

# EXECUTIVE DECISION

made by a Council Officer



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


Executive Decision Reference Number – COD 03 23/24

| Decision |   |
|----------|---|
| 1        | <b>Title of decision:</b><br>Variation to the Appointment of Consultancy Services for the Bereavement Infrastructure Project.   |
| 2        | <b>Decision maker:</b><br>Ruth Harrell, Director of Public Health   |
| 3        | <b>Report author and contact details:</b><br>Sandra Pentney, 305939 or Sandra.Pentney@plymouth.gov.uk   |
| 4a       | <b>Decision to be taken:</b><br>Approve the variation to the contract TC/17014 for Consultancy Services with AECOM Infrastructure & Environment UK Ltd (AECOM) to the value of £255,000   |
| 4b       | <b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b><br>Executive Decision Ref L10 18/19 dated 23 July 2018  |
| 5        | <b>Reasons for decision:</b><br>As part of their wider design team AECOM have been undertaking the role of Quantity Surveyor since January 2018. Due to delays in the programme related to Covid, value engineering and issues in the construction industry the contract now needs to be varied to incorporate the additional time taken to deliver the new crematorium. Construction work has started on site under an NEC4 contract with the total project sum of £21m this is significantly at risk without a suitably qualified and knowledgeable Quantity Surveying resource to oversee the project and minimise risk to PCC. Aecom were appointed through a competitive tender process. This is not a substantial variation to the original contract. |
| 6        | <b>Alternative options considered and rejected:</b><br>Allocate an alternative QS resource from within PCC 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.<br>Open tender for Quantity Surveying consultancy – rejected on the basis that work has started 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.  |
| 7        | <b>Financial implications and Risks:</b><br>The original appointment costs were part of a package of works much of which has now been completed. The ongoing fees related to this appointment of £255,000 are to be met from the approved budget for the new Crematorium facility in the Cabinet Paper dated 7 July 2022. This variation is compliant with regulation 71-(1) (e) of the Public Contracts Regulations 2015.  |

|  |   |  |    |  |
|--|---|--|----|--|
| Risks:<br>Potential to lose value for money advantages if the budget is not monitored effectively;<br>Delays in contractual payments if not reviewed in a timely manner. |   |  |    |  |
| 8  | Is the decision a Key Decision?<br>(please contact <a href="#">Democratic Support</a> for further advice)   | Yes  | No | Per the Constitution, a key decision is one which:<br><br>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<br><br>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><br><br>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. |
| 8b   | If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>  | n/a  |    |  |
| 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>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"><li>It is <b>Collaborative</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>Collaborative</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 meeting the needs of the whole city with sensitivity to differing faith requirements</li><li>• The project supports economic growth as part of <b>Unlocking the City's Potential</b> that benefits as many people as possible</li><li>• <b>Unlocking the City's Potential</b> by creating a green and sustainable funeral service by providing modern cremators with the latest abatement technology that</li></ul> |    |  |

|                         |  |  |             |  |
|-------------------------|--|--|-------------|--|
|                         |  | <p>meets emissions requirements and reduction in fuel requirements and carbon emissions.</p> <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>   |             |  |
| <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> | <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>13a</b>              | <b>Are any other Cabinet members' portfolios affected by the decision?</b>                                     | <b>Yes</b>   | X           |  |
|                         |  | <b>No</b>  |             | (If no go to section 14)   |
| <b>13b</b>              | <b>Which other Cabinet member's portfolio is affected by the decision?</b>                                     | <p>Cllr Sally Haydon</p> <p>Cabinet Member for Community Safety, Libraries and Cemeteries and Crematoria</p>   |             |  |
| <b>13c</b>              | <b>Date Cabinet member consulted</b>   | 24 May 2023  |             |  |
| <b>14</b>               | <b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>                     | <b>Yes</b>   |             | If yes, please discuss with the Monitoring Officer                     |
|                         |  | <b>No</b>  | x           |  |

|  |  |   |                           |   |          |          |          |          |
|--|--|---|---------------------------|---|----------|----------|----------|----------|
| 15                                     | <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>                     | 24 May 2023               |   |          |          |          |          |
| <b>Sign-off</b>                        |  |   |                           |   |          |          |          |          |
| 16                                     | <b>Sign off codes from the relevant departments consulted:</b>   | <b>Democratic Support (mandatory)</b>     | DS 08 23/24               |   |          |          |          |          |
|  |  | <b>Finance (mandatory)</b>                | DJN.23.24.30              |   |          |          |          |          |
|  |  | <b>Legal (mandatory)</b>                  | LS/01719/JP/310523        |   |          |          |          |          |
|  |  | <b>Human Resources (if applicable)</b>    | N/A                       |   |          |          |          |          |
|  |  | <b>Corporate property (if applicable)</b> | N/A                       |   |          |          |          |          |
|  |  | <b>Procurement (if applicable)</b>        | HG/PS682/ED/0523          |   |          |          |          |          |
| <b>Appendices</b>                      |  |   |                           |   |          |          |          |          |
| 17                                     | <b>Ref.</b>  | <b>Title of appendix</b>                  |                           |   |          |          |          |          |
|  | A  | Briefing report for publication           |                           |   |          |          |          |          |
|  | B  | Equalities Impact Assessment              |                           |   |          |          |          |          |
|  |  |   |                           |   |          |          |          |          |
|  |  |   |                           |   |          |          |          |          |
| <b>Confidential/exempt information</b> |  |   |                           |   |          |          |          |          |
| 18a                                    | <b>Do you need to include any confidential/exempt information?</b>   | <b>Yes</b>                                |                           | 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>18b</b> below. |          |          |          |          |
|  |  | <b>No</b>                                 | x                         |   |          |          |          |          |
|  |  | <b>Exemption Paragraph Number</b>         |                           |   |          |          |          |          |
|  |  | <b>1</b>                                  | <b>2</b>                  | <b>3</b>  | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> |
| 18b                                    | <b>Confidential/exempt briefing report title:</b>  |   |                           |   |          |          |          |          |
| <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 I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p> |   |                           |   |          |          |          |          |
| <b>Title of background paper(s)</b>    |  | <b>Exemption Paragraph Number</b>         |                           |   |          |          |          |          |

|                                  |  |          |                         |             |          |          |          |
|----------------------------------|--|----------|-------------------------|-------------|----------|----------|----------|
|                                  | <b>1</b>   | <b>2</b> | <b>3</b>                | <b>4</b>    | <b>5</b> | <b>6</b> | <b>7</b> |
|                                  |  |          |                         |             |          |          |          |
| <b>Council Officer Signature</b> |  |          |                         |             |          |          |          |
| <b>20</b>                        | 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. |          |                         |             |          |          |          |
| <b>Signature</b>                 |   |          | <b>Date of decision</b> | 24 May 2023 |          |          |          |
| <b>Print Name</b>                | Ruth Harrell   |          |                         |             |          |          |          |