

# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>																				
<b>Date:</b>	<b>Wednesday 11 January 2017</b>																				
<b>Time:</b>	<b>4.00 pm</b>																				
<b>Venue:</b>	<b>Conference Chamber West West Suffolk House</b> Western Way Bury St Edmunds																				
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Diane Hind</p> <p style="text-align: center;"><b>Vice Chairman</b> Jeremy Farthing</p> <p><u>Conservative Members (12)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Simon Brown</td> <td style="width: 33%;">Angela Rushen</td> <td style="width: 33%;"></td> </tr> <tr> <td>Patrick Chung</td> <td>Andrew Speed</td> <td></td> </tr> <tr> <td>Jeremy Farthing</td> <td>Clive Springett</td> <td></td> </tr> <tr> <td>Paula Fox</td> <td>Sarah Stamp</td> <td></td> </tr> <tr> <td>Susan Glossop</td> <td>Jim Thorndyke</td> <td></td> </tr> <tr> <td>Richard Rout</td> <td>Frank Warby</td> <td></td> </tr> </table> <p><u>Charter Member (1)</u> Diane Hind</p> <p><u>Independent Member (1)</u> Paul Hopfensperger</p> <p><u>UKIP Member (2)</u> John Burns                      Tony Brown</p>			Simon Brown	Angela Rushen		Patrick Chung	Andrew Speed		Jeremy Farthing	Clive Springett		Paula Fox	Sarah Stamp		Susan Glossop	Jim Thorndyke		Richard Rout	Frank Warby	
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<b>Substitutes:</b>	<p><u>Conservative Members (6)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Wayne Hailstone</td> <td style="width: 33%;">David Roach</td> <td style="width: 33%;"></td> </tr> <tr> <td>Margaret Marks</td> <td>Peter Thompson</td> <td></td> </tr> <tr> <td>Jane Midwood</td> <td>Patricia Warby</td> <td></td> </tr> </table> <p><u>Charter Member (1)</u> Julia Wakelam</p> <p><u>UKIP Member (1)</u> Anthony Williams</p>			Wayne Hailstone	David Roach		Margaret Marks	Peter Thompson		Jane Midwood	Patricia Warby										
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<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																				
<b>Quorum:</b>	Six Members																				
<b>Committee administrator:</b>	<p><b>Christine Brain</b> Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a></p>																				

# Public Information



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 763233 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a>
<b>Access to agenda and reports before the meeting:</b>	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
<b>Public speaking:</b>	Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
<b>Disabled access:</b>	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However, in the event of an emergency use of the lifts is restricted for health and safety reasons.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

# Agenda

## Procedural Matters

### Part 1 - Public

- 1. Substitutes**  
Any Member who is substituting for another Member should so indicate, together with the name of the relevant absent Member.
- 2. Apologies for Absence**
- 3. Minutes** **1 - 6**  
To confirm the minutes of the meeting held on 9 November 2016 (copy attached).
- 4. Public Participation**  
Members of the public who live or work in the Borough are invited to put one question or statement of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within 3 minutes, the person who asked the question may ask a supplementary question that arises from the reply.  
  
A person who wishes to speak must register at least 15 minutes before the time of the meeting is scheduled to start. There is an overall time limit of 15 minutes of public speaking, which may be extended at the Chairman's discretion.
- 5. St Andrews Car Park** **7 - 12**  
Report No: **OAS/SE/17/001**  
*(Councillor Nettleton has been invited to the meeting to present the Motion)*
- 6. Designated Public Place Orders in Bury St Edmunds and Haverhill and Change to Public Space Protection Orders** **13 - 42**  
Report No: **OAS/SE/17/002**
- 7. Bury St Edmunds Bus Station Information Building - Background Information** **43 - 50**  
Report No: **OAS/SE/17/003**
- 8. Review of Abbeycroft Leisure Ltd Performance 2005-2016** **51 - 70**  
Report No: **OAS/SE/17/004**

**9. Annual Presentation by the Cabinet Member for Leisure and Culture 71 - 74**

Report No: **OAS/SE/17/005**

The Cabinet Member for Leisure and Culture has been invited to the meeting to provide an annual account on her portfolio and to answer questions from the Committee.

**10. Review and Revision of the Constitution 75 - 80**

Report No: **OAS/SE/17/006**

**11. Directed Surveillance Authorised Applications (Quarter 3)**

The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 requires that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis.

*The Monitoring Officer advised that in Quarter 3, no such surveillance has been authorised.*

**12. Work Programme Update 81 - 84**

Report No: **OAS/SE/17/007**

**Part 2 - Exempt**

**13. Exempt Appendix 3 - Review of Abbeycroft Leisure Ltd Performance 2005 - 2016 85 - 96**

Exempt Appendix 3 to Report No: **OAS/SE/17/004**

(This exempt Appendix 3 is to be considered in private under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as it contains information relating to financial or business affairs of any particular person (including the authority holding that information).

# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

**Minutes** of a meeting of the **Overview and Scrutiny Committee** held on **Wednesday 9 November 2016** at **4.00 pm** at the **Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU**

Present: **Councillors**

**Chairman** Diane Hind

John Burns  
Simon Brown  
Tony Brown  
Patrick Chung  
Paula Fox  
Susan Glossop  
Richard Rout

Angela Rushen  
Andrew Speed  
Clive Springett  
Sarah Stamp  
Jim Thorndyke  
Frank Warby

**Substitutes attending:**

Margaret Marks

**By Invitation:**

David Nettleton  
Sara Mildmay-White , Cabinet Member for Housing  
Peter Stevens, Cabinet Member for Operations

113. **Substitutes**

The following substitution was declared:

Councillor Margaret Marks for Councillor Jeremy Farthing.

114. **Apologies for Absence**

Apologies for absence were received from Councillors Jeremy Farthing and Paul Hopfensperger.

115. **Minutes**

The minutes of the meetings held on 14 September 2016 and 4 October 2016 were confirmed as an accurate record and signed by the Chairman.

## 116. **Public Participation**

There were no questions/statements from members of the public.

## 117. **Annual Presentation by the Cabinet Member for Operations**

*[Councillor Andrew Speed arrived at 4.20pm during the consideration of this item]*

As set out in the Council's Constitution, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member would be invited to attend to give an account of his or her portfolio and answer questions from the Committee. Therefore, to carry out this constitutional requirement, members were asked to consider the responsibilities of the Cabinet Member for Operations, who had been invited to the meeting.

The Committee was reminded that on 11 November 2015, the Committee received a presentation from the Cabinet Member for Operations, setting out responsibilities covered under the operations portfolio.

At this meeting, the Portfolio Holder for Operations had been invited to the meeting to provide a follow-up presentation on his portfolio. Report No: OAS/SE/16/027 set out the focus of the follow-up presentation, which was to:

- Outline the main challenges faced during the first year;
- Outline some key successes and any failures during the first year and any lessons learned; and
- Set out the vision for the Operations Portfolio through to 2019, and whether on target to meet that vision.

Councillor Peter Stevens opened his presentation by thanking the Committee for the invitation. The presentation included information on areas of responsibility; finances; service round-up (car parks; garden waste service; West Suffolk Operational Hub; commercial services; Suffolk Waste Partnership and property).

A number of examples were also provided, outlining challenges; successes and vision through to 2019, such as:

- Maintaining frontline services whilst developing new opportunities / efficiencies (challenge);
- Developing commercialism (challenge)
- Implementation of garden waste collection service (success);
- New CCTV control room (success);
- More commercial ways of working (vision);
- Extending self-serve and online services for residents (vision)

Members discussed the presentation in detail and asked questions of the Cabinet Member for Operations and officers, to which comprehensive responses were provided.

In particular discussions were held on CCTV data storage and the location of CCTV cameras; the removal of brown bins; improving car parking signage; vehicle fleet servicing; the contamination of nappies in blue bins and the need for education; and the new waste leaflet, "getting your recycling right".

The Chairman thanked the Cabinet Member for the follow-up presentation on his portfolio.

There being no decision required, the Committee **noted** the presentation.

#### 118. **Barley Homes - Five Year Business Plan**

The Chairman suggested to the Committee that it might wish to consider this report in its entirety along with the Exempt Appendix A in the exempt part of the meeting.

It was proposed by Councillor Andrew Speed and seconded by John Burns, and

#### **RESOLVED:**

That the Committee would consider Report No: OAS/SE/16/028 along with the Exempt Appendix A in private session (see Minute Number 124 below).

#### 119. **Car Parking Update**

The Committee received Report No: OAS/SE/16/029, which updated Members on the implementation of the Car Parking Review.

The report included information on usage; issue of fines; upgrade of ticket machines; electric charging points; new information boards; new directional signs in Haverhill; Park Mark; planning for future car parking provision; Civic Parking Enforcement; financial and future work streams.

The Committee considered the report in detail and asked a number of questions to which comprehensive responses were provided.

In particular discussions were held on the development of parking provision at Moreton Hall; the park and ride for Christmas Fayre parking in Bury St Edmunds; cars parking on the cycle route along Beetons Way, Bury St Edmunds; progress towards potential Civil Parking Enforcement in Suffolk: the Bury/Haverhill Master Plans and identifying more parking capacity and pay on exit.

In response to a question, officers agreed to check the wording and the signage at Ram Meadow Car Park regarding all day parking.

The Committee noted the contents of the report, and Councillor John Burns moved the recommendation, this was duly seconded by Councillor Patrick Chung and with the vote being unanimous it was:

## **RECOMMENDED**

**That the Head of Operations, under his delegated authority, in consultation with the Portfolio Holder for Operations, vary the Traffic Road Orders as needed to implement the priority work streams as set out in Paragraph 1.9.2. to Report No: OAS/SE/16/029.**

### **120. Review and Revision of the Constitution**

As set out in the Council's Constitution, the Overview and Scrutiny Committee on a quarterly basis would receive a report from the Monitoring Officer setting out minor amendments made arising from changes to legislation; changes to staffing structures/job descriptions or changes in terminology.

Report No: OAS/SE/16/030 set out minor amendments which had been undertaken by the Monitoring Officer under delegated authority from July to September 2016.

The Committee was advised that all Members of the Council had also been informed of the minor amendments made as part of the ongoing review and revision of the Constitution.

The Committee considered the report presented by the Monitoring Officer, and there being no decision required, the Committee **noted** the minor amendments undertaken by the Monitoring Officer under delegated authority.

### **121. Directed Surveillance Authorised Applications (Quarter 2)**

The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 required that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis.

The Monitoring Officer advised that in Quarter 2, no such surveillance had been authorised. Therefore, there being no decision required, the Committee **noted** the Regulation of Investigatory Powers Act, Quarter 2 update.

### **122. Work Programme Update**

The Committee received Report No: OAS/SE/16/031, which updated Members on the current status of its rolling work programme of items for scrutiny during 2017 (Appendix 1).

The Committee considered its work programme and asked questions to which responses were duly provided.

In particular the Chairman, Councillor Diane Hind requested that the an update on the Bury St Edmunds Bus Station be presented to the Committee at its meeting on 11 January 2017.

Councillor Andrew Speed further suggested that an update and progress on the Sports Review and Local Club Consultations be included as part of the



Portfolio Holder's presentation (leisure and culture) to the Committee on 11 January 2017.

There being no decision required, the Committee **noted** the contents of the Work Programme for 2017 and the requested updates on the Bus Station at Bury St Edmunds and the Sports Review and Local Club Consultations at its meeting on 11 January 2017.

**123. Exclusion of Press and Public**

It was proposed by Councillor Andrew Speed, seconded by Richard Rout, and

**RESOLVED:**

That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

**124. Exempt Appendix A - Barley Homes Group Business Plan (Para 3)**

Councillor Sara Mildmay-White, Cabinet Member for Housing introduced Report No: OAS/SE/16/028, which asked Members to scrutinise the content of the Barley Homes initial five year Business Plan, prior to being considered by Cabinet and Full Council in December 2016 to approve the funding mechanism required to deliver the plan.

Attached as Exempt Appendix A to the report was the Barley Homes Group Business Plan.

The Committee was reminded that the primary function of Barley Homes was to generate profits through the development of new housing for sale and rent, on land owned by one of the councils initially in west Suffolk. The establishment of the housing company was one of the many ways that the council was looking to become self-sufficient through new income generation activities, as central government grants were reduced and eventually removed.

The Report set out key issues, which included initial sites; investment opportunity and financial returns; monitoring of progress and future development decisions; delivery of the business plan; legal implications and the next steps.

The Committee considered Exempt Appendix A to Report No: OAS/SE/16/028, where reference was made to specific detail contained within the Appendix, and asked a number of questions, to which comprehensive responses were provided.

Councillor Richard Rout moved the recommendation, this was duly seconded by Councillor Andrew Speed and with the vote being 14 for and 1 abstention, it was:

**RECOMMENDED:**

**Subject to approval by full Council, the Committee recommends that:**

- 1) The five year Business Plan, attached at Exempt Appendix A to Report No: OAS/SE/16/028, be approved;**
- 2) A £3m revolving investment facility, to be added to the Council's capital programme, financed from the reallocation of the "Housing Company" pending capital budget of £2.35m and an additional £0.65m from the Strategic Priorities and the Medium Term Financial Strategy reserve, be approved;**
- 3) Delegation be given to the S151 Officer and Monitoring Officer, in consultation with the Portfolio Holders for Resources and Performance and Housing to issue equity and loan funding from the revolving investment facility (set out in 2 above), subject to state aid requirements;**
- 4) The S151 Officer and Monitoring Officer, in consultation with the Portfolio Holder for Resources and Performance, be authorised to negotiate and agree the terms of such loans with Barley Homes and the funding and necessary legal agreements, taking into consideration the Council's loans policy and state aid requirements;**
- 5) The sale of Council owned land as detailed in the five year Business Plan (Exempt Appendix A), with outline planning permission, subject to approval by the planning authority and with Section 123 best value obligations, with the costs of planning permission being approximately £35,000 being funded from the Strategic Priorities and Medium Term Financial Strategy reserve, be noted.**
- 6) Approval of the Business Plan will constitute consent for Barley Homes to issue shares and enter into debt financing, in line with the Business Plan, be noted.**

The Meeting concluded at 5.45pm

**Signed by:**

**Chairman**

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# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>St Andrews Car Park</b>	
<b>Report No:</b>	<b>OAS/SE/17/001</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 January 2017
<b>Portfolio holder:</b>	Cllr Peter Stevens Portfolio Holder for Operations <b>Tel:</b> 07775 877000 <b>Email:</b> <a href="mailto:peter.stevens@stedsbc.gov.uk">peter.stevens@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Mark Walsh Head of Operations <b>Tel:</b> 01284 757300 <b>Email:</b> <a href="mailto:mark.walsh@westsuffolk.gov.uk">mark.walsh@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To respond to a Motion on notice submitted by Cllr Nettleton to SEBCs Council meeting on Tuesday 20 December 2016.  This has been referred to Overview and Scrutiny Committee for consideration.	
<b>Recommendation:</b>	Members are recommended: <ol style="list-style-type: none"> <li>1. To note the motion and the contents of this report;</li> <li>2. To consider the existing tariff structure and specifically, the all-day tariff for long stay parking;</li> <li>3. To consider whether the previous alignment of the footpath in the car park should be reinstated (with a requisite loss of car parking spaces).</li> </ol>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>		Significant consultation was undertaken by the Overview and Scrutiny Task and Finish Group that established the outcome identified in this report.	
<b>Alternative option(s):</b>		N/A	
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>• Parking fees and charges provide revenue and costs to the Council. Any surplus income after operation, investment, maintenance and staffing costs have been deducted, is directed towards the delivery of other highways and transport-related services within the borough. No recommendations contained in this report will result in a significant budgetary variation to the car parking account</li> </ul>	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Car Park charges are set incorrectly resulting in either charges being too high or too low. Both scenarios could result in suboptimal performance in the car parks and town centres	Medium	Consultation has been carried out resulting in a clear rationale being provided by the O&S review for the proposed charges	Low

Town centres adversely affected by any increase	Low	Feedback from customers and other stakeholders along with benchmarking information demonstrates that the charges are not excessive in comparison to other comparable towns	Low
<b>Ward(s) affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		Report <a href="#">CAB/SE/15/078</a> dated 8 December 2015 – Report of Overview and Scrutiny Task and Finish Group report on Car Parking.	
<b>Documents attached:</b>		None	

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## 1. Key issues and reasons for recommendation.

- 1.1 A motion tabled by Cllr Nettleton and supported at SEBCs Council meeting on Tuesday 20 December 2016, was referred to the Overview and Scrutiny Committee for consideration.

### The motion stated:

*The St Andrews short-stay car park is half-empty Monday to Friday, whereas the long-stay section is often close to capacity. The reason is that the current pricing policy encourages shoppers to occupy spaces in the long-stay section intended for town centre workers. By making minor adjustments to the tariffs in both sections of this car park, a more even spread of parking can be achieved for the benefit of our customers and without compromising income streams designed to meet revenue budget targets previously agreed by the Council. The anticipated date of implementation is Monday 3 April 2017.*

*I therefore propose that the tariffs are revised to the following: (changes highlighted in bold):-*

*Short-stay section: 30 minutes 60p: 1 hour £1.10 (no change to either): **3 hours £2**. At present, there is a 2 hour option at £2 and a 3 hour option at £2.70. Our customers clearly don't like paying more than £2 for a short-stay of up to 3 hours in this car park, as the number of events per tariff band indicates.*

*Long-stay section: **Daily £4** (up from £3). The current difference between 3 hours in the short-stay section and the daily tariff is 30p. The proposed difference would be £2. A few shoppers will pay but the majority will migrate to the short-stay section. **Weekly Tickets £10** (down from £11.50) **Low Emissions £8** (down from £10). Many shop and office workers are not highly paid but they are key to the continued success of the town centre economy. Weekly tickets are 24/7. There are no changes planned for tariffs in either section at weekends.*

*In addition, I propose restoring the pedestrian path between the residential streets of Bishops Road/Blomfield Street and the Springfield/Tayfen area beyond, which was arbitrarily truncated last summer without consultation with either local ward members or the community which it served as a link to Wilko and the arc shopping centre. Most importantly, open discussions with West Suffolk College and Suffolk County Council to accommodate students Monday to Friday during term time in the long-stay section. Here also, the implementation date would be Monday 3 April 2017*

This paper responds to this motion for consideration by members.

- 1.2 St Andrews Car Park Profile

### Short Stay

The St Andrews Car Park usage profile is consistent with other car parks on week days in Bury St Edmunds. Short stay occupancy averages 50-60% at peak times and this is verified by our Car Parking Attendants who visit the car park several times per day.

Occupancy testing of the St Andrews Car Park by consultants in 2015 suggested that weekday peak occupancy was 60% in comparison to 50% on the Cattlemarket and 55% of Parkway Surface.

### Long Stay

Based on recent counts, the long stay section is 65-70% full by 9.00am on a week day. This is when most town centre workers have arrived. The car park reaches on average 85-90% capacity by midday for no more than 1 hour. This is also verified by the 2015 occupancy testing.

In keeping with other car parks, the long and short stay areas have increased levels of occupancy between October to December and Easter School Holidays. From data on the long stay car park, an average of 3,450 all-day tariff tickets were purchased each month between 1 April 2016 and 30 September 2016. This increased to an average of 5,850 tickets purchased each month between the 1 October 2016 and mid December 2016. Weekly and Season Ticket sales remain consistent at around 330 per month. This demonstrates that the car park has capacity to accommodate 2,400 more car each month during the busy period and therefore operates with spare capacity for most of the year.

### 1.3 Tariffs

Long stay tariffs on the St Andrews Car Park are already the most expensive in the town and alternative, cheaper long stay car parking is available nearby at the Parkway Multi Storey Car Park. The single long stay tariff of £3 per day is priced slightly higher than Parkway MSCP (£2.70), and significantly more than Ram Meadow (£2.30) – the latter to encourage long stay users to park out of the town centre. The suggested increase to the tariff is likely to further encourage long stay displacement to Ram Meadow and may encourage more users to purchase a 3 hour maximum stay ticket in the short stay section. Nevertheless, a significant increase in tariff would adversely impact on part time workers for whom a weekly ticket is not a viable option.

The Weekly Ticket costs £11.50 and the Low Emission Weekly Ticket is priced at £10. They are highest tariffs across all of the town centre car parks. A decrease in either tariff would encourage displacement from Ram Meadow Car Park, which deviates from the recent Car Parking Review recommendations supported by the Overview and Scrutiny Committee. Furthermore, should the single long stay tariff increase and the weekly ticket price reduce, the level of discount would be around 50% which is disproportionate when compared with our other car parks.

In comparison to other town centre car parks, St Andrew's provides the most varied choice of short stay tariffs. Nevertheless, the occupancy of the car park is broadly in line with the other car park – Cattlemarket (which is slightly more expensive to park) and Parkway Surface (less expensive). This suggests that users are less 'price' sensitive and place a higher priority on location and convenience mid-week. It therefore may be viewed that a decrease in charges would not necessarily mean more car parking events although a lower 3 Hour tariff would encourage some displacement from the long stay area.

Overall, the proposals set out in the motion may not have a significant impact on income for the St Andrews car park. This assumes that the proposed 25% increase in the long stay daily tariff will not impact on the number of tickets purchased and this will offset the decrease in weekday short stay tariffs.

Given the recent experience of increasing the long stay tariff on Parkway MSCP however, it is likely that a higher daily tariff of £4 on St Andrews will displace vehicles to other car parks – for example, users may choose to park on Ram or Parkway MSCP given the daily tariff would be significantly cheaper. This would lead to an overall negative budgetary impact. This also highlights that a tariff change in one car park if considered in isolation, may have major implications on other car parks in terms of capacity and income.

#### 1.4 Car Parking Infrastructure

A total of 17 spaces have been made available from the relining works on the St Andrews car park which includes the relocation of the test centre bays. The additional spaces were found in response to concerns by businesses and Our Bury St Edmunds to lack of parking spaces at peak times during weekends. Following consultation with a specialist car park lining company, the path across the St Andrews long stay car park has been re-routed to accommodate some of these new spaces. The former walkway had no permitted right of way designation and we are not obliged to retain it other than to maintain clear entrances into and out of the car park. The revised arrangements have undergone a health and safety risk assessment and are consistent with other car parks which don't have marked-out walkways through them.

#### 1.5 Student Parking

The issue of student parking, particularly on street, is an on-going issue for local residents and traffic safety. Discussions between all parties, including schools and the Highways Authority, should address this matter. Members should be minded that these issues go beyond just the St Andrews car park and West Suffolk College. Any solution is likely to require a more holistic approach and an Equality Impact Assessment to ensure that the solution is consistent with support provided to other groups. The current Town Centre Masterplan process and future car parking reviews will engage with local stakeholders on these matters.

## 2. **Recommendations**

Members are recommended:

- To note the motion and the contents of this report;
- To consider the existing tariff structure and specifically, the all-day tariff for long stay parking;
- To consider whether the previous alignment of the footpath in the car park should be reinstated (with a requisite loss of car parking spaces)



# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Public Space Protection Orders (PSPOs) – Changes to Anti-Social Behaviour Legislation</b>	
<b>Report No:</b>	<b>OAS/SE/17/002</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 January 2017
<b>Portfolio holder:</b>	<p>Cllr Robert Everitt Portfolio holder for Families and Communities Email: <a href="mailto:robert.everitt@stedsbc.gov.uk">robert.everitt@stedsbc.gov.uk</a></p> <p>Cllr Joanna Rayner Portfolio holder for Leisure and Culture Email: <a href="mailto:joanna.rayner@stedsbc.gov.uk">joanna.rayner@stedsbc.gov.uk</a></p>	
<b>Lead officers:</b>	<p>Helen Lindfield Families and Communities officer <b>Tel:</b> 01284 757620 <b>Email:</b> <a href="mailto:helen.lindfield@westsuffolk.gov.uk">helen.lindfield@westsuffolk.gov.uk</a></p> <p>Damien Parker Leisure and Cultural Services Manager <b>Tel:</b> 01284 757090 <b>Email:</b> <a href="mailto:damien.parker@westsuffolk.gov.uk">damien.parker@westsuffolk.gov.uk</a></p> <p>Mark Christie Service Manager (Business) <b>Tel:</b> 01638 719220 <b>Email:</b> <a href="mailto:mark.christie@westsuffolk.gov.uk">mark.christie@westsuffolk.gov.uk</a></p>	
<b>Purpose of report:</b>	To provide an update to Councillors on legislation relating to Public Space Protection orders (PSPOs) and to propose changes prior to public consultation.	

<p><b>Recommendation:</b></p>	<p><b>It is <u>RECOMMENDED</u> that:</b></p> <p>(1) <b>Members <u>note</u> that the Haverhill alcohol-related PSPO order remains in place, with no changes to the conditions or area covered.</b></p> <p>(2) <b>Cabinet be <u>recommended</u> to approve the inclusion of street begging in the Bury St Edmunds alcohol-related PSPO, subject to public consultation.</b></p> <p>(3) <b>Cabinet be <u>recommended</u> to approve the adoption of a PSPO relating to dog control across St Edmundsbury, subject to public consultation.</b></p>
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input checked="" type="checkbox"/></p> <p>No, it is not a Key Decision - <input type="checkbox"/></p> <p>(a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:</p> <p>(i) be significant in terms of its effects on communities living or working in an area in the Borough/District.</p> <p>(b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this [the] Constitution.</p>

<p><b>Consultation:</b></p>	<ul style="list-style-type: none"> <li>• Haverhill alcohol related PSPO – as there are no proposed changes to the location or the conditions in the current order, there is no requirement for formal public consultation. However the views of a number of key stakeholders in Haverhill have been sought, including Haverhill ward councillors, Police Safer Neighbourhood Team .</li> <li>• Bury St Edmunds alcohol related PSPO – Following early consultation with the Police, a proposal was made to add 'street begging' as an additional condition to the current order. No changes are proposed to the geographical area covered. A mandatory public consultation period will take place for a period of at least four weeks and be completed by mid March 2017, prior to Cabinet approval being sought.</li> <li>• Dog control PSPO – Prior to seeking Cabinet approval, a mandatory public consultation will take place.</li> </ul>
<p><b>Alternative option(s):</b></p>	<ul style="list-style-type: none"> <li>• Do nothing</li> <li>• The current DPPOs could be discharged and not replaced with any orders; however the Police and other stakeholders believe that the orders are necessary and that a further condition re street begging be added to the Bury St Edmunds order.</li> </ul>
<p><b>Implications:</b></p>	
<p>Are there any <b>financial</b> implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Purchase and erection of replacement signage.</li> <li>• Alcohol PSPO areas will require approximately 30 signs in Bury St Edmunds and 20 signs in Haverhill. Working on an estimated cost of £30 per sign (including erection on public furniture), the total cost is estimated at £1500.</li> <li>• Funding has been identified from historic ASB Home Office funding within an existing Families and Communities team budget.</li> <li>• Dog exclusion sites will require approximately 100 signs across 50 sites in St Edmundsbury. Working on a cost of £25 per sign, the total cost will be £2500.</li> <li>• Funding has been identified from with existing Leisure and Culture budgets.</li> </ul>

Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>PSPOs can be enforced by Police Officers, Police staff (PCSOs) and West Suffolk councils' enforcement officers.</li> <li>There are no plans to increase the number of council enforcement officers.</li> </ul>	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>Proposed orders have been drafted by the councils' legal team.</li> </ul>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>	
<b>Risk/opportunity assessment:</b> <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Public perception-negative perception of the impact of the PSPO	High	Information provided. Consultation process.	Medium
Reputation – no enforcement activity taken	High	Work with community. Encourage information and evidence to be provided.	Medium
<b>Ward(s) affected:</b>		<p>Alcohol-related PSPO Haverhill: Haverhill East, Haverhill South, Haverhill West and Haverhill North.</p> <p>Alcohol/street begging PSPO – Bury St Edmunds: Risbygate, Abbeigate, Eastgate and Westgate.</p> <p>Dog control PSPO: Dog fouling condition – all wards in St Edmundsbury.</p> <p>Dog exclusion condition – those wards detailed in the proposed order.</p>	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		<p>Dog Fouling report July 2015 Ref no <a href="#">OAS/SE/15/011</a></p> <p>Dog Fouling report July 2016 Ref no <a href="#">OAS/SE/16/018</a></p>	
<b>Documents attached:</b>		<p><b>Appendix A</b> - Draft Alcohol/street Begging Orders</p> <p><b>Appendix B</b> - Draft Dog fouling PSPO Orders</p>	

## **Key issues and reasons for recommendation**

### **1. Background**

- 1.1 The Anti-Social Behaviour Crime and Policing Act 2014 tidied up, amalgamated and redefined a number of anti-social behaviour (ASB) powers. This included replacing Designated Public Space orders (DPPOs) and Dog Control Orders with Public Space Protection Orders (PSPOs). The PSPO is designed to deal with particular nuisance or problems in an area that are detrimental to the local community's quality of life by imposing conditions on use of that area which apply to everyone. District /Borough councils are responsible for making a PSPO.
- 1.2 PSPOs replace the following powers:
- Dog Control Order
  - Gating Order
  - Designated Public Place Order (DPPO)
- 1.3 A PSPO can be used to deal with both existing problems and problems that are likely to arise in the future. The orders are intended to make public spaces more welcoming to the majority of law-abiding people and communities.
- 1.4 A PSPO can only be made if the council is satisfied, on reasonable grounds, that two conditions are met.

#### **First condition**

- Activities carried out in a public place have a detrimental effect on the quality of life of those in the locality. Or
- It is likely that the activities will be carried out in a public place within the area that will have such an effect.

#### **Second condition**

The effect or likely effect of the activities:

- is, or is likely to be, of a persistent or continuing nature;
- is, or is likely to be, such as to make the activities unreasonable; and
- justifies the conditions imposed.

### **2. Transition arrangements from Designated Public Place Orders (DPPOs) to Public Space Protection Orders**

- 2.1 Where a DPPO is currently in force, as in the case in Haverhill and Bury St Edmunds, it will continue to be valid until October 2017, which is three years following the introduction of the new legislation. At this point the DPPO would be treated as a PSPO and remain in place for a further period of up to three years unless varied or discharged. Only if there is a variation or discharge of the order, does the change from DPPO to PSPO need to be subject to a period of consultation and be considered by the council's democratic process.

- 2.2 The two current DPPOs (in Haverhill and Bury St Edmunds) were put in place to combat alcohol-related anti-social behaviour. The orders state that it is a criminal offence for an adult to refuse to stop drinking alcohol, or refuse to hand over unopened or open containers of alcohol, within the area covered by the order when asked to do so by a Police Officer. In order for a Police Officer to use this power there has to be, or likely to be, alcohol-related anti-social behaviour which will cause, or is likely to cause, alarm, harassment or distress to persons not of the same household.
- 2.3 Given the significant role the Police have played in enforcing these orders, council officers have liaised with the local Police teams to review the effectiveness of the current schemes. In light of past experience, the Police have been asked for their views in terms of whether or not the orders should remain in place unchanged, apart from a change of name from a DPPO to a PSPO, or:
- remain in place but have conditions and/or locations changed; or
  - be discharged, i.e. there is no evidence to suggest the tests in paragraph 1.4 can be met, therefore no requirement for an order to be in place.
- 2.4 Suffolk Police have been approached to provide data regarding the number of times the current DPPO powers have been used in Bury St Edmunds and Haverhill; however this data is not specifically collected. This is because it is normally enforced by requesting compliance and therefore no offence is committed, so does not feature in recorded crime statistics.

### **3. Haverhill**

- 3.1 The existing DPPO has been in place since 2008. The order was made to address alcohol-related anti-social behaviour in the town centre and at the skate park in Howe Road which involved both the users and non users of the park. Whilst the nature of the night time economy has changed recently, alcohol-related ASB can still arise in the town centre areas and public green spaces, especially in relation to street drinkers. Having reviewed the order, both the Police and Families and Communities officer propose that the Haverhill order should remain with no changes to the conditions or area covered until October 2017 and then become a PSPO with a review date set for a further two-year period.
- 3.2 With the above in mind, it is recommended that the condition remains as follows, with the area covered as per the map which can be found at **Appendix A.**
- No person shall, within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol when required to do so by an authorised officers, to prevent public nuisance, anti-social behaviour or disorder.**
- 3.3 Whilst there is no requirement to carry out a full public consultation where no changes are to be made, the views of Haverhill Borough Councillors and other key stakeholders in the town were sought. Feedback suggests that elected

members and other community leaders are supportive of the order remaining in place with the current conditions and boundaries. Concerns were raised in relation to enforcement capability by the Police in view of recent staff reductions. The Police are fully supportive of the PSPO in Haverhill and will enforce as and when appropriate. In comparison with the previous order, PSPOs can also be enforced by West Suffolk enforcement officers, which is a positive outcome of the new legislation.

#### **4. Bury St Edmunds**

4.1 The DPPO has been in place since 2006. Having reviewed the order, both the Police and Families and Communities officers propose that the Bury St Edmunds order should remain with no changes to the geographical area covered. However, it has been requested by Suffolk Police that a further condition should be added in relation to street begging. Street begging has become a particular and persistent problem over the summer and autumn period and has generated a number of complaints from members of the public and the business community.

4.2 As highlighted in paragraph 2.4 above, Suffolk Police enforce the order by requesting compliance and therefore no offence is committed so does not feature in recorded crime statistics.

4.3 In relation to street begging in Bury St Edmunds, the following statistics have been supplied Suffolk Police. In the past 12 months the following have been issued in Bury St Edmunds:

Community Protection Notice (CPN) warning letters	10 people
Community Protection Notice CPN notices	8 people
Community Protection Notice CPN breaches	17 people
Criminal Behaviour Order issued	3 people

4.4 Of the breaches above, 16 were committed by the three people who went on to be issued Criminal behaviour Orders by the court. There have been 17 people arrested for breaches of criminal behaviour order in Bury St Edmunds in the previous 12 months. The Police believe that this legislation, and the amendment to the order, will support them further to address some of the issues in the town relating to begging.

4.5 In addition to enforcement, Suffolk Police have been working with partners from St Edmundsbury Borough Council, Ourburystedmunds and the business community to help dissuade members of the public from giving money to street beggars by asking them to divert their help by donating the money to organisations who can provide help and support to meet the needs of those on the streets. This was done through a media campaign including posters in shops and businesses throughout the town centre.

4.6 Importantly, Police and partners work together to share information in order to signpost individuals to support services which are available in the town, for example the twice-weekly Bury Drop-In service at the Elven Centre near the town centre. There individuals can get breakfast, simple hot lunch, access to both statutory and voluntary services and befriending.

- 4.7 With the above in mind, it is proposed that the conditions for the Bury St Edmunds PSPO are as follows.
- a) **No person shall, within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol when required to do so by an authorised officer, to prevent public nuisance, anti-social behaviour or disorder.**
  - b) **Persons within a restricted area will not approach another person, either in person or verbally, in order to beg from the other person.**
  - c) **Persons within the restricted area will not sit or loiter in a public space with any receptacle used to contain monies for the purpose of begging.**

4.8 The proposal to amend the conditions of the order in Bury St Edmunds will be subject to public consultation and final approval by Cabinet. See paragraph 6 for further information. Draft order can be found at **Appendix A**.

## **5. Transition from Dogs Fouling of Land Act 1996 to PSPO – Dog Control Orders**

5.1 The current legislation for dealing with the offence of dog fouling has been replaced and enhanced by powers contained within the Anti-Social Behaviour, Crime and Policing Act 2014 through the application of PSPOs.

5.2 Members of the Committee will recall the previous information on this which was provided as part of the discussion regarding the prevention of dog fouling.

5.3 At present, orders are in places that require certain behaviours of dog walkers in particular locations. These are:

- across St Edmundsbury, there is a requirement for dog walkers to clear up after their dog; and
- at Haverhill Recreation Ground, there is a requirement to keep dogs on a lead.

5.4 Supporting this are rules excluding dogs from specific locations such as play areas in order to prevent dog fouling. These specific rules are currently advisory only, but by adopting the new legislation it will be an offence and offenders will be liable to incur a fixed penalty fine.

5.5 As part of the development of the PSPO for dog fouling, the recommended conditions are:

- a) **all public space in St Edmundsbury to require those in charge of a dog to clear up after their dog. Failure to do so will incur a fixed penalty (maximum permitted fine is £100. The level agreed across Suffolk is £80).**



- b) to exclude dogs from the locations listed in Appendix A. This is intended to prevent dogs from entering and fouling within specific children's play areas and, during football season, certain fenced football pitch areas. These locations have been identified as those in which children and other members of the public have the greatest risk of contracting Toxocara Canis, an infection which is a cause of blindness and may provoke rheumatic, neurologic, or asthmatic symptoms.**

Draft orders can be found in **Appendix B**

## **6. Consultation requirements**

- 6.1 In accordance with the legislation, where there are already orders in place and no alterations are being proposed to either the conditions or areas, consultation is not required. However, key partners have been informed and comments invited in the case of the Haverhill alcohol-related PSPO.
- 6.2 Changes to current orders or new PSPOs require public consultation before final consideration and approval by Cabinet. Following this meeting, information will be published in order to encourage public and stakeholder feedback on the proposed change to the orders in St Edmundsbury. Following public consultation, recommendations will be made to Cabinet at a meeting later this year.

## **7. Publication and signage**

- 7.1 Following the period of consultation and democratic approval, the order should be published and displayed by appropriate signage. This will be on or adjacent to the area of the PSPO.
- 7.2 Where there is signage relating to a current order, this will need to be reviewed to ensure it meets the new requirements and, if not, replaced with new signage. There will be a cost implication to purchase new signage (and erection of the signs, if not on land belonging to the authority, for example, street furniture).
- 7.3 Alcohol PSPO areas will require approximately 30 signs in Bury St Edmunds and 20 signs in Haverhill. Working on a cost of £30 per sign, including erection on public furniture, the total cost is estimated at £1500. Funding has been identified from an existing ASB budget.
- 7.4 Dog exclusion PSPO areas will require approximately 100 signs across 50 sites in St Edmundsbury. Working on a cost of £25 per sign the total cost will be £2500. This will be covered from existing budgets.

## **8. Enforcement**

- 8.1 A PSPO can be enforced by council enforcement officers, Police Officers or Police Community Support Officers.
- 8.2 It is an offence for a person without reasonable excuse to:

- do anything that the person is prohibited from doing by a PSPO;
- or
- fail to comply with a requirement to which a person is subject under a PSPO.

8.3 A breach of a PSPO is an offence. This will be disposed of by way of a fixed penalty notice (up to £100) or by prosecution. On conviction a level 3 summary fine can be applied by a magistrate.

## **9. Review of PSPOs**

9.1 A review date will be set for each PSPO. This cannot exceed three years and is likely to be set at two years, so that time can be allocated to carrying out a robust review before the order expires at the end of the three year period. The review will be carried out by the lead officer in the appropriate service, in consultation with relevant elected members and key community stakeholders.

9.2 A review can be called at any time during the life of the PSPO if circumstances change.

**DRAFT – BURY ST EDMUNDS**

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

This order is made by St Edmundsbury Borough Council (the 'Council') and shall be known as the Public Spaces Protection Order **(Alcohol and Begging)** 2016.

PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect, of the activities:

is, or is likely to be, of a persistent or continuing nature,

is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

## THE ACTIVITIES AND PROHIBITION

4. (i) To prevent public nuisance, anti-social behaviour or disorder, no person shall, within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer .
- (ii) Persons within the restricted area will not approach another person either in person or verbally in order to beg from the other person
- (iii) Persons within the restricted area will not sit or loiter in a public space, with any receptacle used to contain monies for the purpose of begging.

A person shall not engage in any of the activities listed above anywhere within the restricted area as shown shaded on the attached map labelled 'The Restricted Area'

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

5. This Order will come into force at midnight on xxxxxx and will expire on xxxxxx.
6. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse-

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order

A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale

FIXED PENALTY

A constable, police community support officer or council enforcement officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

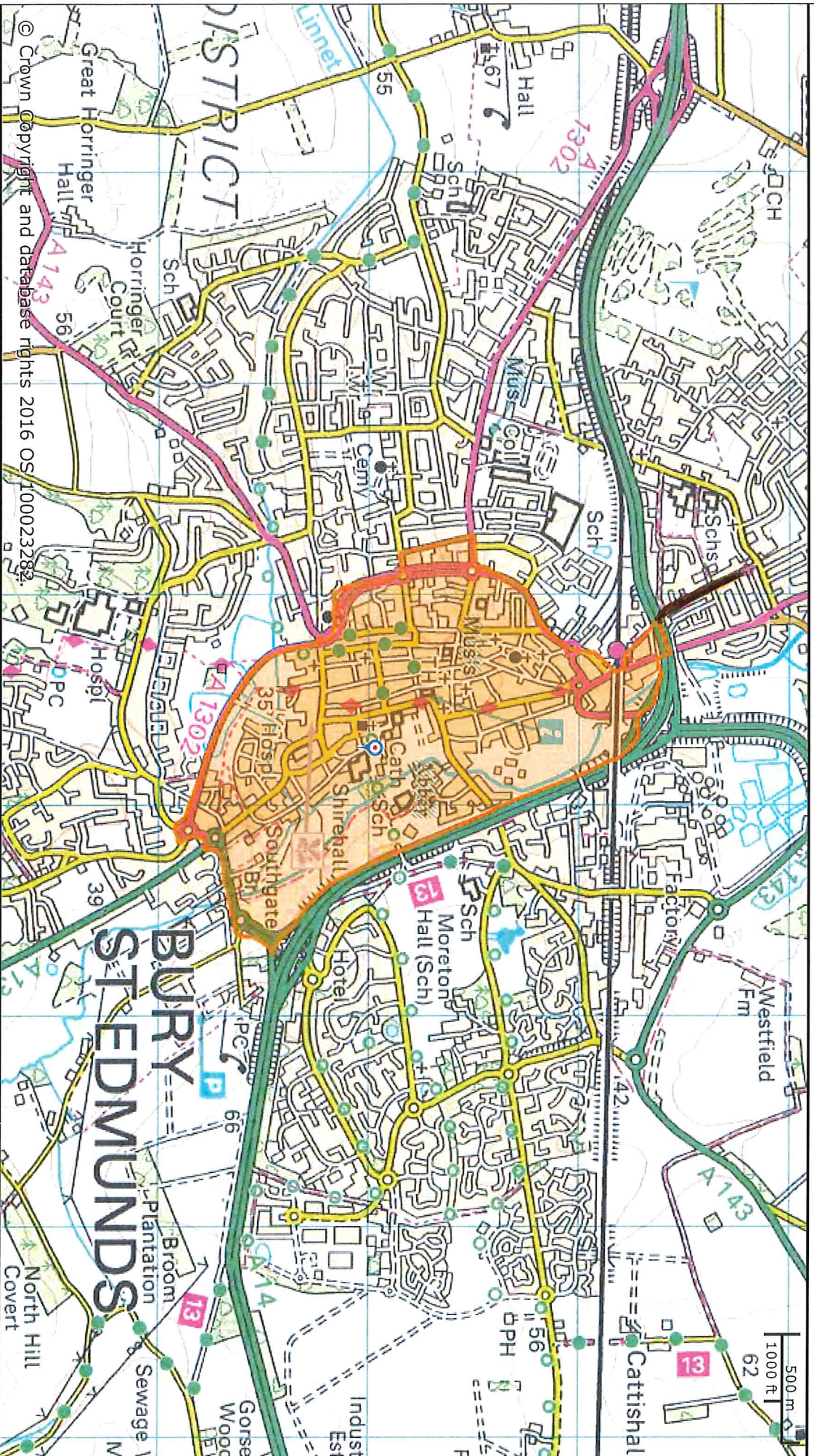
Dated.....

The Common Seal of )  
ST EDMUNDSBURY BOROUGH COUNCIL )  
was affixed in the presence of )

.....  
Authorised Signatory

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**BSE DRAFT PSPO RESTRICTED AREA**



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St Edmundsbury BC  
 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233

Forest Heath & St Edmundsbury councils  
**West Suffolk**  
 working together

Forest Heath DC  
 College Heath Road  
 Mildenhall  
 IP28 7EY  
 01638 719000

www.westsuffolk.gov.uk

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**DRAFT - HAVERHILL**

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

This order is made by St Edmundsbury Borough Council (the 'Council') and shall be known as the Public Spaces Protection Order (Alcohol) 2016.

PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be, of a persistent or continuing nature,

is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.

THE ACTIVITIES AND PROHIBITION

4. To prevent public nuisance, anti-social behaviour or disorder, no person shall, within the restricted area, refuse to stop drinking alcohol or hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer ,

A person shall not engage in the activities listed above anywhere within the restricted area as shown shaded on the attached map labelled 'The Restricted Area'

#### PERIOD FOR WHICH THIS ORDER HAS EFFECT

5. This Order will come into force at midnight on xxxxxx and will expire on xxxxxx.
6. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

#### WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse-

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order

A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale

#### FIXED PENALTY

A constable, police community support officer or council enforcement officer may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court’s decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated.....

The Common Seal of )  
ST EDMUNDSBURY BOROUGH COUNCIL )  
was affixed in the presence of )

.....

Authorised Signatory

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# Haverhill DRAFT PSPO RESTRICTED AREA



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St Edmundsbury BC  
Western Way  
Bury St Edmunds  
IP33 3YU  
01284 763233

Forest Heath & St Edmundsbury councils  
**West Suffolk**  
working together  
[www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)

Forest Heath DC  
College Heath Road  
Mildenhall  
IP28 7EY  
01638 719000

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**DRAFT – BURY ST EDMUNDS**

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

SECTION 59

PUBLIC SPACES PROTECTION ORDER

This order is made by St Edmundsbury Borough Council (the 'Council') and shall be known as the Public Spaces Protection Order (Dogs) 2016

PRELIMINARY

1. The Council, in making this Order is satisfied on reasonable grounds that:

The activities identified below have been carried out in public places within the Council's area and have had a detrimental effect on the quality of life of those in the locality,

and that:

the effect, or likely effect of the activities:

is, or is likely to be of a persistent or continuing nature,  
is, or is likely to be, such as to make the activities unreasonable, and  
justifies the restrictions imposed by the notice.

2. The Council is satisfied that the prohibitions imposed by this Order are reasonable to impose in order to prevent the detrimental effect of these activities from continuing, occurring or recurring, or to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
3. The Council has had particular regard to the rights and freedoms set out in Article 10 (right of freedom of expression) and Article 11 (right of freedom of assembly) of the European Convention on Human Rights and has concluded that the restrictions on such rights and freedoms imposed by this Order are lawful, necessary and proportionate.
4. For the purpose of this order –

- (i) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- (ii) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- (iii) Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces
- (iv) "an authorised officer of the Council" means an employee, partnership agency or contractor of the Council who is authorised in writing by St Edmundsbury Borough Council for the purposes of giving directions under the Order.
- (v) Each of the following is a "prescribed charity" –

Dogs for the Disabled (registered charity number 700454)  
Support Dogs Limited (registered charity number 1088281)  
Canine Partners for Independence (registered charity number 803680)

## THE ACTIVITIES

### 5. The Activities prohibited by the Order are:

- (i) failing to remove dog faeces from land to which the public or any section of the public has access (on payment or otherwise, as a right or by virtue of express or implied consent)
- (ii) taking a dog(s) onto, or permitting a dog(s) to enter or remain on any play area, multi-use games area, green gym or wheel park as detailed in Schedule 1
- (iii) taking a dog(s) onto, or permitting a dog(s) to enter or remain on any fenced sports area between 1<sup>st</sup> August and 31<sup>st</sup> May (the football season) as detailed in Schedule 1



## THE PROHIBITION

6. The activities are prohibited within the areas listed in Schedule 1 and illustrated on the attached plans in Schedule 2.

## THE EXCEPTION

7. The Prohibition does not apply to a person who –
  - (i) Is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (ii) Is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which is relied on for assistance ; or
  - (iii) Has a disability which affects mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

## PERIOD FOR WHICH THIS ORDER HAS EFFECT

8. This Order will come into force at midnight on xxxxxx and will expire on xxxxxx.
9. At any point before the expiry of this three year period the Council can extend the Order by up to three years if they are satisfied on reasonable grounds that this is necessary to prevent the activities identified in the Order from occurring or recurring or to prevent an increase in the frequency or seriousness of those activities after that time.

## WHAT HAPPENS IF YOU FAIL TO COMPLY WITH THIS ORDER?

Section 67 of the Anti-Social Behaviour Crime and Policing Act 2014 says that it is a criminal offence for a person without reasonable excuse-

- (a) to do anything that the person is prohibited from doing by a public spaces protection order, or
- (b) to fail to comply with a requirement to which the person is subject under a public spaces protection order

A person guilty of an offence under section 67 is liable on conviction in the Magistrates Court to a fine not exceeding level 3 on the standard scale

FIXED PENALTY

A constable, police community support officer or authorised officer of the council may issue a fixed penalty notice to anyone he or she believes has committed an offence under section 67 of the Anti-Social Behaviour, Crime and Policing Act. You will have 14 days to pay the fixed penalty of £80. If you pay the fixed penalty within the 14 days you will not be prosecuted

APPEALS

Any challenge to this order must be made in the High Court by an interested person within six weeks of it being made. An interested person is someone who lives in, regularly works in, or visits the restricted area. This means that only those who are directly affected by the restrictions have the power to challenge. The right to challenge also exists where an order is varied by the Council.

Interested persons can challenge the validity of this order on two grounds: that the Council did not have the power to make the order, or to include particular prohibitions or requirements; or that one of the requirements of the legislation, for instance consultation, has not been complied with.

When an application is made the High Court can decide to suspend the operation of the order pending the Court's decision, in part or in totality. The High Court has the ability to uphold the order, quash it, or vary it.

Dated.....

The Common Seal of )  
ST EDMUNDSBURY BOROUGH COUNCIL )  
was affixed in the presence of )

.....

Authorised Signatory

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This order applies to all enclosed areas of land as described below:

<b>Map No</b>	<b>Bury St Edmunds Area</b>	<b>Type of area covered</b>	<b>Post Code</b>	<b>Ward</b>
1	Abbey Gardens	Play area	IP33 1LX	Abbeygate
2	Acacia Avenue	Multi use games area	IP32 6HE	Northgate
3	Acorn Park	Play area	IP32 7PG	Moreton Hall
4	Appledown Park	Play area	IP32 7HQ	Moreton Hall
5	Bedell Close	Play area	IP33 2HS	Westgate
6	Broomley Green Lane	Play area		
7	Corsbie Close	Play area	IP33 3ST	Moreton Hall
8	Darby Close	Play area	IP32 7LE	Moreton Hall
9	Flying Fortree Park	Play area & multi use games area	IP32 7LE	Moreton Hall
10	Gainsborough Rec	Play area	IP33 3QQ	Minden
11	Glastonbury/Horringer Court	Play area	IP33 2EW	Southgate
12	Hardwick Heath	Play area & fenced sports Pitch areas	IP33 2RB	Southgate
13	Heldhaw Road	Play area	IP32 7ER	Moreton Hall
14	Hepworth Ave	Play area	IP33 3XS	Minden
15	Hooper Square	Play area & multi use games area	IP33 3HL	Minden
16	Nowton Pit	Play area	IP33 2BU	Southgate
17	Oakes Road	Play area & fenced sports Pitch areas	IP32 6PU	St Olaves
18	Olding Road Wheel park	Wheel Park	IP33 3TA	Minden
19	Priors Park (Ashwell Rd)	Play area & multi use games area	IP33 3LN	Minden
20	Ridley Road	Play area	IP33 3HW	Minden
21	Severn Road	Play area	IP32 6NF	Northgate
22	St James Park	Play area	IP32 7LN	Moreton Hall
23	St Peters Pit	Play area	IP33 3RE	Risbygate
24	Tayfen Meadow	Play area	IP33 3ZA	Risbygate
25	Tollgate Recreation area	Play area, multi use games area & fenced sports pitch area	IP32 6RW	St Olaves

	<b>Bury Rural Areas North</b>	<b>Type of area</b>	<b>Post Code</b>	<b>Ward</b>
26	Nowton Park	Play area & fenced sports area	IP29 5BD	Horringer & Whelnethan
27	West Stow Country Park	Play area	IP28 6HG	Risby

	<b>Haverhill Area</b>	<b>Type of area</b>	<b>Post Code</b>	<b>Ward</b>
28	Alderton Close	Play area	CB9 7RA	Haverhill North
29	Allington Walk	Play area, multi use games area	CB9 9AT	Haverhill North
30	Bramley Road/Bergamot Vale	Play area	CB9 9PR	Haverhill West
31	Castle Playing Fields	Play area	CB9 9DE	Haverhill West
32	Cloverfield	Play area	CB9 9QE	Haverhill West
33	East Town Park (including Mottsfield)	Play areas, green gym, multi use games area.	CB9 7UW	Haverhill East
34	Emperors Green (Julian Close)	Play area	CB9 0NN	Haverhill East
35	Hales Barn Road	Play area & MUGA		
36	Haverhill Recreation Ground	Play area	CB9 8HF	Haverhill South
37	Henry Close	Play area	CB9 9PU	Haverhill South
38	Hopton Rise	Play area	CB9 7FS	Haverhill West
39	Howe Road	Play area & wheel park	CB9 9NJ	Haverhill North
40	Ingham Road Green	Play area, multi use games area.	CB9 0HR	Haverhill
41	Jubilee Park	Play area	CB9 8LL	Haverhill South
42	Lavender Field	Play area	CB9 9QD	Haverhill West
43	Lowry Close	Play area	CB9 7GH	Haverhill West
44	Puddlebrook Playing Field	Wheel park	CB9	Haverhill
45	Quendon Place	Play area	CB9 0JU	Haverhill East
46	Raine Avenue	Play area	CB9 9QF	Haverhill West
47	Strasbourg Square	Play area	CB9 0HR	Haverhill
48	York Road	Play area	CB9 8JE	Haverhill

	<b>Rural Areas South</b>	<b>Type of area</b>	<b>Post Code</b>	<b>Ward</b>
49	*Clare Castle Country Park	Play area	CO10 8NJ	Clare
50	Westfield Close, Clare	Play area	CO10 8NU	Clare

\*Site owned by Clare Town Council and managed by Clare Castle Country Park Trust

# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Bury St Edmunds Bus Station Information Building – Background Information</b>	
<b>Report No:</b>	<b>OAS/SE/17/003</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 January 2017
<b>Portfolio holder:</b>	Cllr Robert Everitt Portfolio Holder for Families and Communities <b>Tel:</b> 01284 769000 <b>Email:</b> <a href="mailto:robert.everitt@stedsbc.gov.uk">robert.everitt@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Davina Howes Head of Families and Communities <b>Tel:</b> 01284 757070 <b>Email:</b> <a href="mailto:davina.howes@westsuffolk.gov.uk">davina.howes@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To provide background to the capital investment to reconfigure the Bury St Edmunds bus station information building to achieve revenue savings and additional income.  The Portfolio Holder for Families and Communities will attend to answer questions regarding the project.	
<b>Recommendation:</b>	<b>Members are asked to <u>note</u> the report.</b>	
<b>Key Decision:</b>	<i>Is this a Key Decision and, if so, under which definition?</i>  No, it is not a Key Decision - <input checked="" type="checkbox"/>	

(Check the appropriate box and delete all those that **do not** apply.)

<p><b>Consultation:</b></p>	<p>Prior to the Cabinet decision:</p> <ul style="list-style-type: none"> <li>• St Edmundsbury staff employed at the Bury St Edmunds bus station building.</li> <li>• Suffolk County Council as the transport authority and provider of real time technology.</li> <li>• Consultation with bus station users and public was carried out in 2014 as part of the budget setting consultation.</li> <li>• Liaison with Suffolk Libraries regarding alternative provision of the shopmobility scooters</li> </ul> <p>After the Cabinet decision:</p> <ul style="list-style-type: none"> <li>• Further engagement with bus station and shopmobility users to ensure minimum disruption from the works to reconfigure the building</li> <li>• Formal consultation with staff employed at the bus station</li> </ul>
<p><b>Alternative option(s):</b></p>	<p>The following alternative options were considered as part of the project:</p> <ul style="list-style-type: none"> <li>• Letting the whole building to a third party - a market engagement exercise was carried out in 2014 to establish interest in the letting of the entire building. However, no viable arrangement was identified.</li> <li>• Retain the current layout and staffing arrangements – this would not release revenue savings. In addition, staff would have been employed to provide information which was available through electronic screens or online.</li> <li>• Close the bus station information building – This would achieve the most significant savings. However, this was not felt to be a suitable option given the importance that bus station customers place on the availability of public toilets and a sheltered waiting area.</li> </ul>
<p><b>Implications:</b></p>	
<p><i>Are there any <b>financial</b> implications? If yes, please give details</i></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• An investment of £39,500 was committed to reconfiguring the building to provide a more flexible space and increase opportunities for income.</li> </ul>



<p>Are there any <b>staffing</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Following the reconfiguration of the building, St Edmundsbury staff were no longer required to be present on site (although note Facilities Management staff continue regular visits to inspect the building and clean the public toilets).</li> </ul>	
<p>Are there any <b>ICT</b> implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li></li> </ul>	
<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>Are there any <b>equality</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>Some shopmobility scooters were hired from the bus station. As part of the changes to the bus station the scooters were relocated to the Bury St Edmunds Library. The bookings for the scooters continue to be taken by the apex as per the existing arrangements.</li> </ul>	
<p><b>Risk/opportunity assessment:</b> Risks initially identified as part of the report to Cabinet in October 2015 (paper <b>CAB/SE/15/063</b> refers)</p>		<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Income not generated in the lettable space as anticipated.	Medium	Savings still achieved even with zero income. Modifying the building allowed the council to continue to provide a waiting area for customers whilst increasing potential income.	Low

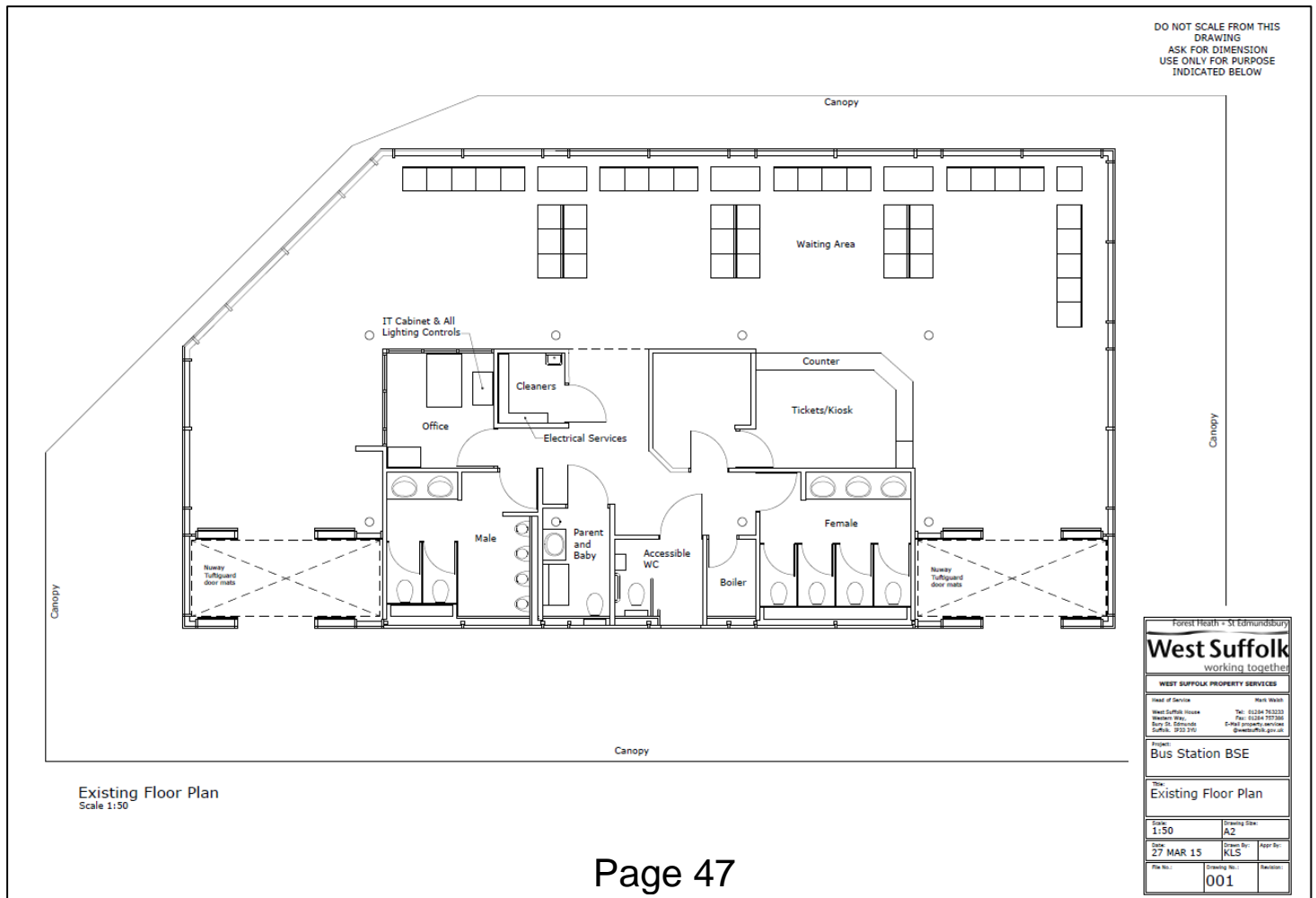
Increased possibility of anti-social behaviour due to no council staff being on site.	High	Improved CCTV system and monitoring including four new digital cameras and external monitoring. Regular checks undertaken by Facilities Management staff as per current arrangement. Responsible person available on site when lettable space occupied.	Medium
Loss of existing income from sale of National Express and other coach tickets	Medium	Tickets sold by other organisations near to the bus station building. Ticket income is immaterial compared to the savings delivered by the changes.	Low
<b>Ward(s) affected:</b>	All wards		
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>	St Edmundsbury Cabinet meeting – 20 October 2015 (CAB/SE/15/063). <a href="https://democracy.westsuffolk.gov.uk/ieList/Documents.aspx?CIId=131&amp;MIId=2843">https://democracy.westsuffolk.gov.uk/ieList/Documents.aspx?CIId=131&amp;MIId=2843</a>		
<b>Documents attached:</b>	None		

## Key issues and reasons for recommendation

### 1. Project background

- 1.1 St Edmundsbury Borough Council was required to make savings as part of the 2016/17 budget setting process and the bus station information building in Bury St Edmunds was identified as an area where savings could be made and revenue generated.
- 1.2 Following a market engagement exercise in 2014, the situation at the Bury St Edmunds bus station was reviewed and an opportunity identified for the council to invest in building modifications and upgrades to achieve budget savings and additional income.
- 1.3 In October 2015 the St Edmundsbury Cabinet approved a business case for building works at the bus station. The £39,500 capital funding was invested in modifications to the bus station building which enabled the customer information service to be removed and the building reconfigured into two separate areas: 1) Café kiosk, waiting area and public toilets and 2) Lettable space.
- 1.4 The CCTV system was upgraded as part of the building works to allow external monitoring from the CCTV control room. In addition to the work carried out by the Council, new Real Time Information screens were installed inside the building and in the bus shelters, by Suffolk County Council as Passenger Transport Authority.

### ***Floor plan before the building works:***



## Floor plan after the building works:



1.5 The changes to the building commenced in January 2016 and were completed by April 2016. Throughout the reconfiguration, the building remained open and staff were available to support customers during the transition period. The modifications to the bus station building only impacted on the operation of the building, they did not affect the operation of bus services.

1.6 The Shopmobility scooters were relocated to the library opposite the bus station in January 2016. The apex continues to be the prime location for this service and regular users of the Shopmobility service were informed of the changes in advance.

## 2. **Invest to save**

2.1 To deliver the revenue savings, the council spent £36,670 of the committed £39,500 capital investment for internal and external modifications. £46,000 had been estimated as the cost of staff change, which included redundancy costs. However, in line with the Council's Organisation Change and Redundancy policy the Council was able to redeploy three people and one person obtained employment at another Council. Three people received a redundancy payment and the total cost of staff change was just over £17,000.

2.2 Investing in the opportunity at the bus station enabled the Council to make commercial use of an asset and achieve a new income stream whilst retaining

public access to the building. It was made clear as part of the business case that the building being open was not reliant on the lettable space or café kiosk being occupied and that they were both separate opportunities for the Council to increase income.

- **Café kiosk update**: In April 2016 the new café kiosk opened in the bus station and received positive coverage in the local press. Unfortunately, the café kiosk tenant discontinued trading from this location in July 2016 due to low sales but they continue to manage the vending machines on site.
- **Lettable space update**: An application for 'change of use' to mixed use A1 and A2 was granted by St Edmundsbury Development Control Committee on 4 May 2016. The Council has moved to marketing the lettable space together with the café kiosk area through an external letting agent. The recent marketing strategy has been effective and the Council is in negotiations with a potential tenant with an aim of full occupancy in early 2017.

2.3 Overall the bus station project was delivered within budget, saved **£118,000** a year off the building's running costs and a new income stream should be received from occupancy of the lettable space.

2.4 Verse FM services continue to visit and clean the building four times a day. The building is monitored by an extensive network of CCTV cameras (three internal and two external cameras). In addition, property and health and safety staff inspect the building as they do all of the council's operational sites.

### **3. Bus information**

3.1 As the transport authority, Suffolk County Council (SCC) is responsible for planning and publishing bus timetable information. SCC has improved the availability of bus information by replacing the old electronic timetable screens with real time information screens in the building and in the bus shelters.

3.2 Installation of the real time screens was delayed due various technology and supplier problems. The Borough Council continued to liaise with Suffolk County Council throughout the installation of the screens. An internal screen was operational when the building re-opened without staff in April and later on in the year, screens were installed and operational in the bus stands. Finally, a totem display, showing all arrivals and departures was installed outside of the building in November 2016.

3.3 From April 2016, SCC confirmed that they will no longer be printing bus timetable leaflets. Paper timetables are on display in the stands and information is available online for customers to access. SCC advise that customers who do not have internet at home should access computers at local libraries. The Borough Council displayed posters at the bus station explaining how bus timetable information can be accessed. See [www.suffolkonboard.com/buses](http://www.suffolkonboard.com/buses). The County Council's Suffolk On-board website includes details of all public transport options, including community cars and dial-a-ride services. See <http://communities.suffolkonboard.com/>.

- 3.4 In addition, customers can access bus information on the phone by contacting SCC on 0345 606 6171 or the Traveline national call centre on 0871 200 2233. Traveline is open between 7am and 10pm seven days a week (opening hours change at [Christmas and New Year](#)) and calls cost 12p per minute plus the phone company's access charge.

# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Review of Abbeycroft Leisure Ltd Performance 2005-2016</b>	
<b>Report No:</b>	<b>OAS/SE/17/004</b>	
<b>Report to and dates:</b>	<b>Overview and Scrutiny Committee</b>	11 January, 2017
	<b>Cabinet</b>	7 February 2017
	<b>Council</b>	21 February 2017
<b>Portfolio holder:</b>	Cllr Joanna Rayner Portfolio Holder for Leisure and Culture <b>Tel:</b> 07872456836 <b>Email:</b> <a href="mailto:joanna.rayner@stedsbc.gov.uk">joanna.rayner@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Jill Korwin Director <b>Tel:</b> 01284 757252 <b>Email:</b> <a href="mailto:jill.korwin@westsuffolk.gov.uk">jill.korwin@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To review the performance of Abbeycroft Leisure in St Edmundsbury to inform the development of a new Partnership Agreement.	

<b>Recommendation:</b>	<p>1) <b>The Overview and Scrutiny Committee reviews the performance of Abbeycroft Leisure; and</b></p> <p>2) <b><u>RECOMMENDS</u> to Cabinet and Council that, note is taken of the findings of the scrutiny in developing a new partnership agreement with Abbeycroft moving forward in particular:</b></p> <p>(a) <b>The need for full transparency in costs to the Council of providing leisure services; and</b></p> <p>(b) <b>The need for the agreement to focus on the outcomes for the health and wellbeing of communities.</b></p> <p>(c) <b>Further it is recommended that the approach to developing a Partnership agreement with Abbeycroft for at least 10 years and alignment of leases will deliver a value for money service for the Council.</b></p>
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>This report has been produced with the support of Abbeycroft</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Implications:</b>	
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>The Council pays Abbeycroft a management fee and has obligations for maintenance of its assets. It is essential Abbeycroft delivers a efficient service to reduce those cost</li> </ul>
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li></li> </ul>
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>Existing management agreements and leases are legal documents that will need updating</li> </ul>



Are there any <b>equality</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>Leisure services need to be developed in an inclusive accessible way. Adhering to the principles of the Council's Promoting Physical Activity Framework will deliver this.</li> </ul>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Abbeycroft is not run in an efficient way resulting in increased costs to the Council	Low	Effective board of trustees; support through stakeholder group; effective monitoring of performance	Low
Increased competition in the leisure sector means that Abbeycroft loses market share and costs increase	Medium	Investment in facilities to ensure they remain attractive to users, continued development of offer to meet current needs and trends	Low

<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>	Promoting Physical Activity Framework: <a href="https://democracy.westsuffolk.gov.uk/documents/s15009/CAB.FH.16.029%20Appendix%20A%20-%20Framework%20Guidelines.pdf">https://democracy.westsuffolk.gov.uk/documents/s15009/CAB.FH.16.029%20Appendix%20A%20-%20Framework%20Guidelines.pdf</a> Abbeycroft Leisure Annual report 2015-16 <a href="http://apps.charitycommission.gov.uk/Accounts/Ends38/0001117138_AC_20160331_E_C.pdf">http://apps.charitycommission.gov.uk/Accounts/Ends38/0001117138 AC 20160331 E C.pdf</a> Investment in Council Leisure facilities: <a href="https://democracy.westsuffolk.gov.uk/ieListDocuments.aspx?CIId=131&amp;MIId=3319&amp;Ver=4">https://democracy.westsuffolk.gov.uk/ieListDocuments.aspx?CIId=131&amp;MIId=3319&amp;Ver=4</a>
<b>Documents attached:</b>	<b>Appendix 1:</b> Governance arrangements  <b>Appendix 2:</b> Summary of other leisure provision arrangements  <b>Appendix 3 – CONFIDENTIAL</b> Business information

## **1. Key issues and reasons for recommendations**

### **1.1 Background**

1.1.1 Abbeycroft Leisure has worked in partnership to deliver sports and leisure services for St Edmundsbury Borough Council since Abbeycroft's creation in 2005. The Council leases the buildings of Haverhill Leisure Centre and Bury St Edmunds Leisure Centre to Abbeycroft and a management agreement supports those lease arrangements.

1.1.2 The Council pays Abbeycroft Leisure a management fee to support the operation of sports and leisure services in those centres and across the district. This includes the following services:

- The operation of Haverhill and Bury St Edmunds Leisure Centres
- Sports and Physical Activity Development Team
- Project Management of Mass Participation of Events
- Strategic Leisure Advice
- Management of Outdoor Pitches

1.1.3 The principle of this agreement is that both organisations are working in partnership to achieve the best for local communities and give the opportunities to enjoy the broadest range of services. Abbeycroft Leisure now provides a wide range of services that goes far beyond the original scope set out in the transfer and funding agreements created 11 years ago.

1.1.4 This report aims to demonstrate what Abbeycroft Leisure has delivered to achieve The Council's aspirations for sport and leisure and how its role developed, not only within West Suffolk, but also across the County. This report will feed into the development of a new partnership agreement with Abbeycroft that will be considered at Full Council on 21 February 2017.

### **1.2 History**

1.2.1 Abbeycroft Leisure was established as a Company Limited by guarantee with charitable status in 2005, operating Bury St Edmunds and Haverhill Leisure Centres along with sport development and outreach programmes on behalf of St Edmundsbury Borough Council.

1.2.2 The trust acquired Social Enterprise status in 2010 and has continued to grow and now operates 12 facilities across Suffolk and Cambridgeshire attracting in excess of 1.6 million visits and employs 450 staff.

1.2.3 The Trust has engaged in a large number of national and local initiatives that has contributed to the Council's objectives and encouraging local communities to be active. Some of these are referenced later in this report.

1.2.4 In 2013 Abbeycroft Leisure actively commenced working in partnership with Anglia Community Leisure with the employment of a joint chief executive. This decision was made in response to the changing dynamics of local government and mirrored changes being made by other stakeholders including Forest Heath District Council and St Edmundsbury Borough Council. This involved the trusts continuing to work independently but using the same resource.

1.2.5 The Chief Executive of Abbeycroft then reviewed the position of both trusts, and decided to restructure the corporate management function to create a shared resource across both trusts in response to the need to continue to reduce its reliance on the management fees provided by the both Councils. This restructure was complete and operational by October 2013. The natural next step was to look at the benefits of a single organisation and following a review and due diligence the trusts agreed to formally merge and in 2014 commenced the process required by company and charitable law to enable this to happen. This process resulted in a merged company becoming operational on the 1 April 2015.

## **2. Trustees and Governance**

2.1 Abbeycroft Leisure's Board of Trustees has always looked to strengthen the skills base of the organisation and has concentrated on recruiting to the board. This proved to be successful this year and the organisation now has 10 trustees that oversee the strategy and policy of the organisation.

2.2 Board members have been recruited based on the requirements of the organisation and have skills in health, property, business development, marketing, finance, education and local government. The board is supported by a strong leadership team with experience in leisure provision, physical activity development, event management facilities management, finance marketing and commercial sponsorship. Full details of the Governance are included in **Appendix 1**.

2.3 The board is supported by two sub-committees: The Finance and Business Development Sub-Committee and The Human Resources sub-committee.

2.4 Recently, the board has set up a stakeholder sub-committee that will examine the various social initiatives that Abbeycroft Leisure delivers. This committee is made up of co-opted members with specialisms in Public Health, Primary Health Care, secondary Health Care, Education and Employment. This group will meet for the first time in January 2017 and will focus on how initiatives that are demonstrating strong social outcomes are sustained and embedded within existing systems or continue with a suitable financial model that reduces the need to secure external funding.

## **3. Core Business for West Suffolk**

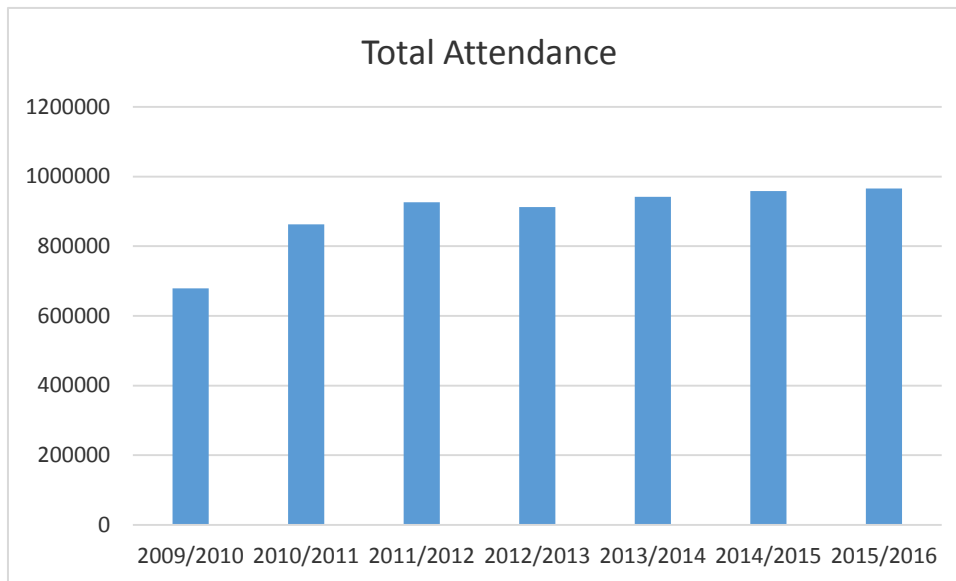
3.1 The original funding agreement with Abbeycroft Leisure specified that Abbeycroft would:

- a. Manage, promote and develop the range of facilities or similar facilities at Bury St Edmunds and Haverhill Leisure Centres
- b. Undertake outreach work to contribute to the Council's objectives through a Sports and Physical Activity Development Team.
- c. Operate the Council's pitch booking system for 4 Artificial Pitches and 18 Grass Pitches.
- d. Work with the Council to deliver Sport England initiatives such as the facility development, national initiatives and partnership working with the County Sport Partnership Suffolk Sport.

3.2 These broad set of parameters allowed the council to protect its, then, successful leisure team but also give a platform for the trust to grow and develop. Each of the elements of this specification are touched upon in this report and included in Abbeycroft Leisure annual reports.

#### 4. **Attendance**

4.1 Total attendance and throughput has continued to grow and reflects the quality of the services that are being provided for the leisure facilities in St Edmundsbury. The number of visits to facilities in St Edmundsbury rose to 965,454 during 2015/2016.



4.2 A further set of statistics linked to the performance of Abbeycroft Leisure's operation of leisure facilities and services can be found in **Appendix 3 – Confidential Business Information**.

#### 5. **Continuous Improvement and Quality Management**

5.1 The organisation has continued to develop its approach to continuous improvement and quality management and engages in the following initiatives:

- a. **Quest (UK Quality Award for Sport and Leisure)** – All of the facilities operated by Abbeycroft Leisure hold Quest Accreditation. This process involves a constant internal review of the services provided together with an independent audit being carried out an industry expert.
- b. **Mystery Visit Programme** – Each facility receives a mystery visit 3 times a year and aims to develop the front facing customer experience.
- c. **Service Audits** – There are four service audits at each centre per year and these examine how effective the systems and processes are in delivering the services with aim of improving and developing these.
- d. **Health and Safety Audits** -Each Centre receives an independent health and safety each year ensuring that the centre not only meets statutory requirements but also how it develops its systems in line with best practice.

5.2 **Active People Survey Results:** Whilst Abbeycroft Leisure is not solely responsible for increasing physical activity in St Edmundsbury it has an important role to play and it is pleasing to see that the most recent set of results sees St Edmundsbury with the highest participation rates in Suffolk with 38.7% of people active at least once a week for 30 mins in the district.

## 6. **Initiatives and Projects**

6.1 As noted in 3.0 above Abbeycroft was charged with undertaking outreach work to contribute to the Council's objectives. Such initiatives are very much in line with the Council's new Promoting Physical Activity Framework that was adopted in July 2016. Examples of some of the projects that Abbeycroft has run are included below with a more detailed list of all projects included in Abbeycroft Leisure's Annual Report that can be found at [http://apps.charitycommission.gov.uk/Accounts/Ends38/0001117138\\_AC\\_20160331\\_E\\_C.pdf](http://apps.charitycommission.gov.uk/Accounts/Ends38/0001117138_AC_20160331_E_C.pdf)

6.2 **Stand Tall:** Stand Tall is a 12 week physical activity and wellbeing programme that targets 14-25 year olds who are both inactive and are known to suffer with a mental health condition.

6.2.1 The programme delivers weekly sessions, made up of a wellbeing workshop and a physical activity session. The wellbeing workshops focus on a range of subjects regarding health and making achievable lifestyle changes. The physical activity component is based around boxing techniques and pad-work skills. The aim of this element is to encourage the group away from their sedentary lifestyles, giving them the confidence and core fitness to cope with a medium intensity group exercise class or cope with an hour gym session.

6.2.2 Stand Tall has achieved 214 referrals

- 55% of individuals have attended at least 1 session
- 22% of individuals completed 6 of the 12 weeks
- 16% of individuals completed 12 weeks

6.2.3 At completion of course 78% of the individuals referred show improved wellbeing, 10% show no change, and 12% show worsened wellbeing.

6.3 **Monday Mums:** Abbeycroft Leisure's partnership programme with Lark Community Midwife is an antenatal group held at Bury Leisure Centre. Its purpose is to educate and empower pregnant women who are overweight or obese to support them to have a healthy pregnancy and birth experience.

6.3.1 Currently Lark Community Midwife Caseload profile includes 25% overweight (BMI 25-30), 13% obese (BMI over 30) expectant mothers. Group sessions include discussing healthy eating, antenatal education, 1-2-1 consultation with the Midwife and a final half an hour dedicated to exercise.

6.3.2 The programme has audited 40 women with positive results and feedback. Average weight gain during the period of the programme was low – averaging 1.46kg. Of the women that did not attend Monday Mums only 53% had a vaginal birth, whereas 86% of women who attended Monday Mums had a vaginal delivery. In addition to this 73% of mums breastfed their children

upon discharge from the midwifery service. The programme continues with scope to be replicated across a wider geographical area.

- 6.4 **Exercise on Referral:** The Exercise on Referral Scheme has seen 309 people take part for the first six months of the 2016/2017 financial year across West Suffolk. The programme has seen positive retention with 51% of those clients who started going on to complete the scheme and 93% of those people remaining active following completion of the programme. Outcomes have included clients reducing blood pressure, weight and even medication. Individual stories include many such as Diane's:
- 6.4.1 *'I am 70 years old and have been attending the Otago class at Wickhambrook MSC Hall. When I started going to the class I had lost my confidence when out walking as 18 months ago I had a fall and broke my hip. The Otago class has helped me regain my balance and that in turn has helped my confidence. A few weeks ago I slipped on a wet floor, and was able to get myself up again. This was entirely due to lessons where we were taught how to get up; along with my improved strength and balance. I now have problems with my other hip and I am due to have a hip replacement in the next month. As part of the Otago class they have helped with exercise to strengthen the muscles ready for my operation.'*
- 6.4.2 With a range of more than 60 referral partners, each scheme has built relationships in many health settings. The coordinator team continues to promote the scheme with a range of outreach locations and events including Lymphedema Open Day, Osteoporosis Day, Burwell Surgery, Guildhall Surgery, Orchard House Surgery, West Suffolk Hospital Pulmonary Rehabilitation, Staploe Medical Centre, West Suffolk Hospital Physiotherapy, Cancer Education Day and many more.
- 6.4.3 Future developments include a large training initiative with at least 10 existing fitness staff undertaking an Abbeycroft Leisure funded "Exercise on Referral" course, supported through our training partner YMCAFit. The growth of the scheme is being supported through the establishment of 3 coordinators to oversee its operation. Key responsibilities will be to develop the services on offer such as supervised sessions, aqua gym, aqua exercise classes, falls prevention classes and linking with other programmes such as health walks.
- 6.5 **Mass Participation Events:** Abbeycroft Leisure believes that mass participation events have a role to play in further inspiring people to participate in physical activity that leads to longer term behaviour change. The principle behind this is that an individual can be motivated to participate in physical activity after seeing a high profile event or building a personal connection to an activity linked to its fundraising purpose. On that basis Abbeycroft Leisure have developed and supported a wide range of high profile events as well as organising local initiatives that engage a broad audience.
- 6.6 **Sport Relief:** Sport Relief is a national initiative that encourages people to take part in swimming, cycling or running to raise money for Comic Relief. This year Abbeycroft Leisure facilities were selected by event organisers after applications were submitted in 2015 for Newmarket, Brandon, Haverhill and Bury St Edmunds Leisure Centres. 1, 3 and 6 mile walk/runs took place in Haverhill, Brandon and Bury St Edmunds as well as individual and team 1, 2.5

and 5km swims at Newmarket and Haverhill. Total attendance across all sites including running and swimming totalled 330.

- 6.7 **Great East Swim:** Working in partnership with Suffolk County Council, Abbeycroft Leisure delivered a 12 week training programme for 48 inactive 14-25 and 50+ years. All achieved a minimum of ½ a mile in the Great East Swim with many completing a mile and continue to remain active after the event.
- 6.8 **Aviva Women's Tour:** On Wednesday 17 June 2015 Angel Hill in Bury St Edmunds was transformed into the Aviva Women's Tour start line for around 96 riders to begin the 5 stage race. Abbeycroft Leisure worked in partnership with Suffolk County Council, St Edmundsbury Borough Council and Our Bury St Edmunds to ensure a safe and successful event was delivered to the community and the participants. 2015 was the first occasion that a whole stage of either the Women's Tour or the Tour of Britain had been held in the county. 57 volunteers worked with Abbeycroft to ensure a safe and positive event was experienced by all.
- 6.8.1 Alongside the race start, the town was able to host the first ever presentation evening in Charter Square on the 16 June. Much of the community work was on show at this event, with a total of approximately 410 pupils of all ages having been engaged in activities. These included creating artwork, and performing a flash mob dance routine. The community engagement was a crucial part of the event in terms of local impact and legacy.
- 6.8.2 The Aviva Women's Tour gave a total return on investment of £488,656 and Angel Hill saw a 25% increase in footfall on Wednesday 17 June compared to the previous 2 Wednesdays. Alongside this there is anecdotal evidence to suggest that the event created a feel good factor which further enhanced community cohesion supported by excellent feedback from stakeholders.
- 6.9 **Women on Wheels charity cycle ride:** The Women on Wheels charity cycle event is a community event, comprising cycle routes of 5, 20 or 50 miles, for women interested to engage with cycling. In its second year the event works with St Nicholas Hospice, who are also the benefactors of the monies raised. It was showcased at the Aviva Women's Tour grand depart, with 50 golden ticket winners riding out from the start line ahead of the professional teams. The Aviva Women's Tour played a significant role in attracting nearly 200 participants to the event. The number of participants more than doubled in its second year, showing a truly successful event, thanks to the Women's Tour and Suffolk's cycling ambitions, and went on to raise a total of £9,051 for St Nicholas Hospice.

## **7. Business Development and Diversification**

- 7.1 Abbeycroft Leisure has actively looked at growth opportunities in order to reduce its core overhead, create economies of scale with suppliers, create new employment opportunities in the sport and physical activity industry and offer more choice to customers.
- 7.2 As a result, Abbeycroft Leisure has grown beyond West Suffolk and has diversified into different markets in response to consumer trends and

opportunities presented. The other facilities operated by Abbeycroft Leisure are as follows:

- The Gym Ipswich (Low Cost Gym)
- The Self Centre, Bury St Edmunds (Health and Wellbeing Facility)
- The Port of Felixstowe Fitness Centre (Corporate Fitness Facility)
- Thurston Sports Education Centre (Community Use Sports Facility)
- Trumpington Community College Sports Centre (Community Use Sports Facility)

7.3 In addition to this, Abbeycroft has developed some of its own services that are now operated beyond Suffolk's borders. An example of this includes the development of Explore Outdoor which is a product that provides schools and businesses the opportunity to develop leadership and team building through the delivering of outdoor pursuits.

7.4 The following factors are considered when examining growth opportunities:

- a. The impact on existing relationships with clients and customers and the ability to meet those obligations;
- b. Ensuring that the opportunity can be serviced and is within reasonable distance of the support infrastructure required;
- c. How the development of these services offer more choice to customers;
- d. That the growth is underpinned by strong financially sustainable business plan that does not put other aspects of the charity at risk;
- e. The opportunity to work with a broader range of partners that adds value to everyone involved.

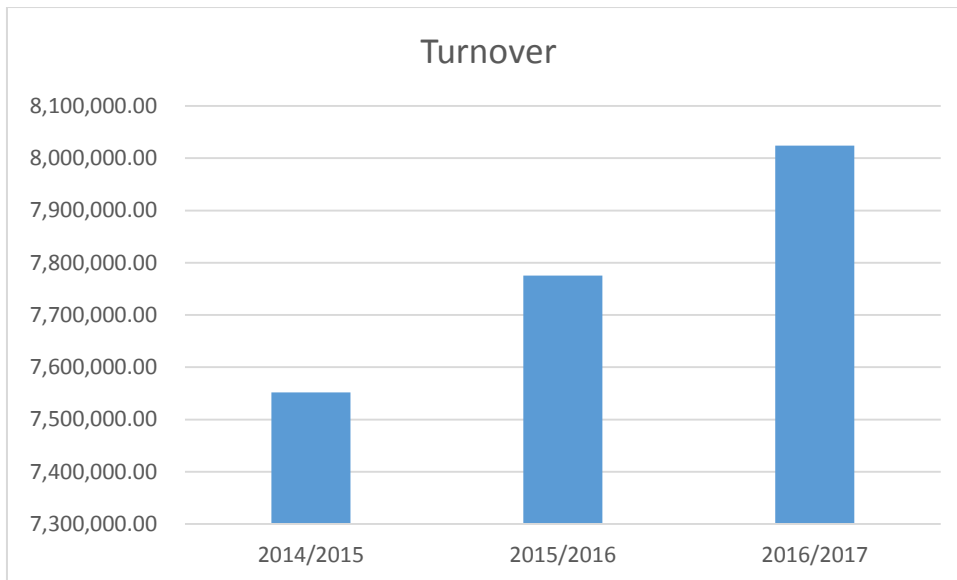
7.5 Abbeycroft will continue to examine growth opportunities but considers West Suffolk as the heart of its work and in fact the biggest growth opportunities to date have been realised within the West Suffolk area.

## **8. Financial Performance**

8.1 A strong financial footing is essential for Abbeycroft Leisure to succeed. As a social enterprise, it invests profits back into the services it provides whilst also ensuring that it is as efficient and as effective as possible. Its full financial performance is included in its annual report.

8.2 Generally the organisation has been successful and continues to grow its overall income base with the graph showing a strong increases in turnover over the past three years





*Please note that 2016/2017 is a forecast figure.*

8.3 In addition to turnover growth, the reliance upon the management fee the Council provides to Abbeycroft Leisure has reduced significantly over a period of years as follows:

Year	Management fee paid by SEBC
2009/2010	£784,000
2010/2011	£389,756
2011/2012	£340,000
2012/2013	£300,000
2013/2014	£280,000
2014/2015	£260,000
2015/2016	£232,000
2016/2017	£212,000
2017/2018	£172,000
<b>Accumulative Saving</b>	<b>£612,000</b>

8.4 When taking account of the management fee reductions the organisation has grown its turnover by in excess of 100% (£4.8 million) since the charity was created which in turn demonstrates how the Trust has met the challenge of reducing public sector financial support by growing its income base rather than cutting services.

- 8.5 The ability to reduce the management fee has also been supported by investments that the trust and Council have made in the services to date which are as follows:

<b>Project</b>	<b>Amount</b>	<b>Investment Type</b>
Bury Studio	£120,000	Abbeycroft Investment
Haverhill Fitness Development	£271,000	Abbeycroft £191,000 Council £80,000 contribution
Haverhill Soft Play and Catering	£100,000	Abbeycroft Investment
Bury Fitness Development	£230,000	Abbeycroft Investment
Environmental Initiatives	£150,000	Abbeycroft Investment through a council loan facility
Haverhill Fitness Development 2	£100,000	Abbeycroft Investment
Bury Supersize Studio	£120,000	Abbeycroft Investment
Skyliner Sports Centre	£240,000	SEBC investment for annual £40,000 saving in management fee

- 8.6 These investments have enabled Abbeycroft to provide good services and facilities ensuring it remains competitive in a very commercial market place.
- 8.7 During the 2014/15 financial year Abbeycroft Leisure engaged an independent consultant to review the operation and efficiency of the various facilities across West Suffolk. This enables the organisation to benchmark each facility and compare it to other operators within the sector. The results of this review are included in **Appendix 3** for members to review.
- 8.8 It is important to note the current lease and management agreement means that the Council is responsible for the fabric of the centres and key capital expenditure such as renewal of swimming pools or heating systems. A 5 year asset management plan sets out planned maintenance and renewal and anticipated cost and the Council makes an annual contribution of £259,350 into that capital fund. For each facility there is a list of maintenance and repair obligations included in the lease for the property.

## **9. Strategic Leisure Support and Advice**

- 9.1 In addition to the core work operating leisure centres, Abbeycroft provides Strategic Leisure advice to the Council. The Council is able to benefit from the specialist knowledge of Abbeycroft's Chief Executive and his team when considering leisure related developments or projects. Examples of the support that Abbeycroft has provided in this regard include:
- 9.1.1 **Built Facilities and Playing Pitch Strategy:** Abbeycroft Leisure led on the development of the review and development of the Built Facilities Strategy and assisted the Leisure Operations Manager with the Playing Pitch Strategy.
- 9.1.2 **Skyliner Sports Centre:** Advice on design and community use agreement for the site; close working with Suffolk County Council and Concertus addressing design and build issues; marketing of the new centre prior to operation.

- 9.1.3 **Victory Sports Ground:** Initially provided support to the original feasibility study examining the need for accessible sports hall provision; recently provided strategic advice to Victory Ground CIC on development opportunities and ground use options
- 9.1.4 **Bury Sports Club Workshop:** Working with clubs in the town to look at opportunities for growth and sustainability against a backdrop of reduced funding and challenging land availability.
- 9.1.5 **Promoting Physical Activity Framework:** support to the Council in developing the new strategy for physical activity.
- 9.1.6 **Most Active County and County Sports Partnership:** Represents the Council on these partnerships.

## **10. Approaches and costs of other Local Authorities**

- 10.1 A trust model such as this offers a number of benefits to the local authority in that it avoids costly and lengthy procurement exercises nor does it require the same level of contract management that a commercial contract would typically require. However it is essential to understand whether the arrangement offers value for money and delivers the best possible service. In evaluating Abbeycroft's performance and considering a future partnership agreement it is helpful to look at the arrangements other local authorities have to deliver sports and leisure. There are a range of delivery models and these are summarised in **Appendix 1**.
- 10.2 This table shows a range of provision models from in house to commercial providers to leisure trust and a wide range of costs. The information has been taken from published annual reports and budget statements, and they must be treated with some caution as different approaches can be taken to account for back office costs such as HR, IT and Finance, particularly for in house operators where such costs may be met corporately. As shown by the Council's own figures, cost for maintenance and repair can also be held in different funds. However the information gathered provides a helpful benchmark.
- 10.3 Huntingdonshire DC who own and operate 5 leisure centres including 5 pools, had hoped to achieve an operating surplus, following significant investment into sites to provide a "gold standard" leisure offer. However budget figures show a cost of leisure centre operation of £580,782.
- 10.4 Breckland DC have developed 4 leisure centres under a PFI contract that is costing the authority £1.008m per annum.
- 10.5 Clearly all local authorities are looking at ways to reduce cost and increase income, but the figures indicate that Abbeycroft deliver a broad service offer at a competitive cost and the intention to ultimately reduce the management fee to zero is a direction of travel other Councils aspire to.

## **11. Challenges**

- 11.1 Whilst Abbeycroft have grown their business it is a competitive market and any

operator faces a number of challenges, including:

- 11.2 **Workforce – Recruitment:** In recent years the leisure industry has faced increased difficulty recruiting to the sector and this is predominantly due to further and higher education courses now reflecting traditional sport rather than the broader leisure sector. This has resulted in a skills shortage and Abbeycroft Leisure is now working with a broad range of partners to address this locally and ensure that the organisation can grow its own staff. This includes:
- a. Partnership with West Suffolk College to further enhance students' qualifications and increase opportunities to gain employment in the sector.
  - b. Abbeycroft Leisure committing to be an Employer Partner for the Chartered Institute of Sport and Physical Activity Management and providing access to a comprehensive continuous professional development scheme.
  - c. The development of an apprenticeship programme providing opportunities for 10 apprenticeships across all departments.
  - d. Development of the workforce's knowledge and skills within health and wellbeing including a national pilot for Make Every Contact Count Training (MECC) for the Leisure Sector
- 11.2.1 These approaches will ensure that staff have the skills and knowledge to assist the organisation in its next stage of development.
- 11.3 **Workforce- Terms and Conditions:** Abbeycroft Leisure's merger with Anglia Community Leisure has led to the organisation having some slightly different terms and conditions across the organisation with differing pay scales, different approaches to pensions variations in annual leave year etc. The organisation is now progressing an organisational development plan which incorporates not only the development of a new set of terms and conditions but also a better approach to employee engagement which will create a platform for the organisation to develop in the future.
- 11.4 **External Funding:** Abbeycroft Leisure has had some success in securing external funding for project delivery in recent years. This has been beneficial in developing successful projects that have produced social outcomes. Whilst opportunities for securing such investment still exist the challenge is ensuring that projects that are producing strong social outcomes are sustainable beyond the pilot phase without having to continuously bid for money. This is an area of work that the trust's stakeholder committee will examine to identify opportunities to develop successful models and where possible embed these into existing services provided to individuals.
- 11.5 **Engagement of the Inactive Population:** Whilst the trust captures the imagination of a broad range of communities there are still many people who remain inactive. The cause of this inactivity is down to a number of complex factors but the trust needs to consider how it will engage hard to reach groups to become active to benefit their quality of life through the broadest range of opportunities possible.
- 11.6 **Competition:** Competition will continue to be a challenge and not purely linked to competitors in the leisure market place but also linked to pressures

on people's time and what they choose to do with their leisure time. The trust will need to be able to continue to move rapidly and adapt and change based on consumer trends and the needs of local communities.

## **12. The Future**

- 12.1 **Promoting Physical Activity Framework:** The production of the new framework provides a new set of parameters for Abbeycroft Leisure to work within, focused on outcomes for local communities rather than outputs. Whilst the trust works in partnership with many organisations the new framework will encourage this partnership approach to develop further to create the right services to encourage more people to be active. In addition, the framework will also assist the trust develop its own strategy, policies and initiatives.
- 12.2 **Leisure Facilities:** The Council has agreed to create an investment fund that Abbeycroft Leisure can apply to for capital funding to improve and develop its facilities and reduce operating costs. As such, Abbeycroft Leisure is reviewing the current portfolio of leisure facilities and examining the possibilities for future development on those sites. This work will identify a facility mix that will aid both commercial development, broaden opportunities to co-locate with other stakeholders, engage a broader audience in different forms of physical activity and improve the quality of services to customers. The feasibility work is already underway and will complete in early 2017.
- 12.3 **Consumer Trends:** Abbeycroft Leisure is conducting significant research using customer insight data and market segmentation tools to further inform programming of leisure facilities and the provision of outreach work. This will be complemented by information on local needs and priorities. The outcome expected is to create a community focused physical activity plan that truly meets the needs of local communities whilst also being commercially successful.
- 12.4 **Technology:** The use of technology is more prevalent in society today than ever before. This has brought some interesting opportunities for the leisure industry and there are a wide range of tools available to people to encourage, support and engage people in physical activity. The trust is examining how to harness the use of technology to support and motivate people to engage in physical activity whilst ensuring that face to face interventions are also included where necessary.
- 12.5 **Health and Wellbeing Agenda:** The benefits of physical activity on peoples' health and quality of life are now well documented and this presents an opportunity to engage with organisations and stakeholders within public health, primary care and secondary care settings around the prevention and rehabilitation agenda and reducing the pressures on these services.
- 12.5.1 The trust is actively working in these areas to further develop referral routes for rehabilitation but also working to create opportunities for people to engage in a variety of forms of physical activity early in their life to stop the onset of a variety of medical conditions.
- 12.5.2 Abbeycroft Leisure see this as a core element of their work and are developing their workforce accordingly.



## Appendix One: Summary of Leisure Provision in other Local Authorities

Local Authority	Services Offered	Operating Model	Costs per annum (2016/17)	Notes	No of centres	No of pools (main and children's)
<b>Forest Heath DC</b> - Population 63,691 Cost per centre per head of population - £2.76	Newmarket, Brandon and Mildenhall Leisure Centres; Sports Development	Trust	£474,000 + annual contribution to maintenance £53,000		3	2 main pools 1 children's pools
<b>St Edmundsbury BC</b> - Population 112523 Cost per centre per head of population - £2.09	Bury St Edmunds and Haverhill Leisure Centres (and Skyliner Sports Centre from Jan '17) ; Sports Development	Trust	£212, 000 + annual contribution to maintenance £259,350		2	2 main and 4 children's pools
<b>Babergh DC</b> - Population 89,215 Cost per centre per head of population - £5.46	Hadleigh Leisure Centre and Kingfisher leisure centre	South Suffolk Leisure Trust	Operating £225,000 Capital & Improvement £750,000	Contract ends 2031	2	2 main pools 0 children's pools
<b>Breckland DC</b> - Population 135,480 Cost per centre per head of population - £1.86	Parkwood Leisure operates the four leisure centres. All offer a range of sports and fitness activities ranging from team games to racquet sports, fitness classes and swimming tuition (Swimming in Thetford and Dereham only).	PFI (Private Finance Initiative) leisure contract	PFI charge £1,008,660	Contract ends 2039	4	2 main pools 2 children's pools

Local Authority	Services Offered	Operating Model	Costs per annum (2016/17)	Notes	No of centres	No of pools (main and children's)
<b>East Cambs DC</b> – Population 87,306 Cost per centre per head of population – £1.50	A New District Sports Centre being constructed by Pellikann.	Currently all the leisure centres and sport facilities are operated by independent community leisure trusts. GLL (a large leisure trust) will be managing the new facilities.	2016/17 £525,000	Contract ends 2043. All other leisure centres and sport facilities are operated by independent community leisure trusts. <i>Eg Bottisham Sports Centre is operated by Bottisham Village College</i> <i>Burwell Community Sports Centre is operated by Burwell Community Sport Centre Limited</i>	4	2 main pools 0 children's pools
<b>Huntingdonshire DC</b> - Population 174,966 Cost per centre per head of population – £0.92	Five Leisure Centres are provided and managed by Huntingdonshire District Council which include: swimming pools, sports halls, health and fitness and outdoor provision.	In house	£580,782 One Leisure 2016/17 updated budget £222,879 One Leisure Active Lifestyles	In January 2010, five individual leisure centres in Huntingdon, Ramsey, Sawtry, St Ives and St Neots were rebranded as One Leisure. The principal objective of this was to reinforce the use of all One Leisure sites with a single membership.	5	5 main pools 0 children's pools



Local Authority	Services Offered	Operating Model	Costs per annum (2016/17)	Notes	No of centres	No of pools (main and children's)
<b>Ipswich BC</b> – Population 135,600 (Advised that they do not have 2016/17 budget figures) Cost per centre per head of population – £3.11	4 leisure centres, a gym and two pools	In house	2015/16 £1,688,520 (advised that 2016/17 budget not yet available)		4	2 main pools 2 children's pools
<b>Mid Suffolk DC</b> – Population 99632 Cost per centre per head of population – £3.04	Mid Suffolk Leisure Centre and Stradbroke Leisure Centre	Contract with SLM-Everyone Active	Operating £422,000 Capital & Improvement £184,000	Contract ends 2020	2	2 main pools, 2 children's pools
<b>Waveney DC and Suffolk Coastal DC</b> - Population 241,234 Cost per centre per head of population – £0.98	4 leisure centres, a soccer centre and golf course	Trusts – Places for People and Sentinel Leisure	£941,700	Contract ends 2029	4	5 main pools 4 children's pools

## Abbeycroft Governance Arrangements

### Board members:

Sarah Howard MBE  
David Howells  
Anne Greenfield  
Diane Saunders  
Ian Runnacles  
Cllr Terry Clements  
Selina Austin  
Anthony Preece  
Lois Wreathall  
Simon Burton

**The Board** produces an annual report that complies with both companies house and charities commission legislation. The most current report for the year ending March 2016 is a supporting paper to this report and historical reports can be found online on the Charity Commission website

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/FinancialHistory.aspx?RegisteredCharityNumber=1117138&SubsidiaryNumber=0>. In

addition to its formal reporting the board meets on a quarterly basis to review the performance of the organisation and the effectiveness of initiatives and policies and reviews risks. The board also undertake a review of its five strategy on an annual basis.

**The Finance and Business Development Sub-Committee** undertake a statutory function with regard to annual reporting but this group also examines any new opportunities to grow existing and new income streams. A current piece of work includes the creation of a trading subsidiary allow it to develop some of the more commercial aspects of the operation.

**The Human Resources sub-committee** considers organizational development and is currently working through an organizational development plan that incorporates a review of the culture of the organisation and aligning its training programme as well reviewing the current terms and conditions to address the National Living Wage.

# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Annual Presentation by the Cabinet Member for Leisure and Culture</b>	
<b>Report No:</b>	<b>OAS/SE/17/005</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 January 2017
<b>Portfolio Holder:</b>	Jo Rayner Portfolio Holder for Leisure and Culture <b>Tel:</b> 07872 456836 <b>Email:</b> <a href="mailto:joanna.rayner@stedsbc.gov.uk">joanna.rayner@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to challenge in the form of questions.  Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.	
<b>Recommendation:</b>	<b>Members of the Committee are asked to question the Cabinet Member for Leisure and Culture on her portfolio responsibilities.</b>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

<b>Consultation:</b>	• N/A		
<b>Alternative option(s):</b>	• N/A		
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any <b>equality</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
	Low/Medium/ High*		Low/Medium/ High*
None			
<b>Ward(s) affected:</b>	All		
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>	None		
<b>Documents attached:</b>	None		

## **1. Key issues and reasons for recommendation**

### **1.1 Background**

- 1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members.
- 1.1.2 To carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to give an account of his or her portfolio and to answer questions from the Committee.
- 1.1.3 On 13 January 2016, the Committee received a presentation from the Cabinet Member for Leisure and Culture, Councillor Jo Rayner, summarising the following responsibilities covered under his portfolio for operations:
- Heritage and culture;
  - Parks and open spaces (including trees);
  - Sport.

### **1.2 Progress Update**

- 1.2.1 At this meeting, the Cabinet Member for Leisure and Culture has been invited back to provide a follow-up update on her portfolio.

The presentation by the Cabinet Member will be focusing on the following by:

- Outlining the main challenges which were faced during the first year within the Portfolio:
- Outlining some key successes and any failures during the first year and any lessons learned?
- Setting out the vision for the Leisure and Culture Portfolio through to 2019 and whether on target to meet that vision?

### **1.3 Proposals**

- 1.3.1 That the Overview and Scrutiny Committee ask questions of the Cabinet Member for Leisure and Culture, following her update.

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# Overview and Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Review and Revision of the Constitution</b>	
<b>Report No:</b>	<b>OAS/SE/17/006</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 January 2017
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsbc.gov.uk">ian.houlder@stedsbc.gov.uk</a>	
<b>Lead officers:</b>	Steven Boyle (Interim) Monitoring Officer <b>Tel:</b> 01284 757165 <b>Email:</b> <a href="mailto:steven.boyle@westsuffolk.gov.uk">steven.boyle@westsuffolk.gov.uk</a>  Karen Points Head of HR, Legal and Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> <a href="mailto:karen.points@westsuffolk.gov.uk">karen.points@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To note the minor amendments made to the St Edmundsbury Borough Council Constitution arising from changes to legislation, changes to staffing structures/ job descriptions or changes in terminology.	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that the minor amendments undertaken by the Monitoring Officer under delegated authority, as set out in Appendix A to this report, be <u>noted</u>.</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>	

<b>Alternative option(s):</b>	• Not applicable.		
<b>Implications:</b>			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Under the Local Government and Housing Act 1989, the Monitoring Officer is responsible for the operation of the Council's Constitution.  Under S37 of the Local Government Act 2000, a local authority which is operating executive arrangements, must prepare and keep up-to-date, a document (referred to as their constitution).	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Confusion, mistakes and legal challenge if delegations in the Constitution do not reflect actual Council and Officer practice	High	Ongoing review and revision to ensure that the Constitution is up-to-date	Low
<b>Wards affected:</b>		All Wards	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		<a href="#">St Edmundsbury Borough Council Constitution</a>	
<b>Documents attached:</b>		<b>Appendix A</b> – Minor Amendments made to the Constitution by the Monitoring Officer under Delegated Authority – October to December 2016	



## **1. Key issues and reasons for recommendation**

### **1.1 Heading**

1.1.1 Article 14 of the St Edmundsbury Borough Council Constitution refers to the review and revision of the Constitution.

1.1.2 Paragraph 14.1.1 of Article 14 states that:

*"14.1.1 The Monitoring Officer will monitor and evaluate the operation of the Constitution to ensure that its aims and principles are given full effect."*

1.1.3 Paragraph 14.4.3 of Article 14 also states that:

*"14.3.3 The Monitoring Officer, in consultation with the Head of Paid Service and relevant Portfolio Holder, has delegated authority to make minor amendments to the constitution arising from changes to legislation, changes to staffing structures or job descriptions or changes in terminology. Such changes will be reported quarterly to the Overview and Scrutiny Committee. The Monitoring Officer also has authority to amend the constitution to implement decisions of the Leader in relation to the delegation of executive functions to the Cabinet."*

1.1.4 **Appendix A** to this report sets out the minor amendments which have been made to the St Edmundsbury Borough Council Constitution, under the delegated authority of the Monitoring Officer, from October to December 2016.

1.1.5 All Members of the Council have also been informed of these minor amendments, as part of the ongoing review and revision of the Constitution. The latest updated version of the Constitution is also available on the Council's website and is available for inspection by members of the public, upon request.

## St Edmundsbury Borough Council

### Review and Revision of the Constitution

#### Minor Amendments made by the Monitoring Officer under Delegated Authority (October to December 2016)

Amendment Date	Approved By	Sections of the Constitution Affected	Nature of Amendment
16 December 2016	Monitoring Officer	Part 3 (Functions and Responsibilities)  (d) Section 4 – Scheme of Delegation to Officers	(i) Re-allocation of responsibilities between the new post of Service Manager (Shared Legal) and the existing post of Service Manager (Democratic Services) (Section relating to the Head of Human Resources, Legal and Democratic Services)  (ii) Further revisions had also been made throughout Section 4 to reflect the new post of Service Manager (Shared Legal)

<b>Amendment Date</b>	<b>Approved By</b>	<b>Sections of the Constitution Affected</b>	<b>Nature of Amendment</b>
16 December 2016	Monitoring Officer	Part 4 (Rules of Procedure)  (i) West Suffolk Contract Procedure Rules	Revisions made to reflect the new post of Service Manager (Shared Legal).

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# Overview and Scrutiny of Committee



St Edmundsbury  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>OAS/SE/17/007</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 January 2017
<b>Chairman of the Committee:</b>	Diane Hind Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 07890 198957 <b>Email:</b> <a href="mailto:diane.hind@stedsbc.gov.uk">diane.hind@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2017 ( <b>Appendix 1</b> );	
<b>Recommendation:</b>	<b>Overview and Scrutiny Committee:</b>  <b>That, Members <u>note</u> the current status of the work programme and the annual items expected during 2017.</b>	
<b>Key Decision:</b> (Check the appropriate box and delete all those that <b><u>do not</u></b> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Documents attached:</b>	Appendix 1 – Current Work Programme	

## **1. Key issues and reasons for recommendations**

### **1.1 Rolling Work Programme**

- 1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting.
- 1.1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action. The current position of the work programme for 2017 is attached at **Appendix 1** for information.
- 1.1.3 Members are asked to note the current status of its work programme for 2017.

## Overview and Scrutiny Committee Rolling Work Programme (St Edmundsbury Borough Council)

The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

Description	Lead Officer	Details
<b>15 March 2017</b>		
Portfolio Holder Presentation	Resources and Performance	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Housing Strategy	Head of Housing	Update on progress against Action Points.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>19 April 2017</b>		
Portfolio Holder Presentation	Families and Communities	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Western Suffolk Community Safety Partnership	Community Safety Co-ordinator	To review the work of the partnership on an annual basis.
West Suffolk Information Strategy	Head of Resources and Performance	To scrutinise a West Suffolk Information Strategy, which has been jointly produced with Forest Heath District Council.
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Directed Surveillance (Quarter 4)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.

Description	Lead Officer	Details
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Futures items identified to be programmed:

1. Future Developments for Regional Transport in West Suffolk (A1307) – Progress Report.
2. North West Haverhill Relief Road and Haverhill Town Centre Master Plan (To receive for information, a progress report on the schemes)
3. Draft West Suffolk Strategic Plan 2017-2020



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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