

EXECUTIVE DECISION

made by a Council Officer



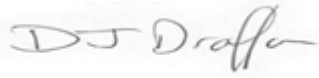
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD06 25/26

Decision	
1	Title of decision: Civic Centre MEP Consultant Contract Award
2	Decision maker: David Draffan (Service Director, Economic Development)
3	Report author and contact details: Sheila Nethercott (Strategic Projects Manager) E. Sheila.nethercott@plymouth.gov.uk T. 01752 307637
4a	Decision to be taken: To approve the direct award of a contract for Civic Centre Project MEP Consultancy to Hoare Lea for a total value of £512,108 (Ex VAT).
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: Cabinet, 18 March 2024. CC18.03.24 - https://democracy.plymouth.gov.uk/ieDecisionDetails.aspx?ID=4422 Cabinet agreed: “To grant authority to the Service Director for Economic Development in conjunction with the Section 151 Officer to approve the terms of the property agreements and associated hand over arrangements, as well as any contracts for works, consultant appointments, warranties and any other legal agreements required to progress the skills hub and other works associated with the refurbishment of the Civic Centre, and to seek the most economic funding arrangement from agencies and other relevant partners to support project delivery which would reduce the Council’s exposure to financial risk.”
5	Reasons for decision: The Council requires Consultant MEP Engineering services to support in the direct delivery of the Civic Centre project. The Consultant MEP Engineer will work as part of a multi-disciplinary team and provide MEP and acoustic engineering design services to the Council to support delivery of this challenging project. The recommended procurement route is to make a direct award via the NHS- SBS10190- Lot 5 framework. The Council chose to directly approach Hoare Lea because of their understanding of the project through their ongoing involvement.
6	Alternative options considered and rejected: The regulatory procedures considered most relevant to the requirement are: <ul style="list-style-type: none"> • Open procedure- Utilise a single stage procurement combining suitability assessment and award criteria into one evaluation. This process is nationally advertised and open to any supplier who wishes to submit a tender. Rejected because this process is generally used for procurements where the requirement can be clearly defined, and the market is limited. • Restricted procedure- Utilise a two stage procurement where suppliers are initially assessed on their suitability and only shortlisted suppliers are subsequently invited to submit tenders. The first stage is nationally advertised and open to any supplier who wishes to submit a selection

	<p>questionnaire. Rejected because this process is generally used for procurements where the requirement can be clearly defined but the market is saturated.</p> <ul style="list-style-type: none"> • Further Competition via a framework – This process may include an initial ‘expression of interest’ sifting exercise but a single stage procurement consisting of award criteria only on the basis that the framework provider has already undertaken a suitability assessment. The opportunity is only open to suppliers named on the specific framework/ framework lot. Rejected because this process is generally used for procurements where the requirement can be clearly defined, and competition is desired to secure best value but the costs of running a regulatory process exceed the benefits of open market competition. 																
7	<p>Financial implications and risks:</p> <p>The project includes an approved budget of £4.89m for professional fees. The cost for the MEP consultant is included with this budget.</p> <p>A fixed fee has been agreed and the services will be managed in a way that minimises risk to the Council.</p>																
8	<p>Legal Implications and risks: (for completion by Legal Officers)</p> <p>Appointment of the contractor via the NHS framework ensures that this appointment complies with the requirements of the Procurement Act 2023.</p>																
9a	<table border="1"> <thead> <tr> <th>Is the decision a Key Decision? (please contact Democratic Support for further advice)</th> <th>Yes</th> <th>No</th> <th>Per the Constitution, a key decision is one which:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>X</td> <td>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></td> <td></td> <td>X</td> <td>in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1million, annually</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td>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:			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 £1million , annually			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.
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9b	<p>If yes, date of publication of the notice in the Forward Plan of Key Decisions</p> <p>N/A</p>																
10	<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 decision supports Policy PLY6 of the Joint Local Plan (JLP) which sets out the ambition to transform Plymouth city centre, safeguarding the existing retail offer whilst intensifying use of the city centre through the creation of a critical mass of new housing. Policy PLY15 of the JLP deals specifically with the redevelopment and repurposing of the Civic Centre.</p> <p>The decision supports the Corporate Plan priority of ‘Green investment, jobs, skills and better education’.</p>																
11	<p>Please specify any direct environmental implications of the decision (carbon impact)</p> <p>This decision relates specifically to MEP design services. The direct impact of these activities on the environment are neutral or very limited. The MEP consultant will be challenged to ensure the environmental performance of the design is optimised.</p>																

Urgent decisions				
I2a	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 I3a)
I2b	Reason for urgency:			
I2c	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
Consultation				
I3a	Which Cabinet Member's portfolio does this decision relate to?	Councillor Mark Lowry (Cabinet Member for Finance)		
I3b	Date Cabinet Member consulted	25 September 2025		
I3c	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section I4)
I3d	Which other Cabinet member's portfolio is affected by the decision?			
I3e	Date other Cabinet member(s) 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	Glen Caplin-Grey	
		Job title	Strategic Director for Growth	
		Date consulted	25 September 2025	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS34 25/26	
		Finance (mandatory)	OW.25.26.081	
		Legal (mandatory)	LS/0001312/1/AC/18/9/25	

		Human Resources (if applicable)	N/A					
		Corporate property (if applicable)	N/A					
		Procurement (if applicable)	KK/PS/797/ED/09/25					
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication						
	B	Equalities Impact Assessment						
	C	Climate Impact Assessment						
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 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: Contract Award Report / PDR			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
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.							
Signature				Date of decision		9.10.25		

Print Name	David Draffan (Service Director, Economic Development)		