

# EXECUTIVE DECISION

made by a Council Officer



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


Executive Decision Reference Number – COD06 22/23

Decision	
1	<b>Title of decision:</b> Bereavement Infrastructure project – Enabling Phase 4
2	<b>Decision maker (Council Officer name and job title):</b> Ruth Harrell, Director of Public Health
3	<b>Report author and contact details:</b> Ruth Harrell 307835 or ruth.harrell@plymouth.gov.uk
4a	<b>Decision to be taken:</b> To appoint Kier Construction Ltd via the Pre-Construction Services Agreement to provide a fourth phase of Enabling Works to the new Plymouth Crematorium and also for the procurement of long lead in items ahead of a formal Main Contractor Award, which expected imminently. The amount is £544,619.00 plus vat
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> <b>Executive Decision made by a Cabinet Member Reference Number L10 18/19</b>
5	<p><b>Reasons for decision:</b></p> <p>It is anticipated that the formal Main Contractor Award will be imminent. With costs increasing rapidly, savings have been identified by committing to certain expenditure ahead of the likely timescale for the contract award. This will also mitigate against delays.</p> <p>This sum (£544,619.00 plus vat) will cover the costs of; will maintain momentum of supply chain procurement to mitigate exposure to market price inflation and also delay &amp; disruption to the activity programme applicable to the main contract scope of work. This covers the requirement for:-</p> <ul style="list-style-type: none"> <li>• Specialist sub-contractor design work required for key subcontract packages</li> <li>• Extended PCSA design orders previously instructed</li> <li>• Extended Steelwork order to maintain manufacture and installation</li> <li>• Order commitments to long lead in items such as cladding and windows</li> <li>• Order for long lead high risk mechanical equipment</li> <li>• Planned main contractors welfare establishment</li> </ul> <p>This will maintain momentum of supply chain procurement to mitigate exposure to market price inflation and also delay &amp; disruption to the activity programme applicable to the main contract scope of work.</p>
6	<b>Alternative options considered and rejected:</b> The alternative option to this is to do nothing until formal contract award. Kiers would therefore decant from site and potentially have to move key

	personnel onto other jobs, and would delay the site being prepared for main contractors welfare needs etc. The delay to ordering items which have long lead times would also lead to delays which could be considerable. The end result would be a new crematorium being delivered much later and increased costs.			
<b>7</b>	<b>Financial implications and risks:</b> This approval is for £544,619.00 plus vat. Costs related to this are to be met from the approved budget for the new Crematorium facility as detailed on the Capital Programme, this work has been budgeted for and is included in that budget. A detailed breakdown of the cost is provided in the supplementary documentation.			
<b>8</b>	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
<b>8b</b>	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>			
<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>  The Council is committed to delivering quality public services and as part of that commitment the Bereavement Service seeks to ensure it provides high quality remembrance and cremation service fit for the future.  The Bereavement Service delivers on the Corporate Plan values and priorities in the following ways: <ul style="list-style-type: none"> <li>• It is <b>Democratic</b> by engaging with the funeral industry and increasing community engagement opportunities through open days and events as well as strengthening work with local schools and charities.</li> <li>• It is <b>Responsible</b> by caring about its impact on the customers and the funeral industry retaining the choice of funeral service locations.</li> <li>• It is <b>Fair</b> by creating a variety of opportunities for remembrance across a range of locations and costs</li> <li>• It demonstrates Plymouth City Council's is committed to being <b>Co-operative</b> by working with our partners in the funeral industry and developing stronger ties with local bereavement charities</li> <li>• It is a <b>Caring Council</b> that reduces health inequality by providing a modern facility that is fit for purpose</li> </ul>			

		<p>meeting the needs of the whole city with sensitivity to differing faith requirements</p> <ul style="list-style-type: none"> <li>• The project supports economic growth as part of a <b>Growing City</b> that benefits as many people as possible</li> <li>• It will also support a <b>Growing City</b> by investing in facilities that we can be proud to offer and become a destination of choice for remembrance</li> <li>• A <b>Growing City</b> that is green and sustainable by providing modern cremators with the latest abatement technology that meets emissions requirements and also provides alternative memorialisation offers such as green burial</li> </ul> <p>The Plymouth Plan sets out a single vision for the city to 2034 with a clearly stated ambition to grow Plymouth's population to 300,000 as well as new developments on our urban fringes such as Sherford Community, crematoria and burial capacity are recognised as a key infrastructure requirement for a growing city.</p> <p>The current and future cemetery and crematoria provision can contribute to Policy 25 Reducing Carbon Emissions by replacing old cremators with modern technology. Furthermore the cemeteries maintained by the Bereavement Service total 40 hectares of green space and are integral to the achievement of Policy 24 Delivering Plymouth's Natural Network providing for the needs of people, wildlife and businesses from funeral directors, florists and masons and their associated supply chains.</p>						
<b>10</b>	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	<p>The current and future cemetery and crematoria provision can contribute to Policy 25 Reducing Carbon Emissions by replacing old cremators with modern technology. Furthermore the cemeteries maintained by the Bereavement Service total 40 hectares of green space and are integral to the achievement of Policy 24 Delivering Plymouth's Natural Network providing for the needs of people, wildlife and businesses from funeral directors, florists and masons and their associated supply chains.</p>						
<b>Urgent decisions</b>								
<b>11</b>	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<table border="1"> <tr> <td><b>Yes</b></td> <td></td> <td>(If yes, please contact <a href="#">Democratic Support</a> for advice)</td> </tr> <tr> <td><b>No</b></td> <td>x</td> <td>(If no, go to section 13a)</td> </tr> </table>	<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)	<b>No</b>	x	(If no, go to section 13a)
<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)						
<b>No</b>	x	(If no, go to section 13a)						
<b>12a</b>	<b>Reason for urgency:</b>							
<b>12b</b>	<b>Scrutiny Chair signature:</b>	<b>Date</b>						
	<b>Scrutiny Committee name:</b>							

<b>Print Name:</b>			
<b>Consultation</b>			
<b>I3a</b>	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>
		<b>No</b>	<input type="checkbox"/>
		(If no go to section 14)	
<b>I3b</b>	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	<b>Councillor Pat Patel, Portfolio Holder for Customer Focus and Community Safety</b>	
<b>I3c</b>	<b>Date Cabinet member consulted</b>	13 June 2022 ( Portfolio Holder Meeting)	
<b>I4</b>	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>	<input type="checkbox"/>
		<b>No</b>	<input checked="" type="checkbox"/>
		If yes, please discuss with the Monitoring Officer	
<b>I5</b>	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Ruth Harrell
		<b>Job title</b>	Director of Public Health
		<b>Date consulted</b>	15 June 2022
<b>Sign-off</b>			
<b>I6</b>	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS13 22/23
		<b>Finance (mandatory)</b>	djn.22.23.43
		<b>Legal (mandatory)</b>	MS/16.06.22/38433
		<b>Human Resources (if applicable)</b>	
		<b>Corporate property (if applicable)</b>	
		<b>Procurement (if applicable)</b>	SN/PS/635/ED/0622
<b>Appendices</b>			
<b>I7</b>	<b>Ref.</b>	<b>Title of appendix</b>	
	A	Briefing report for publication	
	B	Equalities Impact Assessment	
<b>Confidential/exempt information</b>			
<b>I8a</b>	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<input type="checkbox"/>
		<b>No</b>	<input type="checkbox"/>
		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>I8b</b> below.	

		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
<b>Background Papers</b>								
19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
<b>Council Officer Signature</b>								
20	<p>I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.</p>							
Signature				Date of decision	15/06/2022			
Print Name	Ruth Harrell							