

EXECUTIVE DECISION

made by a Council Officer



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


Executive Decision Reference Number – COD30 22/23

Decision	
1	<p>Title of decision:</p> <p>Extension to the Appointment of Project Management Services for the Bereavement Infrastructure Project.</p>
2	<p>Decision maker: Ruth Harrell, Director of Public Health</p>
3	<p>Report author and contact details:</p> <p>Sandra Pentney, 305939 or Sandra.Pentney@plymouth.gov.uk</p>
4a	<p>Decision to be taken:</p> <p>Award the contract for continuation of Project Management services to Ward Williams Associates LLP</p>
4b	<p>Reference number of original executive decision or date of original committee meeting where delegation was made:</p> <p>Executive Decision Ref L10 18/19 dated 23 July 2018</p>
5	<p>Reasons for decision:</p> <p>Ward Williams have been undertaking the role of Project Manager since November 2021. The original agreement ended in December 2021 however due to delays in the programme related to value engineering and issues in the construction industry the contract now needs to be extended. Construction work is starting on site under an NEC4 contract with the total project sum of £21m this is significantly at risk without a suitably qualified and knowledgeable Project Management resource to oversee the project and minimise risk to PCC. The NHS SBS Framework offers a direct award option to Ward Williams Associates which fits into the start of works on site and ensures the continuity of project management cover on the scheme.</p>
6	<p>Alternative options considered and rejected:</p> <p>Allocate an alternative PM resource internally to the scheme – rejected as no resource is available and they would be joining the scheme starting from scratch. This would result in significantly increased risk dealing with a contractor under an NEC4 contract.</p> <p>Open tender for Project Management consultancy – rejected on the basis that work is about to start on site and this process could take 3 months to complete. PCC would also need to identify suitable resource to manage this which is not available.</p>
7	<p>Financial implications and risks:</p> <p>The original appointment cost was £140,250 and the continuation of services will incur a further £176,893 making a total cost of £317,143. The costs related to this appointment are to be met from the approved budget for the new Crematorium facility in the Cabinet Paper dated 7 July 2022.</p>

8	<p>Is the decision a Key Decision? (please contact Democratic Support for further advice)</p>	Yes	No	<p>Per the Constitution, a key decision is one which:</p>
			X	<p>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</p>
			X	<p>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million</p>
			X	<p>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.</p>
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>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.</p> <p>The Bereavement Service delivers on the Corporate Plan values and priorities in the following ways:</p> <ul style="list-style-type: none"> • It is Democratic 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. • It is Responsible by caring about its impact on the customers and the funeral industry retaining the choice of funeral service locations. • It is Fair by creating a variety of opportunities for remembrance across a range of locations and costs • It demonstrates Plymouth City Council's is committed to being Collaborative by working with our partners in the funeral industry and developing stronger ties with local bereavement charities • It is a Caring Council that reduces health inequality by providing a modern facility that is fit for purpose meeting the needs of the whole city with sensitivity to differing faith requirements • The project supports economic growth that benefits as many people as possible by investing in facilities that we can be proud to offer and become a destination of choice for remembrance • A city 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 		

		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.		
10	Please specify any direct environmental implications of the decision (carbon impact)	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.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Cllr Pat Patel, Cabinet member for Customer Services, Culture, Leisure and Sport		
13c	Date Cabinet member consulted	1 November 2022		
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	Ruth Harrell	
		Job title	Director of Public Health	

		Date consulted	24/10/22					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS73 22/23					
		Finance (mandatory)	PI.22.23.273					
		Legal (mandatory)	MS/39426					
		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	KK/PS/659/ED/1122					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report						
	B	Contract Award						
	C	EIA						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes		If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No	x					
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title:							
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
	Title of background paper(s)		Exemption Paragraph Number					
		1	2	3	4	5	6	7

Council Officer Signature							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
Signature			Date of decision	14 November 2022			
Print Name	Ruth Harrell						