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Public Toilets (Lion Yard) Working Party  
Friday, 5 April 2013

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**PUBLIC TOILETS (LION YARD) WORKING PARTY**

5 April 2013  
2.00pm - 2.21 pm

**Present:** Councillors Brown (Chair), Bird, Price, Rosenstiel, Swanson, Griffiths and Deards

**Public Members:** Janet Griffiths and Georgie Deards

**Officers:**

Director of Resources: David Horspool  
Head of Streets and Open Spaces: Toni Ainley  
Democratic Services Manager: Gary Clift  
Project Delivery and Environment Manager: Andrew Preston  
Project Officer (Environment): Adam Cobb  
Project Officer: Giles Radford  
Committee Manager: Glenn Burgess

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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**13/39/PTWP      Apologies**

Apologies were received from the Leader of the Council and Public Member Joyce Richardson.

**13/40/PTWP      Declarations of interest**

No interests were declared.

**13/41/PTWP      Minutes of the last meeting**

The minutes of the meeting held on 16 May 2012 were approved and signed as a correct record.

**13/42/PTWP Public Questions (see information below)**

None.

**13/43/PTWP Public Toilets (Lion Yard) Working Group**

The Working Party received a report seeking to formally close the Public Toilet Working Party (PTWP) and continue to develop the existing terms of reference into a Public Toilet Project Board (PTPB).

The Chair noted that the Equalities Impact Assessment (EqIA) had indicated that there would be no impact for transgender groups. However, as the toilet facilities were gender segregated, this was incorrect.

Officers agreed to amend the EqIA to reflect this.

Councillor Rosenstiel raised concern regarding the constitutional standing of the proposed PTPB. He highlighted the importance of decisions such as staffing and the introduction of charges being made at the Environment Scrutiny Committee by the Executive Councillor for Environmental and Waste Services. Concern was also raised that a Ward Councillor for the City Centre had not been invited to sit on the PTPB.

In response the Head of Streets and Open Spaces, the Project Delivery and Environment Manager and the Democratic Services Manager confirmed the following:

- i. Project Boards formed part of the PRINCE 2 Project Management Methodology used widely across the City Council. Project Boards are designed to engage service users, key stakeholders, Councillors and officers, and to help drive a project forward. The process was not intended as a way to bypass constitutional requirements.
- ii. Any proposed changes to the current service such as staffing and charges would still require a decision of the relevant Executive Councillor at a Scrutiny Committee. The PTPB would not have decision making powers.
- iii. Officers were aware of the sensitivities around toilet provision and would ensure that any decisions were made by an Executive Councillor at a Scrutiny Committee.
- iv. Regular updates would also be taken to the West/Central Area Committee.

Councillor Rosenstiel noted that the PRINCE 2 Project Management Methodology was primarily designed for standard business type models and did not always factor in constitutional issues and requirements.

The Executive Councillor for Environmental and Waste Services confirmed that significant service changes were not envisaged to Lion Yard Toilets and refurbishment work could therefore be carried out over the 2013/14 winter period. However Silver Street required further investigation and as a result had a longer timescale, including the flexibility to bring decisions over two scrutiny cycles.

Councillor Price expressed his support for the formation of the PTPB and felt that it would not be bypassing any constitutional requirements. It was also noted that all City Councillors represent 'users' of the City Centre.

The following minor amendments were made to the Project Board Terms of Reference (as included at Appendix A of the officer's report):

- Councillor Bird to replace Councillor Owers as a Senior User.
- Councillor Price to act as alternate to Councillor Bird.

**Resolved** unanimously to:

- i. Agree to disband as its business as described in the terms of reference set by the Leader following Strategy and Resources Scrutiny Committee on 10 October 2011 is completed as described in paragraphs 3.4/3.5 of the officer's report.
- ii. Note that a Project Board will oversee the refurbishment, to be known as the Public Toilet (Lion Yard and Silver Street) Project Board with Terms of Reference as set out in Appendix A of the officer's report (as amended above).

The meeting ended at 2.21 pm

**CHAIR**