assessment	12/01/22

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	N/A	No Adverse Impact	N/A	N/A
Disability	N/A	No Adverse Impact	N/A	N/A
Faith/religion or belief	N/A	No Adverse Impact	N/A	N/A
Gender - including marriage, pregnancy and maternity	N/A	No Adverse Impact	N/A	N/A
Gender reassignment	N/A	No Adverse Impact	N/A	N/A
Race	N/A	No Adverse Impact	N/A	N/A

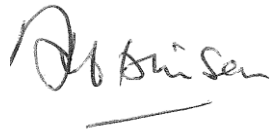
Sexual orientation -including civil partnership	N/A	No Adverse Impact	N/A	N/A
--	-----	-------------------	-----	-----

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 gap in average hourly pay between men and women by 2020.	None	N/A
Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.	None	N/A
Good relations between different communities (community cohesion)	None	N/A
Human rights Please refer to guidance	None	N/A

STAGE 4: PUBLICATION

Responsible Officer: Philip Robinson



Date 12/01/2021

Strategic Director, Service Director or Head of Service