

# **BOROUGH OF BARROW-IN-FURNESS**

## **EXECUTIVE COMMITTEE**

Meeting, Wednesday, 25th June, 2014  
at 2.00 p.m. (Committee Room No. 4)

**NOTE:** Group Meetings at 1.15 p.m.

## **A G E N D A**

### **PART ONE**

1. To note any items which the Chairman considers to be of an urgent nature.
2. To receive notice from Members who may wish to move any delegated matter non-delegated and which will be decided by a majority of Members present and voting at the meeting.
3. Admission of Public and Press

To consider whether the public and press should be excluded from the meeting during consideration of any of the items on the agenda.

4. Declarations of Interest

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

5. To confirm the Minutes of the meeting held on 14th May, 2014 (copy attached) (Pages 1-11).
6. Apologies for Absence/Attendance of Substitute Members.

### **FOR DECISION**

- (D/R) 7. Recommendations of the Housing Management Forum, 12th June, 2014 (copy attached) (Pages 13-22).

- (D) 8. Business Improvement Team (Pages 23-28).
- (D) 9. Burlington House (Pages 29-30).
- (D) 10. Craven House (Pages 31-32).
- (D) 11. Email and Internet Acceptable Use Policy (Pages 33-34).
- (R) 12. Adoption of the Walney Island Coastal Management Strategy (Pages 35-37).
- (D) 13. Efficiency Support Grant (Pages 38-39).
- (D) 14. National Union of Rail Maritime and Transport Workers (Pages 40-41).
- (D) 15. Extension of Term for Lease of Cavendish Park to Barrow Island Community Sports Trust (Pages 42-43).
- (D) 16. Town Hall - Ground Floor Alterations and Refurbishment (Pages 44-47).

**NOTE (D) - Delegated  
(R) - For Referral to Council**

**Membership of Committee**  
**Councillors**

Pidduck (Chairman)  
Sweeney (Vice-Chairman)  
Barlow  
Bell  
Biggins  
Garnett  
Graham  
Guselli  
Hamilton  
Irwin  
Richardson  
Seward

**For queries regarding this agenda, please contact:**

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## **EXECUTIVE COMMITTEE**

Meeting: Wednesday 14th May, 2014  
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Bell, Irwin, Pemberton, Seward, C. Thomson and M. A. Thomson.

### **1 – The Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 and Access to Information (Variation) Order 2006**

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act, 1972 the public and press be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Paragraph 1 (Minute Nos. 13 and 14) of Part One of Schedule 12A of the said Act.

### **2 – Minutes**

The Minutes of the meetings held on 26th March and 30th April, 2014 were agreed as a correct record.

### **3 – Apologies for Absence**

Apologies for absence were received from Councillors Biggins, Hamilton and Guselli.

Councillors M. A. Thomson, C. Thomson and Pemberton substituted for Councillors Biggins, Hamilton and Guselli respectively for this meeting only.

### **4 – Appointments on Outside Bodies, Panels, Working Groups etc.**

The Executive Director reminded the Committee that at the Annual meeting on 13th May, 2014 the allocation of seats in respect of Forums, Panels, Working Groups etc. and certain Outside Bodies had been considered by Council.

Council was asked to recommend with the exception of the Housing Management Forum the allocation of seats on Outside Bodies, Forums, Panels, Working Groups etc. be delegated to the appropriate Committees to make the necessary appointments.

RESOLVED:- (i) To approve the under-mentioned Outside Bodies in accordance with Notional Seat Allocations; and

(ii) To agree the under-mentioned appointments to Outside Bodies, Forums, Panels and Working Groups:-

## **REPRESENTATIVES ON OUTSIDE BODIES, ETC. 2014/2015**

- (1) AIR TRAINING CORPS (NO. 128 SQUADRON)  
The Mayor
- (2) ASKAM AND IRELETH COMMUNITY CENTRE MANAGEMENT COMMITTEE  
Councillors Bell, Doughty, Murray and Thurlow
- (3) BAE SYSTEMS MARINE LTD LOCAL LIAISON COMMITTEE  
Councillors Cassidy, Pointer and Sweeney
- (4) BARROW AND DISTRICT COMMUNITY ACTION SAFETY GROUP  
Councillors Biggins and Pointer
- (5) BARROW CHILDREN'S CENTRES ADVISORY GROUP  
Councillor Preston
- (6) BARROW COMMUNITY SAFETY PARTNERSHIP  
Councillors Hamilton and Pidduck
- (7) BARROW-IN-FURNESS SEA CADET CORPS COMMITTEE  
The Mayor
- (8) BARROW WASTEWATER TREATMENT WORKS LOCAL FORUM  
Councillors Graham, Guselli and Wall
- (9) BILLINCOAT CHARITY TRUST  
Councillors Bell, Doughty, Maddox, Murray, Thurlow and Wilson
- (10) BUCCLEUCH HALL MANAGEMENT COMMITTEE  
Councillor Doughty
- (11) CENTRAL AND HINDPOOL NEIGHBOURHOOD MANAGEMENT BOARD  
Leader (Councillor Pidduck) plus Councillors Irwin and M. A. Thomson
- (12) CENTRICA LIAISON COMMITTEE  
Councillors Irwin, Johnston and Pointer
- (13) CHILDREN'S AND YOUNG PEOPLE'S WORKING GROUP  
Councillor McKenna
- (14) CITIZENS' ADVICE BUREAU TRUSTEE BOARD  
Councillors Murray and Pointer
- (15) CUMBRIA ALCOHOL AND DRUG ADVISORY SERVICE BOARD  
The Mayor

- (16) CUMBRIA HOUSING EXECUTIVE GROUP  
Councillor Hamilton
- (17) CUMBRIA PENSIONS FORUM  
Councillor Wilson
- (18) CUMBRIA PLAYING FIELDS ASSOCIATION  
Councillor Callister
- (19) CUMBRIA STRATEGIC WASTE PARTNERSHIP  
Councillor M. A. Thomson
- (20) DALTON COMMUNITY ASSOCIATION  
Councillor Wilson
- (21) DUDDON ESTUARY PARTNERSHIP  
Councillor Murphy and Councillor Doughty
- (22) EQUALITY MEMBER CHAMPIONS GROUP  
Councillor Sweeney  
Substitute: Councillor Doughty
- (23) FRIENDS OF WALNEY  
Councillor Callister
- (24) FURNESS ENTERPRISE: SUPERVISORY BOARD  
The Leader – Councillor Pidduck
- (25) FURNESS HEALTH AND WELLBEING FORUM  
Councillors Graham, Sweeney and Williams
- (26) FURNESS MARITIME TRUST  
Council of Trustees: - Councillors Cassidy, Irwin, Murphy and Pointer plus  
the Executive Director and Director of Resources
- (27) HEALTH AND WELLBEING SCRUTINY COMMITTEE  
Councillor Wall  
Substitute: Councillor Cassidy
- (28) INTERNATIONAL NUCLEAR SERVICES LIMITED: RAMSDEN  
DOCK TERMINAL STAKEHOLDER GROUP  
Councillors Biggins, Irwin, Johnston and Pidduck
- (29) JOINT RURAL COMMITTEE  
Councillors Murray and Thurlow
- (30) KEEPING OUR FUTURE AFLOAT  
Councillor Pidduck

- (31) LAKES WORLD HERITAGE SITE STEERING GROUP  
Councillor Murphy
- (32) LIBERATA PARTNERSHIP BOARD  
Councillors Barlow, Guselli and Sweeney
- (33) LOCAL GOVERNMENT ASSOCIATION: GENERAL ASSEMBLY  
Councillor Pidduck
- (34) LOCAL GOVERNMENT ASSOCIATION NUCLEAR ISSUES SPECIAL INTEREST GROUP  
Councillor Sweeney  
Substitute: Councillor Pidduck
- (35) NORTH WEST OF ENGLAND AND THE ISLE OF MAN RESERVE FORCES CADETS ASSOCIATION  
Councillor Husband
- (36) NORTH WESTERN LOCAL AUTHORITIES' EMPLOYERS' ORGANISATION  
Councillor Sweeney
- (37) THE PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee  
Councillor Callister
- (38) UK COUNCILS AGAINST FLUORIDATION  
Councillor Thurlow

**OUTSIDE BODIES AGREED BY COUNCIL**

Allotments Liaison Committee (9 seats – 7:2)

Councillors Barlow, Doughty, Johnston, Husband, Irwin, Thurlow and Wilson plus two Conservative representatives.

Barrow Local Committee – Highways Advisory Group (3 seats – 2:1)

Councillors Barlow, W. McClure and Sweeney

Barrow Borough Sports Council (3 seats – 2:1)

Councillors Biggins, Callister and Pemberton

Wildlife and Heritage Advisory Committee (9 seats – 7:2)

Councillors Bell, Johnston, McKenna, Murphy, M. A. Thomson, Thurlow and Wall plus two Conservative representatives.

## **MEMBERSHIP OF FORUMS, PANELS, WORKING GROUPS ETC. 2014/2015**

### **EXECUTIVE COMMITTEE**

#### **Cumbria Police and Crime Panel (1:0)**

Councillor Doughty

#### **Early Retirement/Voluntary Redundancy Panel (3:1)**

Councillors Pidduck, Sweeney, M. A. Thomson and Williams

#### **Grading Appeals Panel (3:1)**

Selection of four Councillors from the following:-

Councillors Barlow, Guselli, Pidduck, Sweeney, M. A. Thomson and Williams

#### **Health and Safety Management Board (4:1)**

Councillors Barlow, Pidduck, Pointer, Richardson and C. Thomson

#### **Medical Assessment/Housing Applications Appeals Panel**

3 Members selected by Executive Director in accordance with proportionality rules

#### **Member Training Working Group (3:1)**

Councillors Doughty, Pidduck, M. A. Thomson and Williams

#### **Planning Policy Working Group (5:1)**

(Two Members Executive Committee and four Members Planning Committee)

Labour – Councillors Murray, Pidduck, Sweeney, C. Thomson and M. A. Thomson

Conservative – Councillor R. McClure

#### **Private Rented Accommodation Group (Accredited Letting Scheme and Proposed Licensing)**

3 Members selected by Executive Director in accordance with proportionality rules

#### **Renovation Grants Panel (3:1)**

Councillors Doughty, Pidduck, Richardson and M. A. Thomson

#### **Review Board – Housing Register/Homeless Applicants**

3 Members selected by Executive Director in accordance with proportionality rules

## 5 – Phoenix Business Centre

The Executive Director informed the Committee that the Council owned Phoenix Business Centre and operated it as a business incubator. The Centre had been originally managed by a private sector estates company, more latterly by Furness Enterprise and since July 2012 by FC Business Services Ltd., a local company. The Centre had provided a combination of business accommodation occupied under licence and conference/meeting rooms to hire. In 2011, Council had agreed to invest £70,000 to infill the open central space of the building with small “pods” to accommodate additional businesses. The Centre provided an invaluable service for small companies, offering “easy in, easy out” terms for workspace and ancillary services linked to business support. That was a key element in the Council’s long term ambition to have a more diverse and robust small business sector in the area.

Currently, FC Business Services Limited were responsible for the day-to-day management of the Centre and received a fee from the Council for the service. The Council issued licences, paid all bills and received licence and room hire payments. The Council was also responsible for all repairs and maintenance. FC Business Services Ltd. had approached the Council requesting that they be allowed to lease the premises, but maintaining a partnership relationship with the Council.

The following terms had been agreed subject to contract with FC Business Services Ltd. and considered by the Committee:

1. The lease period would be for five years with a break clause after three years.
2. The annual rent would be £9,000 pa.
3. FC Business Services Ltd shall be entirely responsible for management of Phoenix Business Centre including reception services, general maintenance and cleaning contracts, fire and safety legislation compliance, tenant management, issuing variations and terminations of licences and the level of rental charged for each licence and for room hire.
4. The Council would offer FC Business Services Ltd a six month rent free period with the sum of rental foregone being invested in repairs to the building.
5. The rental payment would be reviewed on an annual basis for the first three years starting at the end of the first year of the lease. The review would be based on the following considerations:
  - i) In the event that annual income for Phoenix Business Centre fell below 75% of that at the commencement of the lease, the annual rent payable for the following 12 months would reduce by 25%;



- ii) In the event that annual income for Phoenix Business Centre exceeded that at the commencement of the lease 50% of the additional income would pass to FC Business Services Ltd and 50% would be held by the Council in a ring-fenced sinking fund to fund future major repairs.
6. Buildings insurance and contracts for testing pressure vessels would be the responsibility of the Council.
  7. The Council would retain responsibility for major repairs to the fabric of the building or building plot. Major repairs would be those in excess of £1,000.
  8. FC Business Services Ltd. would provide full disclosure of rental income and occupancy.

The terms of the proposed lease fell within the Council's delegation agreements, however, it would be normal to advertise such an opportunity on the open market and the Executive Director was seeking Members' authority to waive that requirement for the following reasons:-

- a) FC Business Services Ltd. had approached the Council with this business proposition.
- b) FC Business Services currently managed the Centre and had developed the services offered at the Centre significantly since July, 2012.

RESOLVED:- (i) To agree that a lease on the terms set out in the report be granted to FC Business Services Limited; and

(ii) To agree that the requirement to market the lease be waived for the reasons set out in the report.

## **6 – Waterfront Barrow Local Growth Fund Submission**

The Executive Director informed the Committee that Cumbria LEP had submitted its strategic plan to Government including a scheme to provide additional available industrial land in the Borough at Waterfront Business Park. As part of the proposal it proposed to offer the incentive of a Non Domestic Rates Relief to businesses relocating on the site. That would be funded through a capped pool of funds with a contribution of £450,000 from ring-fenced revenue held by the Council. A Local Development Order, removing the need for planning consent for ancillary works was also proposed. In principle support for these measures was requested.

RESOLVED:- (i) To agree in principle support for a Non Domestic Rate Relief Scheme on Waterfront; and

(ii) Subject to approval of the Local Growth Fund bid and approval of the Homes and Communities Agency to agree as follows:-

- (a) a scheme limiting relief to a pool of £800,000 be developed for approval by Council;
- (b) That £450,000 of ring-fenced revenues be made available for NDR relief and that would be the maximum contribution the Council made to the NDR relief pool; and
- (c) To agree 'in principle' to prepare a Local Development Order for waterfront covering ancillary works.

## **7 – Cultural Services**

The Executive Director informed the Committee that the Overview and Scrutiny Committee had carried out a review of Cultural Services provided by the Council.

That Committee had established a work group to review the delivery of Cultural and Leisure Services and had agreed the Terms of Reference.

The work group had visited each of the venues and had discussed options with the Venue Managers.

They also had met with the Assistant Director of Community Services and had developed a good understanding of the way the Leisure Services were performing.

The Committee considered that there needed to be a forum to discuss suggestions raised.

Members were aware that Management Board was developing a framework for implementing efficiency improvements to support making savings required in the budget strategy. Members had welcomed that initiative as a mechanism for engaging staff in delivering improvements and reducing costs.

Management Board had considered the report and had requested the following points were taken into consideration when Members considered the matter: that creation of a Cultural Services Board was outside the remit of the Overview and Scrutiny Committee review; that no consideration appeared to have been given to the resources required to administer a Cultural Services Board; that the proposed remit of the Cultural Services Board was unclear; and that any discussions on the Council's strategic approach to delivering leisure services needed to be set within the context of a wider budget strategy.

RESOLVED:- To agree to re-establish the Cultural Services Board.

## **8 – Christmas Holiday Arrangements 2014/15**

The Executive Director reminded the Committee that the Council would normally re-open for business after its Christmas closure on 2nd January. 2nd January, 2015 however, fell on a Friday. Opening offices for one day would incur significant energy costs for the Council and a business case could be made for closure.

The Town Hall would close at 4pm on 24th December, 2014 and re-open for business at 9am on 5th January, 2015. Demand for face-to-face services over the Christmas period was traditionally very low and most business critical services could be accessed on-line 24 hours a day making the impact of a sustained closure limited.

In recommending that the Town Hall remained closed for business on 2nd January, the question arose as to how the additional days leave required by staff could best be facilitated.

A request had been received from Unison for the Council to grant an additional day's leave to all employees. A copy of the letter was considered by the Committee.

Members were reminded that Council had already agreed that the three day closure at the Whitson Bank Holiday in May be discontinued from 2014 onwards thus releasing two previously committed leave days to be used at any point during the leave year (April 1st to March 31st).

Management Board recommended that closure on 2nd January, 2015 be facilitated by requesting staff to use their annual leave entitlement or flexi leave and that Unison's request be therefore rejected.

**RESOLVED:-** To agree that the closure of Council offices on Friday 2nd January, 2015 be facilitated by staff using one day of their annual leave entitlement or, where appropriate, a flexi day in accordance with the rules of the Council's flexi-time scheme.

## **9 – Executive Director – Performance Appraisal 2014-15**

The Committee were reminded that at a meeting held on 17th April, 2014 the Executive Director had agreed the following objectives for 2014/15 with the Council Leader and Deputy Leader:-

1. To lead on the Council's response to economic growth and regeneration of the Borough;
2. By May 2015 to have prepared options for increasing income and achieving further savings in the Council's General Fund in advance of a new budget strategy being agreed by the incoming administration by September 2015;
3. To develop a system to monitor strategic performance management information which would allow Members and Officers to identify potentially under-performing services; and
4. To report on the feasibility of merging senior management with that of another local authority (in accordance with Executive Committee Minute 102).

RESOLVED:- To note the key objectives to March 2015 as detailed in the report of the Executive Director.

### **10 – Leasing of part of the Dock Museum by BAE**

The Executive Director informed the Committee that the Council had been approached by BAE Systems Marine Ltd to lease a portion of the Dock Museum in order that they could locate their entire recruitment team there. It identified that the lease would be for a period of 25 years with a break clause at 10 years and it further identified the potential income and reduction in expenditure that would accrue; (approx. £90k per annum). The report advised Members of an accompanying partnership arrangement which was proposed between the Council and BAE aimed at developing the collection at the Dock Museum. That partnership arrangement would develop exhibitions and visitor attractions in a way that interpret the leading technological advances which continued to be made in Barrow's shipyard. The Committee considered Draft Heads of Terms and a draft Memorandum of Understanding.

RESOLVED:- (i) To approve the lease of a portion of the Dock Museum to BAE Systems Marine Ltd on the terms set out in the report; and

(ii) To approve the development of a Memorandum of Understanding between the Council and BAE to identify how the visitor experience at the Dock Museum could be enhanced as a result of the partnership and leasing arrangements which will be in place.

### **11 – Internal Audit Contract**

The Director of Resources reminded the Committee that the contract for the Council's Internal Audit service had been awarded for five years, in 2010, to Furness Audit at a fixed annual price, i.e. with no inflation. The contract period was from 1st April, 2010 to 31st March, 2015 and had included a two year extension clause that the Council could invoke. The Director of Resources wished to take up the two year extension of the contract.

RESOLVED:- To approve the Director of Resources request to take up the two year extension clause of the Internal Audit services contract with Furness Audit and to negotiate a new fixed annual sum for 2015-2016 and 2016-2017.

### **12 – Welfare Reform**

The Committee considered a detailed report from the Director of Resources regarding Welfare Reform. The report presented the 'Impact of Welfare Reform in Cumbria' documents prepared by the Cumbria Observatory. The report also set out the actions that the Council had implemented and the further work that was required.

RESOLVED:- To note the report of the Director of Resources.

## REFERRED ITEMS

### THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

#### **13 – Deputy Electoral Registration Officer**

The Executive Director informed the Committee that the Council needed to formalise the appointment of a Deputy Electoral Registration Officer. It was proposed to appoint postholder CLA150 to that role.

He considered that the post be re-graded from SO1 to PO2 to reflect the additional responsibilities as the Deputy Electoral Registration Officer.

RECOMMENDED:- To recommend the Council:-

- (i) To agree that postholder CLA 150 be appointed as the Deputy Electoral Registration Officer and re-graded to PO2;
- (ii) To agree that the Constitution be amended to reflect this appointment; and
- (iii) To note that the Returning Officer formally appointed the Electoral Services Co-ordinator as his Deputy with full powers for all Elections.

#### **14 – Re-grading Application – Cemeteries and Crematorium**

The Executive Director informed the Committee that Management Board had considered an application for re-grading and had agreed that there had been a substantial and permanent change to the responsibilities of postholder DCC 801.

RECOMMENDED:- To recommend the Council to agree that Postholder DCC801 be re-graded to Scale 3 (£15,882 pa - £16,998 pa) with effect from 16th April, 2014 and that the Manpower Budget be increased by £3,070 pa for the 2014/15 financial year.

The meeting ended at 3.15 p.m.



**BOROUGH OF BARROW-IN-FURNESS**

**EXECUTIVE COMMITTEE**

**25th June, 2014**

**(D)/(R) AGENDA ITEM NO. 7**

**RECOMMENDATIONS**

**OF THE**

**HOUSING MANAGEMENT FORUM**

**12th June, 2014**

**\*Subject to the protocol agreed by Council**

The recommendations of the meeting of the Housing Management Forum held on 12th June, 2014 are attached.

**COPIES OF THE DETAILED REPORTS ON THESE ITEMS HAVE BEEN CIRCULATED PREVIOUSLY TO ALL MEMBERS OF THE COUNCIL.**

The Council has agreed that the following protocol should operate:-

- The Executive Committee shall automatically agree any such recommendation or refer it back for further consideration.
- If on re-submission the Executive Committee is still unwilling to approve the recommendation, it is automatically referred to full Council for decision.



<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 12th June, 2014</b>	<b>(i)</b>
<b>Reporting Officer: Executive Director</b>	
<p><b>Title: Appointment of Representatives to Working Groups</b></p> <p><b>Summary and Conclusion:</b></p> <p>The report requested that Members make appointments to the following Outside bodies, Working Groups etc:-</p> <p>Tenant Compact Working Group:- Three Members (2:1) and three Tenant Representatives.</p> <p>Homelessness Funding Working Party:- Two Members (2:0) and two Tenant Representatives.</p> <p><b>Recommendation:</b></p> <p>That the Members for 2014/2015 be as follows:-</p> <p><u>Tenant Scrutiny Working Party</u></p> <p>Council Representatives (2:1) Councillors Barlow, Hamilton and Williams.  Tenant Representatives – To be decided by the Tenants Forum.</p> <p><u>Homelessness Funding Working Group</u></p> <p>Council Representatives (2:0) Councillors Hamilton and Pointer.  Tenant Representatives – To be decided by the Tenants Forum.</p> <p><u>Tenants Complaints Panel</u></p> <p>Council Representatives (1:0) Councillor Hamilton.  Tenant Representatives – To be decided by the Tenants Forum.</p>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 12th June, 2014</b>	<b>(ii)</b>
<b>Reporting Officer: Colin Garnett, Housing Manager</b>	
<p><b>Title: Stock Condition Survey</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the report was to seek agreement that a 100% survey be completed to assist in future asset management and planning delivery of upgrading schemes. Officers would look to fund the additional cost from agreed resources in the Maintenance Budget.</p> <p><b>Recommendations:</b></p> <p>To agree that Officers progress the completion of a 100% stock condition survey with the additional resources being required met from the existing agreed Maintenance Budget.</p>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 12th June, 2014</b>	<b>(iii)</b>
<b>Reporting Officer: Jane Coles, Business Support Manager</b>	
<p><b>Title: Decoration Voucher Allowances</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the report was to outline the background to the Decoration Voucher Allowance and recommended that the allowance per room and property be increased and proposed a simpler processing method.</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. To note the background information;</li> <li>2. To agree Recommendation at 1 to increase the allowance value per room with immediate effect;</li> <li>3. To agree the Proposed Process at 2 and the further steps needed to fine tune and implement; and</li> <li>4. To note the caveat.</li> </ol>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 12th June, 2014</b>	<b>(iv)</b>
<b>Reporting Officer: Colin Garnett, Housing Manager</b>	
<p><b>Title: Public Space/External Maintenance (PS/EM)</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the Housing Manager's report was to agree the further targeting of financial resources to complete PS/EM works throughout the Council's Housing stock.</p> <p><b>Recommendations:</b></p> <p>To agree the following:-</p> <ol style="list-style-type: none"> <li>1. Officers to consider targeting areas on estates where such resources were already agreed to further enhance the planned works, namely at Roosegate, Ormsgill and Vulcan;</li> <li>2. Priority be given to fencing which adjoins a public area or highway;</li> <li>3. That for any fencing required on an area that adjoins a public area or highway, replacement fencing should be "metal fencing" of the style and colour that the Council have widely used in recent years;</li> <li>4. Officers have discretion in consultation with resident groups within the above areas to consider providing "new fencing" where it is seen to improve the appearance of the property (this will be most likely for no more than one block of properties);</li> <li>5. Some internal fencing may be completed as necessary and will either be a post and mesh wire or of similar standard to fencing completed through the Community Payback Scheme with Probation; and</li> <li>6. Owners who request assistance with fencing be offered a contribution as outlined in the Report or be considered under the Community Payback scheme.</li> </ol>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 12th June, 2014</b>	<b>(v)</b>
<b>Reporting Officer: Colin Garnett, Housing Manager</b>	
<p><b>Title: Provision of Site Facilities</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the report was to seek agreement to use residential accommodation to provide temporary site office facilities to Contractors completing work on the Housing Stock.</p> <p><b>Recommendations:</b></p> <p>To agree the use of residential accommodation for site office facilities as deemed necessary and appropriate when delivering investment works to property.</p>	

<b>HOUSING MANAGEMENT FORUM</b>	<b>(D)</b>
<b>Date of Meeting: 12th June, 2014</b>	<b>(vi)</b>
<b>Reporting Officer: Jane Coles, Business Support Manager</b>	
<p><b>Title: Housing Management Performance Report 2013/14</b></p> <p><b>Summary and Conclusions:</b></p> <p>The purpose of the report was to provide a brief commentary to assist Members in their understanding of the key trends and the actions which follow.</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. To note the information contained in the report and at <b>Appendix A</b>; and</li> <li>2. To agree Actions 1-3 for 2014-15.</li> </ol>	



# HOUSING MANAGEMENT PERFORMANCE REPORT

# APPENDIX A

Performance Indicator	Actual 2011/12	Actual 2012/13	Actual 2013/14	Target (Median)
<b>£ Rents Collection</b>				
<b>£ Rent &amp; Service Charges due</b>	£9,228,558	9,728,187	10,687,981	£10,717,904
<b>£ Rent collected</b>	£9,134,875	9,604,739	10,482,254	£ 10,396,366
Rent collected as % of rent due (exc ft)	98.98%	98.73%	98.08%	97%
<b>£ Current Arrears (dwellings)</b>	£181,230	£203,623	£370,804	£175,679
<b>£ Former Arrears (dwellings)</b>	£92,499	£135,745	£162,969	£128,081
<b>Write Offs (Gross)</b>	£75,538	£38,573	£137,688	£50,000
<b>Tenants evicted for rent arrears</b>	6	5	15	10
<b>Current tenants arrears % of rent owed</b>	2.0%	2.1%	3.5%	5%
<b>Former tenants arrears % of rent owed</b>	1.0%	1.4%	1.6%	3%
<b>£ Rent arrears Garages</b>	£1,824	£1,452	£1,763	£ 3,750
<b>£ Rent Arrears Shops</b>	£16,602	£22,146	£15,464	£ 25,000
<b>Void management</b>				
<b>Tenancy Turnover %</b>	<b>10.3%</b>	<b>10.4%</b>	<b>12.7%</b>	8.05%
Total number of re-lets	278	245	340	217
No. of Voids	227	277	344	218
<b>Ends due to Under Occupation</b>			<b>48</b>	
<b>Average relet time for dwellings (CORE)</b>				
	37	32	35	28
<b>£ rent loss through vacant dwellings</b>	£ 100,227	£ 111,607	£ 165,336	£ 109,685
<b>£ rent loss due to vacant garages</b>	£5,098	£2,290	£2,157	£ 4,500
<b>£ rent loss due to vacant shops</b>	£16,546	£5,000	£1,022	£ 4,000
<b>% properties accepted on first offer</b>	86.4%	78.4%	76.5%	70%
<b>Loss per Void (Rents, Repairs, Arrears)</b>	£ 2,846	£ 2,684	£ 1,341	£2,000
<b>Maintenance</b>				
<b>No. Repair Orders issued (Tenant Demand)</b>	11,587	10,109	10,822	9,197
<b>Responsive &amp; Void repairs per property</b>				
	4.3	3.7	4.0	3.4
<b>P1 &amp; P2 as a % of total repairs</b>	61.7%	63.8%	63.0%	47.5%
<b>% all responsive repairs completed on time</b>	87.3%	77.1%	71.2%	96.3
<b>P1 % emergency repairs completed on time</b>	94.6%	94.6%	89.0%	96.7
<b>P2 % urgent repairs completed on time</b>	78.9%	77.3%	73.0%	94.6
<b>Average end-to-end time for all reactive repairs (days)</b>	12.25	19.78	17.46	8.2
<b>Percentage of repairs completed 'Right First Time'</b>	78.5%	79.79	N/A	88.8
<b>Appointments kept as a percentage of appointments made</b>	77%	61%	N/A	96.8
<b>Appointments made as a percentage of repair orders (exc gas &amp; voids)</b>	NA	100%	N/A	94.1
<b>Percentage of dwellings with a valid gas safety certificate</b>	99.89%	100%	100.0%	99.8%
<b>Percentage of homes that fail to meet the Decent Homes Standard</b>	0%	0%	0%	0.2%
<b>*Average energy efficiency rating of dwellings (based on RD SAP 9.83)</b>	69.2	69.2	69.2	68.90%
<b>Equality &amp; Diversity</b>				
<b>ASB cases reported</b>	82	72		143
<b>Percentage of closed ASB cases that were successfully resolved</b>	91%	99%	%	88%
<b>% Diversity Information : Age</b>	100%	100%	100%	100%
<b>Gender</b>	100%	100%	96.6%	98%
<b>Ethnicity</b>	95%	82%	93.4%	75%
<b>Disability</b>	100%	100%	96.1%	75%
<b>Sexuality</b>	56%	52%	48.1%	55%
<b>Religion or belief</b>	57%	53%	48.5%	55%
<b>Percentage of Stage 1 complaints upheld</b>	22%	40%		NA



# HOUSING MANAGEMENT PERFORMANCE REPORT

# APPENDIX A

Satisfaction	Actual 2011/12	Actual 2012/13	Actual 2013/14	Target (Median)
Percentage of tenants satisfied with the landlord's services overall		88%		83%
Percentage of tenants satisfied with repairs and maintenance		87%		79%
Percentage of tenants satisfied that their views are taken into account		78%		64%
Percentage of tenants satisfied with the quality of the home		90		N/A
Percentage of residents satisfied with the neighbourhood as a place to live		84%		82%
Percentage of tenants satisfied that their rent provides value for money		90%		N/A
Percentage of tenants satisfied that their service charges provide value for money		81%		N/A
<b>Value for Money - Direct Costs per property</b>	<b>Actual 2011/12</b>	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	<b>Target (Median)</b>
Overhead per property	£ 324	£ 274		130
Major & Cyclical works	£ 1,256	1100		1200
Responsive Repairs	£ 480	391		375
Void Repairs	£ 167	166		150
Rent Arrears & Collection	£ 54	59		65
Community Involvement	£ 38	36		35
Anti Social Behaviour	£ 41	41		40
Neighbourhood Mgt (Estates/Tenancy)	£ 102	105		100
Housing Options	£ 36	36		40
Leasehold	£ 70	134		
Total staff turnover	7.0%	5.9%	3.8%	
Ave. working days lost / sickness absence	14.0	18.9	18.1	
<b>Housing Property</b>	<b>Actual 2011/12</b>	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	
HSE	1290	1284	1274	
FLATS	1248	1245	1247	
BUNGALOWS	157	157	157	
<b>TL DWELLINGS</b>	<b>2695</b>	<b>2697</b>	<b>2678</b>	
TL DISPERSED (FLATS)	10	10	8	
COMMUNITY CENTRES	5	5	5	
LEASEHOLDS	202	204	205	
GARAGES	484	486	486	
SHOPS	20	20	19	
<b>TOTAL PROPERTIES</b>	<b>3416</b>	<b>3422</b>	<b>3401</b>	
<b>SOLD PROPERTIES</b>	<b>2011/12</b>	<b>2012-13</b>	<b>2013/14</b>	<b>2013/14</b>
			£	No.
HSE	3	252,750	365,040	10
FLAT	1	42,160	19,320	1
LAND	1	0		0
<b>TL</b>	<b>4</b>	<b>294,910</b>	<b>384,360</b>	<b>11</b>
<b>HOMELESSNESS</b>	<b>Actual 2011/12</b>	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	
Homeless ave. days in temporary dispersed accommodation	59	57	56	
Homeless ave. days in temporary B&B accommodation	20	27	35	
Homeless Total Cases Closed	752	903	782	
Homeless Advice	339	408	187	
Homeless Prevention	114	170	492	
Homeless Applications	185	147	103	
Homeless Successful Preventions	85	148	277	
Eligible Homeless (Owed a full duty)	29	30	19	
<b>HOUSING REGISTER</b>	<b>Actual 2011/12</b>	<b>Actual 2012/13</b>	<b>Actual 2013/14</b>	
Applicants on housing register				
Active Direct Applicants		1471	1162	
Active Transfer Applicants		346	286	
Cumbria Choice Register	1745	1817	1448	

<b>EXECUTIVE COMMITTEE</b>		<b>Part One (D) Agenda Item 8</b>
<b>Date of Meeting:</b>	<b>25th June, 2014</b>	
<b>Reporting Officer:</b>	<b>Director of Resources</b>	
<p><b>Title: Business Improvement Team</b></p> <p><b>Summary and Conclusions:</b></p> <p>The Council has operated a pilot Business Improvement Team for over a year and now recommends that the remit of this corporate resource be formalised. This report sets out the purpose and aims of the Business Improvement Team along with the membership and terms of reference.</p> <p><b>Recommendations:</b></p> <p>To endorse the formalisation of the Business Improvement Team and approve the terms of reference.</p>		

### **Report**

The Council has operated an informal Business Improvement Team for over a year, to trial the effectiveness of a focussed corporate resource.

Membership of the Business Improvement Team is voluntary and whilst it is not remunerated, it provides an opportunity to use knowledge and skills in areas outside a particular officers' normal business.

Skills such as business process mapping and cost benefit analysis exist across the Council and the Business Improvement Team allows such techniques to be applied consistently and strategically.

This report sets out the Business Improvement Team's formal structure and terms of reference for approval.

The membership has been widened and there will be training provided to ensure a consistent approach is applied; this training will also be provided to some members of the Management Group.

### **Purpose of the Business Improvement Team**

Local government finances changed drastically three years ago. The Council responded to the initial impacts by establishing a four year Budget Strategy to reduce its net expenditure by over £5m by 2015-2016.

The reductions in Government support are not ended. The Council faces increasing costs and inflationary pressures at a time when Government support is reducing.

The Council has chosen to react positively to the ongoing budget deficit reduction challenge by taking the opportunity to do things differently. Our broad strategy is to concentrate on three issues, generating income, transforming services to make them more efficient and cost effective, and supporting economic growth and development; this strategy is the focus of the Business Improvement Team.

### **Aims of the Business Improvement Team**

The Business Improvement Team compliments the over-arching Budget Strategy which aims to ensure that the Council can continue to provide efficient and effective local services over the medium to long term.

The specific aims of the Business Improvement Team are to review services, processes and delivery methods in order to reduce costs, while retaining the quality of services, which may mean changing the way in which services are currently delivered.

Generating additional income for the Council will be the main priority for the Business Improvement Team. Management Board will identify service areas with the most potential to improve and direct the Business Improvement Team resources to these.

Projects identified as Efficiency Bids or significant improvements proposed from the Incentive Incentive scheme will be prioritised by Management Board and allocated appropriate Business Improvement Team resources. Business Improvement Team members may be paired up for specific projects to share the workload and provide peer support.

### **Membership of the Business Improvement Team**

Membership of the Business Improvement Team is voluntary and is not remunerated. It is seen as an aid to personal development and will provide advanced training together with the opportunity to assist the Council to continue providing services in a time of reducing resources.

Business improvement is a continuous journey and the Business Improvement Team has been running, with four officers, since the start of the Budget Strategy on an informal pilot basis.

Given the budgetary challenges, the business improvement journey is now recognised as business as usual and Management have expanded the core membership to nine officers. Other officers will be called in when required and the membership may vary over time. The number of volunteers has increased as

Management anticipates a number of projects running concurrently once Efficiency Bid funding is available.

The Business Improvement Team core membership is:

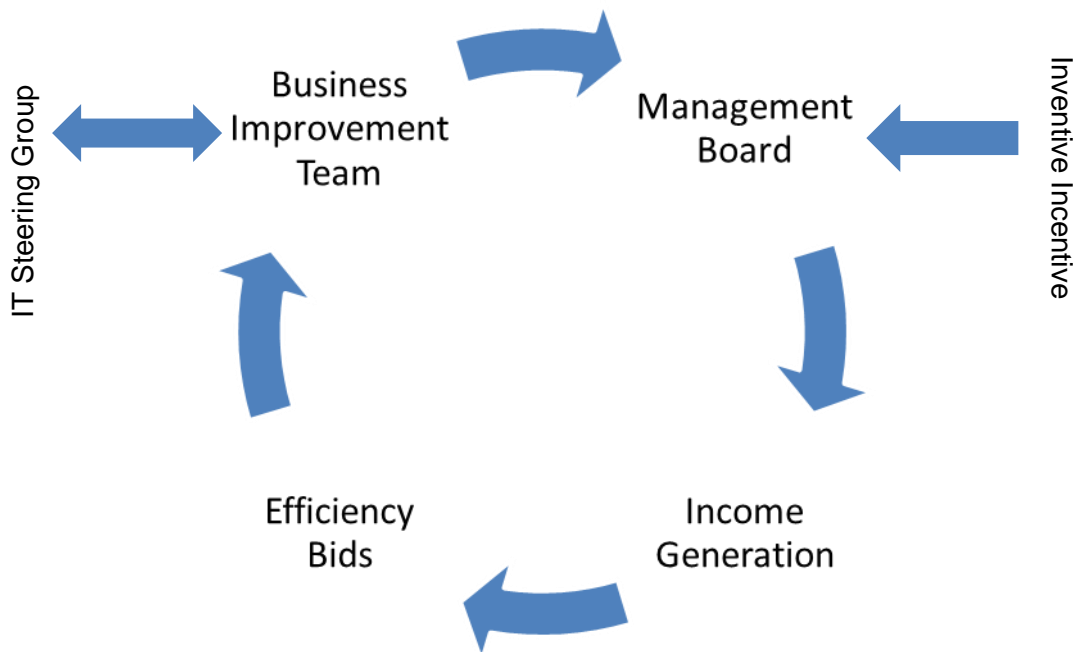
<b>Division</b>	<b>Post</b>
Community Services	Town Centre and Festivals Manager
Corporate Support	Corporate Support Manager
Finance	Service Accountant
Finance	Client Officer
Regeneration & Built Environment	Property Services Group Manager
Regeneration & Built Environment	Senior Environment Protection Officer
Regeneration & Built Environment	Health and Safety Adviser

### **Governance of the Business Improvement Team**

To ensure that all projects are managed in a structured way including clearly defining and documenting the expected outcomes and the benefits and risks to the Council the Business Improvement Team will require a chairman. The chairman shall be the Corporate Support Manager who can ensure that governance of projects is consistent with the Council's corporate approach. Through the existing management arrangements, the Corporate Support Manager will regularly brief the Director of Resources on the Business Improvement Team activities.

The Corporate Support Manager shall formally report the activities and recommendations of the Business Improvement Team to Management Board. Management Board will assess the efficiency bids referred from the Business Improvement Team for their strategic fit and allocate funding appropriately.

Each project or initiative approved for the Business Improvement Team will be sponsored by the appropriate member of Management Board. Corporately, part of Management Board's role is to deliver the Budget Strategy, sponsoring the improvement projects is a natural extension to that responsibility. Where appropriate service improvements or service transformation projects will be referred to the IT Steering Group.



**Management Group**

The members of the Business Improvement Team will be trained in business analysis techniques, including: business case preparation and assessment, cost-benefit analysis, process mapping, impact and risk assessment.

A selection of departmental managers from Management Group shall undertake the same training. This will provide a wider skills base and ensure that there is a common approach to all service and process reviews; this is in relation to the business case and efficiency bid process, there is no common approach to the way that ideas and suggestions come about.

From Management Group:

<b>Division</b>	<b>Post</b>
Finance	Accountancy Services Manager
Finance	Financial Services Manager
Regeneration & Built Environment	Development Services Manager
Regeneration & Built Environment	Environmental Health Manager
Community Services	Leisure Centre Manager
Community Services	Venue Manager (Forum 28)
Housing	Business Support Manager (Housing)
Housing	Assistant Operations Manager (Housing)

## **Terms of Reference of the Business Improvement Team**

To achieve the stated aims of the Business Improvement Team, the terms of reference shall be:

- To review and oversee the implementation of service improvements and service transformation projects with the aim of driving improvement through change.
- To scrutinise service improvement proposals focusing on the most significant in terms of benefit, effect upon services and risk and to report successful proposals to Management Board as a robust business case.
- To monitor the implementation and ongoing benefits of service improvement and service transformation projects and report on progress to Management Board, including a post-implementation review.
- To ensure that the changes that are recommended deliver change in the following areas:
  - Service design, delivery, cost and efficiency.
  - Effective use of Council buildings.
  - Maximising the effective use of IT.
  - Corporate culture and staff and Member development.
- To work alongside the Budget Strategy and its policies in order to support the delivery of savings as required.
- To encourage consideration of best practice.
- To liaise with other groups to avoid duplication of activity.

### (i) Legal Implications

The recommendation has no legal implications.

### (ii) Risk Assessment

The recommendation has no risk implications.

### (iii) Financial Implications

The recommendation has no financial implications.

### (iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

<b>EXECUTIVE COMMITTEE</b>		<u>Part One</u> <b>(D)</b> <b>Agenda</b> <b>Item</b> <b>9</b>
<b>Date of Meeting:</b>	<b>25th June, 2014</b>	
<b>Reporting Officer:</b>	<b>Executive Director</b>	
<p><b>Title: Burlington House</b></p> <p><b>Summary and Conclusions:</b></p> <p>The report details the current position with regard to Burlington House, Michaelson Road.</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. To note the report; and</li> <li>2. To authorise the Executive Director to terminate the lease of Burlington House and seek to dispose of the property on the terms reported.</li> </ol>		

## Report

### Background

Burlington House, constructed in 1887, is a Grade Two listed property situated on Michaelson Road, Barrow-in-Furness as shown hatched on the plan at **Appendix 1**.

The property is owned by the Council and is currently occupied by NACRO under the terms of a lease dated 12<sup>th</sup> March 2019. The rental is £10,000pa.

Following the recent failure of the central heating system and following concerns about the structural integrity of certain other elements of the property a condition survey was commissioned by the Council. The survey identified, over a period of five years, urgent and necessary building works required to maintain the property in a 'fit for purpose' state. The estimated cost for those works is £200,000.

Whilst NACRO occupy the property under the repairing covenant ***to keep the internal parts of the property in good repair*** they have indicated that they cannot afford to replace or renew the heating system nor can they afford the replacement/renewal of those urgent items identified in the condition survey. They have, therefore, requested landlords approval to terminate their lease agreement and vacate the property leaving it in its current state of disrepair. Should landlords approval be granted all liability for the property and its upkeep would revert to the Council.



Having carried out a Property Appraisal it has been identified that the following options are available to the Council:

- (i) enforcement of the lease covenants against NACRO
- (ii) acceptance of the lease termination and commitment to capital investment in the asset to bring it back into repair.
- (iii) acceptance of the lease termination and disposal of the asset.

On consideration of the options it is considered that the most appropriate course of action would be to accept the termination of NACRO's lease and, following vacant possession, to dispose of the asset by auction.

Approval is sought for the termination of NACRO's current leasehold occupation and, following vacant possession, to disposal of the property by auction.

(i) Legal Implications

Formal termination of leasehold contract and freehold disposal

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

Cessation of all property costs and capital receipt

(iv) Health and Safety Implications

The recommendation has no detrimental impact the built environment or public realm.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

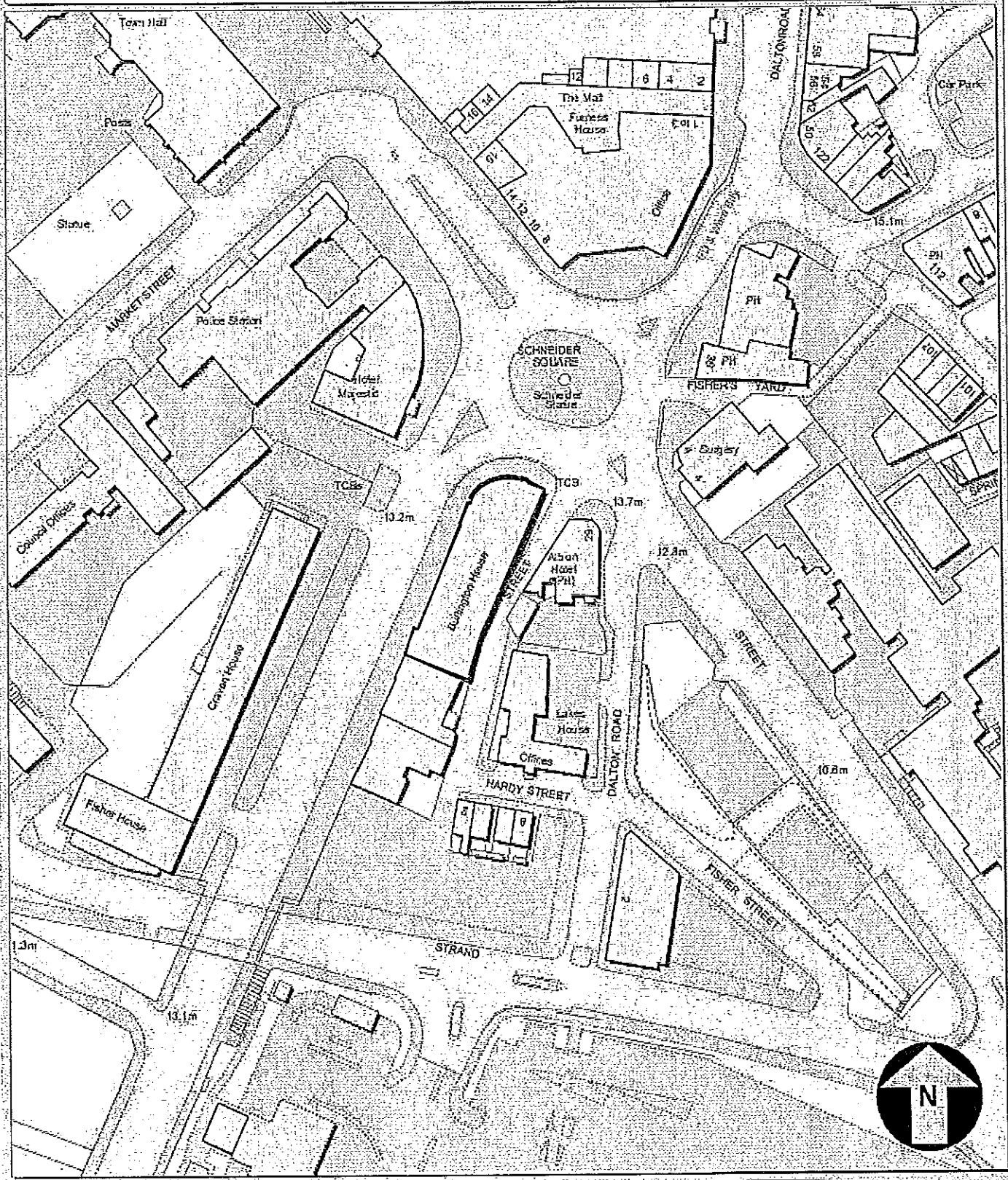
The recommendation has little impact on the Health and Wellbeing of users of this service.

Background Papers

Nil

# Burlington House

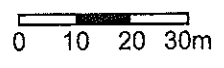
Michaelson Road, Barrow-in-Furness



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<b>EXECUTIVE COMMITTEE</b>		<u>Part One</u> <b>(D)</b> <b>Agenda</b> <b>Item</b> <b>10</b>
<b>Date of Meeting:</b>	<b>25th June, 2014</b>	
<b>Reporting Officer:</b>	<b>Executive Director</b>	
<p><b>Title: Craven House</b></p> <p><b>Summary and Conclusions:</b></p> <p>The report details the proposed terms of a lease of Craven House (part 2<sup>nd</sup> and part 3<sup>rd</sup> floor) to BAE Systems Marine Limited</p> <p><b>Recommendations:</b></p> <p>To approve the proposed lease to BAE Systems Marine Limited on the terms reported</p>		

### Report

Craven House is a 1960's four storey office block situated on Michaelson Road.

The current occupation details are as follows:

James Fisher and Sons	Part of ground floor, first and second
Job Centre Plus	Part of ground floor, first floor and basement
Agilisys	Part of third floor
Cumbria County Council	Fourth floor
Vacant	Part of second floor, part third floor

Provisional Heads of Terms have been agreed with BAE Systems Marine Limited for 5458sq.ft on the 2<sup>nd</sup> floor and 5,000sq.ft on the 3<sup>rd</sup> floor – **Appendix 2.**

A successful completion of the letting will secure full occupation of Craven House.

(i) Legal Implications

Leasehold interest granted.

(ii) Risk Assessment

The recommendation has significant implications.

(iii) Financial Implications

Rental income of £52,290

(iv) Health and Safety Implications

The recommendation has minor implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

**THIRD FLOOR ACCOMMODATION CRAVEN HOUSE  
BARROW-IN-FURNESS**

Landlord	Barrow Borough Council
Tenant	BAE Systems Marine Limited (company number 2297700), Warwick House, PO Box 87, Farnborough Aerospace Centre, Farnborough, Hants, GU14 6YU
Demise	3 <sup>rd</sup> Floor (East) Craven House (5,000 sq. ft.) (as shown edged red on the attached plan)
Lease Type	Business Lease.
1954 Act Protection?	Yes
Rent	(£5.00/sq.ft) exclusive of VAT payable monthly in advance.
Term	Ten years
Rent Review	The Rent may be reviewed in the fifth year of the Term. Any reviewed Rent shall be agreed by the Parties prior to the tenth month of the fifth year of the Term, but shall only become effective from the commencement of the sixth year of the Term.
Tenant's Break Clause	On the Fifth Anniversary of the Lease effective on the service of 3 months prior written notice to the Landlord by the Tenant.
Rent Free Period	For 24 months from the commencement of the Term the payable rent shall be 50% of the Rent (i.e. £2.50 psf)  In the event that the Tenant's Break Clause is not exercised, the 12 months immediately after the Fifth Anniversary shall be charged at 50% of the Rent.
Outgoings	The Tenant to be responsible for the payment of all rates, assessments taxes and any other outgoing arising from the Tenants occupation of the building including, if any, the provision of gas, electric and water charges.

<b>Service Charge</b>	To be confirmed
<b>Car Parking</b>	To be confirmed (if available)
<b>User</b>	Class B1 Offices
<b>Repair</b>	<p>To keep the interior of the building in good repair and decoration including all boilers, wash facilities, toilets and electrical systems and window/window frames.</p> <p>The Tenant's repairing obligations are limited to the standard of repair of the premises at the commencement of the term, evidenced by a Schedule of Condition annexed to the Lease.</p> <p>Any beneficial improvements made by the Tenants during the Lease shall not be capable of inclusion in any dilapidations assessment at the end of the Term.</p> <p>For the avoidance of doubt, it is the intention of the parties that at the end of the Lease the Tenant shall hand the demise back in a reasonable similar condition to that described in the Schedule of Condition.</p>
<b>Insurance</b>	The Landlord to insure and recover premiums from Tenant in relation to the Demise as a proportion of the whole building.
<b>Alterations</b>	The Landlords consent shall be required for all and any alterations to the property with such consent not to be unreasonably withheld or delayed
<b>Alienation</b>	<p>The Tenant may not assign or sublet the whole (or part) of the property to a third party without landlord's consent, not to be unreasonably withheld or delayed</p> <p>The benefit of the Lease for the whole (or part) may be assigned to a BAE Systems group company without the Landlord's consent.</p>
<b>Costs</b>	Each party shall meet their own legal costs, even if abortive, in this transaction.
<b>VAT</b>	VAT will be charged on the rent, service charge and any other outgoings associated with the property.
<b>Landlord's Solicitors</b>	Brown Barron Solicitors, 65 Duke Street, Barrow
<b>Tenant's Solicitors</b>	TBC

**SECOND FLOOR ACCOMMODATION CRAVEN HOUSE  
BARROW-IN-FURNESS**

<b>Landlord</b>	Barrow Borough Council
<b>Tenant</b>	BAE Systems Marine Limited (company number 2297700), Warwick House, PO Box 87, Farnborough Aerospace Centre, Farnborough, Hants, GU14 6YU
<b>Demise</b>	2 <sup>nd</sup> Floor (East) Craven House (5,458sq.ft) (as shown edged red on the attached plan)
<b>Lease Type</b>	Business Lease.
<b>1954 Act Protection?</b>	Yes
<b>Rent</b>	(£5.00/sq.ft) exclusive of VAT payable monthly in advance.
<b>Term</b>	Ten years
<b>Rent Review</b>	The Rent may be reviewed in the fifth year of the Term. Any reviewed Rent shall be agreed by the Parties prior to the tenth month of the fifth year of the Term, but shall only become effective from the commencement of the sixth year of the Term.
<b>Tenant's Break Clause</b>	On the fifth anniversary of the Lease effective on the service of 3 months prior written notice to the Landlord by the Tenant.
<b>Rent Free Period</b>	For 24 months from the commencement of the Term the payable rent shall be 50% of the Rent (i.e. £2.50 psf)
	In the event that the Tenant's Break Clause is not exercised, the 12 months immediately after the Fifth Anniversary shall be charged at 50% of the Rent.
<b>Outgoings</b>	The Tenant to be responsible for the payment of all rates, assessments taxes and any other outgoing arising from the Tenants occupation of the building including, if any, the provision of gas, electric and water charges.

<b>Service Charge</b>	To be confirmed
<b>Car Parking</b>	To be confirmed (if available)
<b>User</b>	Class B1 Offices
<b>Repair</b>	<p>To keep the interior of the building in good repair and decoration including all boilers, wash facilities, toilets and electrical systems and window/window frames.</p> <p>The Tenant's repairing obligations are limited to the standard of repair of the premises at the commencement of the term, evidenced by a Schedule of Condition annexed to the Lease.</p> <p>Any beneficial improvements made by the Tenants during the Lease shall not be capable of inclusion in any dilapidations assessment at the end of the Term.</p> <p>For the avoidance of doubt, it is the intention of the parties that at the end of the Lease the Tenant shall hand the demise back in a reasonably similar condition to that described in the Schedule of Condition.</p>
<b>Insurance</b>	The Landlord to insure and recover premiums from Tenant in relation to the Demise as a proportion of the whole building.
<b>Alterations</b>	The Landlord's consent shall be required for all and any alterations to the property with such consent not to be unreasonably withheld or delayed
<b>Alienation</b>	<p>The Tenant may not assign or sublet the whole (or part) of the property to an independent third party without Landlord's consent, not to be unreasonably withheld or delayed</p> <p>Notwithstanding this, the benefit of the Lease for the whole (or part) may be assigned to a BAE Systems group company without the Landlord's consent.</p>
<b>Costs</b>	Each party shall meet their own legal costs, even if abortive, in this transaction.
<b>VAT</b>	VAT will be charged on the rent, service charge and any other outgoings associated with the property.
<b>Landlord's Solicitors</b>	Brown Barron Solicitors, 65 Duke Street, Barrow



<b>EXECUTIVE COMMITTEE</b>	<b>(D) Agenda Item 11</b>
<b>Date of Meeting: 25th June, 2014</b>	
<b>Reporting Officer: Corporate Support Manager</b>	
<p><b>Title: Email and Internet Acceptable Use Policy</b></p> <p><b>Summary and Conclusions:</b></p> <p>The Council's Email and Internet Acceptable Use Policy has been reviewed to enhance the security of our IT operating systems.</p> <p>A similar guidance document has been produced for Elected Members.</p> <p><b>Recommendation:</b></p> <p>Members are invited to consider the policy and the Member guidance document and agree to adopt the Policy.</p>	

### **Report**

The Council's email and internet facility is made available for the business purposes of the Council. The facility is made available to a significant number of Members, Staff and contractors and it is essential that we ensure it is secure for its proper purpose.

The Council is a member of the Public Sector Network (PSN) which means we can link directly to Government Information Technology systems for some services. The Government will only allow this if they are confident our IT operating systems are secure. Membership of the PSN is critical to minimising the Council's operating costs and delivering services effectively.

To ensure that robust systems and controls in place all Information Technology Policies will be reviewed. The Email and Internet Acceptable Use Policy has been reviewed to make it more robust (**Appendix 3**). This policy applies to all employees and contractors of the Council who access the Council's email and internet facilities.

(i) **Legal Implications**

Robust management of information and data is essential to ensure we comply with the Data Protection Act

(ii) **Risk Assessment**

Protecting the Council's IT system is included on the Council's risk register.

(iii) Financial Implications

Failure to provide adequate security controls may lead to the Council's IT systems being compromised resulting in significant financial costs.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

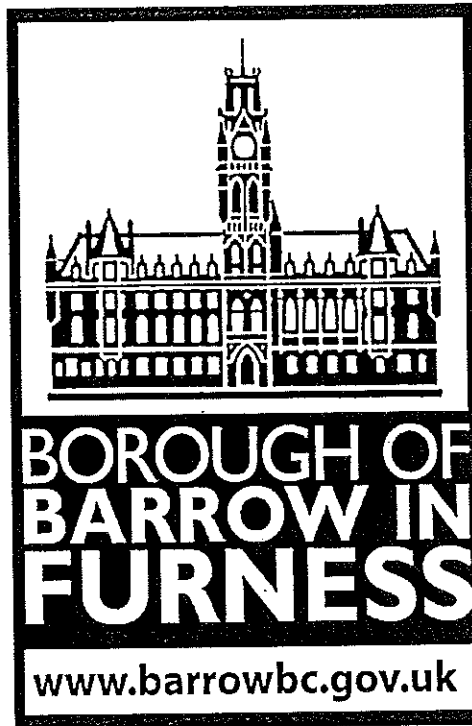
The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil



**Email and Internet  
Acceptable Use  
Policy and Guidance Document**

Last updated: June 2014

Next Review Date: June 2015

Document Reviewer: Corporate Support Manager

Management Board: Director of Resources

## **1. Purpose**

The Council is committed to ensuring that all users of the Council's Information Technology assets maintain high standards of acceptable use in order to protect the systems, data and access to the public sector networks, which allows the Council to function effectively.

This policy document tells you how you should use your Council email and internet facilities. It outlines personal and managerial responsibilities and informs what is permitted and how usage will be monitored.

We recognise that it is impossible to define precise rules covering all email and internet activities so this policy should be used for guidance to help you understand your personal responsibilities.

## **2. Background**

The email and internet facilities provide the Council with access to valuable sources of information as well as inexpensive connectivity to a wide range of third parties. It is seen as an important part of the Council's communication infrastructure.

**The Borough Council is a member of the Public Sector Network (PSN) which means we can link directly to Government Information Technology systems for some services. The Government will only allow this if they are confident our IT operating systems are secure. Membership of the PSN is critical to the Council's operating costs and effective service delivery. Any action which may compromise the Council's IT security systems will be considered a serious breach of this policy and will lead to disciplinary action.**

The Council's email and internet facility is made available for the business purposes of the Council.

Personal use is permitted strictly in accordance with the statements contained within this policy.

This Email and Internet Acceptable Use policy applies to all Councillors, employees and contractors of the Council who access the Council's email and internet facilities.

## **3. Definition**

This Email and Internet Acceptable Use policy applies at all times when using the Council's email and internet facilities. This includes access via any device including desktop computers, laptops, smartphones and other remote working devices.

## **4. Risks**

We recognise that there are risks associated with users accessing and handling information in order to conduct official Council business.

This policy aims to mitigate the following risks:

- Unauthorised access to illegal or unsuitable websites.
- Introduction of malicious software and viruses to the Council's systems.

- Potential sanctions against the Council or individuals imposed by the Information Commissioner's Office as a result of information loss or misuse.
- Potential legal action against the Council as a result of information loss or misuse.
- Potential legal action against individuals if the Council has appropriate controls in place and misuse still occurs.
- Damage to the Council's reputation as a result of information loss or misuse.

Non-compliance with this policy could have a significant effect on the way the Council operates and may result in financial loss and an inability to provide essential services to our customers.

## **5. Applying the Policy**

### **a. What You Should Use Your Council email account for:**

You should use the email system for sending business related communications and associated attachments.

Email is not a secure or private means of communication and is vulnerable to being read or tampered with during transmission. If you use the Council network to send emails with sensitive or protected content you must ensure that they are sent a known email address and not a generic address. The email should be labelled sensitive so that the recipient is aware.

A secure email facility is available using the GCSX network. Please contact the IT helpdesk to discuss this facility: by contacting the helpdesk or using the portal <http://helpdesk/portal>

Automatic redirection of emails outside of the Council's email system is not permitted without approval by your Line Manager and the IT Team Leader.

You are not permitted to use personal internet and email accounts (for example Hotmail, Lycos, Yahoo) for Council business.

Be aware that Barrow Borough Council may be required to disclose your emails or responses to them under the Freedom of Information Act 2000, Data Protection Act 1998 or Environmental Information Regulations 2004.

### **b. Personal Use of the Council's Email facility**

Provided it does not interfere with your work, the Council permits personal use of the email facility in your own time (for example during your lunch break).

You are not permitted to use the email facility for certain activities including but not limited to:

- Accessing material that is obscene, offensive, sexually explicit, pornographic, racist, sexist, ageist, defamatory, hateful, or homophobic in nature, incites or depicts violence, or describes techniques for criminal or terrorist acts

- Making derogatory remarks or expressing derogatory opinions regarding the Council, its Officers or Members or communicating extreme views that could be to the detriment of the Council or its reputation or bring the Council into disrepute.
- Receiving personal vouchers and offers from commercial organisations.

The Council does not permit the transmitting of global emails to large user groups other than for Council business purposes. This includes advertising personal, sporting or other recreational activities and events.

### **Safe management of emails**

If you receive an unsolicited (sent from an unknown or unexpected source) or unsuitable email you should delete the email. You should not forward these emails or open any attachment or access links attached to the email; doing so may compromise the Council's IT network.

If you are subject to substantial, unsolicited or unsuitable emails, then contact the IT Help Desk: or use the portal <http://helpdesk/portal> as IT Services may be able to block these emails for you in certain circumstances.

You need to be aware that your communication (sent or received) may be used to demonstrate that a course of action has been committed to, such as an agreement to enter into a contract. Take care to ensure that you do not commit yourself or the Council to any agreement for which you are not authorised to do so. This may result in disciplinary action being taken. Email content can also be used as evidence in disciplinary cases or in prosecutions.

Your Council internet account should be used in accordance with this policy to access anything in pursuance of your work including:

- Access to and/or provision of information.
- Research.
- Electronic commerce (for example purchasing equipment for the Council).

### **c. Personal Use of the Council's Internet Service**

At the discretion of your Line Manager and provided it does not interfere with your work, the Council permits personal use of the internet in your own time (for example during your lunch break).

Access to the following categories of websites is currently blocked using a URL filtering system:

- Illegal.
- Pornographic.
- Violence.
- Hate and discrimination.
- Offensive.
- Weapons.
- Hacking.
- Conversational emails (web chat).
- Gambling.
- Dating.

- Games.
- Social Networking, for example Facebook.
- Streaming Media, for example You Tube.

Other categories may be added to this list in the future.

You are not permitted to use the Council's email or internet to facilitate or operate any personal business or commercial activities.

If you are in any doubt about how you may make personal use of the Council's email and internet facilities you are advised not to do so and seek advice from the Council's IT service.

All personal usage must be in accordance with this policy. Your computer and any data held on it are the property of the Council and may be accessed at any time by the Council to ensure compliance with all its statutory, regulatory and internal policy requirements.

**Do:**

Act responsibly if using the Council's internet service for personal use permitted usage includes.

Making appointments that can't be made outside the Council's business hours.

Dealing with personal matters that can't be made outside the Council's business hours.

Viewing news channels is acceptable provided it is in your own time.

**Do not:**

Try to access any of the sites that are blocked by the URL as listed above.

Click on links or pop ups that take you to other sites.

Use the Council's internet service for financial transactions including:

- Internet banking
- Paying personal bills
- On-line shopping
- Booking holidays
- Buying tickets for events
- Buying and selling on consumer to consumer websites, for example Ebay.

**d. Email and Internet Account Management, Security and Monitoring**

The Council's IT service is responsible for the technical management of your email and internet access.

You are responsible for ensuring your network account is secure. You are provided with a unique network user name and password and you should not disclose your email and internet access to others or use other people's access to the network.

The provision of internet access is owned by the Council and all access is recorded, retained and may be interrogated via the Council's web monitoring software.

Routine monitoring of internet usage will be undertaken to ensure the Council's business use is not impacted by lack of capacity or bandwidth.

The filtering system monitors and records all access and usage which is retained and may be used to prepare reports for Management Board, line managers and auditors. This information may be used as evidence in disciplinary action or prosecution.

Line managers may access a staff member's internet account if they suspect that there has been a breach of this policy by completing an email and internet account monitoring request

form. Line managers may also access email accounts if members of staff are off work on long term absence.

## **6. Responsibilities**

### **a. Your responsibility as an employee:**

- Read this policy before using the Internet.
- Sign the email and internet acceptable usage form to state that you accept the terms and conditions of this policy.
- Use the internet responsibly both for business and personal usage.
- Do not use the internet for personal usage during your working hours.

### **b. Your responsibility as a Line Manager:**

- Ensure that any suspected breaches of this policy by their staff are investigated. If you think it is necessary to access a staff member's email account or monitor internet usage you can complete an email and internet account monitoring request form and return it to the Corporate Support manager.
- Report all confirmed breaches of this policy to the Human Resources Manager so that they can be investigated.
- Ensure that the use of the internet facility during an employees work time is relevant to and appropriate to the Council's business.

### **c. Conditions of use**

Each user must read, understand and sign to verify they have read and accepted this policy.

I understand and agree to comply with the Council's Email and Internet Acceptable Use Policy.

Signature of User: ..... Date: .....

A copy of this agreement is to be retained by the User and the Human Resources Department.

### **d. Policy Compliance**

If any user is found to have breached this policy, they will be subject to the Council's disciplinary procedure.

If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, seek advice from your line manager.



## Email and Internet Account Monitoring Request Form

Due to our obligations under the Data Protection Act 1998 it is necessary to complete this form if you wish to access information from the Council's network relating to any staff member.

By signing this form you agree that you are requesting this information for the purpose(s) you state below and it will be held and used for these purpose(s) only. It will only be retained until the business requirement has expired.

Please provide information about the member of staff who is the subject of the request.

Name: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Line manager: \_\_\_\_\_

**Please list below the purpose(s) of your request (*provide as much details as possible*):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If there is additional need for confidentiality about this request, please provide additional information by email to the Human Resources Manager.**

Authorising Requester

Print name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date: \_\_\_\_\_

Authorising Manager

Print name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**In signing this request you agree to make no further uses of the information you obtain other than for the purposes stated above. You agree to keep secure any information you obtain or securely destroy the information, when it is no longer required.**

<b>EXECUTIVE COMMITTEE</b>		<b>Part One (R) Agenda Item 12</b>
<b>Date of Meeting:</b>	<b>25th June, 2014</b>	
<b>Reporting Officer:</b>	<b>Executive Director</b>	
<p><b>Title: Adoption of the Walney Island Coastal Management Strategy</b></p> <p><b>Summary and Conclusions:</b></p> <p>The report seeks your approval for the adoption of the Walney Island Coastal Management Strategy, for the management of the Walney Island shoreline by the Council.</p> <p><b>Recommendations:</b></p> <p>To recommend the Council:-</p> <ol style="list-style-type: none"> <li>1. To adopt the Walney Island Coastal Management Strategy; and</li> <li>2. To recommend the Strategy to the Environment Agency for adoption.</li> </ol>		

## **Report**

### **Background**

Walney Island is approximately 13km long and up to 1.5km wide, orientated north west to south east. The west coast of the island is exposed to the Irish Sea and the northern end is influenced by the Duddon Estuary. The east coast is separated from the mainland by Walney Channel and Piel Channel. The southern end forms the north-western entrance to Morecambe Bay. The whole of the coastline of Walney and surrounding inter-tidal areas, apart from a small section from Hillock Whins to Sandy Gap, is designated internationally due to the important habitats and species it supports.

A coastal defence management strategy for Walney Island over the next 100 years has been developed and, following thorough public consultation, is now presented as a final strategy document. The full study has involved the compilation of existing data and examination of the issues and this is presented within the attached appendix documents.

The Strategy Appraisal Report (StAR) presents the Flood and Coastal Erosion Risk Management (FCERM) 'business case' for investment in a strategic programme of future capital schemes to manage the risks to people and the

developed, natural and historic environments from sea flooding, coastal erosion and coastal slope instability over the next 100 years.

The StAR summarises the key risks in the Study Area from these sources and is seeking approval from the Environment Agency's Large Projects Review Group (LPRG) for our plans to manage them.

Once approval of the StAR has been received, we shall begin to implement the recommendations.

The StAR has been undertaken in accordance with latest Environment Agency Flood and Coastal Erosion Risk Management Appraisal Guidance and associated Environment Agency policies and procedures.

Preparation of this Strategy has addressed the following key issues:

- Rates of erosion along the west coast of Walney Island;
- The threat to the public from flooding;
- Flood warning, forecasting and emergency planning (flood re-routing);
- Prevention of pollution from the various landfill sites on the island;
- The need to minimise effects of future coastal defence management on natural habitats and to maintain the favourable status of protected habitats.

A key conclusion of this study, based on current information, is that for the foreseeable future (of the order hundreds of years) Walney Island is not at risk of a 'permanent' breach caused by coastal erosion. For this study, 'breach' is defined as a break in the island at all states of the tide). Whilst stating this, it must be emphasised that the island is currently experiencing 'temporary breaches', or flood water linkage caused by waves overtopping defences during extreme storms, but the problem abates as the tide recedes over a period of days.

The preferred strategic approach is for no active intervention over the majority of the shoreline, with *hold the line* and managed realignment in selected locations in accordance with the Shoreline Management Plan (SMP2). In the short term a capital scheme is required at Earnse Bay (identified as West Shore Park) to reduce the risk of erosion for up to 20 years, whilst a managed realignment property roll-back/relocation scheme is developed for the longer term. I will report further to this Committee as individual schemes are designed and costed.

(i) Legal Implications

Full consultation with local residents and key partners has been undertaken during this strategy review to ensure due diligence.

(ii) Risk Assessment

The strategy includes medium financial risk implications for owners of the existing erosion defences. For example: future work could be limited by habitat designations where repairs are required, leading to delays and/or more expensive construction methods. There is also the low risk of the unexpected such as a Major Flooding event that accelerates erosion.

(iii) Financial Implications

The strategy includes a cost breakdown as follows:

Unit 2: West Shore Park (i.e. Earnse Bay): Defence installation £384,000 total of which £40,000 is to be contributed by the Council.

The removal of the defence at the end of the licence is expected to cost £10,000.

Unit 5: Nanny Point Scar to Hillock Whins: Regular replenishment of the rock armour would cost £1,691,000 over the one hundred year period.

Unit 6: Hillock Whins to Hare Hill: Regular replenishment of the rock armour would cost £1,157,000 over the one hundred year period.

Unit 8: Biggar to Tummer Hill: Regular replenishment of the rock armour would cost £1,063,000 over the one hundred year period.

These costs will need to be met by asset owners and landowners including Cumbria County Council, Barrow Borough Council and private owners.

(iv) Health and Safety Implications

The adoption of this strategy does not introduce any health and safety risks that are not already in effect.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

While not introducing any new adverse effects on the Health and Wellbeing of residents on Walney Island, the strategy does not move to prevent the expected increase of temporary flooding events. These events could lead to isolation of some communities and risk of pollution from landfill entering local beaches.

**Background Papers**

Appendix 4 : Walney Strategic Appraisal Report draft (edited summary).

Appendix 5 : Newsletter V0, Public Consultation summary.

Appendix 6 : Consultee List.

Appendix 7 : Erosion Overview Map.

The Full report and associated appendix documents can be viewed on the Council's Internet.

Background Papers

Nil

# 1.0 Executive summary

## Introduction and Background

The Walney Island Flood and Erosion Strategy Review (henceforth referred to as the Strategy) presents the business case and implementation plan for the management of the Walney Island shoreline by Barrow Borough Council. This report examines the problem, identifies the objectives for this Strategy and identifies and appraises the options to manage the shoreline in line with the current Flood and Coastal Erosion Risk Management (FCERM) Appraisal Guidance.

A Walney Island Strategy was completed and adopted by Barrow Borough Council in 2004 (henceforth referred to as the 2004 Strategy) with the recommendation that this be reviewed on a five yearly basis. This Strategy provides an update and review of the 2004 Strategy.

The Strategy objectives were set through consultation as part of the 2004 Strategy and have been carried forward to this Strategy:

- To minimise the adverse effect that artificial coastal defences have on the natural behaviour of coastal and geomorphological processes across the island.
- To maintain Walney Island as a strategic defence to the Port of Barrow and the surrounding area and to avoid adverse interference in port operations as a result of future shoreline management actions.
- To define a suitable monitoring system to provide a coherent data base to inform those responsible for implementing strategy recommendations in the future.
- To provide an appropriate level of coastal defence around the island in accordance with technical, economic and environmental criteria.
- To ensure that appropriate flood warning strategies are put in place to minimise any future risk to human life from flooding or erosion.
- To take appropriate defence measures to prevent future pollution of the shoreline from historic or active landfill sites adjacent to the coast.
- To ensure that current and future flood and coastal management takes due consideration of the need to maintain, restore or enhance the internationally and nationally important nature conservation interests on and around Walney Island (SPA, cSAC, Ramsar, NNR, SSSI, European Marine Sites etc) to contribute to the achievement of favourable conditions.

Walney Island (also known as Walney) is an island approximately 13km long and up to 1.5km wide, orientated north west to south east, located off the north west coast of the United Kingdom. The west coast of the island is exposed to the Irish Sea and the northern end is influenced by the Duddon Estuary. The east coast is separated from the mainland by Walney Channel and Piel Channel. The southern end forms the north-western entrance to Morecambe Bay. The whole of the coastline of Walney and surrounding inter-tidal areas, apart from a small section from Hillocks Whin to Sandy Gap, is designated internationally, nationally or locally due to the important habitats and species it supports.

The shoreline has been divided into 9 Units based on an assessment of the Shoreline Management Plan (SMP2) and 2004 Strategy boundaries and factors including land use, existing defences and coastal processes. Due to the shared flood plains across some Units, benefit areas have been defined for the purposes of the economic damages assessment. This avoids any double-counting of flood damages. Key Plan 1 shows the Unit and Benefit Area boundaries and they are listed below.

- Unit 1 – North Walney
- Unit 2 – West Shore Park
- Unit 3 - Earnse Point to Walk Hall Scar
- Unit 4 - Walk Hall Scar to Nanny Point Scar
- Unit 5 - Nanny Point Scar to Hillock Whins
- Unit 6 - Hillock Whins to Hare Hill
- Unit 7 - South Walney

- Unit 8 - Biggar to Tummer Hill
- Unit 9 - Vickerstown and North Scale

Units 5 and 8 are combined to create Benefit Area 5.

## ○ Problem

Walney Island is exposed to the Irish Sea on the west coast and as a result this coastline is largely subject to erosion. Much of the island is low lying and assets can be at risk of flooding from both the east and west coasts. The main populated areas of Vickerstown, North Walney and North Scales are mainly on high ground, but properties in parts of Tummer Hill and Biggar village located in the south are at tidal flood risk and West Shore Park on the west coast (a residential park) is at risk of both erosion and flooding due to wave overtopping. The south of the Island is sparsely populated, comprising mainly agricultural land and designated natural habitat. The north of the island is also sparsely populated; comprising designated natural habitat and Walney Airfield.

The short section of coast along the West Shore Park frontage (Unit 2) is currently at risk of rapid erosion. Assets at risk include residential chalets and the old access route to the landfill tip to the north, now used for amenity access to the coast. Ad-hoc temporary defences were constructed in 2007 along the southern half of the unit as a response to severe erosion along this section. The condition assessment reported that these defences have a residual life of 0-5 years. Erosion of approximately 1.2m/yr has been experienced over the last 5 years. If No Active Intervention is undertaken, 26 residential properties are at risk of erosion by year 25 and 94 by year 99. The pumping station which serves the whole of West Shore Park could be lost by year 20.

Units 5 and 8 combine to form Benefit Area 5. Erosion of Unit 5 could lead to the development of a flood route across the island impacting upon properties in Tummer Hill and Biggar Village. These properties would also be impacted by flooding directly from on the west coast, via Unit 8. By year 20, 12 residential and 0 non-residential properties would be at risk of flooding under a 1 in 100 (0.1%) annual probability event, with 94 residential and 3 non-residential properties at risk under this event by year 99. 100ha of agricultural land would be at risk of flooding under a 1 in 5 (20%) annual probability event by year 20, increasing to 130ha by year 99. The access road linking the north of the Island to the south would be at risk of flooding under a 1 in 1 (100%) annual probability tidal event once the defences fail at the end of their residual life in Year 10, restricting access to Biggar village and assets to the south. Within this area the landfill site at Bent Haw is likely to be at risk of erosion by years 5 to 10.

Erosion along Unit 6, Hillock Whins to Hare Hill could lead to exposure and erosion of an historical landfill site at Low Bank when defences fail at the end of their residual life in year 50. Erosion rates along this coast indicate that over 50ha of agricultural land will be lost to erosion over the 100 year lifetime of the Strategy and the landfill site at Low Bank may require relocation prior to year 50, to avoid the risks related to erosion of landfill material if defences are allowed to fail.

## ○ Options considered

A long list of options considered technically suitable for providing continued and improved flood and erosion risk management for the study area was drawn up by the Project Team. This utilised the work undertaken in the SMP2 and the 2004 Strategy. The long list options were appraised in respect to high level economic, technical, social and environmental factors to select a short list of options for each Unit. Whether an option was considered further or not was related to the relative performance against these factors and whether there were any 'showstoppers' which precluded the option further.

The generic options considered in the long list and taken forward to the short list for appraisal included No Active Intervention, Do Minimum, Maintain, Improve and Managed Realignment. For Units 1 and 4, only the baseline No Active Intervention options were assessed as the coastline

here is currently undefended and there are not sufficient assets at risk to justify active intervention.

Assessment of the shortlisted options, considered detailed economic, technical and environmental issues and led to the development of the preferred options for each Unit. The assessment considered whether the options would be technically achievable and address the coastal erosion and flood risk to people, properties and infrastructure. The outcomes of this assessment resulted in the selection of a recommended strategy for management of coastal erosion and flood risk on Walney, taking into account climate change impacts.

## ○ Recommended Strategy

The preferred strategic approach for the Strategy is for no active intervention over the majority of the shoreline, with hold the line and managed realignment in selected locations in accordance with the SMP2. In the short term a capital scheme is required at West Shore Park to reduce the risk of erosion for up to 20 years, whilst a managed realignment property roll-back / relocation scheme is developed for the longer term.

## ○ Economic Summary

Table Error! No text of specified style in document.-1 summarises the 100 year economic appraisal for the preferred Strategy. Due to the limited number of assets in the Strategy area, it is not possible to economically justify an active intervention option in Benefit Areas 1, 3, 4, 7 and 8. Active intervention is however economically viable and therefore recommended in Benefit Areas 2, 5 and 5. In Benefit Area 2, the preferred option is Management Realignment. In Benefit areas 5 and 6, the preferred option is Do Minimum.

Table Error! No text of specified style in document.-1 Summary of Preferred Options and Economic Appraisal

Benefit Area	Details	Present Value Cost* (£k)	Present Value Benefits (£k)	Benefit-Cost Ratio*
1 – North Walney	No Active Intervention	-	-	-
2 – West Shore Park	Managed Realignment - Extend the temporary 'ad hoc' rock armour along the whole frontage and maintain in the short term while assets are relocated. In the longer term, remove defences and allow natural processes to occur.	421	1,229	2.9
3 – Earnse Point to Walk Hall Scar	No Active Intervention	-	-	-
4 Walk Hall Scar to Nanny Point Scar	No Active Intervention	-	-	-
5 – Nanny Point Scar to Hillock Whins and Biggar to Tummer Hill	Do Minimum - Create rock stockpile. Repair defences as and when failures occur.	480	1,032	2.1
6 – Hillock Whins to Hare Hill	Do Minimum - Create rock stockpile. Repair defences as and when failures occur.	280	1,126	4.0
7 – South Walney	No Active Intervention	-	-	-
8 – Vickerstown to North Scale	No Active Intervention	-	-	-

\*Costs include 60% optimism bias

owners of West Shore Park, who will contribute to the costs of the coastal erosion works to protect the West Shore Park frontage for the first 20 years. A contribution from the Regional Flood and Coastal Committee (RFCC) has also been obtained for Unit 2 and Barrow Borough Council are also making a contribution to the proposed works. Together these contributions will cover £259k (PV cost) of the works in Unit 2, and FDGI funding will be required for the remaining £162k (PV cost excluding inflation).

## ○ Key Project Risks

The key project risks are described in Table 1.3.

Table 1.3 – Key Project Risks

Key project risk	Adopted mitigation measure
Negative environmental impacts upon adjacent designated areas.	<ul style="list-style-type: none"> <li>• Works to be carried out outside of key environmental seasons, such as bird overwintering or breeding seasons where required.</li> <li>• Environmental impacts and mitigation to be assessed in more detail in detailed design.</li> <li>• Impacts to be considered when deciding on construction methods.</li> <li>• Liaison with Natural England at scheme stage to agree detailed mitigation.</li> </ul>
Delay due to funding/ contributions	<ul style="list-style-type: none"> <li>• Client PM to continue liaison with relevant organisational bodies.</li> </ul>
Failure or breach of defence before Strategy implemented	<ul style="list-style-type: none"> <li>• Continue monitoring condition of defence and continue beach level surveys. Carry out emergency works to reinstate rock if failure occurs (as was carried out in January 2014).</li> </ul>

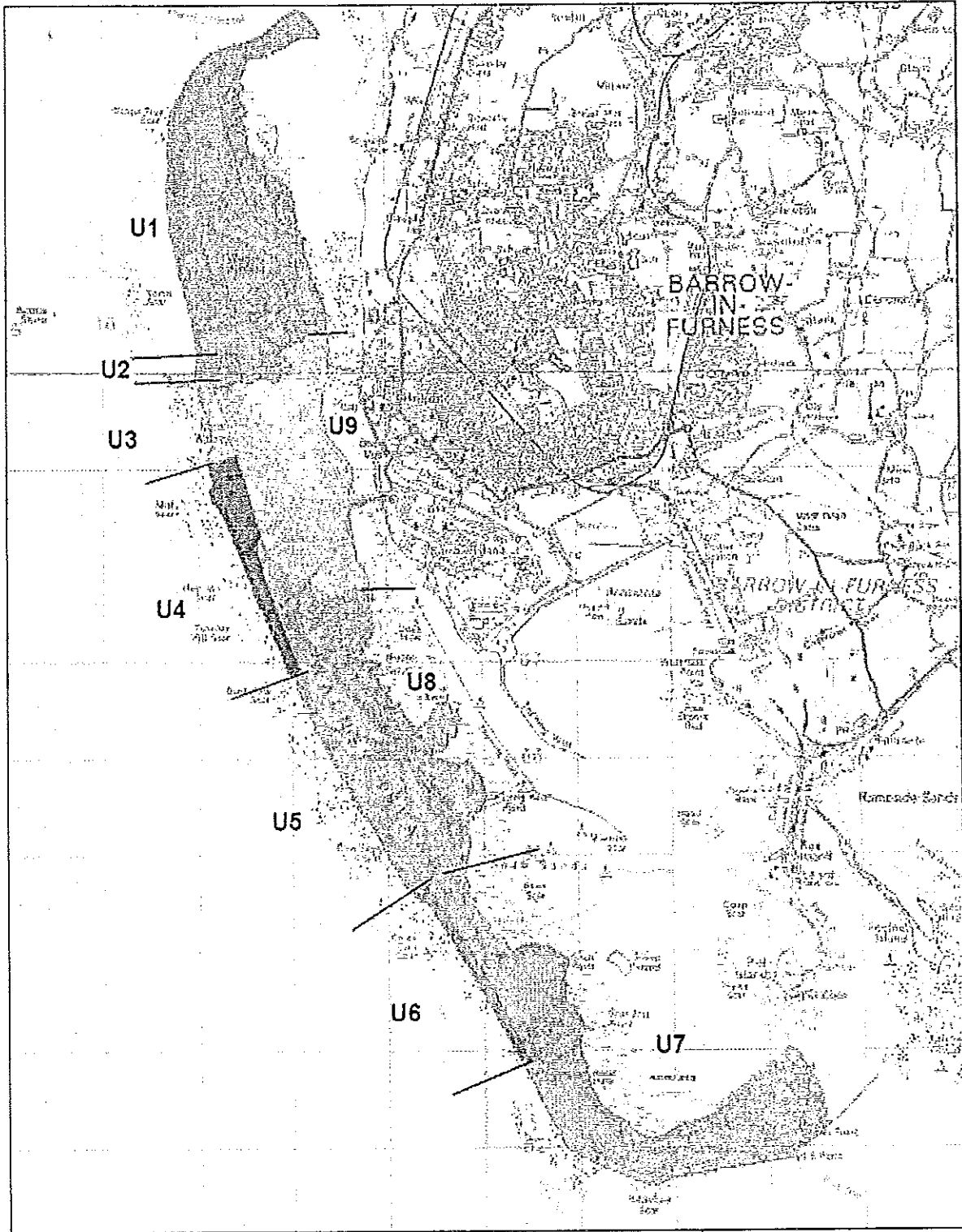
## ○ Recommendations

It is recommended that the Walney Island Flood and Erosion Strategy Review is approved under the Non-financial scheme of delegation to enable flood and erosion risk to assets over 100 years to be managed appropriately.

The Strategy Whole Life cash cost (excluding inflation) is £4,043k including 60% optimism bias. This includes capital works at Benefit Area 2 (West Shore Park) and maintenance works in Benefits Areas 5 and 6. Of this £259k of the £421k (PV cost excluding inflation) required for construction and maintenance of temporary defences prior to managed realignment at West Shore Park is available from Embra, the RFCC and Barrow Borough Council.



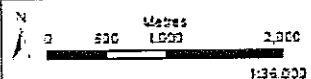
External approvals:	Barrow Borough Council
Defra approval:	N/A



Walney Island Coastal Strategy Review



Legend	Benefit Areas
— Strategic Unit boundaries	1 - North Walney
— Strategic Unit boundaries	2 - West Shore Park
— Strategic Unit boundaries	3 - Lanes Field to White Hat
— Strategic Unit boundaries	4 - White Hat, Scar to Ferry Road
— Strategic Unit boundaries	5 - Ferry Road to Scar
— Strategic Unit boundaries	6 - Scar to North
— Strategic Unit boundaries	7 - North Walney
— Strategic Unit boundaries	8 - Walney Island and North
— Strategic Unit boundaries	9 - Walney Island and North



Drawn By: MFC  
Date: August 2013

This map is a general guide only. It does not constitute a contract or a warranty of any kind. The Council is not responsible for any loss or damage arising from the use of this map. It is intended for use as a reference only.





# Walney Island Coastal Strategy Review

We want to keep you informed on the progress of the Walney Island Coastal Strategy Review

## What is the Walney Island Coastal Strategy Review?

The Walney Island Coastal Strategy Review will present a plan for the management of coastal erosion and flood risk around the Walney Island coastline. With climate changing, sea levels rising and increased frequency and intensity of storms, our existing coastal defences are under increasing threat from the elements. The Strategy Review considers the risks and impacts of coastal erosion and flooding to communities and the environment, both now and in the future. A business case for investment in the future management of risk is being developed.

## What area does it cover?

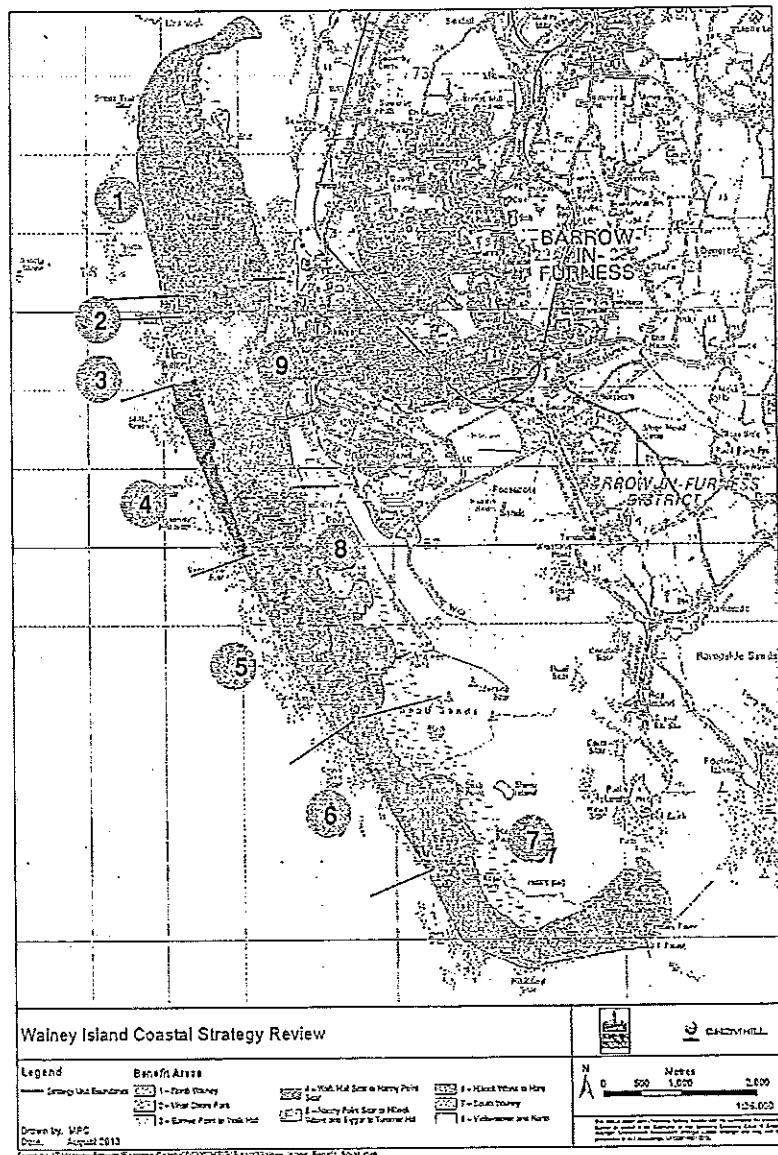
The Walney Island Coastal Strategy Review covers both the east and west coasts of Walney Island. The coastal frontages have been divided into 9 Units to reflect the varying nature of the frontage and the specific issues affecting each Unit.

## What have we done so far?

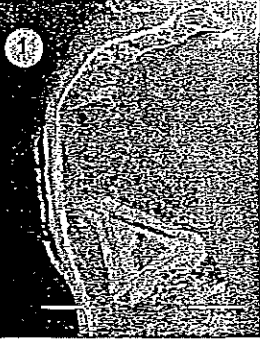


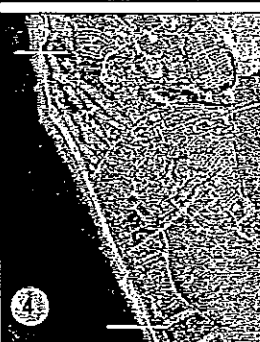
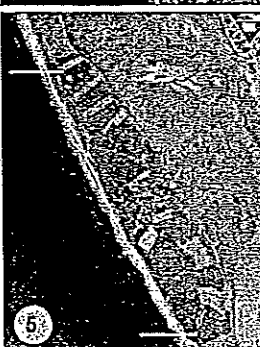
We have undertaken investigations to improve our understanding of the area. We have developed a long list of options which we have appraised against key criteria to provide a short list.

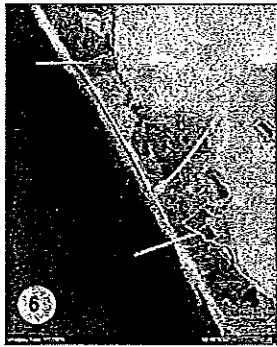
Following economic, technical and environmental appraisal of the short list options we have identified the Preferred Option(s) for flood and coastal erosion management for each Management Unit.

This newsletter presents the Preferred Options identified for consultation.



## What are the preferred options for each management area?

	<p><b>North Walney</b></p> <p><b>Do Nothing</b></p> <p>Allow the coast to continue to evolve naturally.</p> <p>Walney Airfield is the only asset in this area, and being located on elevated land is at very low risk of flooding.</p> <p>The shoreline is stable here and the historic landfill site and airfield are not at risk of erosion in the next 100 years.</p>
	<p><b>West Shore Park</b></p> <p><b>Managed Realignment</b></p> <p>Maintain the existing defences and extend the temporary 'ad hoc' rock armour along the whole frontage to allow time for properties to be relocated.</p> <p>Based on the existing condition of the defences it is assumed that the defences can be maintained for 20 years, after which properties will have been relocated and defences will be removed to allow the coast to roll back naturally, but in a managed way.</p>
	<p><b>Eamse Point to Walk Hall Scar</b></p> <p><b>Do Nothing</b></p> <p>No further works or repairs would be undertaken and the defences are left to deteriorate and fail over time, allowing the coast to evolve naturally.</p> <p>Based on the existing condition of the defences they are estimated to fail in 5 to 10 years time, after which the seaward edge of the golf course is likely to be subject to some erosion. There are no assets at flood risk.</p>
	<p><b>Walk Hall Scar to Nanny Point Scar</b></p> <p><b>Do Nothing</b></p> <p>Allow the coast to continue to evolve naturally.</p> <p>There are currently no defences along this section of coast and no built assets at risk of flooding or erosion. The current processes would therefore be allowed to continue naturally.</p>
	<p><b>Nanny Point Scar to Hillock Whins</b></p> <p><b>Do Minimum</b></p> <p>Reactive repair and patch up the existing defences, as necessary, using rock armour. This will manage erosion risk to Bent Haw car park. Flood risk frequency will increase over time as sea levels rise.</p>



**Hillock Whins to Hare Hill**

**Do Minimum**

Reactive repair and patch up the existing defences, as necessary, using rock armour. This will manage erosion risk to the car park, road and some agricultural land. Flood risk frequency will increase over time as sea levels rise.

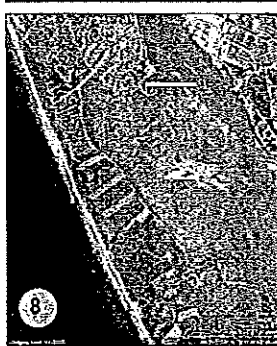


**South Walney**

**Do Nothing**

No further works or repairs would be undertaken and the defences would be left to deteriorate and fail over time, allowing the coast to evolve naturally.

Based on their existing condition the defences along the east coast are predicted to fail in 5 years, raising the flood risk frequency to isolated properties as sea levels rise. There are currently no flood defences on the east coast.

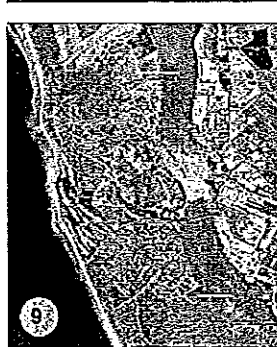


**Biggar to Tummer Hill**

**Do Minimum**

Reactive repair and patch up of the existing defences, as necessary.

The current defence provides a high standard of protection and so limited maintenance would be required in the short term. Frequency of flood risk will increase over time as sea levels rise.



**Vickerstown and North Scale**

**Do Nothing**

No further works or repairs would be undertaken and the defences would be left to deteriorate and fail over time, allowing the coast to evolve naturally.

Defences along the promenade are predicted to fail in 5 to 10 years time, but the majority of assets are located on high land so flood risk will be limited.

**What happens next?**

Following consultation, the preferred options will be included within the Strategy Review documents and submitted for approval by the Environment Agency. Following approval the progression of the preferred options will then depend upon the funding available, based on the current government funding guidelines.

**Who can I send feedback to?**

Mark Ellis, Principal Coastal Engineer & CDM Co-ordinator, CAPITA SYMONDS: [mark.ellis@capita.co.uk](mailto:mark.ellis@capita.co.uk)  
 Barrow Town Hall, Duke Street, Barrow-in-Furness LA14 2LD Tel: 07900 980697

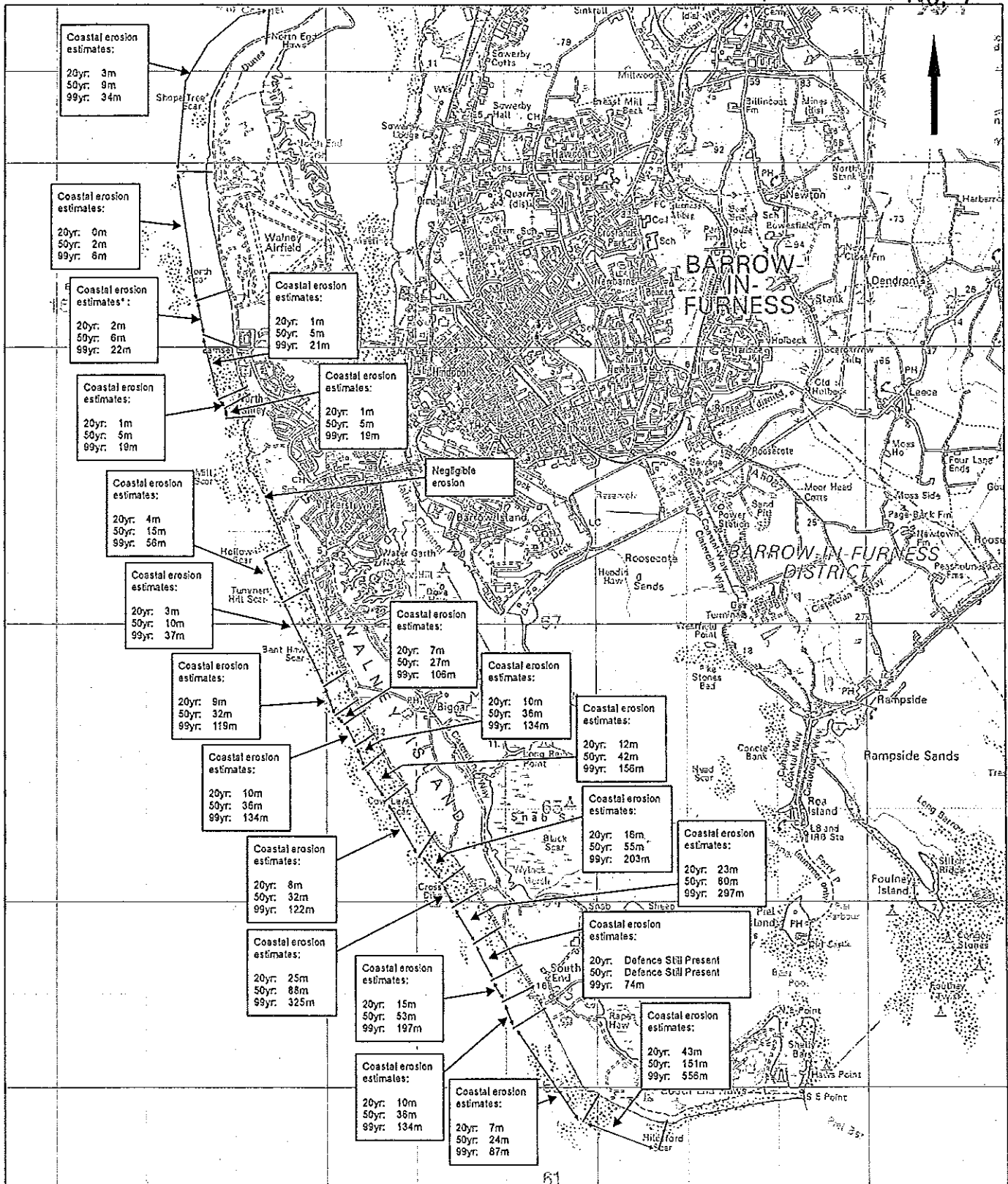


## APPENDIX No. 6

Name	Organisation	Contact Details
<b>Quango/NGO</b>		
Andy Shore	EA	Lutra House, Dodd Way, Off Seedlee Road, Walton Summit, Bamber Bridge, Preston PR58BX Tel. 01772 714018 <a href="mailto:andy.shore@environment-agency.gov.uk">andy.shore@environment-agency.gov.uk</a>
Nicola Evans (Duddon Estuary) Andy Craven (S Walney and Piel Channel Flats)	Natural England	Juniper House, Murley Moss, Oxenholme Road, Kendal LA9 7RL Tel. 0300 060 0003 <a href="mailto:Nicola.evans@naturalengland.org.uk">Nicola.evans@naturalengland.org.uk</a> <a href="mailto:Andrew.craven@naturalengland.org.uk">Andrew.craven@naturalengland.org.uk</a>
David Carter (Lead Adviser Land Use Operations Team)	Natural England	<a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a> .  Email: <a href="mailto:david.carter@naturalengland.org.uk">david.carter@naturalengland.org.uk</a> Direct dial: 01653 696082
Andrew Gouldstone	RSPB	Northern England Region, 7.3.1 Cameron House, White Cross Estate, Lancaster LA1 4XQ Tel. 01524 581010 <a href="mailto:andrew.gouldstone@rspb.org.uk">andrew.gouldstone@rspb.org.uk</a>
Sue Stallibrass	English Heritage	<a href="mailto:sue.stallibrass@english-heritage.org.uk">sue.stallibrass@english-heritage.org.uk</a>
David Hartley	Cumbria Wildlife Trust	Plumgarths, Crook Road, Kendal LA8 8LX Tel. 01539 816300
<b>Councillors</b>		
Des Barlow	Barrow BC	4A Combe View, Barrow-in-Furness Tel. 01229 472842 <a href="mailto:dbarlow@barrowbc.gov.uk">dbarlow@barrowbc.gov.uk</a>
Brendan Sweeney	Barrow BC	27 Haverigg Gardens, Barrow-in-Furness Tel. 01229 472726 <a href="mailto:bsweeney@barrowbc.gov.uk">bsweeney@barrowbc.gov.uk</a>
Bob Pointer	Barrow BC	6 Deal Avenue, Barrow-in-Furness Tel. 01229 470616 <a href="mailto:rjpointer@barrowbc.gov.uk">rjpointer@barrowbc.gov.uk</a>
Anita Husband	Barrow BC	130 Mill Lane, Barrow-in-Furness Tel. 01229 474044 <a href="mailto:aghusband@barrowbc.gov.uk">aghusband@barrowbc.gov.uk</a>
Colin Thomson	Barrow BC	3 Dover Street, Barrow-in-Furness Tel. 01229 471862 <a href="mailto:cthomson@barrowbc.gov.uk">cthomson@barrowbc.gov.uk</a>
Jack Richardson	Barrow BC	13 Keswick Avenue, Barrow-in-Furness Tel. 01229 838459 <a href="mailto:jrrichardson@barrowbc.gov.uk">jrrichardson@barrowbc.gov.uk</a>
Tony Callister	Barrow BC	8 Beverley Avenue, Barrow-in-Furness Tel. 07789773122 <a href="mailto:acallister@barrowbc.gov.uk">acallister@barrowbc.gov.uk</a>
John Murphy	Barrow BC	9 Mikasa Street, Barrow-in-Furness Tel. 01229 473746 <a href="mailto:jdmurphy@barrowbc.gov.uk">jdmurphy@barrowbc.gov.uk</a>

Name	Organisation	Contact Details
<b>Landowner/Business</b>		
Rod Howarth Company Secretary	Embra Investments	3 Victoria Road East, Thornton Cleveleys, Lancashire FY5 5HT Tel. 01253 859000 <a href="mailto:rod@embra.net">rod@embra.net</a>
Mr C Sparrow	Boughton Estates	The Boughton Estate Office, Weekley, Kettering, Northamptonshire NN16 9UP Tel. 01536 526853 <a href="mailto:dpawlikowski@boughtonestate.co.uk">dpawlikowski@boughtonestate.co.uk</a>
Bob Phillips	ABP	Port Office, Ramsden Dock Road, Barrow-in-Furness LA14 2TW Tel. 01229 822911 Ext. 208 <a href="mailto:RDPhillips@abports.co.uk">RDPhillips@abports.co.uk</a>
Tracy Armistead	BAe Systems	1 <sup>st</sup> Floor, Shaftsbury House, Building C09, Bridge Road, Barrow-in-Furness LA14 1AF Tel. 01229
Mike Mulgrew	Landowner	The Bungalow, South End Farm, Barrow-in-Furness LA14 3YQ Tel. 01229 471556
<b>Residents Associations</b>		
Dennis Laird	North Scale	21 Bankfield Gardens, Barrow-in-Furness LA14 3SN <a href="mailto:dennis.laird@dsl.pipex.com">dennis.laird@dsl.pipex.com</a>
Mike Dilks	Biggar Village and South Walney	School House, Biggar Village, Barrow-in-Furness LA14 3YG Tel. 01229 472238 <a href="mailto:michael.dilks@btopenworld.com">michael.dilks@btopenworld.com</a>
Graham Parker		Piel View Farm, Biggar Village, Barrow-in-Furness LA14 3YG <a href="mailto:graham.parker3@btinternet.com">graham.parker3@btinternet.com</a>
John Fletcher	West Shore Park	240 West Shore Park, LA14 3XZ Tel. 07761 079581
Barry Threlfall		345 West Shore Park LA14 3YR Tel. 01229 474878
<b>Others</b>		
Ken Lund	Furness Fishing Association	32 Mallard Drive, Barrow-in-Furness, LA14 3JR <a href="mailto:ken@lundparty.com">ken@lundparty.com</a> Tel. 01229 473221





Drawn By: CD 03/04/2012  
Checked By: AMM 03/04/2012  
Approved By: IT 03/04/2012

**Halcrow**  
A CH2M HILL COMPANY

Kilometres  
0 0.25 0.5 1

Drawing Scale: 1:40,000  
Plot Scale: 1:40,000 @ A3

**Legend**

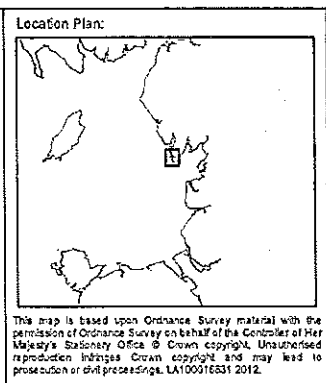
- Area of Erosion
- NAI Erosion Extents

**Notes:**

- Coastal erosion estimates are cumulative and represent expected erosion distances from the 2011 shoreline position by the year shown.
- Coastal erosion estimates include a 2% increase in erosion per annum to account for the effects of climate change.
- Coastal erosion estimates represent the NAI Scenario, taking into account the existing defences and their estimated residual life.
- Coastal erosion estimates presented are based on analysis of long term trends. At West Shore Park additional work investigating recent higher erosional trends has been undertaken and is described in the NAI Report.

**Project :**  
Walney Island Coastal Management Strategy Review

**Drawing :**  
Predicted Erosion under the No Active Intervention Scenario  
Walney Island





<b>EXECUTIVE COMMITTEE</b>		<b>Part One (D) Agenda Item 13</b>
<b>Date of Meeting:</b>	<b>25th June, 2014</b>	
<b>Reporting Officer:</b>	<b>Executive Director</b>	
<p><b>Title: Efficiency Support Grant</b></p> <p><b>Summary and Conclusions:</b></p> <p>Government has confirmed the Council will receive £1,175,000 of Efficiency Support Grant in 2014/15. The report sets out the broad areas of expenditure.</p> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. To note the report; and</li> <li>2. To approve the broad areas of expenditure for Efficiency Support Grant.</li> </ol>		

### **Report**

I have received confirmation that the Borough Council will receive Efficiency Support Grant (ESG) of £1,175,000 in 2014/15. This is based upon the Department of Communities and Local Government assessment that the Council has made sufficient progress against its ESG plans for 2013/14. The Grant Determination has no conditions relating to clawback of 2014/15 grant.

DCLG have also decided that ESG for 2015/16 will be rolled into the Local Government Settlement for 2015/16 but before funds are rolled in Departmental Officials will be reviewing progress on submitted plans for 2014/15 in Autumn 2014. The Medium Term Financial Plan approved by Members already assumes that it is rolled in to the settlement.

ESG has been offered to help authorities reduce their net expenditure to levels the Government consider sustainable in the longer term. Based on our updated plan for 2014/15 ESG savings, expenditure of the Grant in 2014/15 should be prioritised to the following broad areas.

1. Staff savings and senior management restructuring. The Council has already agreed to continue to pursue shared management arrangements with other local authorities and savings opportunities that come from turnover will also be realised - £100,000.
2. Capital Investment to reduce costs and increase revenue – forecast economic growth in Furness offers good opportunities to increase

commercial rental income and reduce Council costs on vacant property. In order to do this we may need to invest in some of our commercial portfolio - £500,000.

3. Transformational programme for Council services – to decide more efficiencies from services we need to invest in training officers and members to give them the skills necessary. Some investment in services may also be required. The Council Leader and I addressed all staff in April to begin this programme and indicated significant funds would be earmarked - £200,000.
4. Review of contracts – we are in continuous negotiations with our principal GRF contractors and finance may be required for contract re-negotiation £200,000.

Members will appreciate the planned expenditure figures are indicative at this stage. Expenditure on cost saving initiatives and predicted savings will be brought to future meetings for your approval as required.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Minute 18, Executive Committee 26<sup>th</sup> June 2013.

<b>EXECUTIVE COMMITTEE</b>		<u>Part One</u> <b>(D)</b> <b>Agenda</b> <b>Item</b> <b>14</b>
<b>Date of Meeting:</b>	<b>25th June, 2014</b>	
<b>Reporting Officer:</b>	<b>Executive Director</b>	
<p><b>Title: National Union of Rail Maritime and Transport Workers</b></p> <p><b>Summary and Conclusions:</b></p> <p>As Report.</p> <p><b>Recommendations:</b></p> <p>Members instructions are requested.</p>		

### **Report**

I have received a request from the Barrow Branch of the National Union of Rail Maritime and Transport Workers to incorporate the Borough Crest into their Union ties. Their letter is attached as **Appendix 8**.

(i) **Legal Implications**

The recommendation has no legal implications.

(ii) **Risk Assessment**

The recommendation has no implications.

(iii) **Financial Implications**

The recommendation has no financial implications.

(iv) **Health and Safety Implications**

The recommendation has no implications.

(v) **Equality and Diversity**

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Correspondence held by the Executive Director.



# National Union of Rail Maritime & Transport Workers

APPENDIX No. 8

General Secretary: Bob Crow

Mr Paul Thompson

Branch Secretary

Barrow in Furness No1 Branch

RMT

09/06/14

Mr Phil Huck

Executive Director

Barrow Borough Council

Dear Mr Huck,

I am writing to you on behalf of our Branch of the RMT union to ask if the council would give us the honour of being able to use the Towns Crest on our Union Ties. We would have it tastefully set on the lower half of our tie with our Branch around it.

Yours Sincerely

P A Thompson

Branch Secretary

**BRANCH SECRETARY**



**BARROW IN FURNESS No. 1**  
0096

Union Headquarters

Unity House · 39 Chalton Street · London · NW1 1JD · Tel: 020 7387 4771 · Fax: 020 7387 4123

Helpline: 0800 376 3706

www.rmt.org.uk · email: info@rmt.org.uk

<b>EXECUTIVE COMMITTEE</b>	<b>(D) Agenda Item 15</b>
<b>Date of Meeting: 25th June, 2014</b>	
<b>Reporting Officer: Executive Director</b>	
<b>Title: Extension of Term for Lease of Cavendish Park to Barrow Island Community Sports Trust</b>	
<b>Summary and Conclusions:</b>	
Barrow Island Community Sports Trust have requested an extension of their lease offer on Cavendish Park from 25 to 30 years.	
<b>Recommendations:</b>	
To agree that the term of the new lease being developed with Barrow Island Community Sports Trust be extended from 25 to 30 years.	

**Report**

In February, 2014 Members agreed to offer a 25 year lease to Barrow Island Community Sports Trust (BICST) for Cavendish Park and consequent surrender and variation in the current lease to Barrow Playing Field Users Association. BICST have since requested that the lease be extended to 30 years to meet the requirements of the Big Lottery and I have no objection to this.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no implications.



(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Background

Minute 119 of Executive Committee 19/02/14.  
Correspondence held by the Executive Director.

<b>EXECUTIVE COMMITTEE</b>		<u>Part One</u> <b>(D)</b> <b>Agenda</b> <b>Item</b> <b>16</b>
<b>Date of Meeting:</b>	<b>25th June, 2014</b>	
<b>Reporting Officer:</b>	<b>Assistant Director (Regeneration and Built Environment)</b>	
<p><b>Title:     Town Hall - Ground Floor Alterations and Refurbishment</b></p> <p><b>Summary and Conclusions:</b></p> <p>The report seeks your approval to award the contract for the Town Hall Ground Floor Alterations and Refurbishment to Cox and Allen (Kendal) Ltd.</p> <p><b>Recommendations:</b></p> <p>To appoint Cox and Allen (Kendal) Ltd under the JCT Minor Works Building Contract with contractor's design 2011 (MWD 2011) to carry out the proposed works for the contract sum of £211,000.</p>		

## **Report**

The scheme relates to internal alterations to parts of the ground floor in order to accommodate the Housing Department, currently located externally at Cavendish House.

There are three fairly distinct parts of the ground floor which require alteration. One is the suite of rooms which were until recently occupied by the Council's Development Services (Planning, Building Control, Property Information Team and Regeneration). The proposal involves the removal of existing partitions, mostly modern and the installation of new partitions to facilitate a revised office layout. The second area begins adjacent to the bottom of the main stairs within an area originally designed to be open but which was enclosed to form office/reception rooms (currently occupied by the Tax Office). This second area extends through the strong room and a kitchen through which a new public access corridor is proposed to be formed. The third area is located on the Market Street side of central reception and involves the modest re-configuration of partitions.

It is a requirement of both national and local policies for the significance of the parts of a heritage asset proposed to be altered, to be assessed both in terms of the impact on these features and on the asset as a whole. As a consequence it has been necessary to identify those parts of the building proposed to be altered and to consider the significance of those changes. Further to Planning Committee approval on 20<sup>th</sup> May 2014, councils are prevented from determining their own listed building consent applications, and the application has been referred to Government Office for determination.

The works generally comprise:

- Formation of a new public access corridor linking the Cornwallis Street entrance to the Central Reception area including two new openings in masonry walls and ramps to accommodate change in floor levels. The area adjacent to the main stairs has been enclosed to form a suite of offices currently in use as a Tax Office. These relatively modern and light weight additions are to be removed to re-establish the spacious qualities originally intended for this prominent and public part of the building. The removal of the partitions at the base of the stairs will improve the spacious quality of the stone arched area. Creation of the corridor will allow for better appreciation of this part of the building;
- Rearrangement and refurbishment of existing staff toilets including all associated plumbing installation works;
- Old Building Control and Planning Policy Office area: Stripping out of existing internal partitions and provision of new partitions to form new office accommodation;
- Old Development Control/Property Information Team/Regeneration Office area: Stripping out of existing internal partitions, old public corridor, etc. and provision of new partitions to form reception area, interview rooms, family room, kitchen and office accommodation. Replacement access stairs and extension to existing mezzanine floor including forming separate enclosed office. The proposals involve the removal of the existing public access corridor with the space used to create a series of interview rooms;
- Old Civil Enforcement Officers Office area: Alterations to form lobby and separate meeting room;
- Old Parking Services/Admin Office area: Stripping out of existing internal partitions and provision of new partitions to form new office accommodation together with kitchen facilities;
- New Floor Finishes: Taking up existing and provision of new floor finishes throughout the foregoing areas;
- Decoration: Complete redecoration of the foregoing areas;
- M & E Installation Works: All necessary stripping out, alterations and additions required to the existing heating and electrical installations associated with the works.

The amount of original fabric to be lost is minimal and relates to small sections of original stud partitions and two openings formed in the internal, masonry walls. The following tenders for the alterations and refurbishment of the Town Hall ground floor were received and opened by the Chairman of the Executive Committee on Friday 30th May 2014.

Contractor 1	£252,761.00
Contractor 2	£275,474.51
Contractor 3	£282,634.00
Contractor 4	£297,325.00

The schedule of works and provisional sums have been reviewed and the two lowest tenders have been analysed in detail. The tender award value for the award to Cox and Allen (Kendal) Ltd has been revised downwards to £211,000, following the review. Subject to Government Office approval the works are programmed to commence in mid-July 2014 and the works are planned to last for approximately 12 weeks.

(i) Legal Implications

The Contractor will be required to take a bond out and the Contract will be signed and sealed following approval.

(ii) Risk Assessment

The project shall be programmed and managed safely following a hierarchy of risk control and safe systems of working. The hierarchy shall be based on elimination, reduction, control and personal protection as a minimum. Information on significant risks identified during the design has been provided within the pre-construction information.

(iii) Financial Implications

The recommendation has no financial implications. The funding is being provided through the Housing Revenue Account and the Capital Programme.

(iv) Health and Safety Implications

A Construction Phase Health and Safety Plan will be produced by the Contractor before commencement for approval by the Councils CDM-C advisor. Baker Mallet will perform all duties under Health and Safety Executive (HSE) Notifiable works, covered by the Construction (Design and Management) Regulations 2007 (CDM 2007) which will last longer than 30 days or 500 person days. The construction phase plan will identify arrangements for controlling significant site risks.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any of the protected characteristics under current Equalities legislation.

(vi) Health and Well-being Implications

The recommendation has no adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Special Executive Committee (30<sup>th</sup> April 2014) – Minute 136.

Special Housing Management Forum (16<sup>th</sup> April 2014)

Correspondence held by the Assistant Director (Regeneration and Built Environment)