



## COUNCIL

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY, 6TH MARCH 2018 AT 5.00 PM

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#### PRESENT:

Councillor M. Adams - Deputy Mayor - Presiding

#### Councillors:

C. Andrews, A. Angel, P.J. Bevan, C. Bezzina, L. Binding, A. Collis, S. Cook, D. Cushing, C. Cuss, W. David, D.T. Davies, M. Davies, K. Dawson, C. Elsbury, K. Etheridge, M. Evans, A. Farina-Childs, J.E. Fussell, A. Gair, Ms J. Gale, N. George, C. Gordon, R.W. Gough, L. Harding, D. Harse, D. Havard, A. Higgs, A. Hussey, M. James, G. Johnston, S. Kent, C.P. Mann, B. Miles, S. Morgan, Mrs G. Oliver, B. Owen, T. Parry, D.V. Poole, D.W.R. Preece, Mrs D. Price, J. Pritchard, J. Ridgewell, J.E. Roberts, Mrs M.E. Sargent, J. Scriven, J. Simmonds S. Skivens, Mrs E. Stenner, J. Taylor, A. Whitcombe, R. Whiting, T. Williams, W. Williams, B. Zaplatynski

#### Together with:

C. Harry (Interim Chief Executive), M.S. Williams (Interim Corporate Director of Communities), D. Street (Corporate Director - Social Services, D. Marr (Deputy Monitoring Officer, Cardiff Council), L. Donovan (Acting Head of Human Resources and Organisational Development), L. Lane (Corporate Solicitor), K. Peters (Corporate Policy Manager) and R. Barrett (Committee Services Officer)

#### Also in attendance:

P. Diamond (Theme Lead - Regional Partnership Team)

#### 1. WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Interim Chief Executive reminded those present that the meeting was being filmed and would be made publicly available in live and archive form via the Council's website. She advised that decisions would be made by a show of hands.

#### 2. RECOGNITION OF COUNCIL STAFF – EXTREME WEATHER CONDITIONS

The Interim Chief Executive delivered a presentation to Members which outlined the extent of the recent extreme weather conditions across the county borough arising from the heaviest snowfall for many years, and which led to the initiation of the Council's emergency planning response.

Members were advised of the many instances where Council staff had gone above and beyond the call of duty in order to ensure that essential services continued to be delivered across communities during the challenging weather conditions. Particular reference was made to the work of the gritting crews, carers, refuse and grounds maintenance teams, the housing team, facilities management, CCTV control room staff, registrars and policy staff, Countryside staff, council plumbers, highways staff, Meals Direct staff, the Emergency Daycare team, and the Communications team. The Interim Chief Executive praised the team effort which had been evident over the last few days and paid tribute to the dedication of staff in delivering these services despite the challenging circumstances and stretched resources.

A cross-section of staff from across these key areas were in attendance at Council in order for their efforts to be recognised. Members gave a standing ovation and offered individual comments and thanks to the staff present as a sign of their appreciation.

Following recognition by Council, the staff were invited to have a team photograph taken with the Deputy Mayor and Deputy Leader and a short recess took place whilst this was being carried out.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs E.M. Aldworth, J. Bevan (Mayor), N. Dix, Mrs C. Forehead, Ms E. Forehead, D.T. Hardacre, V. James, L. Jeremiah, Mrs B. Jones, G. Kirby, Mrs A. Leonard, Ms P. Leonard, Mrs P. Marsden, Mrs L. Phipps, R. Saralis, G. Simmonds, C. Thomas and L.G. Whittle.

### **4. MAYOR'S ANNOUNCEMENTS**

The Deputy Mayor referred to the many events held across the county borough since the last meeting, and informed Members that he had the recent pleasure of attending the annual Rorke's Drift Concert at Brecon Theatre, as well as the opening of the Vision Centre at the Newbridge Tabernacle Church. The Deputy Mayor also recently attended the unveiling of a green plaque at Waterloo Terrace to commemorate the work of pioneering surgeon and local resident Dr William Price, which was followed by a ceremony at Rudry Parish Hall.

### **5. PRESENTATION OF AWARDS**

There were no awards to be presented on this occasion.

### **6. DECLARATIONS OF INTEREST**

There were no declarations of interest received at the commencement of the meeting. During the course of the meeting a number of declarations were received from Members and Officers in respect of Agenda Item 9 (Publication of Pay Policy Statement – Localism Act 2011) and are detailed with the respective item

### **7. COUNCIL – 23RD JANUARY 2018**

RESOLVED that the following minutes be approved as a correct record and signed by the Mayor.

Council held on 23rd January 2018 (minute nos. 1-13).

## **REPORTS REFERRED FROM CABINET**

Consideration was given to the following report referred from Cabinet.

### **8. AMENDMENTS TO AUTHORISATION OF OFFICERS WITHIN THE PUBLIC PROTECTION DIVISION**

The report, which was presented to Cabinet on 31st January 2018, provided an update on the changes to the legislation applicable to officers of the Public Protection Division, sought Council approval to amend the Council's Constitution to include the Public Health (Wales) Act 2017 and sought additional authorisation for Officers under the above Act in order to enforce the legislation and carry out their duties.

The Act aims to address a number of specific public health concerns, and to create social conditions that are conducive to good health and where avoidable harms can be prevented. It includes provisions relating to obesity, tobacco and nicotine products, special procedures (acupuncture, body piercing, electrolysis, tattooing), intimate piercing, health impact assessments, pharmaceutical services, and toilets for public use. There are staged commencement dates for the different Parts of the Act which will be enforced/ implemented by a variety of organisations. The Parts of the Act which are the enforcement responsibility of the local authority include Part 5 (Intimate Piercing), Part 4 (Special Procedures) and Part 3 (Tobacco and Nicotine Products).

It was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the implementation of this legislation be endorsed;
- (ii) the Council's Constitution and terms of reference be amended by adding the Public Health (Wales) Act 2017 and that the Council's Monitoring Officer be authorised to make the necessary amendments to the Council's Constitution;
- (iii) that Officers within the Public Protection Division be authorised under the Public Health (Wales) Act 2017 in order to enforce the legislation and carry out their duties.

## **REPORTS OF OFFICERS**

Consideration was given to the following reports.

### **9. CAERPHILLY PUBLIC SERVICES BOARD – WELLBEING PLAN 2018-2023**

Consideration was given to the report, which provided details of the Caerphilly Public Services Board draft Well-being Plan for the area; 'The Caerphilly We Want 2018-2023' and sought Council approval of the Plan under Section 43(5) of the Well-being of Future Generations (Wales) Act 2015.

The draft Well-being Plan for the area has been developed through collaborative partnership activity commencing when the Act came into force on 1st April 2016. The Plan has been based upon the local assessment of well-being for the area and has been informed by extensive stakeholder and community consultation. The Plan must be approved by the Board's statutory partners (the local authority, Natural Resources Wales, Aneurin Bevan University Health Board, and South Wales Fire and Rescue Service) and published within one year of a local government election. Subject to statutory partner approval the Plan will be ratified by the Caerphilly Public Services Board at its meeting on 13th March 2018.

The draft Plan (appended to the report) includes 4 high level objectives and includes a delivery plan that sets areas for collaborative activity under 4 Enablers and 5 Actions that together will lead these objectives. Sitting beneath the Delivery Plan will be the groups of staff and resources that the individual Board members wish to dedicate to the delivery aims, and the Board have also agreed on the lead organisation for each aspect of the plan. Within each Action Area and Enabler, groups of staff, community members and the private and third sectors have begun to be identified. Each theme will have a lead officer who will be expected to set programmes of activity for the duration of the plan. These action plans are currently being developed in more detail and will be in place in time to commence delivery by the statutory deadline.

During the course of the ensuing debate, clarification was sought on how the partner organisations involved in the Well-being Plan would liaise with each other in order to achieve these objectives. Officers explained that strategic planning is underway to allow these organisations to work together to improve and complement each other, whilst avoiding duplication of activity. It was noted that the draft Well-being Plan had also been presented to the Partnerships Scrutiny Committee on 20th February 2018 and the earlier meeting of the committee on 14th September 2017. Arising from comments received by that committee, the Positive Places objective had been revised to reflect the need for sustainable and affordable housing.

Reference was made to the low response rate to the online survey used to record responses to the Draft Plan, and Officers explained that this was potentially due to the specific nature of the consultation and also because the survey was carried out in addition to face-to-face engagement events and was designed to gather the views of local residents and/or organisations unable to attend one of these events. In response to a query regarding the budget allocation for the Apprenticeships Action Area (for which Caerphilly Council had been identified as the lead organisation), it was explained that this would fall under the theme of regional training as part of the City Deal. Members were advised that further information on apprenticeships would be included within the City Deal Business Plan being presented to Special Council on 28th March 2018.

It was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the contents of the Caerphilly Public Services Board final draft Well-being Plan be noted;
- (ii) the Caerphilly Public Services Board final draft Well-being Plan be approved to allow progression to final publication before 3rd May 2018.

## **10. DRAFT REGIONAL AREA PLAN**

The Corporate Director of Social Services introduced the report, which detailed the draft regional Area Plan required under the Social Services and Wellbeing Act (2014) and set out how it complements the Well-being Plan required under the Well-being of Future Generations Act. Members were advised that following the publication of the region's population needs assessment (PNA), a draft Area Plan has now been jointly developed across the region by Aneurin Bevan University Health Board and the Regional Partnership Team.

Mr Phillip Diamond (Theme Lead - Regional Partnership Team) was in attendance at Council to present the draft Plan and to respond to questions on its contents. He explained that the draft Area Plan sets out the actions to achieve the priorities identified in the PNA and will closely align and share similar priorities to the Caerphilly Well-being Plan. It was explained that the draft Area Plan is best read as a working draft as there are still a number of details to be added such as the Integrated Care Funding profile. It was noted that once published there will be a need to produce an annual report on the Area Plan in order to evidence that progress has been made.

Members were advised that the draft Area Plan places an emphasis on joint priorities and joint working across the five local authorities and local health board. The first area plans must be published by 1st April 2018 and there will be a need to ensure links between the Area Plan and the local authority Well-being Plans required under the Well-being of Future Generations Act. Synergies can be gained and duplication can be avoided by linking the plans, and local officers have been working closely to identify areas of synergy and joint working. Mr Diamond explained that the draft Area Plan will identify the separate actions to be taken forward by the Regional Partnership Board and the Public Services Boards, as well as the joint actions to be progressed in order to avoid duplication, maximise resources and make effective use of partnership working.

In responding to queries received during the course of the debate, Officers outlined the multiple working strands underway in order to progress the alignment of the Neighbourhood Care Network plans in each GP cluster area, and explained how it is intended for the Regional Partnership Board to share reports with local authorities and Public Services Board in order to deliver the priorities identified in the draft Area Plan. Officers summarised the comprehensive engagement carried out to date and explained there will be flexibility around future engagement methods, with a report due to be presented to the Regional Partnership Board setting out how citizens will be involved in the Area Plan. Officers also gave assurances that continual good progress is being made in regards to the alignment of the Area Plan and individual Wellbeing Plans, and Members were advised that there will be a need to report on progress of the Area Plan on an annual basis.

A query was received regarding the anticipated completion dates for the Learning Disability and Mental Health Regional Strategies. It was confirmed that the Learning Disability Regional Strategy is nearing completion, although work is continuing on the Mental Health Regional Strategy, and that there will be an opportunity for Members to provide their views on both documents once these have been finalised. It was also noted that the draft Area Plan was presented to the Health, Social Care and Wellbeing Scrutiny Committee on 6th February 2018, where a number of comments were received and will be included in the final Area Plan.

Following consideration and discussion and in noting its contents, it was moved and seconded that the recommendation in the report be approved. Arising from the reference within the report for pooled funds to be established in response to the population assessment, an additional recommendation was also moved and seconded, in that a separate report on pooled funds for care homes for older people be presented to Cabinet in due course. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officer's report:-

- (i) the alignment of the Draft Area Plan and Caerphilly's Well-being Plan be noted;
- (ii) a further report be presented to Cabinet in relation to pooled funds for residential care homes for older people.

## **11. PUBLICATION OF PAY POLICY STATEMENT – LOCALISM ACT 2011**

Having sought advice from the Deputy Monitoring Officer (Cardiff), Councillor C. Bezzina declared a personal and prejudicial interest (being a trade union employee) and left the Chamber during consideration of this item.

A number of Members sought clarification on whether they were required to declare an interest in that they have family members employed by the Council. The Deputy Monitoring Officer (Cardiff) confirmed that due to the nature of the report, there was no requirement for Members to declare a prejudicial interest and leave the meeting on that basis, but that their personal interest could be declared on this matter.

Councillors C. Andrews, D.T. Davies, M. Davies, K. Etheridge, M. Evans, D.T. Hardacre, D.W.R. Preece, D.V. Poole and W. Williams all declared a personal interest in that they have a family member who is employed by the Authority.

Clarification was sought on whether senior officers present should also declare an interest, due to the nature of the report. Following advice from the Deputy Monitoring Officer (Cardiff), C. Harray, D. Street, M.S. Williams, L. Donovan, and L. Lane declared a personal interest and remained in the meeting during consideration of the item.

Consideration was given to the report, which sought approval from Council for the publication of the Authority's Pay Policy. Members were advised that the Localism Act 2011 requires local authorities to develop and make public their Pay Policy. This includes all aspects of Chief Officer Remuneration (including on ceasing to hold office), and also in relation to the "lowest paid" in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.

The Pay Policy Statement appended to the report contains the full details of the remuneration position for the Council that it is required to publish under the legislation. Members were reminded of the legislative requirement for the Pay Policy to be published on an annual basis before 31<sup>st</sup> March each year and that the Pay Policy Statement attached at Appendix 1 to the report was a statement of fact.

During the course of the debate, Officers responded to a query in respect of the protected annual leave entitlement for a number of Officers and confirmed that the matter is being progressed.

Following consideration and discussion, It was moved and seconded that the recommendation in the report be approved. By a show of hands (and in noting that there were 16 against) this was agreed by the majority present.

RESOLVED that for the reasons contained in the Officer's report, the Pay Policy Statement (Version 7) be approved and published on the Council's website.

## **12. QUESTIONS RECEIVED UNDER RULE OF PROCEDURE 10(2)**

Consideration was given to the following Questions under Rule of Procedure 10(2). In accordance with the revisions to the constitution, the answer is also provided.

### **(I) ASBESTOS WITHIN PONTLLANFRAITH COUNCIL OFFICES**

To the Cabinet Member for Corporate Services and the Cabinet Member for Neighbourhood Services from Councillor G. Simmonds.

To ask the Cabinet Members:

1. If Caerphilly Council is to establish a compensation scheme to deal with any asbestos related claims for compensation arising from the admission of Pontllanfraith Council offices "being riddled with asbestos" from memory the building was built in 1972 so exposures in excess of forty years working in an asbestos riddled work environment is not unthinkable?
2. Is Caerphilly Council to establish a screening programme for employees who worked in Pontllanfraith Council offices?
3. When did Caerphilly Council become aware of the Pontllanfraith Council Offices were riddled with asbestos, please list the frequency of checks carried out on the Pontllanfraith offices?

4. For mesothelioma, it may **take** 40 years. Generally, asbestosis **takes** between 15 to 20 years to show **up** on a chest x-ray. The most common symptoms of **asbestos-related lung disease** are shortness of breath and coughing. The symptoms may be mild to severe, depending on the extent of the scarring. ([www.workerhealth.org/asbestosreldisease.html](http://www.workerhealth.org/asbestosreldisease.html)) Is Caerphilly aware of any cases or pending cases of asbestos related claims for compensation against Caerphilly Council?
5. In view of the claim the Pontllanfraith Council offices were closed due to cost running into hundreds of thousands of pounds to make safe, has Caerphilly's insurers been made aware that potentially harmful work environments were tolerated because of cost pressures.
6. Is it the case vulnerable people were seen as more important than employees of Caerphilly Council and were our employees made aware of the potential risk to their health and future health?

## **RESPONSE FROM COUNCILLOR C GORDON , CABINET MEMBER FOR CORPORATE SERVICES.**

### **Question 1 – Answer**

No.

All asbestos containing materials (ACMs) within the offices have been managed in accordance with appropriate regulations. With regards to Asbestos Containing Materials (ACMs) within this building then there was varying ACMs from Asbestos Floor Tiles to Asbestos Insulation Board with a large percentage of these ACMs are enclosed within the fabric of the building and not prone to damage from normal occupancy of the building. These ACMs are not uncommon to many buildings within the Authority and/or nationwide of this age of construction and they were managed in accordance with current HSE Guidance and Corporate Asbestos Management Plan.

### **Question 2 – Answer**

No, for the reasons given above. In any case, such a programme would not diagnose any issues until symptoms had developed.

### **Question 3 – Answer**

Pontllanfraith Offices contained asbestos containing materials (ACMs) in a number of forms as detailed in question 1. The initial Asbestos Management Survey was undertaken in 2003 then resurveyed in 2007, then 2010. There was a Refurbishment Survey, 2009, 2013 and demolition survey 2016, condition monitoring Jan 2010, Jan 2011, Sep 2012, Dec 2012, Jan 2014 and Jan 2015.

### **Question 4 – Answer**

The Council is aware of 5 Cases, none of which relate to Pontllanfraith House.

### **Question 5 – Answer**

A report was presented to Special Policy and Resources Scrutiny Committee on 17th June 2014 regarding Pontllanfraith House. This report identified Pontllanfraith House as a candidate for closure as it represented a significant liability to the Council. As the building was constructed in 1977 and that the building was in poor state of repair requiring major repair work to the roof, windows, external cladding and heating/ventilation system, upgrade to the electrical system and also of IT supply. It did not refer to the building being unsafe with regards to Asbestos. However, due to the presence of ACMs within the fabric of the building, the safe management of those materials would represent an additional cost to the required repair/refurbishment. The additional cost was not to make the building safe due to asbestos, but to ensure repairs would have been carried out in a way which ensured ACMs were managed in accordance with the legal requirements for safety of the users of the building and individuals carrying out the work.

**Question 6 – Answer**

In accordance with relevant guidance and the Local Asbestos Management Plan, asbestos containing materials (ACMs) were labelled at the time of the survey. Also Employees would be made aware by managers of the presence of ACMs. Due to the ACMs being correctly and sufficiently managed then then the Health and Safety Executive would be satisfied that this building was safe to access by public and a safe working environment for Caerphilly employees.

**(ii) ASBESTOS WITHIN CAERPHILLY COUNTY BOROUGH COUNCIL LEISURE CENTRES**

To the Cabinet Member for Corporate Services and the Cabinet Member for Neighbourhood Services from Councillor A. Farina-Childs.

To ask the Cabinet Members:

1. Have any surveys been undertaken into the presence of asbestos in Caerphilly's Leisure Centres?
2. If so when were the surveys last undertaken?
3. Please can you list any Leisure Centres found to have asbestos present?
4. Have any condition surveys been undertaken on Caerphilly's Leisure Centres?
5. If so when were the surveys last undertaken?

Please can these findings be made available to Council together with any costs necessary to bring each Leisure Centre up to an acceptable standard.

**RESPONSE FROM COUNCILLOR C. GORDON, CABINET MEMBER FOR CORPORATE SERVICES AND COUNCILLOR N. GEORGE CABINET MEMBER FOR NEIGHBOURHOOD SERVICES****Question 1 - Answer**

Yes

**Question 2 - Answer**

- Bedwas LC – Asbestos Management Survey completed on 10/8/17
- Caerphilly LC - Asbestos Management Survey completed on 23/9/08
- Cefn Fforest LC - Asbestos Management Survey completed on 3/2/14
- Heolddu LC - Asbestos Management Survey completed on 22/9/08
- Newbridge LC - Asbestos Management Survey completed on 6/6/13
- New Tredegar LC - Asbestos Management Survey completed on 7/5/15
- Pontllanfraith LC – Asbestos Management Survey completed on 7/1/10
- Risca LC – Asbestos Management Survey completed on 16/11/09
- Sue Noakes LC - Asbestos Management Survey completed on 1/12/09
- St Cenydd LC was constructed post 2000 so does not have any asbestos containing materials and does not require an Asbestos Management Survey

**Question 3 - Answer**

The Leisure Centres that have asbestos present are detailed in questions 2 and are managed in accordance with regulations

**Question 4 – Answer**

Yes

**Question 5 – Answer**

- Bedwas LC – Condition Monitoring completed on 10/8/17
- Caerphilly LC - Condition Monitoring completed on 28/2/18



- Cefn Fforest LC - Condition Monitoring completed on 26/1/18
- Heolddu LC - Condition Monitoring completed on 26/10/17
- Newbridge LC - Condition Monitoring completed on 9/10/17
- New Tredegar LC - Condition Monitoring completed on 17/8/17
- Pontllanfraith LC – Condition Monitoring completed on 27/2/18
- Risca LC – Condition Monitoring completed on 18/11/17
- Sue Noakes LC - Condition Monitoring completed on 6/3/18

Asbestos is managed to an acceptable standard in accordance with regulations in each of the leisure centres.

Review of current asbestos condition monitoring inspections in Leisure Centre constructed pre 2000, no Asbestos Containing Materials (ACMs) are shown in an unsafe position so no requirement for any remedial works to make ACMs safe.

Asbestos surveys are done in house free of charge.

**(iii) PWLL-Y-PANT ROUNDABOUT**

To the Deputy Leader and Cabinet Member for Economy, Infrastructure and Sustainability from Councillor Kevin Etheridge

1. To ask the Deputy Leader and Cabinet Member when the traffic impact assessment, feasibility study and cost benefit analysis was undertaken on the Pwll-y-Pant Roundabout and its impact and provide a summary of the conclusions?
2. To ask the Deputy Leader and Cabinet Member to provide a breakdown of the cost in regard to the original tender, who undertook the valuation of the work with details of the consultation procedures prior to the commencement of the work, and the original and current timescales involved?

**RESPONSE FROM COUNCILLOR SEAN MORGAN, DEPUTY LEADER AND CABINET MEMBER FOR ECONOMY, INFRASTRUCTURE AND SUSTAINABILITY**

**Question 1 - Answer**

- A Traffic Impact Assessment (TIA) accompanies a planning application. As this work was undertaken under permitted development there was no need for a TIA.
- To demonstrate the need for the scheme and the benefits from it, Welsh government required a WelTag Options Appraisal to support the grant funding application. The conclusions of the appraisal were as follows:
  - The do nothing option will result in significant additional queuing and increases in journey time at a junction that is already over capacity.
  - Traffic Modelling indicates that (Option 2D rev D) will be able to mitigate against additional traffic increases which have been identified in the adopted LDP 2010 to the year 2033.
- Traffic modelling using the Saturn model was used to support the Caerphilly Basin and the LDP process, and also used to demonstrate the need for the improvements. Traffic flows are currently on average 37,000/day and the scheme being undertaken future proofs the roundabout. The Saturn model includes traffic flows before and after the scheme is complete with projections up to 2033 which includes 22% growth in traffic flows, which with the completed works, the roundabout will be able to accommodate.

**Question 2 – Answer**

- The original tender figure as submitted by Walters UK Ltd was £3.175 million; a breakdown of this figure cannot be given as it contains commercially sensitive information.

- A PQQ process via Sell2Wales was undertaken in accordance with the Authority's Standing Orders for Contracts on 11th May 2017 (reference WA Ref:66401), inviting expressions of interest from organisations interested in undertaking the works. A total of nine organisations submitted PQQ responses which were returned to the Authority via the Proactis Plaza E-Tendering System on Tuesday 25th May 2017.
- A "pass/fail & elimination" process was undertaken and subsequently scored and ranked. Three of the PQQ submissions were deemed to be failed responses following assessment against scored questions and were not considered in the tender process going forward. The top six ranked organisations were short listed to the ITT Stage of the process.
- The instruction to progress the procurement was issued by Christina Harray, the then Director of Communities, following Cabinet approval in June 2017 to proceed to secure a contract for the delivery of highway refurbishment works at Pwllpant roundabout and associated highway links.
- All Contractors identified above received an invitation to tender via the Council's Proactis Plaza Etendering Portal dated Thursday 29th June 2017. The return date for tenders was specified as 12.00 noon on Thursday 27th July 2017, and all tender responses were to be via the Proactis Plaza E-tendering Portal.
- Evaluation of tender submissions was undertaken on a cost/quality basis and not on price alone. Determination of the most economically advantageous tender was undertaken utilising a cost/quality scoring matrix the detail of which was issued to tenderer's as part of the instructions for tendering.
- The quality assessment exercise was undertaken independently by officers from CCBC Engineering Projects Group in consultation with officers from CCBC Procurement Department.
- Approval to proceed to award was then sought from and given by Christina Harray, Director of Communities and Elizabeth Lucas, Head of Procurement.
- The contract start date was 9<sup>th</sup> October 2017 with completion programmed for 10<sup>th</sup> October 2018. On commencement of the works issues with public reaction to the disruption and delays caused by these works, necessitated the reappraisal of the approach to delivering the works with the restriction of maximising two lane running place upon the traffic management, this has resulted in a possible revised completion date of 14<sup>th</sup> November 2018.

Consultation with the business community and local communities was undertaken in advance of the scheme and also during the scheme. As a result of the engagement with the business community the scheme has been revised to incorporate the views of the local business community.

The original estimated timescale for the completion of the works was a maximum of 12 months and with the revisions to the programme that have recently taken place, they remain at 12 months maximum duration. The key difference, as a result of the revisions to the programme being a large reduction in the amount of time single lane traffic is in operation.

The meeting closed at 6.19 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 17th April 2018, they were signed by the Mayor.

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MAYOR