

City Chambers
DUNDEE
DD1 3BY

31st May, 2024

Dear Colleague

You are requested to attend a MEETING of the **FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE** to be held remotely on Monday, 10th June, 2024 to follow the meetings of the City Council and Climate, Environment and Biodiversity Committee called for 5.00pm.

The meeting will be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link www.dundee.gov.uk/live

Yours faithfully

GREGORY COLGAN

Chief Executive

AGENDA OF BUSINESS

1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

2 PARKING PROMOTION (AN14-2024)

Committee is requested to approve a promotional campaign removing tariffs at the Greenmarket and Olympia multi-storey car parks on Saturdays and Sundays during the month of July 2024 to encourage usage of car-parks outwith the Low Emission Zone. There will be no change to season ticket tariffs as a result of this promotional offer.

The short-term reduction in income attributed to this promotion is estimated as up to £10,000. The campaign is intended to grow long-term usage and the cost will therefore be offset by growth in future income at the Olympia and Greenmarket car-parks.

3 DISCOVER WORK ANNUAL UPDATE - Page 1

(Report No 133-2024 by the Executive Director of City Development, copy attached).

4 DEVELOPMENT PLAN SCHEME 2024 AND MASTERPLAN CONSENT AREA SCHEMES - Page 17

(Report No 150-2024 by the Executive Director of City Development, copy attached).

5 SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY - Page 41

(Report No 158-2024 by the Executive Director of City Development, copy attached).

6 TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY - Page 57

(Report No 134-2024 by the Executive Director of City Development, copy attached).

The Committee may resolve under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

7 COMMERCIAL LEASE

ITEM No ...3.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH, AND INFRASTRUCTURE COMMITTEE – 10 JUNE 2024

REPORT ON: DISCOVER WORK ANNUAL UPDATE

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 133-2024

1 PURPOSE OF REPORT

1.1 This annual report updates Committee on progress with the Discover Work Strategy and Action Plan, which responds to the Scottish Government and Local Government's ambition to transform Scotland's employability services through the *No One Left Behind* policy; performance of the current Employability Pathway; and the conclusion to a Challenge Fund process for the commitment of funding to deliver services in a new Employability Pathway programme for 2024 – 2029.

2 RECOMMENDATION

2.1 It is recommended that the Committee:

- a notes the sustained level of improved performance of the current Employability Pathway programme for the period 1 October 2019 – 31 March 2024;
- b notes the progress in delivering the Discover Work Strategy and Action Plan 2022 - 2027, including the commitment of funding through a Challenge Fund process undertaken by the Discover Work Partnership to deliver a new Employability Pathway programme; and
- c remits the Executive Director of City Development to bring a further report to the Fair Work, Economic Growth, and Infrastructure committee in summer 2025 on progress in delivering the Discover Work Strategy and Action Plan 2022 - 2027, and performance of the new Employability Pathway for 2024/2025.

3 FINANCIAL IMPLICATIONS

3.1 All commitments made in relation to this report are contained within the employability budget managed by the Council, on behalf of the Discover Work Partnership, inclusive of funding from Scottish and UK Government.

4 BACKGROUND

4.1 Reference is made to Article VII of the minute of the City Development Committee meeting on 26 June 2023 (Report No 170-2023 refers) where Committee:

- a noted the significant and sustained level of performance of the Employability Pathway for the period 1 October 2019 to 31 March 2023;
- b noted the progress in delivering the Discover Work Strategy and Action Plan 2022/2027, including the service redesign process during 2023 and the proposed co-commissioning timetable for service implementation from 1 April 2024;
- c remitted the Executive Director of Corporate Services and the Executive Director of City Development to finalise the commitment of employability funding following the redesign and co-commissioning process undertaken by the Discover Work Partnership; and

- d remitted the Executive Director of City Development to bring a further report to Committee in Summer 2024 on the outcome of the co-commissioning process and final performance of the current Employability Pathway programme.
- 4.2 Further reference is made to Article IX of the minute of the City Governance Committee on 22 April 2024 where Committee considered report No 113-2024 on Dundee's Annual Participation Measure and:
- a approved the draft "A Step Change in Positive Destinations for Young Dundonians report" and Improvement Plan;
 - b noted the level of performance of Dundee in the Annual Participation measure for the period 2017–2024;
 - c delegated the Executive Director of City Development to identify new and existing funding streams that may be used to support improved levels of positive destinations for our young Dundonians; and,
 - d remitted the Executive Director of City Development to bring a further report to the City Governance Committee in spring 2025 on the outcome of the first year of implementation of the Proposed Improvement Plan.

5 DISCOVER WORK STRATEGY AND ACTION PLAN 2022 – 2027

- 5.1 Discover Work is Dundee's Local Employability Partnership. It is a multi-agency approach to the development of shared objectives, the alignment of efforts and the commitment of resources relating to employability. Discover Work members include Skills Development Scotland, Dundee and Angus College, the Department for Work and Pensions, Dundee City Council, Dundee & Angus Chamber of Commerce, Dundee Volunteer & Voluntary Action (Third Sector Interface), Developing the Young Workforce, Dundee Health and Social Care Partnership, NHS Tayside, Business Gateway, and Social Security Scotland.
- 5.2 The Discover Work Strategy 2022 – 2027 was published in April 2022, which sets out its ambitious strategic vision, goals and context in "*Transformation of employability for a new Dundee*". It aims to maximise the opportunities provided by Scottish Government and Local Government's ambition to simplify Scotland's employability system through the No One Left Behind policy, and deliver outstanding and recognisable improvements in outcomes for customers. The Strategy is supported by a detailed Action Plan, with all actions aligned to three strategic goals:
- a Strengthen the functions and effectiveness of Discover Work;
 - b Improve employability outcomes for customers; and
 - c Establish, promote, and increase awareness of Discover Work.
- 5.3 As detailed in the Discover Work Strategy 2022-2027 and reflected in the Council Plan 2022-2027 and City Plan 2022-2032, there are approximately 11,000 unemployed or inactive people of working age in Dundee who want to work or could work, many of whom have mental health conditions and other disabilities which hinder their participation in the labour market. The priority for the Council and wider partnership in the next few years is to assist this cohort and the harder to reach groups find fair and rewarding employment by transforming the way we deliver services and the more efficient use of funding.
- 5.4 Since its publication, Discover Work has progressed its Strategy through the implementation of the detailed Action Plan and the establishment of Task and Finish Groups that are accountable for progress with agreed outputs. Progress is summarised in **Appendix A**. In addition to the Council and City Plan, these areas of work support progress with other strategies, policies, and action plans such as:

- Dundee's Fairness and Local Child Poverty Action Plans;
- The Equality Outcomes Action Plan 2021-2025; and
- The Community Wealth Building Action Plan and Proposed Charter.

6 CURRENT EMPLOYABILITY PATHWAY: OCTOBER 2019 - MARCH 2024

- 6.1 The aim of the Employability Pathway is to ensure those furthest from the labour market are proactively targeted and supported to progress towards and enter sustainable positive destinations including employment.
- 6.2 Employability Providers were appointed in September 2019 through a competitive Challenge Fund (Round 1) process to deliver services. As detailed in [Article VII](#) of the minute of the City Development Committee meeting on 5 September 2022 ([Report No 206-2022](#)), the Employability Pathway was enhanced by Challenge Fund (Round 2) in July 2022 and extended up to 31 March 2024, providing continuity during a period of transition including an exit from the European Social Fund and adoption of the UK Shared Prosperity Fund.
- 6.3 All providers are required to target priority customer groups and deliver specialist support to address the barriers they face, that is provided in a way that is simple, streamlined, and attractive to them. Providers work together to improve the proportion of customers that progress towards and enter employment and ensure most customers sustain their employment.
- 6.4 During 2023/2024, a further 840 customers have been supported – increasing the total number of customers supported since October 2019 from 2079 to 2919. A further 622 customers entered a positive destination – increasing the total since October 2019 from 1568 to 2190.
- 6.5 This continues the positive trend summarised in last year's report on performance up to 2022/23, where the significant and sustained improvement in cumulative performance since October 2019 continues, as reflected in the table below.

Measure	Pre-Oct 2019	Oct '19 - March '24
% Customers Entering a Positive Destination	34%	75%
% Sustaining a Positive Destination 6 months+	54%	71%
% Sustaining a Positive Destination 12 months+	Not Monitored	61%

- 6.6 One contributing factor has been an increase in the frequency, variety, and volume of Sector-Based Work Academies (SBWAs) delivered in partnership with employers who have a skills and recruitment need. SBWAs are designed around employer needs but typically involve a blend of accredited, vocational, employability, and workplace training delivered by Employability Providers and Dundee & Angus College in partnership with employers and referral partners such as Job Centre Plus. Customers are provided with support and resources required to enable their participation e.g. childcare, travel, lunches, clothing/equipment, qualifications, etc.
- 6.7 Since 2022, SBWAs have been delivered with Discovery Flexibles, Social Security Scotland, NHS Tayside, Hillcrest, Dundee City Council (Parking Attendants and Social Care Officers), BT Group, Tayside Contracts, Sense Scotland, and Ember resulting in the following customers participating and entering employment:

Academies Delivered (October 2022 - April 2024)	12
Total Completers	127

Academy Job outcomes	45 (+39 TBC/Awaiting Start Date)
Alternative Job outcomes	18
Overall Job outcomes	63
6 months sustained *	39
12 months sustained *	11
* Not all customers who entered employment have been in work for 6 or 12 months yet. Therefore, sustainability at 6 or 12 months cannot yet be confirmed.	

6.8 Further information on performance is provided in **Appendix B**.

7 DISCOVER WORK CHALLENGE FUND 2024-2029

Further Background Information

7.1 As per Report No 170-2023, Discover Work was to undertake a co-commissioning process for the commitment of employability funding from 1 April 2024. The co-commissioning process was titled *Discover Work's Challenge Fund 2024-2029*, which invited applications from organisations to deliver services in a new Employability Pathway programme for five years.

7.2 The Challenge Fund involved the allocation of employability funding from a range of sources including the UK Shared Prosperity Fund from UK Government, Tay Cities Region Deal funding as part of the Skills and Employability Programme, and the next phase of devolved funding from Scottish Government to Local Employability Partnerships through *No One Left Behind*, inclusive of Child Poverty to deliver the parental employment aspects of *Best Start, Bright Futures: Tackling Child Poverty Delivery Plan 2022-2026*.

7.3 As committed in the new City Plan 2022-2032, further collaborative working has taken place between the Fairness Leadership Panel, Dundee Fighting for Fairness, and Discover Work to shape the principles and assessment criteria detailed in the Challenge Fund.

7.4 The value of the Challenge Fund was finalised following clarity from Scottish Government and COSLA on funding allocations for 2024/2025, but this remains subject to receipt of a grant offer letter for the full value. The initial commitment is for two years with scope to extend.

Title	Challenge Fund 2024-2029
Purpose	Investment of funds to deliver support in a new Employability Pathway programme as part of the wider Discover Work Service
Initial Duration *	1 April 2024 - 31 March 2026
Estimated Value P/A *	£1.09m No One Left Behind £1.26m Child Poverty
Potential Extensions *	Annually up to 31 March 2029, plus contingent liability where agreements cease but commitments have been made that occur from 1 April 2029

Title	Challenge Fund 2024-2029
<p>* Subject to the availability of funding and adherence to the Government Arrangements including Service Standards, Performance Management, Financial Monitoring, Audit, etc. Extensions will be subject to necessary amendments to Services, Level and Source of Funding, Priority Customer Groups and/or any other modifications which are acceptable to Discover Work and are permissible within the scope of the existing award.</p>	

Conclusion

- 7.5 **Appendix C** provides a summary of the application and assessment process including applications received, their funding packages, and volume of outputs and outcomes. Application 1 did not meet initial eligibility tests including technical and professional checks such as references that verify experience of delivering comparable employability services.
- 7.6 The Assessment Panel recommended that Application 2 be awarded the funding sought. It was submitted by “**All in Dundee**” - a consortium of seven third sector organisations led by ENABLE Works in partnership with Alexander Community Development, Barnardo’s, Helm, One Parent Families Scotland, Street League, Volunteering Matters. The application also demonstrated the involvement of other informal partners such as Access to Industry, Dundee International Women’s Centre, Penumbra and Showcase the Street.
- 7.7 All in Dundee is offering a wide breadth and depth of support for priority customer groups while simplifying the offers available to adults, young people, and whole households - including those with physical and mental health conditions, disabilities, additional support needs, etc.
- 7.8 All in Dundee also recognise the Council’s ongoing Corporate Employability Review, which will complement the outcome of the Challenge Fund and further support the vision and goals outlined in the Discover Work Strategy 2022 – 2027. All in Dundee has committed to flexibility, with a desire to deliver services in partnership with the Council.

8 POLICY IMPLICATIONS

- 8.1 The content of this report was previously considered in Article VII of the minute of the City Development Committee meeting on 5 September 2022 (Report No 206-2022) and remains valid. The original report was subject to an Integrated Impact Assessment. An appropriate Senior Manager has checked and agreed with this assessment. For follow-ups relating to initial reports agreed prior to 22 August 2022 a copy of the Integrated Impact Assessment is available (where applicable) on the Council’s website at www.dundee.gov.uk/ia. For follow-ups relating to initial reports created after this date, a copy of the Integrated Impact Assessment is included as an Appendix to that initial report.

9 CONSULTATIONS

- 9.1 The Council Leadership Team have been consulted in the preparation of this report and agree with its content.

10 BACKGROUND PAPERS

10.1 None.

Gregor Hamilton
Head of Planning and Economic Development

Author: John Davidson

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

GH/JD

17 May 2024

APPENDIX A

DISCOVER WORK STRATEGY AND ACTION PLAN 2022-2027 - PROGRESS BY TASK AND FINISH GROUPS

Task and Finish Group	Purpose/Remit	Progress
Review of Council Employability Teams	Explore opportunities for the Council as a provider of employability services, how the Council may respond to the Discover Work Strategy, and add further value	<p>Following a Corporate Employability Review undertaken by the Council during 2023/24, the Task & Finish Group ('Review Board') and Council Leadership Team has approved the creation of a new single Corporate Employability Service, though a realignment of the existing Adult Employability Team within City Development, Youth Employability Team in Corporate Services, and elements of the Employment Support service in Dundee's Health & Social Care Partnership.</p> <p>The next step is the establishment of a new structure for implementation on 1 July 2024 and the formation of an Advisory Group to monitor and steer progress with future phases required to fully develop the new single Corporate Employability Service.</p>
Review of Third Sector Employability Footprint	Explore opportunities for the sector as a provider of employability services, how the sector may respond to the Discover Work Strategy, and add further value	<p>Dundee Volunteer and Voluntary Action (DVVA) was assigned to review the Third Sector's involvement in Dundee's employability activity. The scope and objectives were determined by Discover Work's Strategy. 16 recommendations were made in the report for consideration when developing the new Challenge Fund.</p> <p>Due to delays with the review, recommendations were not finalised until after the Challenge Fund was published. However, the review found that many things were working well, and some recommendations reflected pre-existing intentions. Remaining recommendations are to be considered as progress is made with All in Dundee and the Council's new single Corporate Employability Service.</p>
Shaping the Principles for a redesign of services in a new Employability Pathway for 2024-29	Collaborative working between the Fairness Leadership Panel and Discover Work to shape principles in advance of a Challenge Fund process for the commitment of funding to deliver services in a new Employability Pathway programme	<p>This has been completed and reflected in the Challenge Fund section of this report.</p> <p>However, the Fairness Leadership Panel are keen to meet All in Dundee to ensure they follow through on commitments made to deliver services in line with the agreed principles.</p> <p>The Fairness Leadership Panel are also keen to meet the Council's new Corporate Employability Service to ensure the same, including how the proposed service is going to be designed in response to learning from the Child Poverty Pathfinder activity in Linlathen.</p>

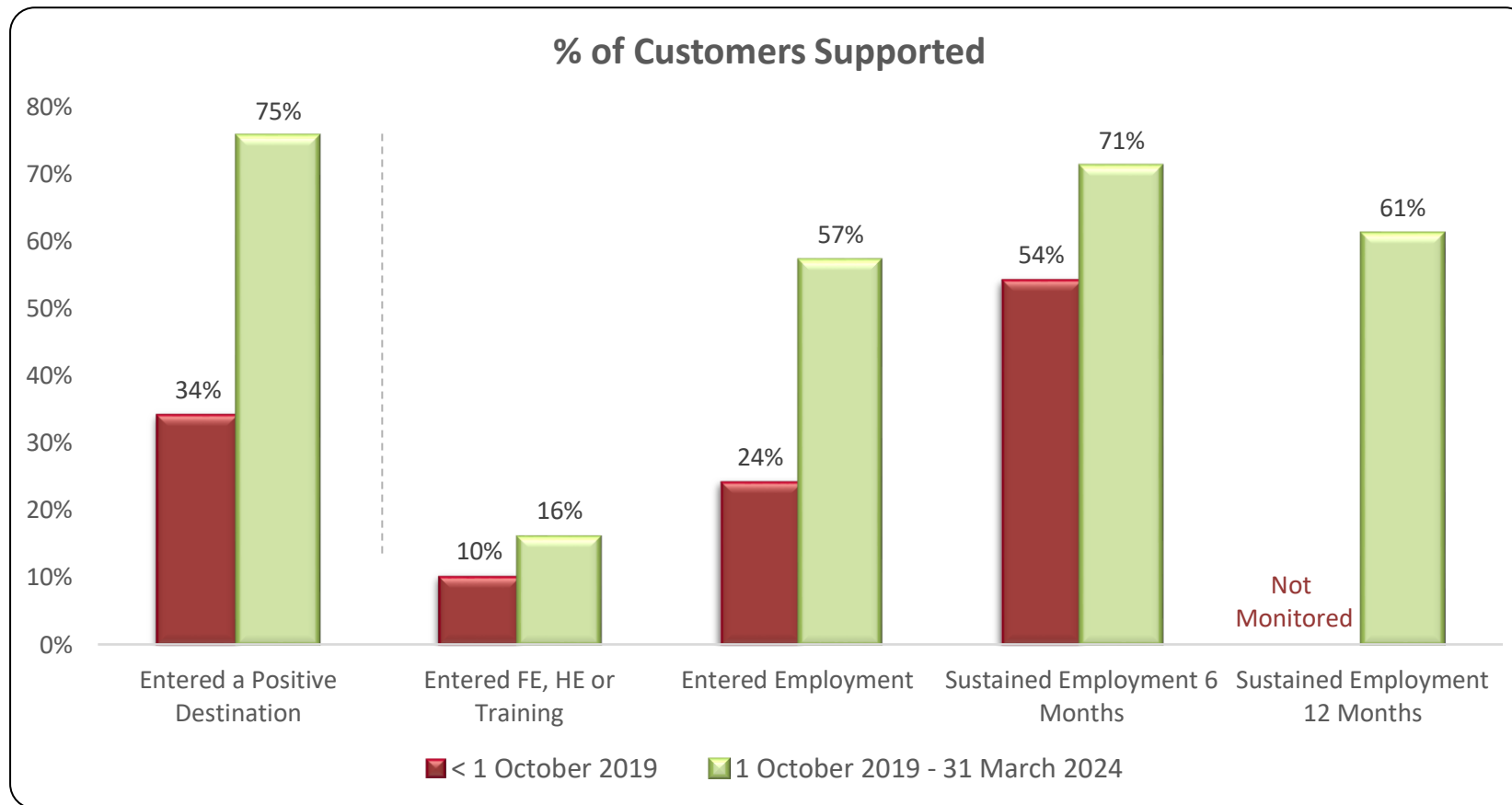
Task and Finish Group	Purpose/Remit	Progress
A Step Change in Positive Destinations for Young Dundonians	Development of a partnership Improvement Plan to address the city's Participation Measure of those aged 16-19 – see City Governance Committee Report No 113-2024 (Page 75) for more information	<p>A review of our performance in the Annual Participation Measure has been completed with an Improvement Plan developed and agreed between a breadth of partner organisations.</p> <p>Additional resources have been secured through the Whole Family Wellbeing Fund to increase capacity within education to implement and manage an Improvement Framework within secondary schools and offsite education & learning centres.</p>
Increase Awareness and Access to Discover Work	Increase the awareness of Discover Work amongst customers, employers, and partner organisations while simplifying access for customers into and between services	<p>Discover Work has a Single Point of Contact (SPOC) for customers, employers, and referral partners. There has been a SPOC Email Address (contact@discoverworkdundee.co.uk) for some time, and a phone number (01382 434552) is to be implemented as soon as technical challenges are overcome.</p> <p>Discover Work's Programme Management Office (PMO) currently manage the email address and phone number. This will be passed to All in Dundee and the new Council Employability Service at the appropriate time.</p> <p>This means Discover Work will have fully delivered upon the Fairness Recommendations - <i>'The Discover Work Service creates a single point of contact/entry'</i></p>
Discover Work Hub of Support	Explore options to better align, integrate, and co-ordinate support for customers through the co-location of Employability Providers and other partner organisations in a city centre and/or other suitable location	<p>Agreement has been reached for Skills Development Scotland to be based in city centre Council premises (Dundee House and / or Shore Terrace) from October 2024, when their current lease of Royal Exchange Building ends.</p> <p>Initial discussions have taken place with All in Dundee about similar arrangements. There is scope for future arrangements to include the Council's new Corporate Employability Service.</p>
New Pathway Guidance and CRM System	Implement a new CRM/MIS System (Hanlon) for the Employability Pathway programme, including the migration of data from the pre-existing system (OSCAR), while reducing the level of pre-existing bureaucracy relating to the European Social Fund for evidence to be gathered from customers	<p>Project Plan has been delivered as planned with the successful Phase 1 implementation of Hanlon and new guidance on 1 April 2024.</p> <p>Future phases will be progressed once phase 1 is concluded around September 2024.</p>

APPENDIX B

EMPLOYABILITY PATHWAY PERFORMANCE: 1 OCTOBER 2019 - 31 MARCH 2024

Outcomes

Current Performance versus Historical Performance (Percentages Only): 1 October 2019 - 31 March 2024



Actuals to Date versus Targets (Volumes and Percentages): 1 October 2019 - 31 March 2024

	* Targets		**** Actuals to 31/03/24	
	Volume	%	Volume	%
Employability Pathway				
Customers Supported	3002		2919	
As a Subset of Customers Supported:	Volume	%	Volume	%
Total Entered a Positive Destination	1642	55%	2190	75%
As a Subset of those Entered a Positive Destination:	Volume	%	Volume	%
Improved Labour Market Situation **	-	-	58 **	2%
Entered Further/Higher Education or Training	518	17%	477	16%
Entered Employment	1123	37%	1655	57%
Total Entered a Positive Destination	1642	55%	2190	75%
As a Subset of those Entered Employment:	Volume	%	Volume	%
Total Entered Employment	1123		1655	
Entered Employment after 01/10/2023 ***			182 ***	
Entered Employment before 01/10/2023			1473	
Sustained Employment for 6 Months +	890	79%	1045	71%
Total Entered Employment	1123		1655	
Entered Employment after 01/04/2023 ***			441 ***	
Entered Employment before 01/04/2023			1214	
Sustained Employment 12 Months +	789	70%	736	61%

* 20% Reduction against original targets due to impact of COVID-19 on customers and services (01/03/20 - 31/07/22), as well as recent inflationary costs

** Improved Labour Market Situation relates to customers who were employed when accessing and receiving support.

*** Customers who entered employment but have not yet been in work for 6 or 12 months. Therefore, sustainability at 6 or 12 months cannot yet be confirmed.

**** Employability Providers were without a Management Information System (MIS) from mid-March 2024 as we migrated to a new MIS. Therefore, actuals are likely to be higher than noted, in addition to the lag generally experienced when recording residual outcomes and sustainability checks.

APPENDIX C

DISCOVER WORK CHALLENGE FUND 2024-2029

Application and Assessment Process

The Challenge Fund was as a mechanism to:

- outline our priority customer groups, electoral ward areas, employment sectors, and occupations;
- define the scope of funding, parameters, and associated requirements;
- assess applications from eligible organisations; and
- commit funding awards to successful applicants.

The Challenge Fund was *published* on 19 December 2023 and was open to eligible organisations including those belonging to the Public Sector (e.g. Health), Third/Voluntary Sector (ego Charitable & Social Enterprises), and Private Sector.

Discover Work aimed to attract applications of scale and sought to limit the number of individual Challenge Fund awards so that future Employability Providers were best equipped to deliver on the Fairness Recommendations and support the goals outlined in the *Discover Work Strategy & Action Plan 2022 – 2027*, namely:

Strategic Goal:	1 - Strengthen the functions and effectiveness of Discover Work
Top Line Action Area:	1.4 - Redesign the Discover Work Service to maximise and deliver the opportunities brought by the transfer of funding from Scottish Government to the Discover Work Partnership 1.5 - Simplify the local Employability Landscape
Specific Actions:	1.4.5 - Redesigned and co-commissioned New Discover Work Service for 2024/2025 and beyond 1.5.2 - Improve the range and co-ordination between existing employability providers 1.5.4 - Greater integration and alignment of services provided by all employability providers to support customers and employers more effectively

Therefore, applicants were encouraged to submit applications of scale - including consortia or partnership approaches - that sought to support the following priority customer groups, electoral ward areas, employment sectors, and occupations.

Priority Customer Groups
<ul style="list-style-type: none"> • Those who are long-term unemployed/inactive. • Those with mild to moderate physical and mental health conditions, including disabilities. • Those requiring specialist/bespoke support to access the workplace (e.g. neurodiverse customers; those with severe and enduring mental health conditions) including associated advice, guidance, and support for employers (e.g. flexible recruitment practices to improve workforce diversity; Equality, Diversity, Disability Awareness Training; application of accommodations and adjustments to work duties). • Families with children experiencing poverty including Best Start Bright Future's Priority Families: <ul style="list-style-type: none"> ➢ Lone Parents; ➢ Parents with a disability OR a disabled child; ➢ Parents with 3 or more children; ➢ Parents from a minority ethnic background; ➢ Parents whose youngest child is under 1 year of age; and ➢ Parents who are aged under 25. • Women returners. • Young people with Additional Support Needs who are most at risk of not participating in education, training, or employment. • Those with a history of offending or drug/substance misuse. • Customers experiencing precarious work or in-work poverty and are at risk of leaving employment. • Other customers where applicants can evidence a demand and a gap in support for those customers.
Priority Electoral Ward Areas
<ul style="list-style-type: none"> • Coldside, Lochee, North East, and East End (informed by local labour market analysis that highlighted the wards with the greatest need of improvement in their Annual Participation Measure, Unemployment, and Inactivity).
Priority Employment Sectors and Occupations
<ul style="list-style-type: none"> • Sectors: Health & Social Care; Wholesale and Retail; Education; Accommodation and Food Services; Administration & Support Services; Arts, Entertainment, and Recreation; Public Administration; Construction; and others that provide occupations at an appropriate level for our priority customers groups (informed by the Tay Cities Regional Economic Strategy (2019-2039), Regional Skills Assessment, Data Matrix, and Regional Skills Investment Plans). • Occupations: Teaching and Research Professionals; Health Professionals; Sales Occupations; Caring Personal Service; Administrative; Clerical and Services related; Trades, Plant, and Storage; Transport and Mobile Machine Drivers and Operatives; and Skilled Construction and Building Trades.

Challenge Fund applicants were provided a template Application Form containing the following sections with associated weightings for assessment purposes.

Part A – Quality – 90%		
Sections and Weightings		
1	Design and Deliver in Partnership	20%
2	Customer Engagement, Service Content, and Delivery	20%
3	Knowledge, Expertise, and Staffing	20%
4	Implementation, Management, and Quality	10%
5	Output and Outcome Targets	10%
6	Added Value including Applicant Funding (if applicable)	10%
7	Previous Experience and Past Performance	10%
Part B – Price – 10%		
Measure	Average Cost Per Customer in a Positive Destination 52 Weeks/12 Months following their Initial Positive Destination	

Applications were assessed by an Assessment Panel including representation from the Department for Work and Pensions, Skills Development Scotland, Dundee & Angus College, and Dundee City Council. Applications were assessed using the following criteria.

Score	Assessment Criteria
10	Excellent Quality that surpasses the requirements of the Discover Work Partnership. Indicates an excellent Application with detailed supporting evidence and no weaknesses.
8	Good Quality that meets the requirements of the Partnership with good supporting evidence and few weaknesses.
6	Reasonable Quality that meets the requirements of the Partnership. The response lacks sufficient detail to award a higher mark.
4	Poor Quality which poses reservations for the Partnership. Lacks convincing detail of the supporting evidence and/or has substantial weaknesses.
2	Unacceptable Quality which poses serious reservations for the Partnership. Limited or no detail of the proposed approach and/or has substantial weaknesses.
0	No submission/submission not relevant.

SUMMARY OF APPLICATIONS RECEIVED

Application No:	1		2
Applicant:	Save By The Bell		All in Dundee
Weighted Score			
Quality	N/A		72.00
Price	N/A		10.00
Overall	N/A		82.00
Rank	N/A		1
MEASURES PER ANNUM	Totals	%	Totals %
Service Costs	£		£
Staff Related Costs	69,869	86%	1,799,873 75%
Customer Costs	0	0%	338,312 12%
Other Costs	10,660	13%	121,392 7%
Consortium/Partnership Management	0	0%	90,383 4%
Grant Funding Amount Requested	81,554	100%	2,349,960 100%
Customers Supported			
Those who are long-term unemployed/inactive	0	0%	77 12%
Those with mild to moderate physical and mental health conditions, including disabilities	0	0%	166 26%
Those requiring specialist/bespoke support to access the workplace (eg neurodiverse customers)	0	0%	32 5%
Families with children experiencing poverty including Best Start Bright Future's Priority Families	0	0%	252 40%
Women returners	0	0%	20 3%

Young people with ASNs most at risk of not participating in education, training, or employment	0	0%	6	1%
Those with a history of offending or drug/substance misuse	0	0%	14	2%
Customers experiencing precarious work or in-work poverty and are at risk of leaving employment	0	0%	17	3%
Other customers where applicants can evidence a demand and a gap in support for those customers	0	0%	45	7%
Total Customers Supported	0		628	

Initial Outcomes/Positive Destinations				
School	2,175	133%	0	0%
Started Further/Higher Education	225	14%	79	13%
Modern Apprentice	0	0%	41	6%
Employment	0	0%	331	53%
Self-Employment	0	0%	16	3%
Total Initial Outcomes/Positive Destinations	2,400	147%	466	74%

Follow Up Outcomes				
Positive Destination 52 Weeks/12 Months following their Initial Positive Destination	2,250	94%	328	70%

STAFFING				
Staffing (FTEs)	0		44.2	
Customers Supported Per FTE	N/A		28	

Average Cost Per Customer/Positive Destinations	£		£	
Positive Destination 52 Weeks/12 Months following their Initial Positive Destination	36.25		7,164.63	

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ITEM No ...4.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 10 JUNE 2024

REPORT ON: DEVELOPMENT PLAN SCHEME 2024 AND MASTERPLAN CONSENT AREA SCHEMES

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 150-2024

1 PURPOSE OF REPORT

- 1.1 The report seeks approval of the Development Plan Scheme 2024 for the preparation of the Dundee Local Development Plan. The report seeks approval of the Council's statement on considering a Masterplan Consent Area scheme.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee:
- a notes the responses from consultees to the Participation Statement as summarised in Appendix 1;
 - b approves the Development Plan Scheme 2024 as set out in Appendix 2;
 - c remits the Head of Planning and Economic Development to publish and implement the Development Plan Scheme 2024 and to send two copies to the Scottish Government and place copies in public libraries in Dundee; and
 - d approves the statement on consideration of making a Masterplan Consent Area scheme as set out in Appendix 3; and
 - e remits the Head of Planning and Economic Development to publish the Masterplan Consent Area statement as set out in Appendix 3 by 25 July 2024.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications for the Council arising from this report.

4 BACKGROUNDDevelopment Plan Scheme 2024

- 4.1 The Town and Country Planning (Scotland) Act 1997, as amended, requires each Planning Authority to prepare a Development Plan Scheme and review it annually. The Development Plan Scheme sets out the Authority's programme for preparing and reviewing its Local Development Plan. The Scheme should provide a general indication of what is involved at each stage, together with dates for key stages in the process.
- 4.2 The process includes the requirement to consult annually on the participation statement which forms part of the Development Plan Scheme and sets out in broad terms the intentions for the participation of stakeholders in preparing the Plan
- 4.3 Consultation on the draft Participation Statement took place over a six week period in April and May 2024, with respondents encouraged to use an online form to submit comments. The consultation form was hosted and advertised via the Council's website. Notification of the consultation was also advertised through community meetings attended by Planning Officers over that period and by direct email to 277 persons registered to receive such notifications. A

total of nine responses raising matters relevant to the Participation Statement were received. Appendix 1 provides a general summary of the submissions received and the responses to them.

- 4.4 The finalised Participation Statement is included in the Development Plan Scheme that is set out in Appendix 2. It provides general information on how consultation will be undertaken during the Plan preparation but does not detail specific arrangements such as dates for each participation stage. This detail would be announced at the appropriate time.
- 4.5 After adopting the Development Plan Scheme, the Act requires the Authority to publish it, send two copies to Scottish Ministers and make copies available via public libraries.

5 MASTERPLAN CONSENT AREAS

- 5.1 The Planning (Scotland) Act 2019 introduced Masterplan Consent Areas (MCAs) as part of a placemaking approach to planning and consenting.
- 5.2 The new provisions allow planning authorities to prepare a MCA 'Scheme' setting out for particular places the detail of what they are giving consent for, through the MCA 'Scheme'. MCA schemes can streamline the process of consenting developments, allowing issues to be considered as part of a joined-up approach. Where appropriate, MCA schemes can grant planning permission, roads construction consent, listed building consent, and conservation area consent. There will be requirements for publicity and consultation on individual schemes.
- 5.3 The full provisions from the Act relating to MCAs and the associated regulations are not yet in force. The Scottish Government anticipates the MCA provisions being fully in place later in 2024. However, Schedule 5A Paragraph 5 of the Planning (Scotland) Act 2019 is in force. This requires planning authorities to consider whether it would be desirable to make a scheme for a part or parts of their district, and to publish a statement as to their consideration of that, by 25 July 2024.
- 5.4 As the MCA regulations are not yet in place, the potential locations for which it may be desirable to bring forward an MCA scheme have not yet been identified or assessed. Once the legal basis for preparing MCAs is in place, the Council will consider whether it would be desirable to make any Masterplan Consent Area as part of our work on delivery linked to the Local Development Plan's Delivery Programme.
- 5.5 The Council's statement as required under Schedule 5A Paragraph 5 is set out in Appendix 3.

6 POLICY IMPLICATIONS

- 6.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

7 CONSULTATIONS

- 7.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

8 BACKGROUND PAPERS

8.1 None.

Gregor Hamilton
Head of Planning and Economic Development

Author: Steve Page

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/GH/SP/KM

17 May 2024

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APPENDIX 1

CONSULTATION RESPONSES TO THE PARTICIPATION STATEMENT

Summary

The responses to the consultation have been generally positive with respondents welcoming the consultation activity that will support the production of the Local Development Plan, but with suggestions for improvement.

A total of nine relevant responses were received. The Participation Statement is general in nature and there were a number of requests for very specific measures or levels of detail beyond the scope of the statement. Whilst no change to the Participation Statement is recommended, the comments submitted are noted and will be used to inform specific stages of consultation activities in future.

Questions 1 and 2

Name and Organisation.

Question 3

The participation process will seek to involve a wide range of parties including:

- Public Sector Groups including key government departments and agencies;
- Private Sector groups including infrastructure providers, business, retail and housing development interests;
- Established Community Groups including Community Councils;
- Voluntary and environmental organisations;
- Local Community Planning Partnerships (LCPP); and
- All members of the community, including younger citizens, disabled people, and Gypsy Travellers.

Are there any groups not included above which should be involved in the Local Development Plan?

Respondent	Summary of Response	DCC Comment	DCC Response
Respondent A	They all appear to be covered	Noted.	Noted.
Dundee Pensioners Forum	Older people need to be included	The statement includes the term "all members of the community".	Noted.
Homes For Scotland	It is positive that private sector groups, including those with housing development interests, are listed in the parties who will be involved in the participation process.	Noted.	Noted.

Question 4

The Local Development Plan Review Webpage: www.dundee.gov.uk/localdevplan2 will be used throughout the plan preparation process as the primary location for hosting consultation documents and providing information.

Question 4 was a yes/no tick box response: 6 consultees indicated that this was the most appropriate method, 3 consultees have concerns as noted in their responses to the next question

Question 5

What improvements do you suggest for displaying consultation information and documents? Please describe the improvement and explain why you think they will help.

Respondent	Summary of Comments	DCC Comment	DCC Response
Respondent B Dundee City Centre and Harbour Community Council	If there is visual sharing (like Sway), please also provide a website map or a list of documents/pages.	Dundee City Council will consider using alternatives to standard text documents where these might encourage greater engagement or offer a better means of illustrating a specific point. Dundee City Council will consider any such actions in line with our desire to produce accessible information.	Noted.
Respondent A	Not all those who might be interested are conversant with on-line technology.	Selected documentation will be available in a printed format through local libraries, (or through digital means at local libraries where assistance to access it can be given). Background documents can be made available to view in printed form on request.	Noted.
Respondent A	Is the consultation to be advertised in the Courier?	Major consultations directed at the general public will be advertised in the press. Other consultations will be considered for press advertisement on a case by case basis. Some consultations also require the publication of statutory notices in the printed newspapers.	Noted.

Respondent	Summary of Comments	DCC Comment	DCC Response
Dundee Pensioners Forum	Many older people are not online. Information should be displayed in Community Centres, Libraries, Sheltered Housing Complexes - and the consultation should be available in paper format for those not digitally aware.	<p>It is intended that consultations are available to as wide a range of people as possible.</p> <p>Libraries and community centres will be used, where assistance can be given by library staff to access digital resources.</p> <p>Printed versions of major documents will be available on request.</p> <p>Information regarding consultations would be advertised on posters at Libraries.</p>	Noted.
Respondent C	There has to be a way to communicate with local people without them having to have access to the internet and to a device that will allow them to go online at a time that is suitable to them.	<p>The internet offers access to the documents outwith working hours and at weekends.</p> <p>Libraries offer access for those needing assistance.</p> <p>Communities Officers are seeking to engage with a wider audience and have suitable devices to facilitate recording of information digitally.</p>	No change.
Respondent C	The best piece of consultation I have witnessed in Dundee was Dundee Decides, Local people were given the opportunity to take part in consultation using areas where they are going to congregate, school gates before/after pickup, supermarkets, any organised gathering, libraries etc.	The consultation has to be carried out in accordance with statutory guidance. Communities Officers are seeking to engage with a wider audience and have suitable devices to facilitate recording of information digitally.	

Question 6

Dundee City Council is keen to reach groups which are typically under-represented in Local Development Plan Consultations, including but not limited to disabled people, gypsies and travellers, children and young people. What methods should the Council use to reach such groups? Please provide details of whom we might engage and how.

Respondent	Summary of Comments	DCC Comment	DCC Response
Dundee City Centre and Harbour Community Council	Consultations in venues throughout the city, drop-ins and events in a range of places at a range of times.	This would be tailored to each individual consultation but is expected to take place. Tailoring the approach reflects the resources available and responds to the effectiveness of such an approach. For example: such approaches are more effective at the proposed plan stage where members of the public have proposals to provide views on.	Noted.
Respondent C	I would imagine the children and young people are one of the largest groups who would be able to take part in online activities. Just make it relevant to them.	Children and young people are an acknowledged target group for the plan preparation process.	Noted.
Respondent D	Focus groups, survey, ideas-generating sessions. Dundee City Council should also get expertise from Dundee University and Environmental organisations.	It is intended to target topic-specific groups as the various consultations proceed. Many such groups are already registered to receive updates on when the various consultation periods occur.	Noted.

Question 7

Throughout the plan preparation process Dundee City Council encourages everyone to make representations, both in support of the Plan and in raising representations or objections to it. Representations will be accepted by e-mail (localdevplan@dundeecity.gov.uk), in letter form and comments accepted through online-surveys

Are there any other methods that could be used to give your views on draft documents that we consult upon. Please describe the methods and explain why?

Respondent	Summary of Comments	DCC Comment	DCC Response
Dundee City Centre and Harbour Community Council	If you're running in person events, a 'have your say' box where people can engage with the material or discuss the material and then leave their suggestions.	Noted and supported. The legal nature of some consultations require responses to be submitted in a traceable form so this approach may not be possible in every instance.	Noted
Dundee Pensioners Forum	Paper copies of the consultation should be made available with a return sheet for comments. A telephone option should also be available.	The legal nature of major consultations require responses to be submitted in a traceable form which precludes a telephone option as a formal means of submitting comments. The Planning Division does however maintain phone access for obtaining general advice.	Noted
Respondent C	My biggest worry would be more about how to get information about the plan to Joe Blogs and to make them care about what is in it. People might find it difficult to get the energy to get involved especially if they can't see an immediate benefit to them/their families. Consider the idea of using gift vouchers as an incentive.	The Local Development Plan preparation process provides many opportunities for stakeholders to be involved. Efforts will be made to ensure that participation is maximised.	Noted.

Respondent	Summary of Comments	DCC Comment	DCC Response
Homes For Scotland	In addition to the stated methods of engagement, additional consultation should take the form of, ideally, in-person meetings between HFS and its members and the ability for two-way communication between HFS and the Council in the form of phone calls and e-mails as appropriate.	Homes For Scotland already communicates directly with Dundee City Council through various methods. In person meetings will be considered for topic-specific items throughout the Plan preparation period.	No change.

Question 8

We will publish information on the webpage www.dundee.gov.uk/localdevplan2 and seek to do so in an easy to read format with clear maps and graphics where appropriate. In addition:

- we will make announcements at key stages using a range of media including the press and social media;
- any persons registered on our e-mail notification list will receive periodic updates at key stages;
- we will seek to liaise with statutory agencies and community groups at key stages to encourage participation;
- we may arrange to meet directly with groups or persons to discuss specific topics or areas of interest;
- we will notify immediate neighbours of potential development sites at the proposed plan stage;
- we will monitor and review our engagement methods annually and support where practical any requests for extensions of time for receiving responses or requests for alternative formats of engagement.
- we will consider the use of mediation as a method of addressing conflicting or contentious issues raised during a consultation; and
- we will consider targeted methods to reach under-represented groups.

Do you agree with our general approach to consultation on the Local Development Plan ? Or if you have any other suggestions for improving our approach, please describe them below.

Respondent	Summary of Comments	DCC Comment	DCC Response
Respondent B - Dundee City Centre and Harbour Community Council	Agree.	Noted.	Noted.
Respondent A	I agree with your general approach.	Noted.	Noted.
Respondent E	Notify all People in a larger area about potential development sites	It is standard practice to notify neighbours of proposals contained in the Plan. The requirements for this are set out in statutory guidance.	Noted – no change.
Respondent F	Agree	Noted	Noted.
Respondent C	Perhaps including local radio stations could be worthwhile, free to listen to and free to use, also a good way to direct listeners to the IYN pages.	Press releases will be issued to all forms of media companies.	Noted.

Respondent	Summary of Comments	DCC Comment	DCC Response
Historic Environment Scotland	<p>We welcome the commitment set out in the Participation Statement to liaise with Historic Environment Scotland both singularly and as part of the Key Agency Group pilot project. In the coming days HES will submit an summary of historic environment evidence and general thoughts to your Council which we hope will be of use across the development of the new plan.</p>	Noted.	Noted.
Homes For Scotland	<p>More detail is required regarding how the engagement of key stakeholders will take place.</p> <p>During the Evidence Report stage, we would like to see more information on how the engagement of key stakeholders will take place, and who the Council considers would have a key role in the meeting of the legislative requirements of the Evidence Report. We would also like to see a reference to what other local authorities have termed "expert groups". HFS can act as this stakeholder for the home building industry.</p> <p>To adapt the Housing Need and Demand Assessment (HNDA) figure into a Local Housing Land Requirement (LHLR) figure will also require significant engagement with HFS and our membership.</p>	<p>Engagement will be tailored to the requirements of each consultation and is beyond the remit of this participation statement.</p> <p>The Evidence Report will be informed by consultation on a collection of topic papers which cover a range of planning themes set by the Scottish Government within National Planning Framework 4. The topic papers will be published for a period of consultation to allow for comments on the sufficiency of evidence. Key agencies and key stakeholder groups will be engaged to collaborate as part of the drafting of the topic papers and to support identification of the relevant evidence at that early stage.</p> <p>The indicative Local Housing Land Requirement will form part of the Quality Homes topic paper publication and stakeholders will be engaged as part of this.</p>	<p>Noted.</p> <p>Additional detail added to reference key agencies and stakeholder groups supporting evidence gathering and topic paper preparation.</p>

Respondent	Summary of Comments	DCC Comment	DCC Response
Homes For Scotland	Establishing a coherent Site Assessment Methodology will require significant engagement with HFS and our members. HFS are currently in the process of developing a Site Assessment Methodology template, which could be utilised by local authorities. We would be happy to share and meet the Council once it is available.	As part of the drafting of topic papers the Council is forming a Site Assessment Methodology to support the Plan and Evidence Report submission. The Council welcomes other suggestions for items it needs to consider. We look forward to receiving such detail as part of the evidence gathering process, but this is beyond the scope of this participation statement.	

APPENDIX 2

DUNDEE DEVELOPMENT PLAN SCHEME

DUNDEE CITY COUNCIL - DEVELOPMENT PLAN SCHEME 2024

PURPOSE OF DOCUMENT

This Development Plan Scheme is published by Dundee City Council with regards to the preparation of a new Dundee Local Development Plan. It summarises the process for preparing the Dundee Local Development Plan and expected timescales for the plan preparation process.

BACKGROUND

The [Town and Country Planning \(Scotland\) Act 1997](#), as amended by the [Planning \(Scotland\) Act 2019](#) sets out the requirements for a Local Development Plan to be prepared by Dundee City Council.

This is supported by [The Town and Country Planning \(Development Planning\) \(Scotland\) Regulations 2023](#).

The Development Plan is required to manage the development and use of land in Dundee in the long term public interest. It does this by setting out how our local places will change into the future, including where development should and should not happen. This includes where our new homes and workplaces will be built, how services and facilities should be provided, and identify the places we value and should therefore protect. Development Plans play a key role in balancing the many different sectors and interests that seek to both change and preserve elements of our city.

Legislation requires that decisions on planning applications are to be made in accordance with the Development Plan unless material considerations indicate otherwise.

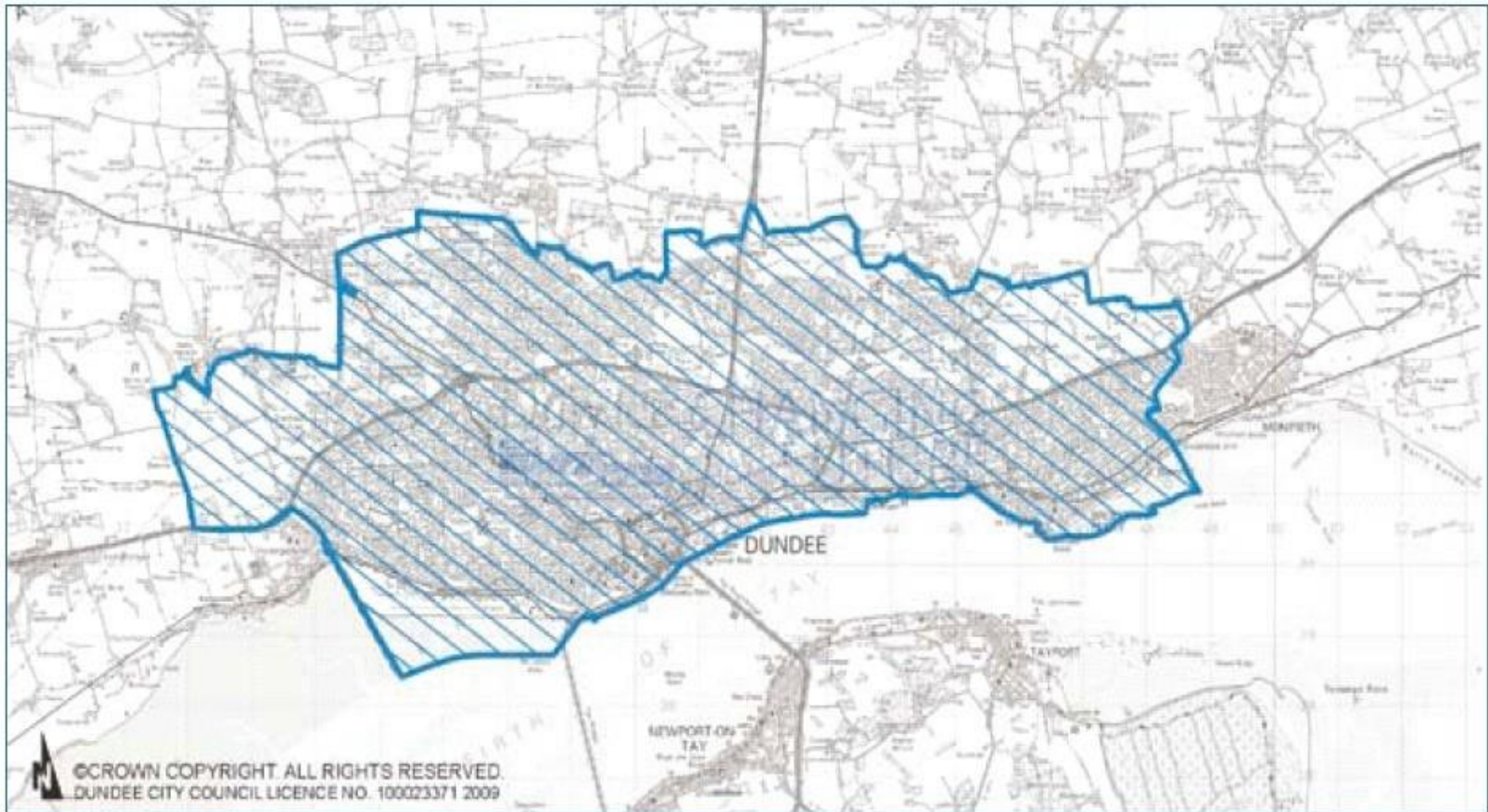
Local Development Plans are to be prepared at intervals of no more than 10 years and should consider the ambitions and outcomes for an area by looking to guide development up to 20 years into the future.

The current Development Plan for Dundee comprises the [National Planning Framework 4](#) and the [Dundee Local Development Plan 2019](#) and associated supplementary guidance.

The National Planning Framework is prepared and adopted by the Scottish Government, whilst Dundee City Council has responsibility for the Local Development Plan.

The Development Plan Scheme refers only to the Dundee Local Development Plan.

PLAN AREA



LOCAL DEVELOPMENT PLAN PREPARATION TIMETABLE

The table below sets out our expected timetable for the preparation of a new Local Development Plan. Not all stages of plan preparation are within the control of Dundee City Council so the timetable will be subject to change. Alterations to the timetable will be communicated through future editions of the Development Plan Scheme which will be published annually and on our website at www.dundee.gov.uk/localdevplan2.

In accordance with Scottish Government guidance, the periods in the timetable refer to financial year quarters (Q) which translate as:

Q1: April - June

Q2: July – September

Q3: October – December

Q4: January – March

The term 2024/2025 Q1 would therefore refer to the period of April to June 2024.

Plan Preparation Stage	Expected Date/Period of Activity
Development Plan Scheme	Annually in Q1
Evidence Gathering Stages	
Evidence Gathering	Ongoing to 2024/2025 Q3
Fairer Scotland Duty Assessment	2024/2025 Q2
Public Sector Equality Duty Assessment	2024/2025 Q2
Habitats Regulations Appraisal	2025/2026 Q2 & Q3
Preparation of Local Place Plans	Ongoing to 2025/2026 Q1
Publication of Evidence Report	2024/2025 Q4
Gate Check Examination	2024/2025 Q4 to 2025/2026 Q1
Call For Ideas	2025/2026 Q1
Strategic Environmental Assessment: preparation of Environment Report	2025/2026 Q2 to 2026/2027 Q3
Consultation on Environment Report	2026/2027 Q3 & Q4
Plan Preparation Stages	
Preparation of Proposed Plan	2025/2026 Q2 to 2026/2027 Q2
Neighbour notification of proposed Development Sites	2026/2027 Q2
Publication of Proposed Plan	2026/2027 Q3
Preparation of Delivery Programme	2025/2026 Q4 to 2026/2027 Q2

Plan Preparation Stages	
Consultation on proposed Plan and Delivery Programme	2026/2027 Q3 to Q4
Consider responses & publish final proposed plan	2027/2028 Q1
Examination of Proposed Plan	2027/2028 Q2 to Q3
Adoption and Publication Stage	
Adoption of Local Development Plan	2027/2028 Q4
Adopt and publish delivery programme	2028/2029 Q1

An explanation of the various documents is provided below (in alphabetical order):

- Delivery Programme

A statement on how Dundee City Council proposes to implement the Local Development Plan. It is focussed on how the general outcomes of the Plan will be implemented rather than noting progress on a specific action or allocation (e.g., it will not seek to state when a particular housing development will be built).

- Development Plan Scheme

This statement, reviewed annually, that sets out the timetable for the preparation of the Local Development Plan and the consultation intentions which support that process.

- Evidence Report

This sets out the basis upon which Dundee City Council will prepare the Local Development Plan and will include an overview view on a wide range of matters related to the development and use of land in the city.

- Fairer Scotland Duty Assessment

This process assesses the Local Development Plan and how it pays due regard to reducing inequalities caused by socio-economic disadvantage during the preparation of plan policies and actions. It is a form of audit of the detail of planning policies and helps identify any unintended consequences of strategic decisions on the population of Dundee.

- Habitats Regulation Appraisal

Dundee City Council is required by law to consider whether a plan or project could have a likely significant effect on a designated European site, and if so carry out an appropriate assessment.

- Local Place Plans

These are community-led plans which set out a community's aspirations for the future development of an area and are considered when the Local Development Plan is being prepared. Dundee already benefits from [Local Community Plans](#) for all areas of the city which will also be taken into account.

- Public Sector Equality Duty Assessment

This assesses the Local Development Plan and how it pays due regard to reducing and eliminating wherever possible inequalities and discrimination against people with protected characteristics during the preparation of plan policies and actions. It is a form of audit of the detail of planning policies as they are prepared and helps identify any unintended consequences of such decisions on the population of Dundee.

- Proposed Local Development Plan

The Proposed Plan will reflect the Council's position on the development and use of land. This will be used for the purposes of consultation. Following consultation, the Proposed Plan will be amended as necessary to take account of representations received during consultation then submitted to the Scottish Government for examination.

- Strategic Environmental Assessment/Environment Report

The findings of a Strategic Environmental Assessment are published in the Environment Report. The assessment will review the content of the Local Development Plan for impacts on the environment. This is a continuous part of the plan preparation process. The environment report is published at the same time as the final proposed plan.

KEY UPDATES SINCE DEVELOPMENT PLAN SCHEME 2023

Evidence Report - Topic Paper Consultation

The Council are in the 'Evidence Gathering' stage of preparing a robust Evidence Report as part of the review of the Local Development Plan (LDP), and will be undertaking a continuous programme of works to progress towards the adoption of a new-style LDP.

The Evidence Report will be informed by consultation on a collection of topic papers which cover a range of planning themes set by the Scottish Government within National Planning Framework 4. A phased approach to topic paper consultation has commenced with the following topic papers having been published for consultation:

- Biodiversity, natural places, trees, and soils;
- Town Centre First and Economy; and
- Health & Safety.

A further 7 topic papers will be published for consultation by the end of Q2 2024 covering the following themes:

- Brownfield, vacant and derelict land, and buildings;
- Climate change, mitigation and adaptation, environmental responsibility;
- Design, quality and place;
- Water environment, open space, play and sport;
- Quality homes;

- Infrastructure first and local living; and
- Sustainable Transport

Key Agency Group – Collaborative Local Development Plan Pilot

Dundee City Council were chosen to receive this support from the Key Agencies Group. A total of 6 Local Authorities across Scotland are part of this new style of collective support.

A series of workshops have taken place with a range of internal and external stakeholders to provide support to the council planning team. These workshops commenced establishing a place-based collaborative approach with the rest of the council services and the Key Agency Group as part of their evidence gathering process for their Local Development Plan. The workshops provided opportunity for the Council services, key agencies and representatives from community groups to get together and discuss strategic and local matters affecting Dundee. It is anticipated this type of support will lay the foundations for potential ongoing collective work on spatial strategies, place briefs and masterplans at the Proposed Plan stage.

Place Standard Survey

An interactive Place Standard Survey has been developed for a period of consultation to allow for feedback on the quality of neighbourhoods in Dundee using the Place Standard Tool. The survey results will contribute to the evidence base for the next LDP and will help identify the key issues in the area and implications for the spatial strategy within the LDP.

Play Sufficiency Assessment

The Council are assessing the quality and sufficiency of spaces where children and young people play. An interactive online survey has been created to collect data on the frequency of use, identify popular locations, and address any safety or accessibility concerns. Children, young people, parents/carers and people who work with them are being invited to participate and share insights into the outdoor spaces they frequent, reasons for their choices, and activities they do while there. This will contribute to the evidence base for the forthcoming LDP and identify key issues related to play and recreation.

The Communities Team are supporting evidence gathering activities for preparation of the Evidence Report. This involves engaging with a range of community groups and awareness raising on the consultations as well as supporting members of these groups to complete the consultation surveys. This support ensures that there is a range of responses and offers support to particular groups who may not have ready access to the internet to complete mapped based online surveys.

PARTICIPATION STATEMENT

The Council is committed to encouraging wide ranging stakeholder and public involvement in the preparation of the Dundee Local Development Plan.

By inviting involvement at all stages of the Plan's preparation, the Council seeks to enable those with an interest in the area eg members of the public, businesses, key organisations, and community groups, to contribute their views before decisions are taken. This applies equally to those who support elements of the Plan as to those who wish to make objections. In doing so the Council will seek to ensure that:

- arrangements for participation are as open, transparent and practical as possible taking cognisance of the resources available to Dundee City Council;
- information is provided fully and as early as possible; and

- communication is provided through appropriate and widely accessible means, in particular noting the use of the council's website as the primary repository for documentation and information, but also through face to face meetings and printed media when appropriate.

The participation process will seek to involve a wide range of parties including:

- Public Sector Groups (including key government departments and agencies);
- Private Sector groups (including infrastructure providers, business, retail and housing development interests);
- established Community Groups (including Community Councils and other special interest groups);
- voluntary and environmental organisations;
- Local Community Planning Partnerships (LCPP); and
- all members of the community, including minority groups, younger citizens, disabled people, gypsies and travellers.

It must be noted that the Development Plan also utilises inputs from other documents such as the National Planning Framework, Community Plans, Local Place Plans, Play Sufficiency Assessments etc, which have their own separate consultation arrangements.

Special arrangements will be put in place for the bodies designated as Key Agencies by the Scottish Government:

- Historic Environment Scotland;
- Nature Scot;
- Scottish Environmental Protection Agency;
- Scottish Water;
- Scottish Enterprise;
- Tactran Regional Transport Partnership;
- NHS Tayside;
- Transport Scotland;
- Marine Scotland;
- Scottish Forestry; and
- Architecture and Design Scotland.

Dundee City Council will engage with the Key Agencies Group as part of a pilot project to support a collective approach to evidence gathering at early stages of the Plan.

E-mail Address

localdevplan@dundeecity.gov.uk

Postal Address

Local Development Plan
Planning Team
City Development Department
Dundee City Council
Dundee House
50 North Lindsay Street
Dundee
DD1 1LS

E-mail Mailing List and Keeping Informed:

To assist the Council in ensuring that those who want to be involved in the process are kept up to date on progress there is the opportunity to register contact details to receive future correspondence by e-mail.

To register details please send an e-mail to localdevplan@dundeecity.gov.uk

Your details will be used for occasional communications related to consultations and other related activities undertaken by Dundee City Council City Development Department. You can unsubscribe at any time.

General information and associated documents will be available through the webpages at www.dundeecity.gov.uk/localdevplan2 . Announcements will also be made via other channels, for example, including social media and statutory public notices in newspapers.

Making Representations

Throughout the plan preparation process Dundee City Council encourages everyone to make representations, both in support of the Plan and in raising representations or objections to it. This will be facilitated by e-mail (localdevplan@dundeecity.gov.uk) or via the website: www.dundeecity.gov.uk/localdevplan2 and in letter form.

Key Stages in the Process for Making Representations

We would encourage any person that wishes to raise an issue to be considered in the Local Development Plan to do so as early as possible and not necessarily wait until a formal consultation period. The Local Development Plan preparation process is complex, and it may not be possible to take into account late submissions of comments or representations.

The principal formal periods for consultation are:

Development Plan Scheme (this document): comments and suggestions are sought on the content of the Participation Statement to ensure effective engagement is undertaken.

Evidence Report: targeted consultation will occur to ensure the necessary evidence is being properly considered for inclusion in the report. The targeted consultation for the evidence report has included the publication of topics papers on a set of specific themes to align with the requirements of National Planning Framework 4 and this has been supported through engagement at an early stage with key agencies and stakeholder groups. In addition, place-based information on the quality of

neighbourhoods is being gathered utilising surveys such as Place Standard Tool and also through the survey on Play Sufficiency Assessment. General comments are also welcomed at any time during the plan preparation process.

Local Place Plans: these are community-led plans setting out proposals for the development and use of land and set out a community's aspirations for its future development. Once completed and then registered, they are to be taken into account in the preparation of the Local Development Plan. Community groups that are eligible to prepare Local Place Plans (eg, Community Councils) will be contacted directly by Dundee City Council and invited to prepare a plan. Consultation on those plans will be undertaken by the community groups and dates for that are out with control of Dundee City Council. Local Place Plans will require to be completed by summer 2025 in order to be considered during preparation of the Proposed Local Development Plan.

Call For Ideas: this activity seeks to encourage any person that has not already done so, to submit any idea for the plan to consider. This could include the need to protect an area of locally important green space; to propose a piece of land for a specific type of development or identify barriers to the positive development of an area in the city.

Proposed Local Development Plan Consultation: the Proposed Plan will represent Dundee City Council's position on the development and use of land in the city, based on the evidence gained until the point of publication. All persons will then have the opportunity to formally submit comments and representations either in support, or to seek a change from that position. In addition, any person who is an owner, lessee or occupier of land neighbouring a proposal site will receive direct notification.

Format of consultations and engagement:

- the Local Development Plan Review Webpage: www.dundee.gov.uk/localdevplan2 will be used throughout the plan preparation process as the primary location for hosting consultation documents and providing information;
- representations, comments, objections will only be accepted as formal submissions if submitted in writing with e-mail being the preferred means of communication;
- we will seek to provide accessible documents for all consultations but persons requiring alternative formats are urged to contact us to discuss their specific requirements so they can be accommodated as the plan preparation proceeds; and
- all submissions to the plan will be fully considered and mediation between contributing parties may be considered as a method of addressing competing or potentially contentious issues which cannot be resolved.

APPENDIX 3**DUNDEE CITY COUNCIL - STATEMENT ON CONSIDERATION OF MAKING A MASTERPLAN CONSENT AREA SCHEME**Consideration of the Duty to Periodically Consider Making MCA Schemes

Part 2 of the 2019 Act (Section 15) sets out the legal framework for preparing MCAs. The full provisions from the Act relating to MCAs and the associated regulations are not yet in force. We anticipate the MCA provisions being fully in place later in 2024. However, Schedule 5A Paragraph 5 is in force and requires planning authorities to consider whether it would be desirable to make a scheme for a part or parts of their district, and to publish a statement as to their consideration of that, by 25 July 2024.

As the MCA regulations are not yet in place, the Council have not yet identified or assessed potential locations for which it may be desirable to bringing forward an MCA scheme.

The Scottish Government has indicated that MCAs could be used to support delivery of the Local Development Plan. Once the legal basis for preparing MCAs is in place, the Council will consider whether it would be desirable to make any Masterplan Consent Area as part of our work on delivery linked to the Local Development Plan's Delivery Programme.

This Statement fulfils the Council's legal requirements under Schedule 5A Paragraph 5 of the Town and Country Planning (Scotland) Act, as amended.

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ITEM No ...5.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH, AND INFRASTRUCTURE COMMITTEE – 10 JUNE 2024

REPORT ON: SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 158-2024

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present sourcing strategies and seeks approval to commence with the procurement exercise in respect of each project.

2 RECOMMENDATION

- 2.1 It is recommended that Committee approves the commencement of a procurement exercise in respect of the projects described, based on the sourcing strategy detailed in Appendix 1.

3 SUMMARY OF SOURCING STRATEGIES

- 3.1 Proposed sourcing strategies for progressing by the Design and Property Division in relation to the projects detailed below.

Proposed Sourcing Strategies
20-50032 - Inspection, Testing, Service and Maintenance of Automatic Doors
20-50033 - Inspection, Testing, Service and Maintenance of Lightning Protection Systems
20-50042 - Inspection, Testing, Service and Maintenance of V&A Museum Security Systems
24-006 - Inspection, Testing, Service and Maintenance of Fan Convectors
DCC/CD/361/23 - Data Cabling Framework
PROC/CD/SXL/06/23 - Passenger Lifts Framework
23-017 - Children and Families Hub, 22-24 Crichton Street – Internal Alterations
22-007 - Shore Terrace – Internal Alterations
22-014 – Lochee Shop Refurbishment (112 and 116 High Street)
22-013 - Central Library Goods Lift
23-007 – DCA – Galleries 1 and 2 Powered Blinds and Lighting Replacement

4 FINANCIAL IMPLICATIONS

- 4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.

5 SOURCING STRATEGY SUMMARY

- 5.1 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. Bidders will go through a selection process to assess capability to the needs and requirement of the contract.

6 RISK ANALYSIS

- 6.1 There are 4 standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge:

Description of Risk	Actions To Be Taken to Manage Risk
Commercial Risk – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.
Technical Risk – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low Risk – a contract management process will be put in place with the use of KPI's.
Contractual Risk – being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low Risk - DCC are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

7 SUMMARY

- 7.1 It is recommended that the Committee approve this Sourcing Strategy and award appropriate delegated powers to the Executive Director of City Development to proceed as outlined.

8 POLICY IMPLICATIONS

- 8.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

9 CONSULTATIONS

- 9.1 The Council Leadership Team has been consulted in the preparation of this report.

10 BACKGROUND PAPERS

10.1 None.

Neil Martin
Head of Design and Property

Robin Presswood
Executive Director of City Development

NM/KM

8 May 2024

Dundee City Council
Dundee House
Dundee

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APPENDIX 1

SOURCING STRATEGY	Inspection, Testing, Service, and Maintenance of Automatic Doors
PROJECT NUMBER	20-50032
PROJECT INFORMATION	Sourcing strategy for the tender process for the H&S contract for the inspection, testing, service, and maintenance of Automatic Doors at 92 properties
PROPOSED CONTRACT DURATION	3 years, with a plus 2, plus 2 option to extend, totalling 7 years
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via Open Tender through Public Contracts Scotland, based on the sourcing strategy summarised in this report; b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder, following a tender process carried out in compliance with Public Contracts (Scotland) Regulations 2015; and. c notes that existing contract will be extended in duration to ensure service coverage. This is to allow the tendering process to be carried out.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous contracts, experience and market enquiries, the total cost of the contract is estimated to be £285K, inclusive of extension options and fees. The contract will be funded from the City Development Revenue (Property Health & Safety) budget.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p> <p>Any repair or maintenance works that are highlighted as being required through inspection and testing will be additional to the servicing contract and funded from the Revenue Property Health and Safety budget.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Inspection, Testing, Service, and Maintenance of Lightning Protection Systems
PROJECT NUMBER	20-50033
PROJECT INFORMATION	Sourcing strategy for the tender process for the H&S contract for the inspection, testing, service, and maintenance of Lightning Protection Systems at 56 properties
PROPOSED CONTRACT DURATION	3 years, with a plus 2, plus 2 option to extend, totalling 7 years
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via Open Tender through Public Contracts Scotland, based on the sourcing strategy summarised in this report; b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder, following a tender process carried out in compliance with Public Contracts (Scotland) Regulations 2015; and c notes that the existing contract will be extended in duration to ensure service coverage. This is to allow the tendering process to be carried out.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous contracts, experience and market enquiries, the total cost of the contract is estimated to be £140K, inclusive of extension options and fees. The contract will be funded from the City Development Revenue (Property Health & Safety) budget.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p> <p>Any repair or maintenance works that are highlighted as being required through inspection and testing will be additional to the servicing contract and funded from the Revenue Property Health and Safety budget.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Inspection, Testing, Service, and Maintenance of V&A Museum Security Systems
PROJECT NUMBER	20-50042
PROJECT INFORMATION	Sourcing strategy for the tender process for the H&S Contract for the inspection, testing, service, and maintenance of the various security systems at the V&A museum
PROPOSED CONTRACT DURATION	3 years, with a plus 2, plus 2 option to extend, totalling 7 years
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via Open Tender through Public Contracts Scotland, based on the sourcing strategy summarised in this report; b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder, following a tender process carried out in compliance with Public Contracts (Scotland) Regulations 2015; and c notes that the existing contract will be extended in duration to ensure service coverage. This is to allow the tendering process to be carried out.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous contracts, experience and market enquiries, the total cost of the contract is estimated to be £126K, inclusive of extension options and fees. The contract will be funded from the City Development Revenue (Property Health & Safety) budget.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p> <p>Any repair or maintenance works that are highlighted as being required through inspection and testing will be additional to the servicing contract and funded from the Revenue Property Health and Safety budget.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Inspection, Testing, Service, and Maintenance of Fan Convectors
PROJECT NUMBER	24-006
PROJECT INFORMATION	Sourcing strategy for the tender process for the H&S contract for inspection, testing, service, and maintenance of Fan Convectors at 18 properties
PROPOSED CONTRACT DURATION	3 years, with a plus 2, plus 2 option to extend, totalling 7 years
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via Open Tender through Public Contracts Scotland, based on the sourcing strategy summarised in this report; b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder, following a tender process carried out in compliance with Public Contracts (Scotland) Regulations 2015; and c notes that the existing contract will be extended in duration to ensure service coverage. This is to allow the tendering process to be carried out.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous contracts, experience and market enquiries, the total cost of the contract is estimated to be £118K, inclusive of extension options and fees. The contract will be funded from the City Development Revenue (Property Health & Safety) budget.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above then the matter will be reported back to committee for approval.</p> <p>Any repair or maintenance works that are highlighted as being required through inspection and testing will be additional to the servicing contract and funded from the Revenue Property Health and Safety budget.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Data Cabling Framework
PROJECT NUMBER	DCC/CD/361/23
PROJECT INFORMATION	Sourcing strategy for the procurement of a Multi Supplier Framework Agreement for Data Cabling to replace the existing framework which will expire on 30 th September 2024
PROPOSED CONTRACT DURATION	3 years, with a plus 1 to extend, totalling 4 years
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the framework described, based on the sourcing strategy summarised in this report. b delegates authority to the Executive Director of City Development to utilise the Multi Supplier Framework Agreement for Data Cabling, following an open tender process carried out on Public Contracts Scotland in compliance with the Public Contracts (Scotland) Regulations 2015, and to procure either by direct award for contracts up to £50,000 or through a mini competition carried out under the terms of the framework; and c notes that any contract awards to be made from this framework which are greater in value than £500k will be brought back to members for consideration in due course.
FINANCIAL IMPLICATIONS	There are no direct financial implications associated with this report. From previous experience within the existing framework, and market testing, the total cost of the contracts awarded is anticipated to be in the order of £250k for the four-year duration of the framework (3 years with an option to extend by 1 year).
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Passenger Lifts Framework
PROJECT NUMBER	PROC/CD/SXL/06/23
PROJECT INFORMATION	<p>Sourcing strategy for the procurement of a Multi Supplier Framework Agreement for Passenger/Goods Lifts to replace the existing framework is due to expire on 30 June 2024. The framework will be split into two lots: Lot 1 – Service, Repair and Maintenance of Passenger/Goods Lifts and Lot 2 – Installation of Passenger/Goods Lifts</p> <p>A further extension of existing framework duration will be necessary to allow the tendering process to be carried out. The new framework will commence on 1 November 2024.</p>
PROPOSED CONTRACT DURATION	2 years from 1 November 2024, with a plus 2 years extension option (totalling 4 years maximum).
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the framework described, based on the sourcing strategy summarised in this report; b delegates authority to the Executive Director of City Development and Neighbourhood Services to utilise the Multi Supplier Framework Agreement for Passenger/Goods Lifts, following an open tender process carried out on Public Contracts Scotland, in compliance with the Public Contracts (Scotland) Regulations 2015, and to make call-offs from the Framework as follows: <u>Lot 1 (Single Supplier Framework Lot):</u> Service, Maintenance and Repair of Passenger/Goods Lifts (direct award) carried out under the terms of the framework). <u>Lot 2 (Multi-supplier Framework Lot):</u> Installation of Passenger/Goods Lifts (by mini-competition carried out under the terms of the framework); c notes that any contract awards to be made from this framework which are greater in value than £500k will be brought back to members for consideration in due course; and d notes that the existing Framework will be extended in duration to ensure service coverage. This is to allow the tendering process to be carried out.
FINANCIAL IMPLICATIONS	There are no direct financial implications associated with this report. From previous experience within the existing framework, and market testing, the total cost of the contracts awarded is anticipated to be in the order of £1,200,000 for Lot 1 and £8,000,000 for Lot 2, for the four-year duration of the framework (2 years with an option to extend by 2 years).
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Young Persons Hub, 22-24 Crichton Street – Internal Alterations
PROJECT NUMBER	23-017
PROJECT INFORMATION	Sourcing Strategy for the tender process for the refurbishment of the former Discover Opportunities Offices at 22-24 Crichton Street to create a new City Centre Children & Families Service HUB.
PROPOSED CONTRACT DURATION	12-week duration – programme to be determined
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via mini competition on Scotland Excel – Property Maintenance and Refurbishment Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out, the total cost of the contract is anticipated to be £410k inclusive of non-contract allowances and fees.</p> <p>The contract will be part funded from the Whole Family Wellbeing Fund, and the balance from City Council Capital Plan 2024-29 – Design a Modern Council – property Lifecycle Development Upgrades – Structural Improvements & Property Upgrades.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above, then the matter will be reported back to committee for approval.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	1 Shore Terrace – Internal Alterations
PROJECT NUMBER	22-007
PROJECT INFORMATION	Sourcing Strategy for the tender process for improvement works to the Communities Offices at 1 Shore Terrace, to create a creche, improve reception space, augment small power provision and data connectivity and undertake associated improvements to fire safety.
PROPOSED CONTRACT DURATION	6-week duration – programme to be determined
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via mini competition on Scotland Excel – Property Maintenance and Refurbishment Framework, based on the sourcing strategy summarised in this report: and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out, the total cost of the contract is anticipated to be £175k inclusive of non-contract allowances and fees.</p> <p>The contract will be funded from the City Council Capital Plan 2024-29 – Design a Modern Council – property Lifecycle Development Programme – Structural Improvements & Property Upgrades.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above, then the matter will be reported back to committee for approval.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Lochee Shop Refurbishment (112 and 116 High Street)
PROJECT NUMBER	22-014
PROJECT INFORMATION	Sourcing Strategy for the tender process for the strip-out and refurbishment of the vacant shop units at 112 and 116 High Street, Lochee to prepare for marketing and re-let.
PROPOSED CONTRACT DURATION	4-week duration – programme to be determined
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via min-competition on Scotland Excel – Property Maintenance and Refurbishment Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries, the total cost of the contract is anticipated to be £110k inclusive of non-contract allowances and fees.</p> <p>The contract will be part funded from the City Council Capital Plan 2024-29 – Design a Modern Council – property Lifecycle Development Programme – Structural Improvements and Property Upgrades, part from UK Shared Prosperity Fund.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above, then the matter will be reported back to committee for approval.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	Central Library Goods Lift
PROJECT NUMBER	22-013
PROJECT INFORMATION	Sourcing Strategy for the tender process for the replacement of the Wellgate Library Goods Lift.
PROPOSED CONTRACT DURATION	12-week duration – programme to be determined
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a Approves the commencement of a procurement exercise in respect of the project described, via mini competition on the existing DCC Lifts Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £185k inclusive of non-contract allowances and fees.</p> <p>The contract will be part funded from the City Council Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Programme – Lifecycle Property Improvements.</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above, then the matter will be reported back to committee for approval.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

SOURCING STRATEGY	DCA – Galleries 1 and 2 Powered Blinds and Lighting Replacement
PROJECT NUMBER	23-007
PROJECT INFORMATION	Sourcing Strategy for the tender process for the replacement of the lighting and blinds in galleries 1 and 2 at the DCA. Consideration also to be given to replacement rooflights in the galleries.
PROPOSED CONTRACT DURATION	9-week duration – programme to be determined
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via direct award on MPF2 Places for People Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following a tender process carried out in compliance with Public Contracts (Scotland) regulations 2015.
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated cost of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £450k inclusive of non-contract allowances and fees.</p> <p>The contract will be part funded from the City Council Capital Plan 2024-29 – Tackle Climate Change – DCA Lifecycle Plant Replacement Programme</p> <p>Where the most economically advantageous tender is more than 10% greater than the sum detailed above, then the matter will be reported back to committee for approval.</p>
POLICY IMPLICATIONS	There are no issues
BACKGROUND PAPERS	None

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ITEM No ...6.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 10 JUNE 2024

REPORT ON: TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 134-2024

1 PURPOSE OF REPORT

1.1 This report details tenders received and seeks approval on acceptance thereof.

2 RECOMMENDATION

2.1 It is recommended that Committee approve the acceptance of the tenders submitted by the undernoted contractors as set out in the report, with the total amount, including allowances detailed in Appendix 1.

3 SUMMARY OF PROJECTS TENDERED

3.1 Tenders have been received by the Design and Property Division in relation to the projects detailed below.

Architects Projects - Reference and Description	Contractor
23-001 - Caird Hall – Replacement Lifts 1 & 2	Caltech Lifts
20-50046 – Various Properties – In-Service Inspection and Testing of Electrical Equipment (Area 2)	Construction Services
Mechanical Framework	Various
20-50036 – Various Properties – Inspection & Testing of Emergency Lighting (Area 1)	E W Edwardson

Engineers Projects - Reference and Description	Contractor
R3241 St Paul's RC Academy Noise and Light Assessments	Stantec UK Ltd
24-EI-R4123 Lansdowne Court Cycle Storage Facility	Broxap Limited

4 FINANCIAL IMPLICATIONS

4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.

4.2 Where the Council utilise a national or local framework to procure construction and engineering works, all tenderers that have been assigned to the relevant framework have previously been assessed on a qualitative and cost basis, ensuring a highly competitive benchmark is set for the framework supply chain.

5 BACKGROUND PAPERS

5.1 None.

6 POLICY IMPLICATIONS

- 6.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

7 CONSULTATIONS

- 7.1 The Council Leadership Team were consulted in the preparation of this report.

Neil Martin
Head of Design and Property

Robin Presswood
Executive Director of City Development

NM/KM

29 May 2024

Dundee City Council
Dundee House
Dundee

APPENDIX 1

PROJECT	Caird Hall – Replacement Lifts 1 & 2	
PROJECT NUMBER	23-001	
PROJECT INFORMATION	The works comprise the full replacement of 2 nr goods lifts which serve the Caird Hall complex	
ESTIMATED START AND COMPLETION DATES	October 2024 April 2025	
TOTAL COST	Contract	£369,374.00
	Non-contract allowances	£10,000.00
	Fees	<u>£30,000.00</u>
	Total	<u>£409,374.00</u>
FUNDING SOURCE	Capital Plan 2024-29 – Design a Modern Council – Property Lifecycle Development Programme – Lifecycle Property Improvements	
BUDGET PROVISION & PHASING	2023/2024	£13,732.95
	2024/2025	£370,641.05
	2025/2026	£25,000.00
ADDITIONAL FUNDING	None	
REVENUE IMPLICATIONS	None	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Procured through mini-competition through DCC Framework for the supply and installation of new lifts. One compliant offer received	
	Contractor	Submitted Tender
	Caltech Lifts Ltd, Dundee	£369,374.00
RECOMMENDATION	To accept the offer from Caltech Lifts Ltd	
SUB-CONTRACTORS	N/A	
BACKGROUND PAPERS	None	

PROJECT	Various Properties – In-Service Inspection and Testing of Electrical Equipment (Area 2)	
PROJECT NUMBER	20-50046	
PROJECT INFORMATION	In-Service inspection and testing to electrical equipment to 111 properties over a 5-year term contract	
ESTIMATED START AND COMPLETION DATES	August 2024 July 2029	
TOTAL COST	Contract	£664,123.14
	Non-contract allowances	£0.00
	Fees	£60,000.00
	Total	<u>£724,123.14</u>
FUNDING SOURCE	Revenue – Property Health and Safety	
BUDGET PROVISION & PHASING	2024/2025	£72,412.29
	2025/2026	£144,824.64
	2026/2027	£144,824.64
	2027/2028	£144,824.64
	2028/2029	£144,824.64
	2029/2030	£72,412.29
ADDITIONAL FUNDING	None	
REVENUE IMPLICATIONS	None	
POLICY IMPLICATIONS	There are no major issues.	
TENDERS	Negotiated contract	
	Contractor	Submitted Tender
	Construction Services	£664,123.14
RECOMMENDATION	To accept the offer from Construction Services	
SUB-CONTRACTORS	N/A	
BACKGROUND PAPERS	None	

PROJECT	Mechanical Services Framework
PROJECT NUMBER	N/A
PROJECT INFORMATION	Waiver for extension to Existing Framework Duration
ESTIMATED START AND COMPLETION DATES	Extension for the period: to 31 October 2024
TOTAL COST	Under Delegated Authority – Approval by Executive Director of Corporate Service for the Award of the Multi-supplier Framework. Report dated 9 May 2019 refers.
FUNDING SOURCE	Report dated 9 May 2019 refers.
BUDGET PROVISION & PHASING	Report dated 9 May 2019 refers.
ADDITIONAL FUNDING	None
REVENUE IMPLICATIONS	None
POLICY IMPLICATIONS	There are no major issues.
TENDERS	Continuation of Existing Framework Agreement to allow the competitive tendering process to be carried out (Report dated 9 May 2019 refers). Contractors who have agreed to extension: Taylor & Fraser Scan
RECOMMENDATION	Continuation of Existing Framework Agreement to allow the competitive tendering process to be carried out. Approval to proceed with competitive tendering process was granted 20 November 2023 (Committee Report number 325-2023).
SUB-CONTRACTORS	N/A
BACKGROUND PAPERS	None

PROJECT	Various Properties – Inspection and Testing of Emergency Lighting Systems (Area 1)			
PROJECT NUMBER	20-50036			
PROJECT INFORMATION	Inspection, testing and maintenance of emergency lighting systems to 130 properties on a 3-year term contract with the option to extend for 1 plus 1 years.			
ESTIMATED START AND COMPLETION DATES	July 2024 June 2029			
TOTAL COST	Contract			£239,136.50
	Non-contract allowances			£10,000.00
	Fees			£23,000.00
	Total			<u>£272,136.50</u>
FUNDING SOURCE	Revenue – Property Health & Safety			
BUDGET PROVISION & PHASING	2024/2025			£27,213.65
	2025/2026			£54,427.30
	2026/2027			£54,427.30
	2027/2028			£54,427.30
	2028/2029			£54,427.30
	2029/2030			£27,213.65
ADDITIONAL FUNDING	None			
REVENUE IMPLICATIONS	None			
POLICY IMPLICATIONS	None			
TENDERS	Procured as an open tender through Public Contract Scotland. Four compliant offers were received.			
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking
	EW Edwardson	£239,136.50	N/A	1
	Invincible Security	£582,750.00	N/A	2
	Lovats Group	£609,010.54	N/A	3
	Care Electrical Ltd	£817,379.28	N/A	4
RECOMMENDATION	To accept the offer from EW Edwardson, Glenrothes			
SUB-CONTRACTORS	None			
BACKGROUND PAPERS	None.			

PROJECT	St Paul's RC Academy Noise and Light Assessments			
PROJECT NUMBER	R3241			
PROJECT INFORMATION	A Specialist Consultant is required to carry out a residential pre and post noise impact assessment, along with a lighting assessment for an existing sports pitch at St Paul's RC Academy. These assessments are to determine the feasibility of permitting community use of the facility out with school operational hours and subsequent lighting levels associated with this.			
ESTIMATED START AND COMPLETION DATES	Start – June 2024 Completion – August 2024			
TOTAL COST	Contract		£11,250.00	
	Non-contract allowances		£750.00	
	Fees		<u>£3,000.00</u>	
	Total		<u>£15,000.00</u>	
FUNDING SOURCE	General Fund			
BUDGET PROVISION & PHASING	2024/2025		£15,000.00	
ADDITIONAL FUNDING	None			
REVENUE IMPLICATIONS	None			
POLICY IMPLICATIONS	There are no major issues.			
TENDERS	The Tender was by mini competition under Scotland Excel Engineering and Technical Consultancy Framework Ref 0820, Lot 3 and one bid was received			
	Contractor	Submitted Tender	Corrected Tender	Quality Ranking
	Stantec UK Ltd	£11,250.00	N/A	1
				Cost/Quality Ranking
				1
RECOMMENDATION	To accept the tender with the highest overall ranking score for cost and quality from Stantec UK Limited (Glasgow, Scotland)			
SUB-CONTRACTORS	N/A			
BACKGROUND PAPERS	None			

PROJECT	Lansdowne Court Cycle Storage Facility																		
PROJECT NUMBER	24-EI-R4123																		
PROJECT INFORMATION	<p>Provision of a 6m x 6.3m secure cycle storage facility that is only accessible by the residents of Lansdowne Court.</p> <p>This project aims to be a pilot scheme and will be monitored and evaluated following inception to determine the viability of expanding this form of provision to other multi-storey residences in the city.</p>																		
ESTIMATED START AND COMPLETION DATES	<p>July 2024</p> <p>November 2024</p>																		
TOTAL COST	Contract		£20,703.00																
	Non-contract allowances		£6,000.00																
	Fees		£4,964.00																
	Total		<u>£31,667.00</u>																
FUNDING SOURCE	Capital Plan 2024-29 – Tackle Climate Change and Reach net Zero Carbon emissions by 2045 – Transport and Infrastructure (Cycling Scotland Cycle Friendly Fund)																		
BUDGET PROVISION & PHASING	2024/2025		£31,667.00																
ADDITIONAL FUNDING	None																		
REVENUE IMPLICATIONS	None																		
POLICY IMPLICATIONS	There are no major issues.																		
TENDERS	<p>Quotations were invited from three suppliers and the following bids were received:</p> <table border="1"> <thead> <tr> <th>Contractor</th> <th>Submitted Tender</th> <th>Corrected Tender</th> <th>Quality Ranking</th> <th>Cost/Quality Ranking</th> </tr> </thead> <tbody> <tr> <td>Broxap Ltd</td> <td>£20,703.00</td> <td>N/A</td> <td>1</td> <td>1</td> </tr> <tr> <td>LockIt Safe Ltd</td> <td>£52,981.00</td> <td>N/A</td> <td>1</td> <td>2</td> </tr> </tbody> </table>				Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking	Broxap Ltd	£20,703.00	N/A	1	1	LockIt Safe Ltd	£52,981.00	N/A	1	2
Contractor	Submitted Tender	Corrected Tender	Quality Ranking	Cost/Quality Ranking															
Broxap Ltd	£20,703.00	N/A	1	1															
LockIt Safe Ltd	£52,981.00	N/A	1	2															
RECOMMENDATION	To accept the tender with the highest overall ranking score for cost and quality from Broxap Limited (Chesterton, Newcastle-under-Lyme)																		
SUB-CONTRACTORS	N/A																		
BACKGROUND PAPERS	None																		