

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Council held on Monday 6<sup>th</sup> September 2021 at 7 pm held virtually by Zoom.

Present: Councillors S D Eva (Town Mayor), K J Edwards (Deputy Mayor), D E Clegg, L D Coley, D V Evans BEM, G F Evans MBE, A J Jewell CC, J Kirkham CC, J C Robinson, B M A Ross, A J Rowe, J M Spargo and Z Young

In Attendance: R J Gates (Town Manager)  
V Rogers (Administration Officer)  
D Sharpe (Communications Officer)  
Councillor L Magowan (Cornwall Council –Arwenack ED)  
Cannon W Stuart-White (Mayor’s Chaplain)

### **PRAYERS**

Prior to the commencement of the meeting prayers were said by the Mayor’s Chaplain.

### **C5492 APOLOGIES**

Apologies for absence were received and approved from Councillors Chin-Quee (IT issues), Rowe (Regional Scout meeting) and Seiler (work).

### **C5493 INTERESTS AND DISPENSATIONS**

Councillor Eva declared a disclosable interest in Minute Number C5504 as he owns a property which was currently rents to students, he left the meeting for the consideration of that item and Councillor Edwards took the Chair.

### **C5494 MINUTES**

It was proposed by Councillor Kirkham, seconded by Councillor Ross and

**RESOLVED** that the minutes of the meeting held on 26<sup>th</sup> July 2021 be confirmed as a correct record and signed by the Chairman.

### **C5495 TOWN MAYOR’S REPORT**

The Town Mayor reported he had attended Bodmin Mayor Making, Firework boat trip, the back to school drop-in at The Huddle, Bodmin Rifles, Flushing Yacht Club to present Falmouth Week sailing trophies, RBL Penryn VJ Service and 100<sup>th</sup> Anniversary celebration, Launceston Mayor Making, Tall Ship visit, Mor Media Launch and Parklive at the Princess Pavilion, Falmouth and Penryn Sea Cadets thank-you evening, St Ives Mayoral Reception, Boscawen Fields Action Group Coastal Footpath event and the opening of the Swanvale Boardwalk.

The Town had dealt with 2 missing children recently and with the assistance of the Town Team, Infinitus Security, CCTV and the staff at Trago Mills were able to reunite them with their families.

He advised Councillors that the Government Procurement Policy Note – Taking Account of Social Value in the Award of Central Government Contracts would be discussed at the next Finance and General Purposes Committee meeting.

The Town Mayor reminded Councillors of their obligation to observe the Council's Standing Orders, in particular the Media Policy.

**C5496 DEPUTY MAYOR'S REPORT**

The Deputy Mayor had been busy on a personal level with the school holidays but had also attended the opening of the Georgia's Voice shop, Boscawen Fields Action Group Coastal Footpath event and the opening of the Swanvale Broadwalk. She acknowledges the work of the Grounds and Facilities Team fulfilling projects and driving them forward.

**C5497 PUBLIC QUESTIONS**

None received.

**C5498 POLICE REPORT**

None received.

**C5499 FIRE RESCUE AND COMMUNITY SAFETY SERVICE REPORT**

The Fire Rescue and Community Safety Service Report was duly noted and forms part of these minutes.

**C5500 COMMUNITY LINK OFFICER'S REPORT**

No report.

**C5501 CORNWALL COUNCILLORS REPORTS**

Penwerris

Councillor Kirkham updated on the issues with housing and social care. She had attended a Central Government Covid Response Team meeting and was pleased that Falmouth had hosted the local vaccination clinics but felt that more was needed. The next vaccination clinic in Falmouth is on 17<sup>th</sup> September 2021.

Boslowick

Councillor Jewell advised that he had met with Highways to discuss the road behind Swanpool to look at reducing the speed limit from 40mph to 20mph. He had met with Wainhomes regarding the proposed play area and Linden Homes to discuss the progress of the footpath which was still to be completed. He had met with Drystan Jones from The Docks regarding the footpath at the bottom of Turnaware Road. He had attended two Central Planning Committee meetings to discuss the planning applications for Hooked on the Rocks and White Wings and both had been turned down.

Arwenack

Councillor Magowan updated on the issues with campervans around the sea front area and was looking to organise a Working Group to look at long term solutions for this and also for the issue of speeding around Pendennis Point. He hopes to hold the first meeting with residents and businesses in October. He had supported Falmouth Community Football, Community Express and the school crossing patrol at King Charles School from his Community Grant. He is looking at parking issues around the town and how parking permits are allocated and issued to residents.

### Trescobeas and Budock

Councillor Saunby reported that he had been negotiating with Highways regarding the lack of parking in the Acacia Road area and had asked the Portfolio Holder to visit the site. One option that is being looked at is to make Acacia Road and Oakfield Road one way which would allow for more parking provision. Work is almost complete at the site of the old Roslyn Hotel and he was looking to ensure that the final building work is completed to the fencing and wall before the builders leave the site. He has also dealt with a number of issues regarding overgrown paths.

### **C5502 COMMITTEE REPORTS**

The Finance and General Purposes Committee Report dated 23<sup>rd</sup> August 2021 was presented by Councillor Robinson, Chair of the Committee.

It was proposed by Councillor Robinson, seconded by Councillor Ross and

**RESOLVED** that the Report of the Committee dated 23<sup>rd</sup> August 2021 be approved.

The Planning Committee Report dated 26<sup>th</sup> July 2021 was presented by Councillor Spargo, Vice-Chair of the Committee.

It was proposed by Councillor Spargo, seconded by Councillor Eva and

**RESOLVED** that the Report of the Committee dated 26<sup>th</sup> July 2021 be approved.

The Planning Committee Report dated 16<sup>th</sup> August 2021 was presented by Councillor Spargo, Vice-Chair of the Committee.

It was proposed by Councillor Spargo, seconded by Councillor Eva and

**RESOLVED** that the Report of the Committee dated 16<sup>th</sup> August 2021 be approved.

The Licensing Committee Report dated 23<sup>rd</sup> August 2021 was presented by Councillor Saunby, Chair of the Committee.

It was proposed by Councillor Saunby, seconded by Councillor Clegg and

**RESOLVED** that the Report of the Committee dated 23<sup>rd</sup> August 2021 be approved.

### **C5503 FALMOUTH BEACHES MANAGEMENT**

The minutes of the Falmouth Beaches Management Group dated 28<sup>th</sup> May were duly noted.

### **C5504 MOTION BY COUNCILLOR KIRKHAM AND COUNCILLOR D EVANS BEM – HOUSING EMERGENCY IN FALMOUTH**

Councillor Eva left the meeting for the discussion of this item and Councillor Edward took the Chair.

Councillor Jewell also left the meeting during the discussion to attend to an urgent work related matter.

This Council recognises that a housing emergency exists in Falmouth and :

Calls upon the government to:

1. Finally end the loophole that permits owners of second homes and holiday lets to avoid paying both Council tax and Business rates;
2. Allow Cornwall Council to charge a levy for second homes and holiday lets in Cornwall and ringfence the money for the provision of social/council housing in Cornwall;
3. End the right to buy scheme;
4. Change the planning regulations to require a change of use application for properties to be used as second homes and holiday lets rather than residential use;
5. Introduce regulation of properties used for holiday lets which permits local authorities to set limits on percentage of properties available for let;
6. Introduce safeguards for renters so they cannot be evicted at only 2 months notice for no good reason and ensure they are offered secure and humane tenancy agreements.

And calls upon Cornwall Council to:

1. Enforce covenants on ex council houses that prohibit the use of the property for anything other than the residential use of local people that they were designed and built for with public money.
2. Change the definition of affordable, so that local people on their local wages can live in security in Cornwall.
3. Prioritise the urgent provision of council housing in Falmouth.

It was proposed by Councillor Edwards, seconded by Councillor Kirkham and

**RESOLVED** that the Council requests that the Neighbourhood Development Plan Group and Place Shaping Group take forward the actions in the Motion.

#### **C5505 TOWN MANAGEMENT REPORT**

The Town Manager presented the his report that was duly noted and forms part of these minutes.

The Town Manager introduced Donna Sharpe, Communications Officer, who outlined her priorities based on the Peer Review.

#### **C5506 TOWN CLERK'S REPORT**

The Town Manager presented the Town Clerk's report that was duly noted and approved and is attached as part of these minutes.

#### **C5507 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Edwards, seconded by Councillor Evans and

**RESOLVED** that in view of the confidential nature of contractual matters and personal information it is advisable in the public interest that the press and public be excluded from the meeting.

**COUNCIL MINUTES – PART II**

**C5508 COMMITTEE REPORTS – PART II**

The Staffing Committee Report dated 9<sup>th</sup> August 2021 was presented by Councillor Coley, Chair of the Committee.

It was proposed by Councillor Coley, seconded by Councillor Kirkham and

**RESOLVED** that the Report of the Committee dated  
9<sup>th</sup> August 2021 be approved.

There being no further business to transact the Town Mayor declared the meeting closed at 8.15 pm.

Signed..... Date.....



**CORNWALL**  
**FIRE & RESCUE SERVICE**  
A service of Cornwall Council

# Cornwall Fire, Rescue and Community Safety Service

Falmouth Town Council Report ( June to August 2021)

**Working together  
to make  
Cornwall safer**



## Introduction

The data used for compiling this report has solely come from the Cornwall Council Resilient Cornwall Fire and Rescue Service reporting site. The tracker is used as a method of recording the service activities with regard to our Service delivery and core values covering Protection, Prevention and Response.

## Protection

### Tactical Information Files – for higher risk premises

The watches completed **2** visits this period.

A TIF visit is an information gathering exercise where watches collate and check the data held about commercial premises.

Changes to our ways of working due to the COVID pandemic has led to a more risk based approach relying on gathering this information remotely and studying potential operational considerations by table top exercises and risk review.

An example of the sort of premises covered by a TIF would be a large manufacturing company, or a medium-large hotel.

### Operation Fire Safety Visits – for lower risk premises

With Covid-19 restrictions now being eased all watches have started carrying out low risk visit each watch must completed **2 visits a month** also in addition we will be visiting farms giving fire safety advise.

An OFSV is a brief visit carried out on premises whose risk is deemed to be more generic. The aims are to identify the use and occupier of the building, and to inform and advise the occupier of their legal responsibility to protect from the risk of fire in line with the Regulatory Reform Fire Safety Order 2005.

## Prevention

### Home Fire Safety Checks

During this quarter, crews carried out **20 HFSCs**.

This is a free service we offer to all residents, be they home owners or tenants. The crew base their advice around a booklet entitled Fire Safety in the Home, but tailor the information specifically to the hazards identified during their visit. The crew also carry free smoke detectors to fit if appropriate.

Activity has been limited due to COVID 19 restrictions, however visits have been focussed on high risk referrals made from our central support team along with local requests from members of the public.

## Community Engagement

Activity has been limited due to COVID restrictions but with the tour Britain coming on the 5<sup>th</sup> September watches will be around carrying out a cycle initiative and messages will be put on social media.

Watches have been patrolling the benches most evening giving fire safety advise this will continue until the end of September hopefully you have seen an impact has a service, we have seen a reduction in calls.

## Response

The following list summarises only the types of incidents we attended during this period:

Summary	June	July	August		
Fire	31	25	25		
False Alarm	25	15	17		
Special Service	11	17	9		
Grand Total	67	57	51		

During this period incidents were divided 53.33% Day and 46.67% Night.

If you would like this information in another format or language please contact:

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Hall, Treyew Road, Truro  
TR1 3AY

Telephone: **0300 1234 100**

Email:  
**enquiries@cornwall.gov.uk**  
**www.cornwall.gov.uk**



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Follow Cornwall Fire, Rescue and Community Safety Service on Twitter @CornwallFRS





## **Town Management Report to Falmouth Town Council 06/09/21**

### **Covid cases and impact**

- While we are all aware of the continuing challenges with cases across Falmouth and Cornwall, I am pleased to confirm the pop-up vaccinations centres that we have pushed for have been a huge success. We have had a handful of these taking place with more planned. These have been on the Moor and Church Corner receiving the highest volume of jabs across the county. I would like to say a big thank you to everyone from Town/NHS/Cornwall Council who have worked together to ensure this takes place and continues to do so.
- I am also keen that we do another roll out of LFT's across the town over the next couple of weeks.
- The county is in special measures and at the time of compiling this report I am waiting on further detail to what exactly this is. I know Cllr Jayne Kirkham is chasing as well.
- There are still the huge challenges for staffing at various businesses across the town and that is likely to continue for some time. Students returning soon may alleviate this to some degree with additional people available for work.

### **Town radio scheme linking with security and businesses**

- While we have had an effective town radio system for a long time which we use for road closures/events and various comms, what has always been a struggle is business take up. The BID initiated a scheme last year that would pay for 50% of the radios for businesses. With covid this took a while to get going but during this summer and direct comms with businesses from Infinitus Security take up is going really well and Richard Wilcox has extended the scheme. A big thank you to Kim and his team for helping to make the town safer.

### **Falmouth Week**

- I can safely say this has been the most challenging event to organise over all the years of planning the various activities. With so many changes and amendments due to Covid particularly.
- I am pleased to say there was a great atmosphere in the town and footfall was strong. Obviously disappointing about the Red Arrows especially as the weather was so good on other days. So much work goes into that event as just one part of the week. The evening entertainment went ahead for three nights, and this had multiple changes. It was the first time that it took place on Church Street car park and lots of people liked the venue. There were some challenges with sound and lighting for nearby properties and this is a work in progress as would be the case with any new venue.

- The Moor activities were very well received and a good mix across the week and this will certainly continue in future years.
- A huge number of positive comments that the event was able to go ahead, I think everyone needed it! And a big thank you to Emma and Ruth who have worked tirelessly to implement and plan everything and to the Maintenance team for juggling all the different actions required.

### **Oyster Festival**

- The organisers of the Oyster Festival have made the decision to not go ahead with the festival this year due to the Covid situation as predominately it would all be within a marquee verse's other events that have been outdoors.

### **Tour of Britain**

- The focus that I have mentioned before will be the seafront and Pendennis Point. This is more about people coming out to watch the event instead of lots of separate individual smaller events due to the time it passes through. As you may have seen there is a full road closure around Pendennis Point from 10am-2pm but the remainder will be via a rolling road closure that Sweetspot the organisers facilitate.



**FALMOUTH TOWN COUNCIL**  
**6<sup>th</sup> SEPTEMBER 2021**  
**TOWN CLERK'S REPORT PART I**

**ITEM NO.**

**1. COVID RESTRICTIONS**

Cases remain high and are rising nationally and locally. The Council will continue to operate its Covid safety measures regarding its operations and public access to its facilities. The Falmouth Information Service will increase operation from 0900 to 1600 hours from 1<sup>st</sup> October 2021. Continuation of remote working practices, a requirement to wear face masks, ventilation, to remain distanced and sanitise hands. Risk assessments remain as previously reported.

The Council has not been convening physical meetings and has operated virtual councillor sessions and use of the delegated powers process (Minute C5449). This is due to be reviewed and consideration should now be given to this.

**2. COMPLAINTS**

Two related complaints from Ms Cowee and Ms Brown have been processed and concluded under the Council's procedure both relating to the employee conduct.

A complaint from Ms Thomas has been processed and substantiated regarding employee behaviour. The matter has been dealt with satisfactorily.

A complaint from Mr Hill was investigated and rejected regarding employee behaviour as it was mistaken identity.

The Monitoring Officer reported that he has partially rejected a complaint regarding Councillor Young.

**3. PROCUREMENT POLICY NOTE – SOCIAL VALUE**

Councillor Robinson has requested that the Council considers the attached Policy Procurement Note and adapts similar approaches when considering awarding contracts.

Councillor Kirkham has requested that a review of the Council's procurement rules in its Standing Orders and Financial Regulations be undertaken, with a view to embedding sustainable and ethical suppliers and local suppliers preference.

#### **4. TRAVELLER ENCAMPMENT AT DRACAENA**

The Council had to take action via its appointed bailiffs and our security contractor to remove an unauthorised encampment at Dracaena and has taken measures to try and prevent any further unauthorised access. This had to be a reactive process, to that end we will develop a protocol to deal with future incursions should they occur.

Mark Williams FCG FSLCC  
Town Clerk  
August 2021

# Procurement Policy Note – Taking Account of Social Value in the Award of Central Government Contracts

Action Note PPN 06/20

September 2020

## Issue

1. This Procurement Policy Note (PPN) launches a new model to deliver social value through government's commercial activities. Central government organisations should use this model to take account of the additional social benefits that can be achieved in the delivery of its contracts, using policy outcomes aligned with this Government's priorities.

## Action

2. Social value should be explicitly evaluated in all central government procurement, where the requirements are related and proportionate to the subject-matter of the contract, rather than just 'considered' as currently required under the Public Services (Social Value) Act 2012. Unnecessary burdens should not be placed on commercial teams or suppliers.

3. In scope organisations must:

- Familiarise themselves with the social value model at Annex A, including the menu of priority policy themes and outcomes that can be applied in new procurements.
- Ensure all those involved in commercial activity in the organisation complete the e-learning on social value which can be accessed via the [Government Commercial College](#).

4. Further detailed guidance on applying the model will be published on GOV.UK. Procurements related to construction, capital investment and infrastructure projects above £10m should use the priority themes and outcomes in applying the Balanced Scorecard for Growth ([PPN 09/16](#)) and the guidance on this will be updated.

## Dissemination and Scope

5. This Procurement Policy Note (PPN) applies to procurements covered by the Public Contracts Regulations 2015, and applies to all Central Government Departments, their Executive Agencies and Non Departmental Public Bodies. Together these are referred to in this PPN as 'In-Scope Organisations'. Please circulate this PPN within your organisation, drawing it to the attention of those with a commercial and procurement role.

## Timing

6. This PPN is effective from the date of publication. The social value model should be applied to all new procurements from 1 January 2021.

## Background

7. Whilst the overarching objective for the Government's commercial activities will remain achieving the best commercial outcome, it is right that the Government applies its

commissioning to supporting key social outcomes. The public sector must maximise social value effectively and comprehensively through its procurement. Applying social value requirements in procurement can have a significantly positive impact by broadening the benefits that are delivered.

8. A joint team from Cabinet Office and the Department for Digital, Culture, Media and Sport (DCMS), working with Claire Dove, the Government's Crown Representative for Voluntary, Community and Social Enterprises (VCSEs), have designed a social value delivery model for central government buyers drawing on examples of best practice in local government. Commercial specialists, policymakers, small and large businesses and the VCSE sector have been engaged in the design.

9. In 2019, the Cabinet Office consulted on aspects of the model including the delivery metrics. The Government response to the consultation has been published alongside this PPN. The model has also been updated to reflect the impact of COVID-19.

10. The model articulates for commercial teams the areas of priority focus for social value delivery in central government procurement, in the form of policy themes and outcomes. From this menu, commercial teams should select objectives that are relevant and proportionate to their procurement, for example creating employment opportunities for those who face barriers such as prison-leavers. Detailed guidance on application of the model will be published shortly. This will provide buyers with comprehensive standardised information to accompany each of the outcomes so they can be seamlessly included in the procurement, including standard award criteria, delivery objectives that describe 'what good looks like', and metrics for contract management and reporting.

11. This consistency means the process for defining social value will be standardised. It provides a clear, systematic way to evaluate these priority policies in the award of a contract. Evaluation of the social value aspect of bids should be qualitative so all potential suppliers, including SMEs, VCSEs and those new to government business, can successfully bid by describing what they will deliver and how they will deliver it (i.e. it is the quality of what is being offered that will count in the evaluation, not the quantity).

12. Application of the model will be mandatory in central government but commercial teams retain flexibility in deciding which of the outcomes should be applied to their particular procurement to ensure relevance and proportionality. A minimum weighting of 10% of the total score for social value should be applied in the procurement to ensure that it carries a heavy enough score to be a differentiating factor in bid evaluation; a higher weighting can be applied if justified.

13. The Cabinet Office is making training products available to support implementation of the model in central government. E-learning is available via the [Government Commercial College](#), and training workshops are available to be booked via [sv@cabinetoffice.gov.uk](mailto:sv@cabinetoffice.gov.uk). Training sessions can be arranged by organisational cohort.

## **Contact**

14. Enquiries about this PPN should be directed to the Crown Commercial Service Helpdesk on [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk).

Annex A - Themes and Outcomes		
Theme	Policy Outcome	Delivery objectives - what good looks like
<b>COVID-19 recovery</b>	<b>Help local communities to manage and recover from the impact of COVID-19</b>	<p>Activities that, in the delivery of the contract:</p> <ul style="list-style-type: none"> <li>- Create employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors.</li> <li>- Support people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding.</li> <li>- Support organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services.</li> <li>- Support the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services.</li> <li>- Improve workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions.</li> </ul>
<b>Tackling economic inequality</b>	<b>Create new businesses, new jobs and new skills</b>	<p>Activities that, in the delivery of the contract:</p> <ul style="list-style-type: none"> <li>- Create opportunities for entrepreneurship and help new, small organisations to grow, supporting economic growth and business creation.</li> <li>- Create employment opportunities particularly for those who face barriers to employment and/or who are located in deprived areas.</li> <li>- Create employment and training opportunities, particularly for people in industries with known skills shortages or in high growth sectors.</li> <li>- Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications.</li> <li>- Influence staff, suppliers, customers and communities through the delivery of the contract to support employment and skills opportunities in high growth sectors.</li> </ul>
	<b>Increase supply chain resilience and capacity</b>	<p>Activities that:</p> <ul style="list-style-type: none"> <li>- Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals.</li> <li>- Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services.</li> <li>- Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity.</li> <li>- Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract.</li> <li>- Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain.</li> <li>- Influence staff, suppliers, customers and communities through the delivery of the contract to support resilience and capacity in the supply chain.</li> </ul>



<b>Fighting climate change</b>	<b>Effective stewardship of the environment</b>	<p>Activities that:</p> <ul style="list-style-type: none"> <li>- Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions.</li> <li>- Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.</li> </ul>
<b>Equal opportunity</b>	<b>Reduce the disability employment gap</b>	<p>Activities that:</p> <ul style="list-style-type: none"> <li>- Demonstrate action to increase the representation of disabled people in the contract workforce.</li> <li>- Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications.</li> <li>- Influence staff, suppliers, customers and communities through the delivery of the contract to support disabled people.</li> </ul>
	<b>Tackle workforce inequality</b>	<p>Activities that:</p> <ul style="list-style-type: none"> <li>- Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce.</li> <li>- Support in-work progression to help people, <i>including</i> those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract.</li> <li>- Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain.</li> </ul>
<b>Wellbeing</b>	<b>Improve health and wellbeing</b>	<p>Activities that:</p> <ul style="list-style-type: none"> <li>- Demonstrate action to support the health and wellbeing, including physical and mental health, in the contract workforce.</li> <li>- Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health.</li> </ul>
	<b>Improve community integration</b>	<p>Activities that:</p> <ul style="list-style-type: none"> <li>- Demonstrate collaboration with users and communities in the codesign and delivery of the contract to support strong integrated communities.</li> <li>- Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities.</li> </ul>