



## **ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL**

### **REVENUE BUDGET STRATEGY 2020/21 TO 2022/23 – POTENTIAL ADDITIONAL SAVING MEASURES**

#### **REPORT BY HEAD OF OPERATIONAL SERVICES**

##### **A. PURPOSE OF REPORT**

This report provides the Panel with a summary of potential additional saving measures within the remit of the Panel for their scrutiny.

##### **B. RECOMMENDATION**

It is recommended that the Panel:

1. Notes the revised estimated budget gap of £6.730 million as the latest planning assumption for the three years 2020/21 to 2022/23;
2. Notes and considers the potential additional saving options identified by officers within the Environment portfolio and as set out in Appendix 1, noting that these are provided for information at this stage and could be utilised to address the remaining budget gap;
3. Notes and considers the Integrated Relevance Assessments undertaken on the potential options, as included in Appendix 1;
4. Notes that, where a full Integrated Impact Assessment (IIA) is assessed as being required, that this will be completed in advance of any of these measures being presented to the budget setting meeting and will be included in the budget report;
5. Notes that, in relation to revenue budget reduction measures, decisions by members which substantially change or delete decisions made by Council at the annual budget setting meeting each year must be made at full Council;
6. Notes that the Head of Finance and Property Services will continue to review and refine the budget model assumptions and present a three year detailed revenue budget for 2020/21 to 2022/23 to Council in February 2020 for consideration and approval.

##### **C. SUMMARY OF IMPLICATIONS**

###### **I Council Values**

Being honest, open and accountable, making the best use of resources, focusing on our customers' needs and working in partnership.

###### **II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)**

The council is required to approve a balanced revenue budget for each financial year. Audit Scotland, Accounts Commission and Chartered Institute of Public Finance and Accountancy (CIPFA) best practice guidance recommends medium term financial plans are prepared for at least five years, and detailed budgets are prepared for at least three years.

The initial equality impact of the options has been assessed in compliance with public sector duty requirements as set out in the Equality Act 2010, the Equality Act 2010 (Specific Duties) (Scotland)

Regulations 2012 and Fairer Scotland Duty, Part 1 of the Equality Act 2010.

|             |   |   |
|-------------|---|---|
| <b>III</b>  | <b>Implications for Scheme of Delegations to Officers</b> | No implications at this stage.  |
| <b>IV</b>   | <b>Impact on performance and performance Indicators</b>   | Ongoing restraint in relation to government grant funding inevitably has implications for the council's budget and performance.   |
| <b>V</b>    | <b>Relevance to Single Outcome Agreement</b>              | The revenue budget provides resources necessary to help deliver the Single Outcome Agreement, Corporate Plan priorities and council activities. Effective prioritisation of resources is essential to achieving key outcomes.   |
| <b>VI</b>   | <b>Resources - (Financial, Staffing and Property)</b>     | Scottish Government revenue grant funding is not sufficient to meet the increasing costs and demand for services. Based on updated budget assumptions, the council faces an estimated budget gap of £6.730 million for 2020/21 to 2022/23.  |
| <b>VII</b>  | <b>Consideration at PDSP</b>                              | <p>The Partnership and Resources PDSP considered the proposed approach to reviewing the ideas from the Transforming Your Council (TYC) consultation on 1 June 2018. An update on the results of the review was presented to the panel on 5 October 2018.</p> <p>Three reports on the revenue budget position, covering the updated budget gap, potential additional saving measures, potential council tax scenarios and the review of the loans, insurance and modernisation funds, were considered by the Partnership and Resources PDSP on 12 September 2019. The Panel noted that the potential savings options would be reported in more detail to relevant PDSPs.</p> <p>The Partnership and Resources PDSP considered the public conveniences measure on 4 October 2019.</p> |
| <b>VIII</b> | <b>Other consultations</b>                                | Depute Chief Executives and Heads of Service  |

## **D. TERMS OF REPORT**

### **D.1 Background**

On 19 February 2019, West Lothian Council agreed an updated financial plan for four years and detailed revenue budgets for the two years 2019/20 and 2020/21. This complies with best practice which states that public bodies should focus on their medium to long term sustainability.

### **D.2 Summary of Relevant Committee and Elected Member Decisions**

In June 2018, Council Executive considered a review of councillor involvement in financial planning. A number of planning principles and recommendations were agreed:

- The council should continue to have a five year revenue strategy, aligned with political administrations, and detailed three year budgets.
- Potential budget saving measures required to address the remaining budget gap to 2022/23 should be considered by the relevant PDSP before presentation to Council or Council Executive.
- Where timescales permit, all potential additional future savings measures should be considered by PDSP before approval by Council or Council Executive, with the only exceptions relating to factors out with the council's control such as late amendments to the local government finance settlement.

As noted above, the updated medium term financial plan for 2019/20 to 2022/23 was presented to Council in February 2019. When approving the updated plan Council:

- Noted that agreement of the budget reduction measures in the report left a balance of savings to be identified of £4.4 million for 2020/21 to 2022/23.
- Agreed that officers should consider options to address the remaining budget gap, including potential additional efficiency measures and use of the new council tax flexibility, whilst minimising any adverse impact on service delivery, and that options will be brought back to elected members for consideration in 2019/20.

Council agreed on 19 March 2019 that future decisions by members which substantially change or delete budget reduction measures agreed when setting the revenue budget, should be made by Council.

### D.3 Estimated Budget Gap for 2020/21 to 2022/23

The Partnership and Resources PDSP considered a budget update and potential additional saving measures report on 12 September 2019. This report included information on current assumptions regarding the council's estimated budget gap for the period 2020/21 to 2022/23.

Taking account of the anticipated changes, the revised budget gap is £6.730 million. The updated budget model gap, compared to the revised saving measures and the revised financial value for eligibility and contributions agreed savings is as follows:

*Table 1: Updated Budget Gap*

|   | 2020/21<br>£'000 | 2021/22<br>£'000 | 2022/23<br>£'000 | Total<br>£'000 |
|---|------------------|------------------|------------------|----------------|
| Updated Budget Gap                          | 13,687           | 11,668           | 12,504           | 37,859         |
| Revised Savings                             | (11,105)         | (9,112)          | (10,315)         | (30,532)       |
| Updated Eligibility & Contributions Savings | (300)            | (58)             | (239)            | (597)          |
| <b>Estimated Remaining Budget Gap</b>       | <b>2,282</b>     | <b>2,498</b>     | <b>1,950</b>     | <b>6,730</b>   |

At this stage, the updated gap is for budget planning assumptions only. It is not proposed, at this time, that agreement is sought by Council to agree and implement the changes outlined above. In line with the requirement to report items that substantially change or delete approved savings to full Council, it is proposed that the changes will be incorporated into the updated three year detailed budget to be reported to Council in February 2020. In addition, reflecting established practice, officers will continue to review the budget model in advance of the annual budget setting process in early 2020 to take account of changes in circumstances and updated forecasts.

## D.4 Potential Options to Address the Remaining Budget Gap

As noted in section D.2, officers were asked to develop potential options to address the remaining budget gap whilst minimising any adverse impact on service delivery. In addressing the remaining gap the council has a number of potential options available for consideration, including:

- A real terms increase in council tax;
- Additional budget saving measures;
- Utilisation of one off resources which, after providing additional resources for the modernisation fund, could be used over the medium to long term to support development and implementation of a sustainable financial plan.

Reports on each of these options were considered by the Partnership and Resources PDSP on 12 September 2019. This report provides further information on additional budget saving measures for the Environment PDSP.

After scrutiny of options by PDSPs, taking account of the approval by Council on 24 September 2019 of the outcome of the loans fund review, and following the publication of the local government finance settlement, officers will work to develop a balanced budget position to present to members for consideration. This will likely include a combination of potential options, reflecting elected member feedback and scrutiny, to ensure that the council meets its statutory requirement to balance the budget.

### D.4.1 Potential Additional Budget Saving Measures

Following the initial consideration of measures by the Partnership and Resources PDSP on 12 September 2019, and in line with the Council Executive decision that relevant PDSPs should consider potential savings measures within their remit, this report provides the Environment PDSP with further information on potential additional budget saving measures.

Appendix 1 expands on the initial information included in the report to the Partnership and Resources PDSP. For the Environment PDSP, four additional saving measures has been identified by officers for consideration – reduced number of grit bins (£87,000), grounds maintenance service standards and NETs reactive teams (£326,000), review of street cleaning maintenance and frequency service standards (£274,000) and closure of automated public conveniences (£338,000).

An Integrated Relevance Assessment has been undertaken for all potential additional budget saving measures. A copy of each assessment is included along with information on the options in Appendix 1. Where it has been identified that a full IIA is required, officers would undertake the assessment in advance of the budget setting meeting with the full IIAs being included as an appendix to the budget report, if they are being proposed to balance the council's budget.

## D.5 Next Steps and Key Timescales

To facilitate the provision of detailed three year revenue budgets to Council in early 2020, the following key dates should be noted:

*Table 2: Key Dates and Actions*

| Action   | Date              |
|--|-------------------|
| Scottish spending review and budget  | Mid December 2019 |
| 2020/21 local government finance settlement  | Mid December 2019 |
| Report to Council Executive on Scottish budget and local government finance settlement                       | 21 January 2020   |
| Updated three year budget to West Lothian Council, including updated fees and charges for 2020/21 to 2022/23 | February 2020     |

At this stage, it is unlikely that the council will receive a three year settlement. Developments in this area will be kept under review and reported to elected members.

## **E. CONCLUSION**

This report provides the Panel with a summary update on the development of the council's revenue financial plan for the remaining three years 2020/21 to 2022/23. As noted at the Partnership and Resources PDSP on 12 September 2019, further information on the potential additional saving measures within the remit of the Panel is provided for scrutiny and consideration. Following scrutiny by PDSPs and the local government finance settlement announcement in December 2019, the options will be considered when preparing an updated three year revenue budget to be considered by Council in February 2020.

## **F. BACKGROUND REFERENCES**

Review of Elected Member Involvement in Financial Planning – Report by Head of Finance and Property Services to Council Executive on 12 June 2018

Revenue Budget 2019/20 to 2022/23 – Report by Head of Finance and Property Services to West Lothian Council on 19 February 2019

Budgetary Decisions and Loans Fund Legislation Motions at West Lothian Council on 19 March 2019

Revenue Budget Strategy 2020/21 to 2022/23 – Budget Update and Potential Additional Saving Measures – Report by Head of Finance and Property Services to Partnership and Resources PDSP on 12 September 2019

### Appendices/Attachments:

Appendix 1 – Potential Additional Saving Measures for Information

Contact Person: Lynda Ferguson, Group Accountant  
Email: [lynda.ferguson@westlothian.gov.uk](mailto:lynda.ferguson@westlothian.gov.uk), Tel: 01506 281293

**Jim Jack**  
**Head of Operational Services**  
5 November 2019

## **Appendix 1 – Potential Additional Saving Measures for Information**

|                                     |                      |
|-------------------------------------|----------------------|
| <b>Service</b>                      | Operational Services |
| <b>Saving Measure</b>               | Removal of grit bins |
| <b>Prioritisation or Efficiency</b> | Efficiency           |
| <b>Value</b>                        | £87,000              |
| <b>FTE Reduction</b>                | Nil                  |
| <b>Lead in Time</b>                 | 12 months            |

### **Description of Measure**

Removal of approximately half of grit bins across communities following a review of existing locations against the council's grit bin policy. The current policy is that bins are only provided on sites with difficult conditions and where bins can be filled from a lorry. Bins are only replenished during, and immediately after, periods of adverse weather or upon request from the public as resources allow. There should be no provision in private areas or car parks and bins are not designated to serve a carriageway or footpath if it is designated as a primary route.

### **Impact on Council Priorities, Single Outcome Agreement or Corporate Priorities**

This option could have an indirect impact on a number of priorities and outcomes, most notably those related to the built and natural environment.

### **Potential Impact on Performance**

Although this will have no impact on roads performance indicators, customers could see this as a deterioration of service which would have an impact on satisfaction indicators.

### **Potential Impact on Public/Users**

Current provision of one bin per 32 properties would have to be reduced with an impact on availability of grit for householders. People may have to travel to secure grit or procure it at their own cost.

### **Risks and Uncertainties**

- Potential increase in insurance claims for slips and falls.
- Reputational risk especially if the trend for concentrated periods of snowfall materialises.

### **Mitigating Factors**

Potential to introduce self-help grit locations in the event of severe weather and focusing remaining bins in higher risk areas.

### **Actions Required to Deliver Measure**

- Media and communications strategy developed and implemented to ensure communities are aware of the changes and what support is available.
- Removal of selected bins throughout West Lothian.

## Integrated Relevance Assessment Form

| 1. Details of option                    |                      |  |  |
|---|----------------------|--|--|
| <b>Policy Title</b>                     | Removal of grit bins |  |  |
| <b>Service Area</b>                     | Operational Services |  |  |
| <b>Lead Officer</b>                     | Jim Jack             |  |  |
| <b>Other Officers/Partners Involved</b> | None                 |  |  |
| <b>Date relevance assessed</b>          | 12 September 2019    |  |  |

  

| 2. Does the council have control over how this policy will be implemented? |   |    |  |
|--|---|----|--|
| YES  | X | NO |  |

  

|   |  |
|---|--|
| <p><b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b></p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p> |  |
| Age – older people, young people and children   |  |
| Disability – people with disabilities/long standing conditions  |  |
| Gender reassignment – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth   |  |
| Marriage or civil partnership – people who are married or in a civil partnership  |  |
| Pregnancy and maternity – woman who are pregnant and/or on maternity leave  |  |
| Race – people from black, Asian and minority ethnic communities and different racial backgrounds  |  |
| Religion or belief – people with different religions and beliefs including those with no beliefs  |  |
| Sex – Gender Identify – women and men (boys and girls) and those who self-identify their gender   |  |
| Sexual Orientation – lesbian, gay, bisexual, heterosexual/straight  |  |

| 4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?<br>Consideration must be given particularly to children and families      |  |
|--|--|
| Socio-economic Disadvantage  | Impact<br>(Please Tick as Appropriate) |
| Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing   |  |
| Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future                        |  |
| Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies |  |
| Area Deprivation – where you live (rural areas), where you work (accessibility of transport)   |  |
| Socio-economic Background – social class i.e. parents education, employment and income   |  |

| 5. Integrated impact assessment required?<br>(Two ticks above = full assessment necessary) |  |    |   |
|--|--|----|---|
| YES  |  | NO | X |

| 6. Decision rationale<br>If you have ticked no above, use this section to evidence why a full IIA is not required   |
|---|
| <p>The Roads Scotland Act 1984 s34 requires that 'a road authority shall take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads'. This option would bring grit bin provision in line with existing council policy and consider the appropriate location of the remaining bins.</p> <p>At this stage, there is no evidence that these changes will reduce or increase discrimination or equality of opportunity for individuals or groups with protected characteristics.</p> |

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|--|------------------------------|
| <b>Signed by Lead Officer</b>  | Jim Jack                     |
| <b>Designation</b>   | Head of Operational Services |
| <b>Date</b>  | 12 September 2019            |
| <b>Counter Signature</b><br>(Head of Service or Depute Chief Executive responsible for the policy) |                              |
| <b>Date</b>  |                              |



|                                     |   |
|-------------------------------------|---|
| <b>Service</b>                      | Operational Services  |
| <b>Saving Measure</b>               | Review of grounds maintenance service standards and NETs reactive teams |
| <b>Prioritisation or Efficiency</b> | Prioritisation  |
| <b>Value</b>                        | £326,000  |
| <b>FTE Reduction</b>                | 10.0  |
| <b>Lead in Time</b>                 | 12 months   |

#### **Description of Measure**

Reduction in reactive resources for open space meaning cyclical maintenance teams will have to respond to reactive requests. Reviewing the frequency and location of weed spraying, with a focus on reducing provision in some rural areas. This is an extension of implemented savings to provide grounds maintenance on a priority basis, focusing on town centres and residential areas identified in the Open Space Strategy hierarchy.

#### **Impact on Council Priorities, Single Outcome Agreement or Corporate Priorities**

Reduced weed spraying and introduction of a priority based approach to maintenance may have an adverse impact on the built and natural environment priority.

#### **Potential Impact on Performance**

Changes are likely to result in increased complaints regarding visual amenity and reduced indicators for street cleanliness. The timescales to respond to reactive maintenance requests is likely to increase.

#### **Potential Impact on Public/Users**

Reduced service will focus on areas with less public usage, however change will have an impact on how people perceive open spaces and street cleanliness.

#### **Risks and Uncertainties**

- Potential impact on availability of resources to support the winter maintenance service.
- Increases in complaints regarding visual amenity.

#### **Mitigating Factors**

Reactive requirements would continue to be addressed through cyclical teams. The introduction of West Lothian Community Choices would allow communities to make decisions regarding what areas and activities should receive grounds maintenance resources. This will give communities more ownership over changes to service delivery and should minimise the instances of complaints. Working with volunteers and community partners could minimise the impact of the changes in service standards. Consideration of use of new technology and equipment to modernise service provision and processes.

#### **Actions Required to Deliver Measure**

- Service standards to be reviewed, updated and approved.
- Discussions with community partners to investigate opportunities for volunteering.
- Introduction of community choices for grounds maintenance decisions.
- Development of media and communications strategy to inform communities of changes.
- Implement revised service standards.

## Integrated Relevance Assessment Form

| 1. Details of option                    |   |
|---|---|
| <b>Policy Title</b>                     | Review of grounds maintenance service standards and NETs reactive teams |
| <b>Service Area</b>                     | Operational Services  |
| <b>Lead Officer</b>                     | Jim Jack  |
| <b>Other Officers/Partners Involved</b> | None  |
| <b>Date relevance assessed</b>          | 12 September 2019   |

| 2. Does the council have control over how this policy will be implemented? |   |    |  |
|--|---|----|--|
| YES  | X | NO |  |

|   |  |
|---|--|
| <p><b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b></p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p> |  |
| Age – older people, young people and children   |  |
| Disability – people with disabilities/long standing conditions  |  |
| Gender reassignment – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth   |  |
| Marriage or civil partnership – people who are married or in a civil partnership  |  |
| Pregnancy and maternity – woman who are pregnant and/or on maternity leave  |  |
| Race – people from black, Asian and minority ethnic communities and different racial backgrounds  |  |
| Religion or belief – people with different religions and beliefs including those with no beliefs  |  |
| Sex – Gender Identify – women and men (boys and girls) and those who self-identify their gender   |  |
| Sexual Orientation – lesbian, gay, bisexual, heterosexual/straight  |  |

| 4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?<br>Consideration must be given particularly to children and families      |  |
|--|--|
| Socio-economic Disadvantage  | Impact<br>(Please Tick as Appropriate) |
| Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing   |  |
| Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future                        |  |
| Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies |  |
| Area Deprivation – where you live (rural areas), where you work (accessibility of transport)   |  |
| Socio-economic Background – social class i.e. parents education, employment and income   |  |

| 5. Integrated impact assessment required?<br>(Two ticks above = full assessment necessary) |  |    |   |
|--|--|----|---|
| YES  |  | NO | X |

| 6. Decision rationale<br>If you have ticked no above, use this section to evidence why a full IIA is not required  |
|--|
| <p>This option would mean cyclical maintenance teams would have to respond to reactive requests and the frequency and location of weed spraying would be adjusted. It is an extension of the implemented savings to provide grounds maintenance on a priority basis, focusing on town centres and residential areas identified in the Open Space Strategy hierarchy.</p> <p>At this stage, there is no evidence that these changes will reduce or increase discrimination or equality of opportunity for individuals or groups with protected characteristics.</p> |

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|--|------------------------------|
| <b>Signed by Lead Officer</b>  | Jim Jack                     |
| <b>Designation</b>   | Head of Operational Services |
| <b>Date</b>  | 12 September 2019            |
| <b>Counter Signature</b><br>(Head of Service or Depute Chief Executive responsible for the policy) |                              |
| <b>Date</b>  |                              |

|                                     |   |
|-------------------------------------|---|
| <b>Service</b>                      | Operational Services                                |
| <b>Saving Measure</b>               | Review of street cleaning maintenance and frequency |
| <b>Prioritisation or Efficiency</b> | Prioritisation                                      |
| <b>Value</b>                        | £274,000  |
| <b>FTE Reduction</b>                | 10.0  |
| <b>Lead in Time</b>                 | 12 months   |

#### **Description of Measure**

Review and update current service standards for street cleaning, including frequency, to reflect reduced staffing resources. Priority/hierarchy approach to be adopted which focuses service delivery in town centres and residential areas during normal working hours only. Verges would be picked for litter every 24 weeks rather than every 12 weeks.

#### **Impact on Council Priorities, Single Outcome Agreement or Corporate Priorities**

Reduced frequency of litter picking could have an adverse impact on protecting the built and natural environment, especially if litter builds up in certain areas.

#### **Potential Impact on Performance**

Reduced frequency of litter picking will have an impact on street cleaning performance indicators. It could also have an impact on visual amenity in certain areas which may result in a reduction in customer satisfaction.

#### **Potential Impact on Public/Users**

Communities may see an increase in litter, with litter dropped after schools close waiting until the next working day to be collected. The public is likely to perceive this as deterioration in visual amenity.

#### **Risks and Uncertainties**

- Option would be subject to public consultation and perceived reduction in frequency may not be acceptable to the public.
- Cleanliness performance indicators fall to an unacceptable level compared to other local authorities.
- Impact on the Administration priority to make West Lothian the cleanest council area in Scotland.
- Implementation of revised working patterns.

#### **Mitigating Factors**

Working with communities and schools to reduce litter so there is a reduced requirement to collect dropped litter, especially around schools. Focusing resources in priority areas such as town centres to minimise the impact on visual amenity in high traffic and priority areas. Consideration of use of new technology and equipment to modernise service provision and processes.

#### **Actions Required to Deliver Measure**

- Project to identify efficiencies and prioritise front line services to priority areas.
- Introduction of revised working patterns.
- Media campaign and working with key partners to reduce instances of litter.

## Integrated Relevance Assessment Form

| 1. Details of option                    |   |  |  |
|---|---|--|--|
| <b>Policy Title</b>                     | Review of street cleaning maintenance and frequency |  |  |
| <b>Service Area</b>                     | Operational Services                                |  |  |
| <b>Lead Officer</b>                     | Jim Jack  |  |  |
| <b>Other Officers/Partners Involved</b> | None  |  |  |
| <b>Date relevance assessed</b>          | 12 September 2019                                   |  |  |

  

| 2. Does the council have control over how this policy will be implemented? |   |    |  |
|--|---|----|--|
| YES  | X | NO |  |

  

|   |  |
|---|--|
| <p><b>3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b></p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p> |  |
| Age – older people, young people and children   |  |
| Disability – people with disabilities/long standing conditions  |  |
| Gender reassignment – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth   |  |
| Marriage or civil partnership – people who are married or in a civil partnership  |  |
| Pregnancy and maternity – woman who are pregnant and/or on maternity leave  |  |
| Race – people from black, Asian and minority ethnic communities and different racial backgrounds  |  |
| Religion or belief – people with different religions and beliefs including those with no beliefs  |  |
| Sex – Gender Identify – women and men (boys and girls) and those who self-identify their gender   |  |
| Sexual Orientation – lesbian, gay, bisexual, heterosexual/straight  |  |

| 4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?<br>Consideration must be given particularly to children and families      |  |
|--|--|
| Socio-economic Disadvantage  | Impact<br>(Please Tick as Appropriate) |
| Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing   |  |
| Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future                        |  |
| Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies |  |
| Area Deprivation – where you live (rural areas), where you work (accessibility of transport)   |  |
| Socio-economic Background – social class i.e. parents education, employment and income   |  |

| 5. Integrated impact assessment required?<br>(Two ticks above = full assessment necessary) |  |    |   |
|--|--|----|---|
| YES  |  | NO | X |

| 6. Decision rationale<br>If you have ticked no above, use this section to evidence why a full IIA is not required   |
|---|
| <p>This option would change the frequency of litter picking and will focus activity in priority areas. It is an extension of the implemented savings to NETs, Land and Countryside with activities being delivered on a priority basis, focusing on town centres and residential areas identified in the Open Space Strategy hierarchy.</p> <p>At this stage, there is no evidence that these changes will reduce or increase discrimination or equality of opportunity for individuals or groups with protected characteristics.</p> |

|  |                              |
|--|------------------------------|
| <b>Signed by Lead Officer</b>  | Jim Jack                     |
| <b>Designation</b>   | Head of Operational Services |
| <b>Date</b>  | 12 September 2019            |
| <b>Counter Signature</b><br>(Head of Service or Depute Chief Executive responsible for the policy) |                              |
| <b>Date</b>  |                              |

|                                     |   |
|-------------------------------------|---|
| <b>Service</b>                      | Finance and Property Services                   |
| <b>Saving Measure</b>               | Closure of automated public conveniences (APCs) |
| <b>Prioritisation or Efficiency</b> | Prioritisation                                  |
| <b>Value</b>                        | £338,000  |
| <b>FTE Reduction</b>                | Nil   |
| <b>Lead in Time</b>                 | 12 months                                       |

#### **Description of Measure**

Removal of APCs with comfort partner payments introduced to ensure toilet provision continues to be available for the public. The comfort payment by the council would cover public use of existing toilet facilities. The notional payment would cover any costs associated with increased use of consumables. Experience in other local authorities has shown that the introduction of this model has had a beneficial impact for comfort partners, with increased footfall in local businesses. Analysis of usage figures at each APC over the past three years shows that to breakeven each APC would need to be used on average 87,200 times per annum with a payment of 30p per use. Currently the average use is 3,833 per APC each year. Notification of available facilities would be in line with legal and planning requirements and is scalable to reflect what alternative options may be available in each location, i.e. some APCs could be retained and some closed

#### **Impact on Council Priorities, Single Outcome Agreement or Corporate Strategy**

The introduction of comfort partners should mean that there is limited impact on council priorities or outcomes at locations where APCs are removed. It is recognised that at certain times, toilet provision may not be available.

#### **Potential Impact on Performance**

Largely it is anticipated that there should limited impact, although it is acknowledged that for some sites it might be difficult to secure appropriate comfort partners and that provision would not be available at certain times, however, these are likely to be at time of lower demand. Directing users to existing facilities within council buildings could improve the use of other council services. Experience in other authorities demonstrates that this model has a beneficial impact for comfort partners, with increased footfall in local businesses.

#### **Potential Impact on Public/Users**

At agreed sites APCs would no longer be available. Where APCs are removed, users could use council facilities and comfort partners which will be pleasant facilities. By considering appropriate alternative provision when identifying APCs to be removed, everyone should continue to be able to access toilet provision throughout the county during working hours.

Analysis of the usage of APCs shows that over the period 2016 to 2018 a total 23% of APC usage was via the use of keys and 77% was paid access via coins. Users who access toilets using the key functionality include people using the Royal Association for Disability and Rehabilitation (RADAR) national key scheme along with certain staff groups, for example network rail staff. Part of the review of public access to toilets will include consideration to ensure that RADAR key users continue to have access to suitable and accessible toilets through the creation of a comfort partner scheme as well as giving consideration to promoting the "Just Can't Wait" card scheme.

#### **Risks and Uncertainties**

- Difficulties in terminating the APC contract with an external supplier although initial discussions have been positive.
- Businesses and partners are not willing to engage in a comfort partner scheme.

**Mitigating Factors**

Significant community and partner engagement would be undertaken to establish the comfort partner network that meets the demand for toilet provision in local communities. Alternative toilet provision would be publicised.

**Actions Required to Deliver Measure**

- Establishment of comfort partner scheme and identification of alternative facilities.
- Discussions with potential comfort partners and community engagement on options.
- Commence contract termination process with contractor.



## Integrated Relevance Assessment Form

| 7. Details of option                    |   |  |  |
|---|---|--|--|
| <b>Policy Title</b>                     | Closure of automated public conveniences (APCs) |  |  |
| <b>Service Area</b>                     | Finance and Property Services                   |  |  |
| <b>Lead Officer</b>                     | Donald Forrest                                  |  |  |
| <b>Other Officers/Partners Involved</b> | None  |  |  |
| <b>Date relevance assessed</b>          | 12 September 2019                               |  |  |

  

| 8. Does the council have control over how this policy will be implemented? |   |    |  |
|--|---|----|--|
| YES  | X | NO |  |

  

|   |   |
|---|---|
| <p><b>9. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:</b></p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct</li> <li>• Advance equality of opportunity between those who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between those who share a protected characteristic and those who do not</li> </ul> <p>NB: In this section you must also consider the Human Rights Act and the key PANEL (Participation, Accountability, Non Discrimination, Empowerment and Legality) principles of Human Rights</p> <p>Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (please tick below as appropriate).</p> |   |
| Age – older people, young people and children   | X |
| Disability – people with disabilities/long standing conditions  | X |
| Gender reassignment – trans/transgender identity – anybody who's gender identity or gender expression is different to the sex assigned to them at birth   |   |
| Marriage or civil partnership – people who are married or in a civil partnership  |   |
| Pregnancy and maternity – woman who are pregnant and/or on maternity leave  | X |
| Race – people from black, Asian and minority ethnic communities and different racial backgrounds  |   |
| Religion or belief – people with different religions and beliefs including those with no beliefs  |   |
| Sex – Gender Identify – women and men (boys and girls) and those who self-identify their gender   |   |
| Sexual Orientation – lesbian, gay, bisexual, heterosexual/straight  |   |

**10. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?**

Consideration must be given particularly to children and families

| <b>Socio-economic Disadvantage</b>   | <b>Impact</b><br>(Please Tick as Appropriate) |
|--|---|
| Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing   |   |
| Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future                        |   |
| Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies |   |
| Area Deprivation – where you live (rural areas), where you work (accessibility of transport)   |   |
| Socio-economic Background – social class i.e. parents education, employment and income   |   |

**11. Integrated impact assessment required?**

(Two ticks above = full assessment necessary)

|     |          |    |  |
|-----|----------|----|--|
| YES | <b>X</b> | NO |  |
|-----|----------|----|--|

**12. Decision rationale**

If you have ticked no above, use this section to evidence why a full IIA is not required

Based on the potential impact regarding age, disability, and pregnancy, a full integrated impact assessment will be undertaken if this option is included in the revenue budget report.

|  |                                       |
|--|---------------------------------------|
| <b>Signed by Lead Officer</b>  | Donald Forrest                        |
| <b>Designation</b>   | Head of Finance and Property Services |
| <b>Date</b>  | 12 September 2019                     |
| <b>Counter Signature</b><br>(Head of Service or Depute Chief Executive responsible for the policy) |                                       |
| <b>Date</b>  |                                       |