

BOROUGH OF BARROW-IN-FURNESS

EXECUTIVE COMMITTEE

Meeting, Wednesday, 6th September, 2017
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 26th July, 2017 (Pages 1-6).
6. Apologies for Absence/Attendance of Substitute Members.

FOR DECISION

- (D) 7. 2018-2019 Holiday Dates (Pages 7-8).
- (D) 8. Procurement of Services (Pages 9-10).

- (R) 9. 2018-2019 Council Tax Support (Pages 11-13).
- (R) 10. Member Representation on FCC Partnership Board (Pages 14-15).
- (D) 11. Appointment to Barrow Highways Advisory Group (Pages 16-17).
- (D) 12. Closure of Playgrounds (Pages 18-19).
- (D) 13. Housing Service: Continuation of Support for Housing Maintenance Team (Pages 20-21).
- (R) 14. Car Parking Review (Pages 22-26).

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

Membership of Committee
Councillors

Councillors Pidduck (Chairman)
Sweeney (Vice-Chairman)
Barlow
Biggins
Brook
Cassells
Hamilton
R. McClure
Maddox
Pemberton
D. Roberts
Williams

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Published: 29th August, 2017.

EXECUTIVE COMMITTEE

Meeting: Wednesday 26th July, 2017
at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Biggins, Brook, Hamilton, Maddox, Pemberton and Williams.

Also Present:- Phil Huck (Executive Director), Sue Roberts (Director of Resources) and Jon Huck (Democratic Services Manager and Monitoring Officer).

33 – Minutes

The Minutes of the meeting held on 28th June, 2017 were agreed as a correct record.

34 – Apologies for Absence

Apologies for absence were received from Councillors R. McClure and D. Roberts.

35 – Procurement of Services

The Committee was informed that in order to operate a robust and smooth procurement process for outsourcing Leisure Services, Officers had retained the services of a Project Manager and separately, specialist leisure strategy and procurement services. These had been procured under the standard Purchasing Procedure.

The Project Manager had been secured through an employment agency and had now left to take up permanent employment elsewhere. To have the Leisure Services market-ready it was necessary to replace the Project Manager with additional services from the specialist leisure services previously retained on the basis of a smaller brief.

The Contract Standing Orders permitted the Executive Director and Director of Resources after consultation with the Chairman or Vice-Chairman of the Executive Committee to agree exceptions on the following bases:

The relevant goods, work or services are required so urgently as to justify a departure from the rules; or

The works, goods or services are of a specialised nature and it would not be practicable to go to more than one contractor or supplier, or this would result in no genuine competition.

The original procurement of specialist leisure strategy and procurement services had been a competitive process and the contract had been won by The Sport, Leisure and Culture Consultancy Ltd (SLC); the remit had been a smaller brief than was required now, but the market test had been carried out very recently. The services were not exclusively specialist; the exception had been agreed on the basis of

urgency in order to meet the project timetable and also to continue the established working relationship with SLC through to project completion. The Project Manager role that was to run with the project was effectively replaced by the specialist leisure and procurement skills required to deliver the contract.

RESOLVED:- To note the procurement exception as permitted by the Council's Contract Standing Orders.

36 – Barrow – People in the Lead

The Committee was informed that the Barrow and South Lakeland Council for Voluntary Service (CVS) had submitted an application to the Big Lottery to support community leaders and activists in the Borough which had been approved. The project had identified the need for training and encouragement for local community leaders and/or activists to improve their support for voluntary organisations in the Borough including bringing in new funding to support their activities.

The project would equip local community leaders and activists to engage with local community based services, identify sustainable partnerships and provide more effective services to meet the needs of vulnerable people.

The project would operate over a three year period to 30th April, 2020 and be locally based in the Barrow CVS offices. The project would operate through appointment of a Local Engagement Officer who would work 30 hours/week. The post was responsible for overseeing delivery of the project including direct support, organisation of training and events for the community leaders and activists.

Over the three year lifetime of the project 60 community leaders and/or activists would access training and support and have increased skills and knowledge to tackle issues within their own communities including improved access to finance from external funders.

The total costs of the project over three years was £156,992, 49% of the costs (£77,330) was to employ the Local Engagement Officer with a further 36% (£56,572) being spent on training, support and events. The project had been successful in obtaining funding from the Big Lottery of £126,992 based upon additional contributions from both the Council and Cumbria County Council of £5,000 pa £15,000 over the life of the project.

The project should be strongly supported as there was a lack of capacity within third sector organisations across the Borough. These groups offered support to meet a wide variety of needs across more vulnerable communities. The financial commitment from the Council was not budgeted but should be met from reserves.

RESOLVED:- To agree to provide £15,000 of match funding over the lifetime of Barrow – People in the Lead Project.

37 – Outsourcing Leisure Provision

The Executive Director informed the Committee that information provided by the Councils Consultants had identified significance differences in marketability of the Park Leisure Centre and Forum. That required a review of the Councils policy of outsourcing both facilities in a combined lot.

The under-mentioned options were considered by the Committee:-

1. Continue with the agreed policy – go to the market for a single leisure provider.
2. Have three tender lots – Park Leisure Centre only, Forum only, Park Leisure Centre and Forum combined. Potentially reducing the contract term for The Forum to 5+5.
3. Agree that the successful provider from either Options 1 or 2 above undertake a review of the purposes and use of The Forum with a view to reducing the subsidy significantly.
4. Agree to outsource Park Leisure Centre only and that the Council undertakes a review of the purposes and use of The Forum building with a view to reducing the subsidy significantly.

Members noted there was no option to continue to operate The Forum as now. Within the context of the financial challenge the Council faced it was unaffordable. It was also evident that priority outcomes for The Forum could be delivered through an alternative operating model.

RESOLVED:- To agree to outsource Park Leisure Centre only and that the Council undertakes a review of the purposes and use of The Forum building with a view to reduce the subsidy significantly.

REFERRED ITEMS

THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION

38 – Grading Appeals Procedure

The Committee was reminded that Paragraph 9 of the Grading Appeals Procedure currently stated:-

9. The decision of the Panel shall be conveyed to both parties orally or in writing by the Chairman. Any decision to re-grade will take effect from the original application date unless otherwise decided by the Panel. The appellant(s) shall be given written confirmation of the decision by the HR Manager (or Democratic Services Manager is acting as advisor) no later than ten working days after the hearing.

The proposed amended Paragraph 9 was set out below was considered by the Committee.

9. The decision of the Panel shall be conveyed to both parties in writing by the HR Manager (or Democratic Services Manager if acting as advisor) no later than ten working days after the hearing. Any decision to re-grade will take effect from the original application date unless otherwise decided by the Panel.

RECOMMENDED:- To recommend the Council to agree the amendment of Paragraph 9 of the Grading Appeals Procedure.

39 – Annual Treasury Statement

The Committee was reminded that the Council managed its cash and investments in-house during 2016-2017. The investments and debt items had complied with the Council's Treasury Management Strategy for 2016-2017, which had been approved by Full Council on 22nd March, 2016.

The Council was required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016-2017. The report met the requirements of both the Code of Practice for Treasury Management and the Prudential Code for Capital Finance in Local Authorities.

RECOMMENDED:- To recommend the Council receives the Annual Treasury Statement for 2016-2017.

40 – Outturn 2016-2017

The Director of Resources submitted a detailed report that contained the financial outturn for the year ended 31st March, 2017. The report included the Council's service performance, corporate objectives and finances.

RECOMMENDED:- To recommend the Council:-

1. To note the outturn for 2016-2017;
2. To approve the reserves movements as set out in Section I; and
3. To note the amounts written off under delegation in 2016-2017.

41 – Smoking Control Policy

The Committee was informed that the Council's Smoking Control Policy contained the following updated policy statement:

"Barrow Borough Council is committed to supporting the development of a healthy environment for all Members, employees, residents and visitors to the district. The

Council will take all reasonable steps to reduce the effect of tobacco smoke in all Council buildings and workplaces.

Any reference to smoking or smokers within this policy expressly includes any form of e-cigarettes, vaping or similar”.

The principle of the policy was to completely ban smoking from Council owned and managed buildings and workplaces. That principle had not changed and had been updated to include e-cigarettes and vaping.

The updated policy was considered by the Committee.

RECOMMENDED:- To recommend the Council to approve the updated Smoking Control Policy.

42 – Deaccessioning

Members were reminded that at its meeting on 28th June, 2017 it had agreed to deaccession the Emily Barratt figurehead.

The Executive Director informed the Committee that objects that had been assessed by the Collections & Exhibitions Manager as candidates for deaccessioning had been set to one side; 564 objects at present (old invoices, coins from outside the UK, horseshoes and other items not related to the Borough).

Some items could be transferred to the Cumbria Records Office, some to other museums and some had no value and should go to a charity shop.

The delegation proposed was:-

1. Where the value was less than £1,500; and
2. The object was not related to the Borough of Barrow-in-Furness; and/or
3. Did not fit in the Collections Development Policy (which had been approved by the Executive Committee)

The Collections and Exhibitions Manager could deaccession the object and dispose of it; ideally by transfer. There was a further caveat to the delegation that where there was a distinct collection such as geology collection, archaeology collection or natural history collection, then that cannot be deaccessioned without the Committee's approval.

In addition to aligning the objects retained to the Collections Development Policy, objects which had been collected in error could free up resources for future objects of interest.

RECOMMENDED:- To recommend the Council to delegate the outlined deaccessioning to the Collections and Exhibitions Manager.

43 – Morecambe Bay – Joint Statement of Intent to Collaborate on Economic Development Initiatives

The Executive Director informed the Committee that the Council, Lancaster City Council and South Lakeland District Council had jointly commissioned consultants to report on economic interdependence between the three districts and how they might collaborate more effectively to secure economic development and growth.

The Committee considered a Statement of Intent in relation to Economic Development activity across the Morecambe Bay Area.

RECOMMENDED:- To recommend the Council to accept the Joint Statement of Intent to collaborate on economic development initiatives.

The meeting closed at 3.25 p.m.

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 7
Date of Meeting:	6th September, 2017	
Reporting Officer:	Director of Resources	
<p>Title: 2018-2019 Holiday Dates</p> <p>Summary and Conclusions:</p> <p>This report sets out the bank holidays and additional days when the Council will be closed. This includes the need for staff to take either a holiday (annual leave) or flexi-day over the Christmas and New Year period.</p> <p>Recommendations:</p> <p>To note and agree the 2018-2019 holiday dates as reported.</p>		

Report

The bank holidays and additional days that the Council will be closed are as follows; staff will be required to take either a holiday (annual leave) or flexi-day on 31st December, 2018:-

Easter 2018

Monday 2nd April, 2018, Easter Monday

Other Bank Holidays

Monday 7th May, 2018, Early May Bank Holiday

Monday 28th May, 2018, Spring Bank Holiday

Monday 27th August, 2018, Summer Bank Holiday

Christmas and New Year

Tuesday 25th December, 2018, Christmas Day

Wednesday 26th December, 2018, Boxing Day

Thursday 27th December, 2018, Council Day

Friday 28th December, 2018, Council Day

Monday 31st December, 2018, annual leave or flexi-day to be taken

Tuesday 1st January, 2019, New Year's Day

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The recommendation has no financial implications.

(iv) Health and Safety Implications

The recommendation has no significant 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

EXECUTIVE COMMITTEE		Part One
Date of Meeting: 6th September, 2017		(D) Agenda Item 8
Reporting Officer: Director of Resources		
<p>Title: Procurement of Services</p> <p>Summary and Conclusions:</p> <p>This report sets out a procurement of services for approval by this Committee.</p> <p>Recommendations:</p> <p>To agree that the Council's out-of-hours emergency calls continue to be contracted to The Riverside Group Limited, with no further quotations being sought.</p>		

Report

The Council's out of hour's calls for emergency homelessness, housing repairs and other services, has been handled externally since 2004.

The current operator is The Riverside Group Limited (Riverside) and officers are satisfied that the service meets the Council's requirements and delivers an effective service for our residents.

The contractual arrangements have now been formed into Service Level Agreements (SLA) for each of the services used and it is proposed that these are signed off by the Assistant Director - Housing; this is within existing delegation.

When drawing up the SLA the pricing structure was reviewed and is incorporated. The value of the complete service is £6.4k per annum, plus RPI in subsequent years; there is also the provision for additional services and the pricing list identifies those should they ever be required.

The purpose of this report is to request the Executive Committee's approval not to obtain alternative prices for this service. Officers accept that it is not a unique service and that there will be other providers, but given the effective service that is currently operated and the key role it plays in service delivery, it is recommended that the contract continues with Riverside. Officers will continue to monitor the use of and effectiveness of the service that the Council receives and will re-procure this service in the normal way should the need arise.

The Council's Purchase Procedure provides for:

"The use of specialist suppliers may not require the quotations as set out where there is uniqueness to the provision. Specialist supplies/suppliers are not expected to be a regular occurrence. Where a specialism is identified, justification must be agreed and documented by a member of Management Board prior to ordering."

Management Board support the use of Riverside and have referred this matter to the Committee as it is not unique (it is fair to say that it is niche) and it is an ongoing service, therefore outside the scope of the current provision and delegation.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

The services are within existing revenue budgets; there are no further financial implications.

(iv) Health and Safety Implications

The recommendation has no significant 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

EXECUTIVE COMMITTEE	(R) Agenda Item 9
Date of Meeting: 6th September, 2017	
Reporting Officer: Director of Resources	
<p>Title: 2018-2019 Council Tax Support</p> <p>Summary and Conclusions:</p> <p>This report requests confirmation of the Local Council Tax Reduction Scheme for 2018-2019 which must be adopted by 31st January, 2018.</p> <p>Recommendations:</p> <p>To recommend the Council to agree the continuation of the current Local Council Tax Reduction Scheme for 2018-2019.</p>	

Report

Since 1st April, 2013, the Council has operated a Local Council Tax Reduction Scheme (Council Tax Support) that mirrors the Council Tax Benefit regime as it was, including subsequent updates to Housing Benefit that would have applied to Council Tax Benefit pre 1st April 2013; those receiving Council Tax Support would have received the same under Council Tax Benefit.

The funding for the Local Council Tax Reduction Scheme comes mainly through the financial settlement; this was 90% of the Scheme cost in the first year of the Scheme. The amount is no longer itemised in the settlement, so the Revenue Spending Power reductions have been used as a proxy to determine the funding.

The 2017-2018 Council Tax Support awarded as at 30th June 2017 was £5.7m. The Council's share of this cost is based on the precepts for the year and is £748k; for 2018-2019 this is estimated to increase to £764k with funding of £614k. The net cost of £150k is reduced by £75k estimated to be generated from existing Council Tax reforms (implemented from 1st April, 2013), leaving £75k to come from Council resources. This shortfall is included in the Council's current Medium Term Financial Plan.

Using the current caseload, a cost neutral Scheme would have the following impact on working age cases (pension age claims are protected):

- Excluding Council Tax reforms (recover £150k)
 - 32.9% reduction in entitlement value
 - Based on 2017-2018 whole bill (Band D) entitlement reduces by

- £566.83 per annum
- £10.90 per week
- Including Council Tax reforms (recover £75k)
 - 16.4% reduction in entitlement value
 - Based on 2017-2018 whole bill (Band D) entitlement reduces by
 - £282.27 per annum
 - £5.43 per week

This is only an illustration, as there would be some claimants receiving a small amount of support and some receiving 100% support; any reduction could be proportionate or capped at a particular monetary value.

Risks

There are a number of risks to be considered with this decision including:

- the impact on residents currently receiving support if it is reduced;
- the ongoing impact of other benefit changes possibly impacting on residents already;
- the potential complications in designing or modelling a Scheme to achieve the reduction in support and protect any particular groups or characteristics;
- transitional relief would have to be granted for a reasonable time;
- the Scheme is adopted by the billing authority and the major preceptors have to be consulted prior to proposed changes;
- the timeframe for public consultation and feedback of proposed Scheme changes; and on the opposite side,
- funding the ongoing Scheme shortfall.

(i) Legal Implications

The Council is required to have adopted a Scheme by 31st January for the following financial year.

(ii) Risk Assessment

The risks are set out in the body of the report.

(iii) Financial Implications

The estimated financial implications are set out in the body of the report.

(iv) Health and Safety Implications

The recommendation has no significant implications.

(v) Equality and Diversity

The recommendation has no detrimental impact on service users showing any

(vi) Health and Well-being Implications

Changing the Scheme may have an adverse effect on the Health and Wellbeing of users of this service.

Background Papers

Nil

EXECUTIVE COMMITTEE	(D) Agenda Item 10
Date of Meeting: 6th September, 2017	
Reporting Officer: Executive Director	
<p>Title: Member Representation on FCC Partnership Board</p> <p>Summary and Conclusions:</p> <p>The FCC Contract includes the requirement for a Partnership Board. Your nominations are requested.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. To nominate four Members to the FCC Partnership Board; and 2. To agree that the FCC Partnership Board becomes an outside body to which the Council nominates Members at Annual Council. 	

Report

Part of the contract with FCC Environment who deliver the Council's waste, recycling and street sweeping services, is the formation of a Partnership Board. The objectives of the Board are:-

- To keep each other informed of all developments, both good and bad at all times
- Make efficiency savings year on year

The contract expands on these by committing to:-

- Share information openly
- Jointly solve problems
- Continuously improve services
- Reduce the cost of services through efficiencies
- Innovate and implement changes

FCC have nominated four representatives to the Board comprising their Contract Manager, Area Manager, Regional Development Manager and their General Manager for Cumbria. It would, therefore, be appropriate and in line with similar Partnership Board arrangements on other contracts, to nominate four members to the FCC Partnership Board, plus the Executive Director and Assistant Director of Community Services.

Member representation will be proportionate with three Members from the administration and one from the opposition.

(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 implication.

(iv) Health and Safety Implications

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

Background Papers

Nil

		Part One
EXECUTIVE COMMITTEE		(D)
Date of Meeting: 6th September, 2017		Agenda
Reporting Officer: Executive Director		Item
		11
Title: Appointment to Barrow Highways Advisory Group		
Summary and Conclusions:		
<p>The Council has given delegated authority to Committees to make appointments to Outside Bodies, Forums (except Housing Management Forum) Panels, Working Groups etc. in accordance with the number and allocation of seats to political groups agreed at the Annual meeting.</p> <p>An email has been received from Cumbria County Council advising that the Barrow Highways Advisory Group will now only include one Member from the Council instead of three Members.</p>		
Recommendation:		
<p>To nominate one Member to the Barrow Highways Advisory Group instead of three Members.</p>		

Report

An email has been received from Cumbria County Council advising that the Barrow Highways Advisory Group will now only include one Member from the Council.

The current representatives are Councillors Barlow, Brook and D. Roberts.

(i) **Legal Implications**

When Councillors are acting as representatives on another authority they must comply with their Code of Conduct.

(ii) **Risk Assessment**

Not Applicable.

(iii) **Financial Implications**

Not Applicable.

(iv) Health and Safety Implications

Not Applicable.

(v) Equality and Diversity

Not Applicable.

(vi) Health and Well-being Implications

Not Applicable.

Background Papers

Nil

EXECUTIVE COMMITTEE		Part One (D) Agenda Item 12
Date of Meeting:	6th September, 2017	
Reporting Officer:	Executive Director	
<p>Title: Closure of Playgrounds</p> <p>Summary and Conclusions:</p> <p>As part of the Budget Strategy five playgrounds have been identified for closure with discussions about future management on two further playgrounds. They have been assessed against the Council's policy on playground provision.</p> <p>Recommendations:</p> <p>To agree the playgrounds identified for closure and alternative management arrangements.</p>		

Report

As part of your Budget Strategy 2016-2020 Council agreed a new policy on provision of playgrounds which ensured the current distribution of playgrounds by settlement, protected the largest and well used facilities and identified the least used and valuable from a play perspective.

Members have reviewed current playground provision, comprising 33 playgrounds against this policy and identified five playgrounds for closure, with two subject to discussions about future management.

The playgrounds identified for closure are:-

1. Dowie Close – this is an isolated playground which projects into an open field with limited use by the wider community.
2. Storey Square – set within a larger enclosed area of grassed open space, play equipment is limited and in poor condition, would be grassed and retained as public open space.
3. Rusland Avenue – very small (150m²) with limited play equipment, very limited access and use by the wider community. This land is not owned by the Borough Council.

4. Lakeland Avenue – very limited informal surveillance from adjacent properties – persistent vandalism and anti-social behaviour problems, retain as informal open space.
5. Sandy Gap – very limited play equipment, in poor condition, retain as informal open space.

The Borough Council would welcome proposals for management of playgrounds 1, 2 and 3 above from local groups.

Discussions on future management:-

- 1) Biggar Village
- 2) Talisman Close

Estimated savings included in the Budget Strategy from these closures would be £13,247.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The actual salary will be calculated and the budget adjusted accordingly.

(iv) Health and Safety Implications

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

Background Papers

Nil

		Part One
EXECUTIVE COMMITTEE		(D)
Date of Meeting: 6th September, 2017		Agenda
Reporting Officer: Assistant Director - Housing		Item
		13
<p>Title: Housing Service: Continuation of Support for Housing Maintenance Team</p> <p>Summary and Conclusions:</p> <p>The purpose of this report is to seek agreement for the continued retention of external support to deliver the Housing Maintenance Team's responsibilities.</p> <p>Recommendations:</p> <p>To agree the continued retention of an existing building surveyor in the Housing Maintenance Team on a week-by-week basis until 31st March 2018.</p>		

Report

On 29th June, 2016 this Committee had agreed to the appointment of an independent building surveyor in the Housing Maintenance Team for a period of up to 12 months and to agree the classification of the appointment as an 'exception' under Item 16 of the Council's Standing Orders.

It had been envisaged that the appointment would be short term but the on-going implementation of the new Housing Management Software Systems and the unexpected need to change appointed contractors has led to a number of delays in the delivery of the 2017/18 Planned Investment Programme. The change of contractor for major void works is expected to compound the problem further in the short-term as new working practices will need to be developed and implemented.

The roll out of CX repairs and Keystone Asset Management software between October and December 2017 will undoubtedly place additional pressures on the Maintenance Team and as such there exists a need for the temporary surveyor to be retained for the remainder of this financial year.

The surveyor concerned has knowledge and familiarity with the Procure Plus e-procurement systems and has been engaged on a competitive hourly rate. It is proposed to retain the surveyor on a week-by-week basis until 31st March 2018. The maximum number of hours employed are not expected to exceed 21 hours in any one week.

(i) Legal Implications

The recommendation has no legal implications.

(ii) Risk Assessment

The recommendation has no implications.

(iii) Financial Implications

The cost of this will be met from agreed budgets to which his work is focused.

(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.

EXECUTIVE COMMITTEE	(R) Agenda Item 14
Date of Meeting: 6th September, 2017	
Reporting Officer: Corporate Support Manager	
<p>Title: Car Parking Review</p> <p>Summary and Conclusions:</p> <p>This report contains the summary output from a recent review of off-street car parking usage and income.</p> <p>Recommendations:</p> <p>To recommend the Council:-</p> <ol style="list-style-type: none"> 1. To agree not to increase the number of contract parking spaces on current pay and display car parks. 2. To agree that additional contract or season tickets be made available for low demand car parks only. 3. To agree that the discount scheme for bulk space purchases apply only where it is a single customer paying upfront at the start of the year and the discount levels are: <ol style="list-style-type: none"> i. 10% discount for 10-19 spaces; ii. 20% discount for 20-29 spaces; iii. 30% discount for more than 30 spaces. 4. To agree that the Admin and Parking Services Manager is delegated to apply the discount scheme; and 5. To agree to continue to monitor the viability of low demand car parks. 	

Report

The Council has over 1,200 parking spaces across 19 car parks, 10 of which are not available for pay and display purposes and are for contract holders with some also having disabled parking spaces.

Of the remaining 9 car parks only Market Street has contract spaces allocated, the others are all pay and display parking with some also having disabled parking spaces.

There are 276 contract parking spaces across 10 car parks and 222 of the spaces are taken, with 54 spaces available across 5 car parks:

- Church Street, 2 spaces;
- High Street, 2 spaces which are reserved for 104 Abbey Road tenants;
- Holker Street, 22 spaces which had all been held back for Emlyn Hughes House tenants, this has been reviewed and 10 spaces are now reserved with 12 to be made available;
- Ramsden Hall, 7 spaces;
- Strand, 21 spaces.

The Council also offers season tickets, 251 currently sold across 3 car parks; these allow the holder to park in available pay and display spaces. The current income from pre-paid parking is £134k per annum and from pay and display parking £600k per annum; £35k of this coming from the Ringo mobile phone payment service.

Review Team

A review of the car parking usage and income was carried out by a team consisting of the Admin and Parking Services Manager, the Service Accountant for parking, and the Corporate Support Manager. The review considered the usage (demand) and income from pay and display ticket sales, contracts and season tickets.

The review resulted in a number of recommendations which, taken together, aim to balance the type, location and number of spaces available, against the income generated:

1. No increase in contract parking spaces on current car parks.
2. Additional contract or season tickets for low demand car parks only.
3. Formalise a discount scheme for bulk space purchases:
 - a. Single customer;
 - b. Paid upfront at the start of the year;
 - c. Proposed discount levels
 - i. 10% discount for 10-19 spaces;
 - ii. 20% discount for 20-29 spaces;
 - iii. 30% discount for more than 30 spaces.
4. Formalise officer delegation for applying the discount scheme.
5. Formalise any car parking negotiation associated with commercial leases.
6. Continue to monitor the viability of low demand car parks.

Review Work

The review developed a model for assessing the usage of car parks to provide a guide as to the financial impact of reducing or changing the number and type of available spaces.

The model is based on the number of available pay and display spaces after removing contracts, disabled spaces, season tickets and the average number of 10 hour long stay tickets per day.

The car parks that offer long stay parking have a regular number of customers who purchase 10 hour tickets. These tickets are high value tickets generating £1,560 of income per year based on a five day week compared to £720 for the contract or season tickets.

A 10 hour day, 6 day week and 52 weeks per year was used to calculate the number of available hourly spaces in a year. This time available was compared to the 2016/17 actual time sold and identifies the percentage occupation of each car park.

Car park	Available P&D spaces	Time available (hours)	Time sold (hours)	Percentage occupation
Emlyn Street	14	43,680	21,683	50%
Hall Street	86	268,320	92,555	34%
Fell Street	29	90,480	29,494	33%
Oldham Street	40	124,800	38,492	31%
Market Street	121	377,520	103,225	27%
Whittaker Street	67	209,040	57,114	27%
Portland Walk	254	792,480	107,831	14%

Offering more contract spaces would reduce the number of pay and display spaces and is likely to have a significant adverse impact on income.

The percentage of hourly spaces sold on Portland Walk was significantly lower than the other car parks. These figures have been skewed because of significant difference in the usage on the three levels on Portland Walk; pay and display tickets sales on Level A adjacent to Debenhams, account for 91% total ticket sales whereas Level B above the Forum and the uncovered section of Level C only account for 1% each; the remaining sales coming from the covered section leading to Wilkinson's.

In terms of the demand for season tickets, the following table shows the spaces currently available:

Car park	Contract and season spaces sold	Spaces available	Usage
Portland Walk	223	74	Low demand
Slater Street	47	0	High demand
Market Street	40	0	High demand
Holker Street	32	12	High demand*
Emlyn Street	26	23	Low demand
The Strand	17	21	Low demand
Ramsden Hall	7	7	Low demand
Church Street	3	2	Low demand

*Spaces only just released.

It is possible that some car parks will never be fully let and the demand will continue to be monitored.

Currently, there is no formal structure for offering discounts for buying multiple spaces for either contracts or season tickets. The arrangements for offering discounts have occurred infrequently, generally connected to commercial property leases, and would benefit from a more structured approach based on the demand for pay and display spaces on the car parks.

There has been some interest in acquiring car parking spaces from prospective hotel chains. A strong and vibrant town centre community is one of the Council's priorities so we should consider interest in acquiring parking spaces however, we should also consider the financial impact on the Council's income prior to setting a charge for spaces particularly on the high demand car parks. Establishing a group to assess the impact would be more beneficial than a single officer making these decisions.

It is proposed that the delegation for applying any discount scheme sits with the Admin and Parking Services Manager, and that any lease negotiations include the Assistant Director Community Services and Admin and Parking Services Manager along with any other officer involved, and that the financial impact of proposals are assessed.

(i) Legal Implications

There are no legal implications directly associated with the car park review, however changes need to be considered when renewing the Traffic Regulation Order.

(ii) Risk Assessment

The recommendation has no significant implications.

(iii) Financial Implications

It is anticipated that implementing the recommendations will lead to an increase in car parking income.

(iv) Health and Safety Implications

The recommendation has no significant 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