



ENVIRONMENT SCRUTINY COMMITTEE

To: Scrutiny Committee Members: Gawthroppe (Chair), Perry (Vice-Chair), Baigent, Gehring, Gillespie, Pitt, Ratcliffe, Robertson, C. Smart and M. Smart

Alternates: Councillors Moore, Sarris and Hipkin

Executive Councillor for Environment and Waste: Councillor Roberts

Executive Councillor for Planning Policy and Transport: Councillor Blencowe

Despatched: Monday 18 December 2018.

Date: Tuesday, 12 January 2016

Time: 5.30 pm

Venue: Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ, Market Hill, CB2 3QJ.

Contact: Claire Tunncliffe **Direct Dial:** 01223 457013

AGENDA

1 Apologies

To receive any apologies for absence.

2 Declarations of Interest

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

3 Minutes (*Pages 7 - 12*)

To approve the minutes of the meeting held on 06 October 2015 as a correct record.

4 Public Questions

Please see information at the end of the agenda.

Items for Decision by the Executive Councillor, Without Debate

These Items will already have received approval in principle from the Executive Councillor. The Executive Councillor will be asked to approve the recommendations as set out in the officer's report.

There will be no debate on these items, but members of the Scrutiny Committee and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Items for Debate by the Committee and then Decision by the Executive Councillor

These items will require the Executive Councillor to make a decision after hearing the views of the Scrutiny Committee.

There will be a full debate on these items, and members of the public may ask questions or comment on the items if they comply with the Council's rules on Public Speaking set out below.

Decisions for the Executive Councillor for Planning Policy and Transport

Items for Debate by the Committee and then Decision by the Executive Councillor

5 Planning Policy & Transport Portfolio Revenue and Capital Budgets Report to follow.

Report to follow.

6 Review of the Cambridge Core Area Conservation Area Appraisal *(Pages 13 - 16) Appendix A attached separately.*

7 Pro-active Conservation Programme *(Pages 17 - 28)*

8 Replacement of Car Parking Equipment at Queen Anne Terrace, Grafton East and Grafton West Multi-Storey Car Parks *29 - 58)*

9 Car Parks Card Payment Processing Services *(Pages 59 - 72)*

Decisions for the Executive Councillor for Environment and Waste

Items for Debate by the Committee and then Decision by the Executive Councillor

- 10 Environment & Waste Portfolio Revenue and Capital Budgets**
Report to follow.
- 11 Fleet Replacements 2016/17 to 2019/20** (*Pages 73 - 84*)
- 12 Options Regarding Silver Street Public Toilets** (*Pages 85 - 102*)

Information for the Public

Location

The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

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- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

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A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.

Accessible toilets are available on the ground and first floor.

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ENVIRONMENT SCRUTINY COMMITTEE

6 October 2015

5.30 - 6.30 pm

Present: Councillors Gawthrop (Chair), Perry (Vice-Chair), Baigent, Gehring, Gillespie, Pitt, Ratcliffe, Robertson, C. Smart and M. Smart

Executive Councillor for Planning Policy and Transport: Kevin Blencowe

Executive Councillor for Environment and Waste: Peter Roberts

Officers:

Director of Environment: Simon Payne

Director of Health & Environmental Services, South Cambridgeshire DC: Mike Hill

Head of Service, Environment: Paul Quigley

Shared Waste Consultant: Dave Fegus

Commercial Operations Manager: Sean Cleary

Committee Manager: Claire Tunnicliffe

FOR THE INFORMATION OF THE COUNCIL

15/31/ENV Apologies

There were no apologies for absence.

15/32/ENV Declarations of Interest

No declarations were declared.

15/33/ENV Minutes

Minutes of the meetings held on 28 May & 07 July 2015 were approved and signed as a correct record.

15/34/ENV Public Questions

There were no public questions.

15/35/ENV Corporate Cash Collection Contract

Matter for Decision

To approve a project to procure and award a contract to provide a cash collection service for the Council's car parks and other Council departments.

Decision of the Executive Councillor for Planning Policy and Transport.

- i. Approved the carrying out and completion of the procurement of a corporate cash collection contract to Cambridge City Council car parks and other Council departments.
- ii. The new contract would be for 3 years with a 2 year optional extension period. The value of the new contract would be approximately £375,000 over five years.
 - There were no capital costs arising from this scheme.
 - The revenue costs associated with this contract would be paid from existing revenue budgets
- iii. Subject to:
 - If the quotation or tender sum exceeded the estimated contract value by more than 15% then the permission of the Executive Councillor and Director of Business Transformation, Chair of Environment Scrutiny Committee and Opposition Spokes would be sought prior to proceeding.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a report from the Commercial Operations Manager which noted that the existing contract included cash collection from the off street car parks and other Council departments. These departments had been consulted and they had indicated that they wished to be included within the new cash collection contract.

The report explained discussions were to take place between Parking Services and a neighbouring authority regarding a joint procurement if suitable, which could be advantageous for both parties. Parking Services would be engaging with ESPO (Eastern Shires Purchasing Organisation) and LGSS (Local

Government Shared Services) to establish if an existing cash collection could be utilised.

In response to the Committee's comments the Commercial Operations Manager and Director of Environment made the following statements:

- i. Peterborough City Council was the neighbouring authority referenced in the report.
- ii. Cashless payments were becoming increasingly popular and non-cash payments were expected to increase in popularity.
- iii. Payment machines at the Grand Arcade did have the mechanisms to take cashless payments in the future
- iv. Sustainability criteria for issues such as labour and environment sustainability would be investigated and reported back to the Committee under the new contract. However there were elements of sustainability in the current contract.

Councillor C Smart proposed the following amendment to recommendation of the Officer's report (additional wording underlined)

If the quotation or tender sum exceeds the estimated contact value by more than 15% then the permission of the Executive Councillor and Director of Business Transformation, Chair and Opposition Spokes would be sought prior to proceeding.

This amendment was carried **Nem Com**.

The Committee **resolved** unanimously to endorse the amended recommendations.

The Executive Councillor approved the amended recommendations.

Conflicts of Interest Declared by the Executive Councillor and (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor

15/36/ENV Commercial Waste Service

Matter for Decision

To approve in principle a single, shared commercial waste service between the City Council and South Cambridgeshire District Council.

Decision of the Executive Councillor for Environment and Waste

- i. Agreed in principle to form a single, shared commercial waste service business account and operation by combining the Commercial Waste Services of Cambridge City Council and South Cambridgeshire District Council as part of the Single Shared Waste Service, located at the Waterbeach Depot, with the Shared Waste Board overseeing the delivery and performance of the Single Shared Waste Service, within the budget and policy framework set by both Councils and subject to the provisions set out in the foregoing report and to undertake full consultation with the staff and unions to deliver these changes.
- ii. Agreed to delegate the implementation of the proposal set out in 1 above to the Cambridge City Director of Environment and South Cambridgeshire DC Director of Health & Environmental Services, in consultation with the South Cambridgeshire DC Cabinet Member, and the Cambridge City Executive Member, Chair of Environment Scrutiny Committee and Opposition Spokespersons.
- iii. Agreed to instruct officers to prepare a detailed implementation plan with financial implications to be agreed with the Shared Waste Board to inform the future budget setting work of the two Councils subject to consultation with Chair and Opposition Spokes to include a two year review of progress to the Environment Scrutiny Committee and the South Cambridgeshire District Council's Cabinet.

Reason for the Decision

As set out in the Officer's report.

Any Alternative Options Considered and Rejected

Not applicable.

Scrutiny Considerations

The Committee received a joint report from the Director of Environment and Director of Health & Environment Services, South Cambridgeshire District Council. The report provided information on the Commercial Waste business accounts, management and marketing of shared waste service.

In response to the Committee's comments, the Director of Environment, Director of Health & Environmental Services, (SCDC) and the Shared Waste Consultant made the following statements:

- i. Efficiency savings would be made by a more efficient use of assets, management and marketing as the two organisations would not be competing against each other.

- ii. In the future there would be a lower future capital investment requirement and maintenance cost.
- iii. Surplus would increase significantly as the business expanded.
- iv. Advised that there was a risk in the current contract held by the City Council and that no operation would be risk free. It was important to get the proposals right first time.
- v. In the long term there was more than enough opportunity to cover the risk to the City Council in the long term.
- vi. Immediate savings would be achieved for the City Council once the deal had been completed.
- vii. Noted the comment that the detailed implementation plan with financial implications to be agreed by the Shared Waste Board to inform the future budget setting work of the two Councils should be shared with the Opposition Spokes.
- viii. Important to keep to the time table and it was up to the Committee to decide how much delegation Officers should be given.
- ix. Suggestion of an Annual Report had been referenced in the proposals of the report.
- x. Committed to sustainability, the shared service of the two Councils would see an overall reduction of waste to landfill as it would be in the Council's financial interest to increase recycling.
- xi. Noted the suggestion to work with smaller alternative recycling organisations.
- xii. The key principle was to grow the business therefore there had been no discussion regarding redundancies. The report emphasised the importance of the consultation of staff and trade unions throughout the entire process.
- xiii. South Cambridgeshire had a greater capacity for growth in the long term with businesses and elements of the University of Cambridge moving out of the City.

The Executive Councillor for Environment and Waste proposed the following amendment to the recommendation of the Officer's report (additional wording underlined)

- iii. Agreed to instruct officers to prepare a detailed implementation plan with financial implications to be agreed with the Shared Waste Board to inform the future budget setting work of the two Councils subject to consultation with Chair and Opposition Spokes to include a two year review of progress to the Environment Scrutiny Committee and the South Cambridgeshire District Council's Cabinet.

This amendment was carried **Nem Com**.

The Committee **resolved** unanimously to endorse the amended recommendations.

The Executive Councillor approved the amended recommendations.

Conflicts of Interest Declared by the Executive Councillor and (and any Dispensations Granted)

No conflicts of interest were declared by the Executive Councillor

The meeting ended at 6.30 pm

CHAIR



To: Executive Councillor for Planning
Policy and Transport.
Report by: Director of Environment
Relevant scrutiny
committee: Environment 12/01/16
Wards affected: Market, Castle, Newnham

Cambridge Historic Core Conservation Area Appraisal Review

Non-Key Decision

1. Executive summary

1.1 This is an updating and review of the Cambridge Historic Core Conservation Area Appraisal. The report seeks approval for public consultation on the review document.

2. Recommendations

The Executive Councillor is recommended:

2.1 To approve the Cambridge Historic Core Conservation Area Appraisal review for public consultation.

3. Background

3.1 Conservation area appraisals identify and describe what it is within areas of 'special architectural or historic interest' that makes them worth protecting and improving. They are a reference for guiding the form and content of new development and the determination of development proposals. An adopted appraisal will be material to appeal decisions. Appraisals are also regarded as part of the evidence base for Local Plans.

3.2 The central conservation area was designated on 25 February 1969 and has since been extended. It is the largest conservation area in Cambridge and in 1995, the City Council decided that it was unworkable to produce any meaningful proposals to cover such a wide and diverse area and set about dividing this conservation area into sectors. The appraisal the subject of this report covers the historic core area including open spaces such as the college backs and Jesus Green.

3.3 The historic core of Cambridge as well as being of huge architectural and historic interest is also a very complex area. It was therefore decided that a different structure to the other Appraisals produced for the city's Conservation Areas was appropriate. This review retains the "street by street" format of the 2006 version.

3.4 Significant changes have occurred since the 2006 Appraisal such as the completion of the Grand Arcade and the construction of mixed-use development at Bradwell's Court (Christ's Lane). Major new buildings for Cambridge University departments have been / are being erected at Fen Causeway and Tennis Court Lane.

3.5 The key part of the appraisal is the street-by-street analysis which looks in detail at all the streets in the core area. The street-by-street analysis has been thoroughly reviewed with the descriptions extended, corrections made, buildings that make a positive contribution shown on the maps, and the boundary of the area covered by each section more clearly.

3.6 Other alterations made to the street-by-street section include:

There is now an entry, "Lion Yard and The Grand Arcade".

Park Street Housing Area has been broken up into individual streets ie Lower Park Street and Portugal Street now also have entries.

Christ's Lane is now included (Drummer Street has become Drummer Street and Christ's Lane).

3.7 The section on Good Practice / Management links the Appraisal – with respect to improvement of the city centre street public realm – to the City Centre Public Realm Strategy supplementary planning document (SPD) proposed under draft policy 9 of the Cambridge Local Plan 2014 (Submission Plan). The Appraisal also signposts via the approved City Centre Accessibility Study (April 2015) to the needs of the visibility and mobility impaired.

4. Implications

(a) Financial Implications

None specific: preparation of the Appraisal and provision for public consultation was provided for within the Design & Conservation team's approved budget.

(b) Staffing Implications

The Appraisal is within the existing approved Design & Conservation work programme and there are no additional staffing implications.

(c) Equality and Poverty Implications

No Equality and Poverty Implications. The Appraisal is a descriptive report and does not make policy or change procedure or service delivery.

(d) **Environmental Implications**

The Appraisal describes the built environment of the city centre as a benchmark for conservation. There is “nil” climate change rating intrinsic to the Appraisal document itself. Assignment of any positive or negative climate change impact would have to be relate to Local Plan policy, and construction or development outcomes and these are outside the scope of this report

(e) **Procurement**

Part of the work for the review was carried out by consultants, The Conservation Studio. There are no further procurement implications.

(f) **Consultation and communication**

Consultation will follow the established procedure for the series of Conservation Area Appraisals. A six week consultation period (likely beginning end of January/February) after which amendments will be considered and a revised document reported back to Environmental Scrutiny for approval by the portfolio holder. The page covering the Historic Core Appraisal on the Council website will be changed to announce the consultation and link to the Appraisal. Exhibition panels will be displayed locally. A notice of the consultation period during which representations may be made will be published in the local press.

(g) **Community Safety**

None

5. Background papers

These background papers were used in the preparation of this report:

Cambridge Historic Core Conservation Area Appraisal June 2006

6. Appendices

Cambridge Historic Core Conservation Area Appraisal 2015

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: C Brady

Author's Phone Number: 457160

Author's Email: Christian.Brady@Cambridge.gov.uk

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To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe
Report by: Head of Planning Services
Relevant scrutiny committee: Environment 12/1/16 Scrutiny Committee
Wards affected: All

UPDATE ON PRO-ACTIVE CONSERVATION WORK Non-Key Decision

1. Executive summary

1.1 This report reviews the work that has been completed as part of the Council's pro-active conservation work program to date and the projected work for 2016-17. The report also seeks approval from the Executive Councillor for Planning Policy and Transport on a specific request to designate Barrow Road a conservation area.

2. Recommendations

2.1 The Executive Councillor is recommended:

- a) To agree the pro-active conservation program as set out in this report and Appendix 1.
- b) To agree to the preparation of a draft conservation area appraisal for Barrow Road as set out in this report.

3. Background

3.1 Beside the Conservation team's day to day work on Planning and Listed Building applications and involvement in pre-application

consultation, many projects have been completed under the pro-active conservation work program in the past several years. Such work includes reviews of several Conservation Areas and their boundaries, two Article 4 Directions, and various Suburbs and Approaches Studies. The following report details the work completed to date and future work for 2016-17. The information is presented in a table for ease of reference and is attached as Appendix 1.

3.2 Apart from the work detailed in this report, the Conservation team provides considerable support to the Planning Service in the assessment of a wide variety of planning applications. For example, the conservation team provided consultation responses on 1289 applications between October 1, 2014, and September 30, 2015, including 62 pre-applications. It is also continuing to provide advice on a significant number of development schemes at pre-application stages prior to formal applications.

3.3 The original pro-active conservation work program was set up in 2008-9. A look back at work completed since 2008-9 reveals the following achievements so far:

- Completion of thirteen Conservation Area Appraisals (either updates or new documents), including appraisals for Trumpington, Mill Road and St. Matthews (now "Mill Road"), Storey's Way, Conduit Head Road, Chesterton and Ferry Lane, West Cambridge, New Town and Glisson Road, Castle and Victoria, Riverside and Stourbridge Common, Brooklands Avenue (now includes Accordia), Newnham Croft, Southacre, and The Kite.
- Completion of seven Suburbs and Approaches Studies, Huntington Road, Madingley Road, Barton Road, Newmarket Road, Long Road, Hills Road and Trumpington Road
- Implementation of two Article 4 Directions applying to public houses outside conservation areas and to the Accordia estate.

3.4 The **available budget** to fund outstanding work currently amounts to £6,750. There is a separate budget for **historic advertising signage restoration** with an outstanding balance of £13,000. Officers have contacted a number of building owners in the past few years, however there has been limited interest in the restoration of historic advertising signage. Some building owners are reluctant to have such improvements fearing the improvements will limit their ability to make further changes. While it

efforts will continue to ensure preservation of such signage, it is suggested that the current budget for this work be used flexibly for other pro-active work such as updating conservation area appraisals and discreet projects as needed, for example area-specific article 4 directions.

3.5 In March of 2014, officers received a request to designate **Barrow Road** as a new conservation area. This request was made again in October, 2015. In order to be designated a conservation area, the “test” under The Planning (Listed Buildings and Conservation Areas) Act 1990 requires an area to be considered of “special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance”. The request for conservation area designation was not supported by the Executive Councillor in October 2014, however since this time the residents have started, and offered to complete, a draft appraisal to the editorial control of the City Council. This approach to the co-sharing of work would be similar to that now in place for development briefs on allocated development sites where the site owner, through enlisting consultant services, prepares a draft development brief at their own expense. Prompted by residents, discussions have already taken place with council officers regarding preparation of an appraisal for Barrow Road. Such discussions intended to ensure that, if agreed by the Executive Councillor, a proper, detailed and “evidenced-based” appraisal could be produced in a draft form to the editorial control of the city council. This “shared resources” approach has proved effective already in relation to three such arrangements, specifically relating to preparation of development briefs for the New Museum’s site, the Ridgeons site at Cromwell Road, and the council’s Mill Road Depot.

3.6 **City Centre Public Realm Supplementary Planning Document.** Draft Policy 9 of the Cambridge Local Plan: Draft Submission 2014 requires the preparation of a public realm strategy setting out how projects and initiatives would be coordinated and delivered. Officers in the Planning Services are in discussion with colleagues at the County Council regarding the potential to twin up the preparation of the strategy with the planned City Centre Access Study work being done to support the City Deal. There are obvious interrelationships of these two strands of work to the City Council’s pro-active conservation work, hence key members of the conservation team will need to be involved in this work. It is expected that the City Council will need to procure the preparation of the City Centre Public Realm Strategy SPD, the scope and detailed arrangements of which are being considered now for commencement in 2016.

- 3.7 **Mill Road Conservation Area – possible Article 4 Direction.** As part of the program agreed at the Environment Scrutiny Committee on 14 January 2014, Officers have reviewed residential parts of the Mill Road area to assess whether there are benefits in potentially bringing some harmful impacts on the conservation area such as unsympathetic window and door replacements, highly colored render etc., into planning control. This would be carried out via the introduction of an Article 4 Direction in consultation with all stakeholders, including residents, members and planning officers familiar with development control procedures. It is intended that the conservation team will first liaise with the Executive Councillor, local ward members and planning colleagues in early 2016 to consider this matter further.
- 3.8 The Next tranche of **conservation area appraisal updates** will involve those appraisals approved longest ago. For example, the Storeys Way Conservation Area Appraisal was approved in 2007, and as it is considered best practice to update such appraisals every 5 years this appraisal should be updated. Officers are proposing a rapid update format. Resources in the existing conservation team are limited and outstanding pro-active funding can be used, if needed, to update this and future appraisals.

4. Implications

(a) Financial Implications

Funding has been earmarked from the existing Pro-active Conservation Program budget as noted.

(b) Staffing Implications

Officers in the Urban Design and Conservation Team are leading the work. The Conservation section was reduced to a total of 3 full-time equivalents (FTE) in 2014. Together with the very high number of requests for application comments which is driven by planning application submissions and pre-application enquiries, there is limited capacity for undertaking pro-active conservation work. Resources must therefore be targeted to matters of greatest conservation and heritage importance.

(c) Equalities and Poverty Implications

There are no direct adverse equality or diversity impacts.

(d) Environmental Implications

The environmental implications of the program are considered to be positive as it supports the quality and continuity of the city's historic environment which contribute to economic success, quality of life and place in Cambridge to the benefit of residents, business and tourism alike.

(e) Procurement

Specialist consultants have been procured to undertake some of the Conservation Area Appraisal work, and the budget accounts for this cost.

(f) Consultation and communication

Consultation with residents and stakeholders is a key part of the Pro-active Conservation Program. Consultation is particularly important to the review of Conservation Area Appraisals. Officers consult on draft appraisals for example and inform those whose property will be impacted by a new Conservation Area designation and invite comment in reply. Relevant ward members are kept informed as and when area-based projects are undertaken and consulted upon.

g) Community Safety

There are no direct community safety implications.

5. Background papers

These background papers were used in the preparation of this report:

Report on 2014-15 Pro-active Conservation Program.

6. Appendices

Appendix 1 - Pro-active conservation work completed to date and planned for 2016-17.

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Glen Richardson and Christian Brady
Author's Phone Number: X7374
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Appendix1–Pro-active conservation work completed to date and planned for 2016-17

Project	Update	Estimated Cost
Local Plan Review	The Urban Design & Conservation Team has been contributing to this work at all stages to date e.g. Issues and Options report, drafting of policies, and site specific assessments, and will continue to support the process at examination.	Officer time
Buildings of Local Interest (BLIs) (Policy 4/12 / Draft Policy 62 & Appendix G)	The mapping and database for the existing list have now been reconciled so that they appear as planning “constraints” consistently. A number of additions to the list, via for instance recommendations in the Conservation Area Appraisals, require consideration. This is intended to be undertaken in 2016-17.	Officer time and £2000 for a temporary contract.
City Centre Public Realm Strategy SPD	This work relates to policy as part of the Cambridge Local Plan 2014: Draft Submission. Policy 9 (The City Centre) requires the preparation of City Centre Public Realm Strategy Supplementary Planning Document (SPD). Discussions have already started with Cambridgeshire County Council on the scoping of the this work and will be progressed in detail in 2016-17. The SPD will help support the City Deal projects in and around the historic core to be progressed with partners.	Consultant services to be procured. Budget exists within the service budget. Officer time required to manage strategy can be covered by the services and potentially shared with the county council.

<p>Conservation Area reviews (Policy 4/11)</p>	<p>The current Historic Core Area Appraisal (2006) has now been updated and is the subject of a separate report (requesting approval to consult on an update to that document).</p> <p>For information, the following represents all other Conservation Area Appraisals and their dates of approval:</p> <ul style="list-style-type: none"> Historic Core (2006) Storeys Way (2007) De Freville Avenue (2009) Chesterton and Ferry Lane (2009) Conduit Head Road (2009) Trumpington (2010) Mill Road (2011) West Cambridge (2011) Castle and Victoria (2012) Riverside and Stourbridge (2012) New Town and Glisson Road (2012) Brooklands Avenue (2013) Newnham Croft (2013) Southacre (2013) The Kite (2014) <p>The next tranche of Appraisal reviews on the basis of government guidance that appraisals should be kept up to date and not be more than five years old, would start with Storeys Way. Given limited resources, this work would constitute rapid updates to represent any significant changes rather than being in-depth reviews.</p>	
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<p>Barrow Road – Request for conservation area designation</p>	<p>In March 2014, the then Executive Councillor for Planning and Transport received a request asking the Council to consider the designation of Barrow Road as a Conservation Area. By letter to residents dated the 26th March, 2014, the Executive Councillor responded stating that council officers would review the potential to complete the appraisal, including the potential boundary being wider than Barrow Road itself e.g. including Bentley Road.</p> <p>By resolution from the meeting of Environment Scrutiny Committee in October 2014, the Executive Councillor for Planning Policy and Transport decided not to support the preparation of an appraisal due to the potential impact on an already full work program for the conservation team. However, as noted in the main body of this report, officers suggest that a new way of producing the brief is progressed which sees the residents of the road cover the time and cost of preparing a draft appraisal under the editorial control of the City Council. This approach is already working successfully in other examples e.g. development briefs, and so is recommended as the way forward for Barrow Road.</p> <p>Subject to detailed confirmation of the timing of the work, a draft appraisal could be presented at the Environment Scrutiny Committee meeting of March 2016 and consulted upon thereafter. Subject to detail comments and further amendments, a final appraisal could be considered at a committee meeting in July 2016.</p>	<p>Cost of consultation and ultimately advertising is minimal. Equally cost and time of reviewing a draft appraisal as prepared by residents is relatively minimal and can be undertaken at minimal cost/time and fit around existing other work.</p>
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<p>Article 4 Directions</p>	<p>At the meeting of the Environment Scrutiny Committee on 14 January 2014 the following resolution was agreed:</p> <p><i>“...that the more vulnerable Buildings of Local Interest (BLIs) outside conservation areas be brought forward for Article 4 Directions under delegated authority by the Head of Planning in consultation with the Executive Councillor for Planning & Climate Change and Environment Scrutiny Chair and Spokes”.</i></p> <p>The more vulnerable Buildings of Local Interest are considered to be those outside conservation areas (ie those not subject to control of demolition) and particularly houses on large plots on the city approaches and former institutional buildings. The initial tranche of these buildings will be proposed for detailed consideration in late 2015, following a review of the most vulnerable.</p> <p>At the meeting of the Environment Scrutiny Committee on June 11, 2013, the following resolution was agreed:</p> <p><i>That the City Council Conservation team’s Pro-active Conservation program include a phased program (one per year starting post 2013/14) of introducing focused Article 4 Directions for Conservation Areas where adopted appraisals have evidenced harm to these area's character or appearance or where specific requests are brought to the attention of the Executive Councillor for Planning & Climate Change.</i></p> <p>The work, as noted earlier, has focused on the residential areas around Mill Road. In following years would focus on Riverside & Stourbridge Common and Castle & Victoria Road areas. Officer time to support this work has been limited in the past year given the extremely high volume of pre-application and application review work the team has completed in the past year for the wider planning service.</p>	<p>Budget figure to be determined and dependent on initial work undertaken in respect of the Mill Road area</p>
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<p>Restoration of Historic Wall Painting Signage/Advertising</p>	<p>Despite officers making contact with several building owners in the city, there has been limited interest in this initiative. Also, several building owners were approached in 2014 and 2015 but did not wish to take part. Considerable time has been spent with some owners of buildings obtaining quotes for scaffolding and signwriting, only for them to subsequently decline the council's approach to undertake the restoration works. Notwithstanding these efforts, it is recommended that the program continues but funding is more flexibly used for other pro-active conservation work set out in this report e.g. conservation area appraisals, future BLI's and possible Article 4 Direction investigations.</p>	<p>Balance currently £13,000</p>
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To: Executive Councillor for
Report by: Sean Cleary ,Commercial Operations Manager
Relevant scrutiny committee: Scrutiny 12/01/2016
Committee
Wards affected: Abbey Arbury Castle Cherry Hinton Coleridge
East Chesterton King's Hedges Market Newnham
Petersfield Queen Edith's Romsey Trumpington
West Chesterton

CAPITAL DELIVERY APPROVAL –

Replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace Multi Storey Car Parks.

Key Decision

1. Executive summary

Capital projects with a value of greater than £300,000 require Executive Councillor approval before further consideration for funding as part of the Budget Setting Report (BSR).

This project relates to the replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace Multi Storey Car Parks and the full business case, containing the financial and all other implications is set out in the attached project control document Parts A & B including the EQIA and Climate Change ratings, which are set out in the attached project control document Parts A & B.

The Capital Programme Board have reviewed this project, as detailed in the attached appendices and consider it is properly planned and ready for implementation, subject to Executive Councillor and funding approval.

2. Recommendations

The Executive Councillor is recommended:

To approve the replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace Multi Storey Car Parks, as detailed in the attached appendices, which has been properly planned and is ready for implementation.

To recommend the replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace Multi Storey Car Parks is put forward for funding approval in the Budget Setting Report (BSR).

To delegate authority to the Director of Environment, following consultation with Executive Councillor for Planning Policy and Transport, Councillor Kevin Blencowe, to exercise the option in the 2013 contract with APT-Skidata Limited to order the supply and installation of replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace Multi Storey Car Parks.

3. Background papers

There are no background papers to this report

4. Appendices

Appendix A: Capital Programme Report

Appendix B: Equalities Impact Assessment

Appendix C: Climate Change Check List

5. Inspection of papers

If you have a query on the report please contact:

Author's Name: Sean Cleary

Author's Phone Number: 01223 - 458287

Author's Email: sean.cleary@cambridge.gov.uk

Replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace multi-storey car parks.

A1. Project Brief - Purpose

To replace the current aging parking operating system and equipment at Grafton East, West and Queen Anne Terrace multi-storey car parks.

The new system will include pay on foot technology to control access to and facilitate payment for parking across the three multi-storey car parks, and enable the Council to explore other payment options such as web-based and cashless payment systems. This new equipment will also allow the introduction of pre-booking facilities and mobile wallets.

With the exception of Park Street car park where it is not proposed to install new equipment at this stage, the new parking equipment will be the same as already installed at the Grand Arcade car park. This will give us one centralised, standardised and seamless operating system from the Grand Arcade and across the whole parking portfolio. From 2020 the council will need to comply with new payment card industry regulations for the processing of cashless and card parking payments. The card payment industry is closely regulated and controlled to ensure that all cardholder's details are kept secure and that fraudulent transactions are kept to a minimum. As card payments are completed by an automatic machine without the supervision of an attendant, there are strict security requirements for this "unattended" payment equipment. These requirements have increased significantly over the past 2-3 years. This means that older machines must be phased out by the mid 2017 at the latest,

The new parking system will also need to be capable of meeting the demand for services that can sustain both the revenue and reputation of the council, including new ways of payment. The proposed system will improve access to the car park, and facilitate customer-focused initiatives and promotions that can influence parking behaviour.

A2. Project Background

Car parks are key gateways for visitors and customers into the city centre and provide an important source of income which contributes to the provision of essential council services.

The current life cycle of modern parking equipment has reduced to around 5 years. The council's main management system (Parkeon) will be 8 years old by June 2016.

The car parking equipment at Grafton East, West and Queen Anne Terrace multi-storey car parks therefore needs to be replaced to sustain and protect the council's income stream and reputation.

A decision needs to be made to commit the capital expenditure to replace this old equipment with more modern equipment that addresses and meets customer needs and expectations.

We are experiencing a decline in the performance of the Parkeon system and maintenance costs of the ageing equipment are increasing. Recent evidence of this is:

- 16 serious service interruptions since April 2015
- 2 catastrophic Parkeon server system failures since April 2016. These were over busy Bank Holiday weekends and had a significant impact on car park operations, putting the council's revenue and reputation at risk
- Experience of response times has been unsatisfactory, with replacement parts taking up to a year to be delivered, one of these being an important server replacement
- On-going maintenance fees & engineer call outs due to replacement of ageing parts and system failures is increasing operating costs

Disruption as a result of inoperative equipment and service failures has a direct impact on queuing and congestion within the city centre, the operations of the car parks and the risk of loss of revenue and overall reputation of the Council.

The current Parkeon system is not web based. This means that the reporting facilities are limited to 2 computers that are currently located at Mill Road Depot and the Grand Arcade operations room. This causes significant operational and administrative challenges. With the evolution of shared centralised support services there is an expectation that access to web based operating report systems is readily available and can meet the business critical elements of delivery of such services.

The Parkeon system is very limited in its ability to deliver against our own and

our customers' expectations and demands. This is also compounded by the high costs presented to us when any new parking technologies or initiatives are discussed in order to enhance the way we deliver our services.

Park Street

Park Street car park is due to be redeveloped during 2017/18. There will be additional pressures on the remaining city centre car parks to provide efficient and resilient parking services to mitigate the temporary loss of these facilities and to maintain revenue streams whilst Park Street car park is being redeveloped. Therefore, it is critical that we have a modern and resilient system that a) meet customers' demands and b) goes some way in reducing the impact of having one of the councils car parks off line for approximately 2 years.

Public demand for cashless parking and innovative payment solutions has grown in recent years. Card payment facilities were introduced into car parks in 2007. Since that time card payments, as a proportion of all payments, have grown steadily. In the first six months of 2015 they accounted for 37% of all payments. As the average card payment is £6.20 (compared to the average cash payment of £4.61), 47% of total revenue is received through card payments equating to approx. £5m.

With the added speed and convenience of contactless payment, it is expected that card payments will continue to grow as a proportion of overall payments. If current trends continue in the car parks then 1.5 million payments (66% of all transactions) will be made by card by 2020. Card payments are therefore central to the Council's strategy for managing car parks.

One consequence of this trend is the reduction in cash payments through pay machines. As part of this project we are looking to reduce the number of full cash payment machines, and to replace some of them with credit card only machines at a reduced cost.

With the widespread availability of new technology, including contactless payment, mobile phone payment technology (e.g. Wave and Pay, Apple & Pay, PayPal) there is an expectation and demand from customers and businesses that these kinds of modern and convenient, cashless technologies should also be available alongside the more usual payment choices to pay for car parking.

Security Standards for card systems (known as PCI) have been significantly increased in recent years. This has resulted in older equipment, such as those installed in the Grafton East, West and Queen Anne Terrace car parks, becoming obsolete and having card payment equipment (pin pads) that are deemed unsuitable for continued use.

The card equipment suppliers intend to withdraw support for existing units, and banks have placed restrictions on the length of time that they can be used. Theoretically older products can be used until 2020, however, in practice they will need to be replaced by mid-2017 at the latest.

In general, payment service providers and acquirers are unwilling to take on new card processing contracts where card payments have been taken by old payment devices. This would also affect our ability to take advantage of the favourable European interchange rates for card payment processing which would be available if new equipment is installed at these car parks.

We have been informed that new card readers, PIN pads, contactless readers and associated equipment could be purchased and retro fitted into the existing Parkeon pay machines. However, the indicative cost for providing this is approx. £80000 which would be of limited economic benefit, given the age of the equipment (the pay stations will already be 8 years old by June 2016). To maintain the existing pay stations beyond this time would be increasingly expensive, run the risk of high maintenance costs and could cause difficulties in managing operational and service demands.

The new car parking equipment will be more reliable than the old equipment and will include the latest Pay on Foot technology to control access to and facilitate payment for parking across one or more multi-storey car parks. This will also enable web-based and cashless payment options.

The new equipment will allow for the same automated Blue Badge management system that is in operation at the Grand Arcade car park to be introduced. This allows for the scanning of Blue Badge bar codes which then provide 3 hours parking discount to the holder. This would create a unified system across the car park infrastructure and help protect the Blue Badge system from abuse. The introduction of self-service for ticket validation by Blue Badge holders will also reduce the number of intercom calls into the Grand Arcade control room, freeing up staff to carry out other duties.

A3. Objectives

- To replace the car park management system and equipment at Grafton East, West and Queen Anne Terrace with a single, more efficient, more resilient, more flexible and future-proofed system that can standardise the operation of car parks across the city centre
- To install pay stations which include the latest payment card industry

standards (PCI) accreditation PIN pads. This also allows for contactless card payments to be taken

- To procure a new payment services provider (PSP) to obtain an exemption to appoint an acquiring bank who can work with the new PSP
- To take advantage of more favourable European card handling rates
- To reduce cash handling costs
- To reduce the number of full cash machines to credit card only (significant saving on original anticipated costs)
- Extend self-service of Blue Badge scheme to all participating car parks
- To have new and resilient equipment that can efficiently handle the increased demand of other car parks and that will support business and local economies in Park Street and Bridge Street areas during the development of Park Street car park.

A4. Benefits

- To have a single modern operating system for the management of the car parks as opposed to two
- Ease of use for staff and customers and less impact on current resources
- Web based operating system which gives better resilience allowing for any car park to be operated from any one location
- The new equipment will incur lower maintenance costs particularly in year one and two of the contract
- Web based operating report systems available from multiple locations
- To have the ability to continue to take credit card payments and reduce card handling costs and allow for contactless payments at reduced costs
- To take advantage of lower European card handling fees
- To reduce cash handling costs
- To extend choice of payments to include the potential to introduce pre booking, electronic mobile wallets (account based payments), Wave and Pay and PayPal, with the associated potential for cross-selling of other services with parking
- Improve security of system through centralised internet controls
- Standardised customer experience across all car parks

- Automated and consistent Blue Badge management system
- To support local businesses and the economy as a result of the loss of Park Street car park

B1. Capital Costs and Funding

B1. Capital Project Appraisal - Capital costs & funding – Profiling

Capital costs per car park: Inclusive of installations, hardware, supporting elements and IT infrastructures.

Queen Anne Terrace - £156.857
 Grafton West - £149.493
 Grafton East - £264.162

Total £570,513 (bidding for £570k)

Note: We will look into the opportunities of being able to sell the Parkeon equipment (we will need to ascertain what, if any income there is for this. However, we cannot do this until a decision has been made to replace the equipment because of the commercial sensitivities around this). Any monies raised will be offset against the capital costs.

B1a. VAT implications

Standard VAT will apply.

Total Capital Costs	£ 570,000
Total Capital Funding Requirements	£ 570,000

B2. Revenue Costs and Funding

Savings on maintenance costs for first 2 years only due to warranty periods.

	2015/16 £s	2016/17 £s	2017/18 £s	2018/19 £	Annual ongoing
Total Annual Revenue costs					
Revenue funding requirements	(16000)	(16000)			Savings on maintenance costs for first 2 years only due to warranty periods

B4. Procurement Strategy

Is there a framework contract? Yes – The Council ran an OJEU compliant procurement exercise in 2013 for the replacement of the equipment at the Grand Arcade. That procurement exercise recognised the aspiration of the Council to standardise its parking equipment in the future and we therefore built options into the procurement exercise and the contract that would allow us to call off such additional equipment in the future without having to go back to the market. We now wish to exercise those options.

Target Dates for major procurement elements of the project (where appropriate):

Start of procurement	Oct 2013
Award of Contract	New contract April 2016
Start of project delivery	Sept 16
Completion of project	Oct 17
Date that project output is expected to become operational (if not same as above)	Summer 2016

B5. Staffing and external contractor resources

Appendix A

Skill/level/person	Estimated number of hours	Estimated Duration	
		Start date	Finish date
Project Manager	175	Aug 2015	
Parking Project and Commercial Team	160	Aug 2015	
Parking Operations Team	110	May 2016	
Contractors	270	Aug 2015	
Legal	20	Oct 2015	
Business Support	25	May 2016	
Finance	15	Oct 2015	
Procurement	20	Jan 2016	
Audit	55	Aug 2015	

B6. Wider staff implications

Project Manager

To prepare and present reports for capital programme board. To gain all necessary authorities and funds prior to procurement. To manage the smooth operation of the parking portfolio whilst works are being undertaken. To manage the contract, resources and overall implementation of the project when ensuring specification requirements are being met.

Parking Services.

To support the project manager in preparing reports for capital programme board. To gain all necessary authorities and funds prior to procurement. To manage the smooth operation of the parking portfolio whilst works are being undertaken. Assist in the management of the project including approvals and sign off at each stage. To record and assist in management the project budget. Communications to all stakeholders

Procurement – General procurement advice

Legal – Contractual and legal support

Audit – critical friend and support throughout and after the project delivery

B7. Outline your approach to consultation

There is no formal consultation. However, we have and will be engaging with stakeholders, as identified below, as and when the project progresses.

- Grafton Centre Management team – February to September 2016 at point of installation phase
- Cambridge BID – January 2016 and ongoing
- Kelsey Kerridge – September/October 2016 at point of approved installation phase
- Parkside Pool - September/October 2016 at point of approved installation phase
- Grand Arcade parking operations room - January to October 2016
- Councillors - January 2016
- City Council Communications team – September/October 2016 at point of installation phase
- Finance – January to April 2016
- Audit – September 2015 ongoing
- Procurement – January 2016
- Legal – August 2015

B8. Equalities Impact (EQIA)

There are no negative impacts as a result of this project. Replacement of the existing equipment with APT Skidata will allow a much improved system giving more flexibility to customer's payment options and accessibility to Cambridge multi-storey car parks. This will also allow for a consistent approach in the management of Blue Badge users allowing enhancement of self service and independence throughout the transaction/payment/discount processes. The new system also protects the Blue Badge scheme from fraudulent usage and abuse.

B9. Environmental Impact

Noise – We anticipate there may be some noise as a result of removal of the old equipment. As such, these works will be conducted to cause minimum impact.

Climate change rating is Nil.

This section is supported by the Environmental Impact Assessment documentation

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B11. Risk assessment

- Failure of equipment – Replace with modern and robust equipment
- Loss of reputation – Replace ageing system and equipment allowing resilience and ability to deal with increasing demands
- Loss of revenue - Replace ageing system and equipment allowing resilience and ability to deal with increasing demands. Appoint payment service provider and acquiring bank that can manage and handle demands of card and other cashless payment options
- Inability to take cashless and card payments – Replace ageing system and equipment allowing resilience and ability to deal the increasing demands. Appoint payment service provider and acquiring bank that can manage and handle demands of card and other cashless payment options
- Reduced quality of customer service - Replace ageing system and equipment allowing resilience and ability to deal with increasing demands. Appoint payment service provider and acquiring bank that can manage and handle demands of card and other cashless payment options
- Increased maintenance costs - Replace ageing system and equipment allowing resilience and ability to deal with the ever increasing demands. This will also give lower maintenance costs in first 2 years of contract that what we are paying now
- Environmental impact on traffic infrastructure (congestion) - Replace ageing system and equipment allowing resilience and ability to deal with increasing demands. New equipment will also allow for incentives to park at low peak periods and to work with the evening economy to assist in change of shopping habits
- The current card handling contract which is also inclusive of the acquiring bank element is due to expire in September 2016. Inability to appoint a new payment service provider and acquiring bank by the time the new equipment is installed would result in that inability to accept card payments which could result in loss of revenue and reputation of the council
- Non-compliance with payment legislation - Replace ageing system and equipment allowing resilience and ability to deal with increasing demands. Appoint payment service provider and acquiring bank that can manage and handle demands of card and other cashless payment options in conjunction with new pin pads that will meet payment

legislation

- Inconsistent Blue Badge management system leaving the scheme administratively heavy and open to abuse - Replace ageing system and equipment allowing resilience and consistency across the whole parking portfolio when dealing with Blue Badge holders and reducing the impact of fraudulent use of the scheme
- Inconsistent service delivery from having two separate car park operating systems with different levels of ability - Replace ageing system and equipment allowing resilience and ability to deal with increasing demands. Allows a uniformed approach in the way that services and payment options are offered across the whole parking portfolio
- Failure to support local businesses and economy to mitigate the impact of the loss of Park Street car park in 2017/18 - To provide efficient and resilient parking services to mitigate the temporary loss of these facilities. To maintain revenue streams and protect the reputation of the council. Therefore, it is important we have a modern and resilient operating system that a) meet customers' demands and b) goes some way in reducing the impact of having one of the councils car parks off line for approximately 2 years.

B12. Anticipated approach and timetable

Interdependencies:

The card handling equipment/pin pads that will be installed in the new pay stations will require new payment service provider and acquiring bank contracts. These will both need to be in place prior to the new equipment being installed.

Due to the requirements of the banking system approval processes only certain payment service providers can work with the APT Ski-Data equipment and pin pads. This unfortunately does not include our current payment service provider. If the replacement of car parking equipment is approved for Queen Anne Terrace, Grafton East & Grafton West multi-storey car parks then we will immediately need to tender for a new payment service provider and then seek an exemption to enter into contract with an acquiring bank. These contracts will need to be in place prior to new equipment being installed.

PROVIDE TIMELINE OF KEY PROJECT DATES

Stage/Milestone	Outcome/Deliverable	Date of Completion
Capital programme board	Approved	27.10.15
ESC	Approved	Jan 2016
<i>Note: Card handling report to go to ESC for approval to appoint a new payment service provider and acquiring bank</i>	<i>Approved</i>	<i>Jan 2016</i>
Project team kick off meeting	Agreed tasks and plan	Jan 2016
Variation to existing contract (Legal)	Completed and fully signed by both parties	Jan/Feb 2016
Commission works	Purchase order issued	April 2016
Project team installation planning meeting	Agreed Microsoft project GANT chart delivered and approved	April 2016
APT Ski-data equipment build time	Equipment built	May 2016
Sign off of equipment	Meets specification requirements	May 2016
Grafton East delivery of equipment and installation	Installed	June/July 2016
Grafton West delivery of equipment and installation	Installed	July/Aug 2016

Appendix A

Queen Anne Terrace car park delivery of equipment and installation	Installed	Aug/Sept 2016
Completion and sign off of project	All elements of specification requirements met and installation completed	Oct 2016
Post project review	Lessons learnt and ongoing contractual management for duration of contract	Jan 2017

Project Control Document - Capital costs & funding - Profiling						Appendix A
	2015/16	2016/17	2017/18	2018/19	2019/20	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works						
Purchase of vehicles, plant & equipment (including IT infrastructure & costs)		570,000				This includes all installation, IT , softwasre and hardware
Professional / Consultants fees						
Other capital expenditure:						
<i>insert rows as needed</i>						
Total Capital cost	0	570,000	0	0	0	
Capital Income / Funding						
Government Grant						
Developer Contributions						
R&R funding (if applicable)						(State cost centre/s)
Earmarked Funds						(State cost centre/s)
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
Total Income	0	0	0	0	0	
Net Capital Bid	0	570,000	0	0	0	Must agree to B1 (see PCD - Part B)

Project Control Document - Revenue Costs					Appendix B
	Update financial years as necessary				
	Yr1	Yr 2	Yr 3	Yr4	Comments
	£	£	£	£	
Maintenance	(16,000)	(16,000)			Savings on maintenance due to warranty period for first 2 years only
Insurance					
Operating costs					
Staff (savings)/costs					
Energy (savings)/costs					
Other (savings)/costs					
<i>insert rows as needed</i>					
	(16,000)	(16,000)	0	0	
Existing budget provision					
Net Revenue Implications	(16,000)	(16,000)	0	0	Savings on maintenance due to warranty period for first 2 years only

Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from Suzanne Goff, Strategy Officer on 01223 457174 or email suzanne.goff@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace Multi Storey Car Parks.

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

To replace the current aging parking operating system and equipment at Grafton East, West and Queen Anne Terrace multi storey car parks.

The new system will include pay on foot technology to control access to and facilitate payment for parking across the three multi-storey car parks, and enable the Council to explore other payment options such as web-based and cashless payment systems. This new equipment will also allow the introduction of pre booking facilities and mobile wallets

The new parking equipment will be the same as already installed at the Grand Arcade car park, this will give us one centralised and seamless operating system from the Grand Arcade and across the whole parking portfolio.

Cambridge City Council will need to comply with new payment card industry regulations for the processing of cashless and card parking payments and therefore, new card handling equipment is required. The new parking system will also need to be capable of delivering key objectives that will protect both the revenue and reputation of the council. This will enhance access to the car park and customer focused initiatives and promotions that can influence parking demand.

Will enhance the Blue Badge management system

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- ✓ Residents
- ✓ Visitors
- ✓ Staff

A specific client group or groups (please state):
Blue Badge holders

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
- Revised
- Existing

5. Responsible directorate and service

Directorate: Environmental Services

Service: Specialist Services

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- No
- Yes (please give details):
 - Legal
 - Procurement
 - Audit
 - Finance
 - Parking Services
 - APT Skidata & Parkeon (parking equipment manufactures)
 - Intercom provider (Commend)
 - Northgate - ICT

7. Potential impact

(a) Age (any group of people of a particular age, including younger and older people – in particular, please consider any safeguarding issues for children and vulnerable adults)

Any change of equipment may be a challenge to vulnerable adults. This will have to be offset by clear and concise instruction that is easily understandable. Parking staff to provide onsite support and assistance via face to face interaction and intercom systems.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

The design and functioning of the new equipment is designed to accommodate able and disabled people's abilities. This has been achieved by working in partnership with the equipment manufacturer and disabled groups ie: DMUK

(c) Gender

N/A

(d) Pregnancy and maternity

The use of easily accessible functions with the ability to receive e-tickets/coupons will prevent people from having to bend over to pay and receive their tickets. This will be achieved in partnership with the successful manufacturer

(e) Transgender (including gender re-assignment)

N/A

(f) Marriage and Civil Partnership

N/A

(g) Race or Ethnicity

The new equipment will have a multi lingual display screen to accommodate the needs of different ethnicities and races

(h) Religion or Belief

N/A

(i) Sexual Orientation

N/A

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):

The installation of new equipment should have no effect on inequality

8. If you have any additional comments please add them here

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.
Email suzanne.goff@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer:
Sean Cleary – Commercial Operations Manager

Names and job titles of other assessment team members and people consulted:
Julie Jackson –Project and Commercial Officer
Douglas Streater - Project and Commercial Officer

Date of completion: 21.10.15

Date of next review of the assessment: 01.10.17

Action Plan

Equality Impact Assessment title:

Date of completion: 21/10/15

Equality Group	Age
Details of possible disadvantage or negative impact	New equipment may be a challenge to vulnerable elderly adults
Action to be taken to address the disadvantage or negative impact	Clear and concise easily understandable directions displayed.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Disability
Details of possible disadvantage or negative impact	Design of new payment machines may possibly make it difficult for disabled people to pay for their parking
Action to be taken to address the disadvantage or negative impact	Consideration will be taken to ensure new equipment can accommodate disabled people's needs. This will be done by working in partnership with the successful equipment manufacturer and disabled groups.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Gender
Details of possible disadvantage or negative impact	Function of payment machines may require a person to bend down to access the functions
Action to be taken to address the disadvantage or negative impact	Evaluating the equipment tenders to make sure that the new equipment can accommodate the needs of this particular group.
Officer responsible for progressing the action	
Date action to be completed by	

Appendix B

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Transgender
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Appendix B

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	People not understanding the instructions for payment
Action to be taken to address the disadvantage or negative impact	The new equipment will have a multi lingual display screen to accommodate the perceived needs of different ethnicities and races.
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Other factors that may lead to inequality – <u>in particular</u> – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):	
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	




CAMBRIDGE CITY COUNCIL CLIMATE CHANGE RATING TOOL

What You Need to Do:




The spreadsheet on the next tab has been designed to help you consider the climate change implications of a new project, proposal or recommendation. **All project appraisal forms, Committee reports and budget proposals require a climate change rating.**

When rating the climate change implications of your project/ proposal, there are two issues to consider:

1. Impact on carbon emissions - will the project/ proposal:

* Reduce the overall amount of energy being used / waste being produced/ emissions due to transport?		POSITIVE IMPACT
* Increase the overall amount of energy being used / waste being produced/ emissions due to transport		NEGATIVE IMPACT
* Have no effect on the amount of energy being used/ waste being produced/ emissions due to transport?		NIL IMPACT

2. Impact on resilience to the effects of climate change - will the project/ proposal:

* Increase the ability of Cambridge City & its residents to withstand the effects of climate change?		POSITIVE IMPACT
* Reduce the ability of Cambridge City & its residents to withstand the effects of climate change?		NEGATIVE IMPACT
* Have no effect on the ability of Cambridge City & its residents to the withstand the effects of climate change?		NIL IMPACT

The tool requires you to consider these issues with reference to **8 different criteria** e.g.: Energy Use; Waste Generation; Exposure to Heat Waves; Flooding, etc. *Not all of these criteria will necessarily be relevant to your project/ proposal.* Where a specific criteria is not relevant to your project/ proposal, assign a 'Nil' rating.

Where you identify either a positive or a negative impact, you are required to assess whether this impact will be **High, Medium or Low**.

There is some guidance on the next tab to help you distinguish between High, Medium and Low impacts.

Results:

Once you have applied a rating to each of the 8 assessment criteria, **you decide the overall rating your project/ proposal should have.**

If your project has negative as well as positive impacts, you decide what the overall rating should be by weighing the positive and negative impacts, but you must explain how the overall rating given to your project/ proposal has been derived.

It is also compulsory to highlight any negative environmental impacts your project may have, which may have been 'masked' by the overall rating. You may do this in the commentary box below your rating.

Tips:

1. Concentrate on the most significant issues - there is the potential to consider the appraisal in a very detailed way. This should be avoided at this stage.
2. Where you have identified a negative impact, think about how you are going to manage or mitigate this impact and explain this in your report.

If you require assistance in completing the Rating Tool, please contact the Climate Change Officer on ext. 7176.

[Contact Climate Change Officer by email](#)

Once you have completed the Rating Tool, please email it to the Climate Change Officer.

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Project / Proposal Name or Reference:		Date:	Your Name:	
Replacement of car parking control equipment at Grafton East, West and Queen Anne Terrace Multi Storey Car Parks		21.10.15	Sean Cleary	
1. IMPACT ON CARBON EMISSIONS				
HOW WILL THIS PROJECT/PROPOSAL AFFECT:	CONSIDERATIONS <i>See guidance below on determining whether negative or positive impacts are High, Medium or Low</i>	IMPACT? <i>Use drop down list</i>	GUIDANCE IF NEGATIVE RATING HAS BEEN AWARDED	NOTE HERE HOW YOU PLAN TO MANAGE AND REDUCE ANY NEGATIVE IMPACTS
1 ENERGY USE	<ul style="list-style-type: none"> * More energy will be consumed (by CCC or others) = Negative Impact * No extra energy use is involved = Nil Impact * Energy use will be reduced or renewable energy will be used = Positive Impact 	Nil	Consider: - Energy efficiency measures - Renewable energy - Reducing demand for energy	No change
2 WASTE GENERATION	<ul style="list-style-type: none"> * More waste will be generated (by CCC or others) = Negative Impact * No waste will be generated = Nil Impact * Less waste will be generated OR amount of waste that is reused/ recycled will be increased = Positive Impact 	Nil	Consider: - Use of recycled goods - Recycling facilities - Reducing/ reusing resources	No change
3 USE OF TRANSPORT	<ul style="list-style-type: none"> * CCC or others will need to travel more OR transport goods more often/ further = Negative Impact * No extra transport will be necessary = Nil Impact * The use of transport and/or of fossil fuel-based transport will be reduced = Positive Impact 	Nil	Consider: - Use of public transport - Reducing need to travel or transport goods - Alternative fuels	Transport by the contractor will occur whilst replacing equipment but once completed the impact will be NIL
2. IMPACT ON RESILIENCE TO THE EFFECTS OF CLIMATE CHANGE				
HOW WILL THIS PROJECT/PROPOSAL AFFECT THE ABILITY OF CAMBRIDGE CITY TO WITHSTAND:	CONSIDERATIONS <i>See guidance below on determining whether negative or positive impacts are High, Medium or Low</i>	IMPACT? <i>Use drop down list</i>	GUIDANCE IF NEGATIVE RATING HAS BEEN AWARDED	NOTE HERE HOW YOU PLAN TO MANAGE AND REDUCE ANY NEGATIVE IMPACTS
4 HEATWAVES	<ul style="list-style-type: none"> * Lack of or reduced shade (e.g. from trees or buildings) & natural ventilation = Negative Impact * No impact on existing levels of shade & ventilation = Nil Impact * Increased/ improved shade & natural ventilation = Positive Impact 	Nil	Greater need for cooling, shade and hydration methods	
5 DROUGHT	<ul style="list-style-type: none"> * Water use will increase and/or no provision made for water management = Negative Impact * Levels of water use will not be changed = Nil Impact * Provision made for water management, water resources will be protected = Positive Impact 	Nil	Greater need for water management and perhaps reserve supplies	
6 FLOODING	<ul style="list-style-type: none"> * Levels of surface water run-off will increase, no management of flood risk = Negative Impact * Levels of surface water run-off & flood risk are not affected = Nil Impact Sustainable drainage measures incorporated, positive steps to reduce & manage flood risk = Positive Impact 	Nil	Consider flood defence mechanisms or alternative arrangements (business continuity)	
7 HIGH WINDS / STORMS	<ul style="list-style-type: none"> * Exposure to higher wind speeds is increased or is not managed = Negative Impact * No change to existing level of exposure to higher wind speeds = Nil Impact Exposure to higher wind speeds is being actively managed & reduced = Positive Impact 	Nil	Greater need for stabilisation measures, robust structures resilient to high winds	
8 FOOD SECURITY	<ul style="list-style-type: none"> * Opportunities & resources for local food production are reduced = Negative Impact * No change to opportunities & resources for local food production = Nil Impact * Opportunities & resources for local food production are increased/ enhanced = Positive Impact 	Nil	Source food locally as it reduces vulnerability to food shortages and boosts the local economy	
Weighing up the negative and positive impacts of your project, what is the overall rating you are assigning to your project?:			Net Nil	This overall rating is what you need to include in your report/ budget proposal, together with your explanation given below.

Guidance on Assessing the Degree of Negative and Positive Impacts:

Note: Not all of the considerations/ criteria listed below will necessarily be relevant to your project

Low Impact (L)	<ul style="list-style-type: none"> * No publicity * Relevant risks to the Council or community are Low or none * No impact on service or corporate performance * No capital assets; or capital assets with lifetime of less than 3 years
Medium Impact (M)	<ul style="list-style-type: none"> * Local publicity (good or bad) * Relevant risks to the Council or community are Medium * Affects delivery of corporate commitments * Affects service performance (e.g.: energy use; amount of waste; distance travelled) by more than 10% * Capital assets with a lifetime of more than 3 years
High Impact (H)	<ul style="list-style-type: none"> * National publicity (good or bad) * Relevant risks to the Council or community are Significant or High * Affects delivery of regulatory commitments * Affects corporate performance by more than 10% * Capital assets with a lifetime of more than 6 years

In the box below please explain how the overall rating given to your project/ proposal has been derived. Please also highlight any negative environmental impacts your project may have (if any) and how you plan to mitigate these.

To replace the current aging parking operating system and equipment at Grafton East, West and Queen Anne Terrace multi storey car parks.

The new system will include pay on foot technology to control access to and facilitate payment for parking across the three multi-storey car parks, and enable the Council to explore other payment options such as web-based and cashless payment systems. This new equipment will also allow the introduction of pre booking facilities and mobile wallets

The new parking equipment will be the same as already installed at the Grand Arcade car park, this will give us one centralised and seamless operating system from the Grand Arcade and across the whole parking portfolio.

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To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe
Report by: Sean Cleary, Commercial Operations Manager
Relevant scrutiny committee: Environment 12/01/2016 Scrutiny Committee
Wards affected: All wards

CAR PARKS CARD PAYMENT PROCESSING SERVICES

Key Decision

1. Executive summary

The Executive Councillor is asked to approve a project to procure and award two separate contracts to provide authorisation and processing services for card payments in the City's off-street car parks. The estimated value of these combined contracts is approximately £755,000 over 5 years.

Since the introduction of card payment facilities into the car parks in 2007, there has been a steady growth in demand. Almost half of parking income in the council's car parks now comes through credit and debit card payments.

The continued development of a range of new cashless payment technologies continues to reflect customer demand for easier and more convenient ways to pay for parking.

The council needs to procure new contracts for card payment processing across its car parks from June 2016. Legislation covering 'unattended' payments, such as those that take place at car park machines, requires service contracts with both a payment services provider and an acquirer.

Different options are available to procure a suitable acquirer. The council could choose a simple route to procure the services it needs using an acquiring bank from an existing framework agreement, or decide to pursue a more complex procurement arrangement that would secure significantly higher savings on current processing costs across the life of the contract, but carries risks of delay and additional development costs.

In preparing for this procurement officers are mitigating these risks by canvassing the market through a request for information for best advice on the preferred options.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To approve the carrying out and completion of the procurement of a payment service provider to accept card payments for all Cambridge City Council multi-storey car parks. The contract will be for 3 years with a 2 year optional extension period.

The value of this new contract will be approximately £150,000 over five years based on the charges made by our current contractor. Charges may vary dependant on the number and value of card transactions

and

- 2.2 To approve the carrying out and completion of the procurement of an acquiring bank to arrange the acceptance and approval for all card payments across all Cambridge City Council multi-storey car parks. The contract will be for 3 years with a 2 year optional extension period.

The value of this new contract will be approximately £605,000 over five years based on the charges made by our current contractor. Charges may vary dependant on the number and value of card transactions

Note:

There are no Capital costs arising from this scheme. The revenue costs associated with this contract will be paid from existing revenue budgets subject to:

If the quotation or tender sum exceeds the estimated contract value by more than 15% then the permission of the Executive Councilor and Director of Business Transformation will be sought prior to proceeding.

3. Background

- 3.1 The City Council's car parks have been accepting credit and debit card payments since 2007. In that time card payments, as a proportion of all payments, have grown steadily. In the first six months of 2015 they accounted for 37% of all payments. As the

average card payment is £6.20 (compared to the average cash payment of £4.61), 47% of total revenue is received through card payments.

3.2 The level of transactions and the value of payments made by credit and debit cards in Cambridge's car parks has grown consistently since the facility was introduced, reflecting both customers' increasing propensity to use cashless means of payment, and the rising costs of parking fees. If current trends continue in the car parks then 1.5 million payments (66% of all transactions) will be made by card by 2020.

3.3 Payment technologies are now available that can offer a range of ways to pay without using cash, including on-line payment, payment by phone and contactless such as Apple Pay, PayPal and 'Wave and Pay' technology.

With the added speed and convenience of these new methods of payment but especially contactless wave and pay, it is expected that card payments will continue to grow still further as a proportion of overall payments. Card payments are therefore central to the Council's strategy for managing car parks.

3.4 In order to continue to be able to process card payments, the Council must have contracts in place with both a payment service provider and an acquirer. The first new contract will be with a payment service provider who is required to act as an intermediary offering technical services to connect merchants to acquirers. A payment service provider contract is required because acquirers will not accept payments direct from 'unattended' pay machines such as those in the car parks.

3.5 The current contract covers both activities of card processing and payment authorisation, and ends on 30th September 2016 and a new contract for each must be procured. It is expected that new contracts will result in lower processing fees for the Council, due to the increased volume of credit card payments and increased competition in the market. However, as a result of replacing the parking equipment at Queen Anne Terrace, Grafton East and West multi-storey car parks we require that new payment service provider and acquirer contracts are both in place prior to these equipment installations, which are anticipated to start in June 2016.

3.6 A one contract solution is only available through our current supplier, who acts as a payment services provider, and

subcontracts with an acquiring bank. However, this supplier will be technically unable to process card payments from the new equipment. In order to obtain the best rates and maximise flexibility in relation to future suppliers, Parking Services must enter into two separate contracts for the two card processing elements.

3.7 A tender will be conducted in the first instance for a payment service provider. We are currently considering various options with advice from our legal, procurement, finance and audit teams for the appointment of the acquiring element. For example:

- The successful payment service provider could work with an acquiring bank that has been drawn off the Crown Commercial Service framework which Cambridge City Council will be using for card transactions across multiple departments and which goes live in April 2016).

This is a relatively quick and easy process with minimal risk but will give the least potential for savings against card transactional fees. With this option savings are currently estimated to be approximately £12,000 per annum. Over the life of the contract this could equate to approx. £60,000 depending on the acquiring fees within the new framework which, are as yet unknown.

Or

- The successful payment service provider could sub-contract the acquiring element of the card handling process. This involves a more complex tender process with the emphasis on the payment service provider taking responsibility for sub-contracting the acquiring element of the contract. The savings against card transaction fees could be much higher giving as much as £40,000 per annum. Over the life of the contract this could equate to approx. £200,000.

3.8 We also carrying out a request for information with input from the procurement and audit teams so as to mitigate the risks of additional delays and development costs when we tender for the acquiring element of the contract

3.9 The option to 'do nothing' was considered, but discounted, because:

- from 1 October 2016 it would no longer be possible to accept payment by credit or debit cards at the Council's car parks, which would result in loss of revenue

- It would risk bad publicity leading to the loss of reputation of the Council.
- It would increase the costs of cash collection
- The council would be unable to meet customers' demands for payments made by card resulting from an increasing propensity to use cashless means of payment, and the rising costs of parking fees

3.10 Parking services intend to manage the tender process for this contract with the assistance of the procurement, legal, finance and audit teams. If the Crown Commercial Services framework is used then further assistance will be required from the Council's financial department to join this framework.

4. Implications

(a) **Financial Implications**

The following estimates are based on current charges and therefore may be different under the new contracts

- (i) Payment Service Provider - £150,000 over 5 years
- (ii) Acquiring bank - £605,000 over 5 years.

The alternative is to remove the facility to pay for car parking with cards; this will incur increased costs of cash collections and reduce overall customer service.

As described above it may be possible to negotiate lower card transactional fees across these two contracts. However, it is likely that these savings will be offset by increased card handling fees due to the expected uplift in contactless payments. Therefore, caution is recommended when reviewing budgets associated to these processes.

(b) **Staffing Implications**

Parking services will manage the tender process for these contracts with support from procurement, legal, finance and audit teams.

(c) **Equality and Poverty Implications**

An equality impact assessment has been conducted; no adverse implications have been identified.

(d) **Environmental Implications**

- Nil: the proposal has no climate change impact.

(e) **Procurement**

An open tendering procedure will be carried out for the payment service provider element in compliance with the Council's procurement guidelines and the EU regulations.

There is also the possibility that the contract for acquiring services may be pulled off Crown Commercial Service framework if this is deemed as the most appropriate and cost effective option.

(f) **Consultation and communication**

No consultation or separate communication needs to be carried out in relation to these contracts.

(g) **Community Safety**

Reducing cash volumes in pay machines around Cambridge city centre increases the security of the City Council's parking income, and reduces the risk of city centre parking equipment being a target for theft and vandalism.

5. Background papers

No background papers.

6. Appendices

Equality Impact Assessment is available separately

7. Inspection of papers

If you have a query on the report please contact:

Author's Name: Sean Cleary
Author's Phone Number: 01223 - 458287
Author's Email: sean.cleary@cambridge.gov.uk

Cambridge City Council Equality Impact Assessment



Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.

The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Card Processing service for the Council's Five multi-storey car parks

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

Parking services wishes to carry out and complete the procurement of a payment service provider and an acquirer to accept card payments for all Cambridge City Council multi-storey car parks. The contract will be for 3 years with a 2 year optional extension period

The City Council's car parks have been accepting credit and debit card payments since [2009]. In that time card payments, as a proportion of all payments, have grown steadily. In the first six months of 2015 they accounted for 37% of all payments. As the average card payment is £6.20 (compared to the average cash payment of £4.61), 47% of total revenue is received through card payments.

With the added speed and convenience of contactless payment, it is expected that card payments will continue to grow as a proportion of overall payments. Card payments are therefore central to the Council's strategy for managing car parks

The level of transactions and the value of payments made by credit and debit cards in Cambridge's car parks has grown consistently since the facility was introduced, reflecting both customers' increasing propensity to use cashless means of payment, and the rising costs of parking fees. If current trends continue in the car parks then 1.5 million payments (66% of all transactions) will be made by card by 2020.

Improvements in payment technologies are now available that can offer a range of ways to pay without using cash, including on-line payment, payment by phone and contactless such as Apple Pay and PayPal and 'Wave and Pay' technology.

In order to continue process card payments, the Council must have contracts in place with a payment service provider and an acquirer.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Residents
- Visitors
- Staff

A specific client group or groups (please state):
General Public
Staff

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- New
- Revised
- Existing

5. Responsible directorate and service

Directorate: Environment

Service: Parking Services (Specialist Services)

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- No
- Yes (please give details):

Advice and contract design by Legal, Finance, Audit and Procurement teams.

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people)

No specific issues have emerged

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

No specific issues have emerged

(c) Gender

No specific issues have emerged

(d) Pregnancy and maternity

No specific issues have emerged

(e) Transgender (including gender re-assignment)

No specific issues have emerged

(f) Marriage and Civil Partnership

No specific issues have emerged

(g) Race or Ethnicity

No specific issues have emerged

(h) Religion or Belief

No specific issues have emerged

(i) Sexual Orientation

No specific issues have emerged

(j) Other factor that may lead to inequality (please state):

No specific issues have emerged

8. If you have any additional comments please add them here

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer: Sean Cleary, Commercial Operations Manager

Names and job titles of other assessment team members and people consulted:

Parking Services

Kevin Blencowe - Exc Cllr , Planning Policy and Transport

John Bridgwater - Procurement department

Legal Department

Audit

Finance

Date of completion: 01/12/15

Date of next review of the assessment:

Action Plan

Equality Impact Assessment title:

Date of completion: 6/2/14

Equality Group	Age
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Disability
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Gender
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Transgender
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	n/a
Action to be taken to address the disadvantage or negative impact	n/a
Officer responsible for progressing the action	n/a
Date action to be completed by	n/a



To: Executive Councillor for Environment and Waste
 Report by: Director of Environment
 Relevant scrutiny committee: Environment 12/01/2016
 Scrutiny Committee
 Wards affected: None

CAPITAL DELIVERY APPROVAL – Fleet Replacements 2016/17

Key Decision

1. Executive summary

Capital projects with a value of greater than £300,000 require Executive Councillor approval before further consideration for funding as part of the Budget Setting Report (BSR).

This project relates to Fleet Replacements for 2016/17 and the Full Business Case, containing the financial and all other implications, including EQIA and Climate Change Ratings are set out in the attached project control document Parts A & B.

The Capital Programme Board have reviewed this project, as detailed in the attached appendices and consider it is properly planned and ready for implementation, subject to Executive Councillor and funding approval.

2. Recommendations

The Executive Councillor is recommended:

- a) To approve the Fleet Replacements project 2016/17, as detailed in the attached appendices, which has been properly planned and is ready for implementation.
- b) To delegate to the Director of Environment to call-off and award a specific contract or specific contracts from appropriate framework agreements of The Procurement Partnership Limited (TPPL), Crown Commercial Service (CCS) or Eastern Shires Purchasing Organisation (ESPO) for the purchase of vehicles as set out in the Project Control Document.

3. Background papers

None.

4. Appendices

Project Control Document (Parts A and B)

5. Inspection of papers

Author's Name: David Cox
Author's Phone Number: 01223 – 458265
Author's Email: david.cox@cambridge.gov.uk

Fleet Replacements 2016/17

A1. Project Brief - Purpose

The replacement of out of life vehicles, plant and equipment and those with unsustainable maintenance costs.

A2. Project Background

The Project is the purchase of the Council's fleet vehicles, plant and equipment scheduled for replacement in the financial year 2016/17, as part of a rolling programme necessary to replace out of life vehicles and those with unsustainable maintenance costs.

Decisions were taken by the then Asset Management Group to change the replacement cycle of said vehicle and equipment from a set life in years to a more appropriate replacement cycle based on the type of vehicle and condition. The vehicles in the replacement list for the next financial year would have all been considered out of life under the old replacement cycle. The items are listed with their maintenance costs for the last 36 months. This maintenance cost is calendar year based and not financial year.

A3. Objectives

To replace vehicles and items of plant and equipment that is currently proving very expensive to maintain.

A4. Benefits

Where possible the vehicles will be replaced with electric equivalents subject to the usual procurement exercise. Electric vehicles are more reliable and available than they have been in the recent past and the distance they are able to travel is improving all the time.

At least seven of those vehicle listed below could be replaced by electric equivalents.

For those vehicles that cannot be replaced by electric equivalents, the preferred option is diesel powered. Replacement vehicles will all be Euro 6 emissions compliant, replacing vehicles that are currently only Euro 4 compliant. Euro 6 emissions were mandatory in cars and vans from September 2015.

Euro 4 emission standards, which were introduced in 2006, saw diesel engines make big strides in reducing the amount of harmful emissions they produce. It would take 35 Euro 4 compliant vans to produce the same volume of particulates as one pre-Euro1 vehicle, for example.

Euro 5 standard took things further, limiting the amount of NOx a car or van can emit to 180mg/km – a 20% reduction compared to Euro4.

Euro 6 more than halves the amount of nitrogen oxides that diesel vehicles can emit with a cap of 80mg/km. The EU is focusing on NOx because it is one of the most harmful greenhouse gases. It can last up to 150 years – significantly longer than other greenhouse gases.

The date for Euro 7 emissions has not yet been released but it is likely to be 2020.

B1. Capital Costs and Funding

List below of fleet replacements for 2016/17

Fleet No	Class	Service	Department	Forecast replacement cost	36 months accumulative maintenance
0011	Panel van	Environment	S&OS Rangers	£18,000.00	£6,275.50
0018	Pick-up truck	Environment	Fleet Management	£18,000.00	£12,645.95
0020	Panel van	Environment	S&OS Enforcement	£16,000.00	£3,990.63
0055	Panel van	Environment	S&OS Ground Maintenance	£16,000.00	£2,165.17
0083	Panel van	Environment	S&OS Rangers	£16,000.00	£3,233.56
0097	Panel van	Environment	S&OS Street Cleaning	£16,000.00	£3,366.24
0105	Post rammer	Environment	S&OS Ground Maintenance	£3,500	£499.46
0107	Trailer	Environment	S&OS Ground Maintenance	£5,000.00	£437.80
0124	Mower-TG	Environment	S&OS Ground Maintenance	£21,000.00	£8,709.14
0134	Panel van	Environment	S&OS Street Cleaning	£16,000.00	£2,364.97
0170	Panel van	Environment	S&OS Distribution	£16,000.00	£7,715.00
0199	Trailer	Environment	S&OS Ground Maintenance	£4,000.00	£335.43
0202	Tipper truck	Environment	S&OS Ground Maintenance	£26,000.00	£3,387.92
0208	Panel van	Environment	S&OS Rangers	£16,000.00	£2,750.11
0209	Tractor	Environment	S&OS Ground Maintenance	£45,000.00	£7,169.86
0214	Panel van	Environment	S&OS Ground Maintenance	£18,000.00	£3,020.54
0219	Tipper truck	Environment	S&OS Ground Maintenance	£26,000.00	£4,828.69
0233	Tipper truck	Environment	S&OS Ground Maintenance	£26,000.00	£3,091.33
0235	Tipper truck	Environment	S&OS Ground Maintenance	£26,000.00	£4,579.00

£348,500.00

£80,566.30

B1a. VAT implications

There are no VAT implications with this project.

Total Capital Costs	£348,500.00
Total Capital Funding Requirements	£348,500.00

B2. Revenue Costs and Funding

Revenue costs will be greatly reduced across all vehicles and items of plant and equipment that are replaced. The 36 month accumulative maintenance costs as listed above are typical of aging vehicles.

The maintenance costs on new vehicles are much lower as vehicles are covered by a three year, 100,000 mile manufacturer warranty (light commercial vehicles only). Running and servicing costs are the only costs on new vehicles as any other defects will be repaired free of charge through warranty claims.

A typical standard panel van will only require one service per year in the first year of its life. An annual service on an LCV costs approximately £250.00 to £300.00. A safety inspection is introduced to all light commercial vehicles in the second year of life so revenue costs rise slightly. Maintenance costs rise after the third year as warranty is no longer current and all repairs are charged to revenue accounts.

The servicing costs on electric vehicles is lower than diesel equivalents as there is no engine oil, oil filter, fuel or air filters to replace. An annual service on an electric van of the same make and type as that used by Environmental Health is only £110.00 in its first year. The running costs are estimated at 2p per mile as opposed to 15p to 20p per mile for diesel equivalents. (charging and fuel costs only) Some infrastructure may be required at the proposed Cowley Road site as charging posts will be required for the electric vehicles. As an interim arrangement charging units may also be required at the Mill Road Depot.

The revenue costs indicated below include all the vehicles and items of plant and equipment listed above as they are replaced and do not include revenue costs as they are now. No additional revenue funding is required as the maintenance costs are already provided for in revenue accounts. The costs are for maintenance only and do not include any other running costs such as fuel, staffing etc.

	2015/16	2016/17	2017/18	2018/19	Annual ongoing
	£s	£s	£s	£	
Total Annual Revenue costs		3,350	5,100	6,800	10,500
Revenue funding requirements					

B4. Procurement Strategy

All replacement vehicles and items of plant or equipment will be procured using The Procurement Partnership Ltd (TPPL), The Crown Commercial Service (CCS) or ESPO (Eastern Shires Purchasing Organisation), using R&R funding. All the vehicles and items of plant and equipment are available on framework agreements held by the three procurement bodies listed above all of which are OJEU compliant

Target Dates for major procurement elements of the project (where appropriate):

Start of procurement	1 April 2016
Award of Contract(s)	Aug 2016 to March 2017
Start of project delivery	1 April 2016
Completion of project	31 March 2017
Date that project output is expected to become operational (if not same as above)	n/a

B5. Staffing and external contractor resources

Fleet Manager will act as project manager and will write vehicle specifications, obtain quotations and will order all replacement vehicles. No additional staffing resources are required.

Skill/level/person	Estimated number of hours	Estimated Duration	
		Start date	Finish date
Project Manager	50 - 75	1 April 2016	31 March 2017
Project team expert			
Contractor/Consultant			
Legal			
Human Resources			
Finance			
Procurement			
etc. backfill/temporary staff resource			

B6. Wider staff implications

There are no wider staff implications as per B5 above.

B7. Outline your approach to consultation

Consultation with Stakeholders has already taken place to establish fleet replacement requirements for 2016/17.

B8. Equalities Impact (EQIA)

An EQIA has not been carried out as there are no affected parties with regards the results from this project

B9. Environmental Impact

+M

This report has been discussed with the Carbon Management Team and the Climate Change impact is rated as positive medium.

B11. Risk assessment

Without replacement vehicles maintenance costs will increase further and have an adverse effect on revenue accounts. The vehicles being replaced already have high maintenance costs and this will only rise further with age.

B12. Anticipated approach and timetable

PROVIDE TIMELINE OF KEY PROJECT DATES

Stage/Milestone	Outcome/Deliverable	Date of Completion
Stakeholder meetings	Agree replacement type/make	By end June 2016
Specifications written		July 2016
Quotations received		August 2016
Replacements ordered		September/November 2016
Replacements delivered		December 2016 to March 2017

Project Control Document - Capital costs & funding - Profiling						Appendix A
	2015/16	2016/17	2017/18	2018/19	2019/20	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works						
Purchase of vehicles, plant & equipment (including IT infrastructure & costs)		348,500				
Professional / Consultants fees						
Other capital expenditure:						
<i>insert rows as needed</i>						
Total Capital cost	0	348,500	0	0	0	
Capital Income / Funding						
Government Grant						
Developer Contributions						
R&R funding (if applicable)		348,500				43008-6017-00000
Earmarked Funds						
Existing capital programme funding						
Revenue contributions						
Total Income	0	348,500	0	0	0	
Net Capital Bid	0	0	0	0	0	

Project Control Document - Revenue Costs					Appendix B
	Update financial years as necessary				
	2016/17	2017/18	2018/19	2019/20	Comments
	£	£	£	£	
Maintenance	3,350	5,100	6,800	10,500	
Insurance					
Operating costs					
Staff (savings)/costs					
Energy (savings)/costs					
Other (savings)/costs					
<i>insert rows as needed</i>					
	3,350	5,100	6,800	10,500	
Existing budget provision					
Net Revenue Implications	3,350	5,100	6,800	10,500	

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To: Executive Councillor for Environment & Waste
Draft Report by: Simon Payne, Director of Environment
Relevant scrutiny committee: Environment - 12 January 2016
Wards affected: Newnham, Market

IMPROVEMENT OF SILVER STREET PUBLIC CONVENIENCES – OPTIONS SCOPING

Non - Key Decision

1. Executive summary

1.1 This report details investigation work undertaken to date on improving the existing City Council provided public toilets located beneath the Silver Street river bridge approach. It proposes that further work be undertaken on four options in order to inform further consideration, and discussions with planning, conservation and heritage interests.

2. Recommendations

2.1 The Executive Councillor is asked to support further investigation of the options for improving the existing toilets as laid out in this report.

3. Background

3.1 The existing public toilet facilities provided and operated by Cambridge City Council in Silver Street date from 1985. Separate segregated facilities for males and females are located underground within the river bridge approach (accessed via stairs), with one separate mobility impaired cubicle provided at street level (timber clad design, beneath a pitched and tiled roof).

3.2 These facilities are located close to the drop off point for coach borne visitors to Cambridge on Queens Road, and are heavily used by tens of thousands of people each year. They are comparatively poor by current standards and are the source of regular complaints; particularly during the summer months, and give a poor first impression of what Cambridge has to offer visitors. The frequency and pattern of visitor arrivals is such that the facilities struggle to cope with demand at peak times, leading to lengthy queues and inconvenience to users.

- 3.3 The Council has supported the improvement of the existing facilities in Silver Street following the successful refurbishment in 2014 of similar conveniences located within the Lion Yard complex in the city centre. Up to £437,000 is potentially available towards their improvement, funded from the Public Conveniences Programme, UD016.
- 3.4 Being largely located beneath the street at river level the existing facilities suffer from poor, and congested, access and the ingress of water both from above, and below as ground and river levels increase. Such events are becoming increasingly regular and result in the temporary closure of the toilets. Maintaining, and operating, the current facilities cost the City Council in excess of £70,000 per annum.

4. Investigation work undertaken

- 4.1 In 2013 the Council undertook a scoping exercise into the improvement of the toilets and recommended that the existing disabled toilet, which forms a part of the Silver Street provision, be removed and the underground facilities made redundant - with a new lightweight toilet provision constructed at ground level on the same site, and collecting a 20p charge for individual usage. An alternative of providing a lift to the below ground facilities was considered, but discounted on the basis of impracticality.
- 4.2 A more detailed structural, mechanical and electrical feasibility study conducted by consultants Faithful & Gould in 2013 further recommended the building of a new toilet above ground due to surcharge flooding from the foul water sewer system, poor access provisions, and no guarantee that the existing waterproof membrane would continue retain its integrity; leading to increased management costs.
- 4.3 The bridge, designed by the renowned national architect Edward Lutjens in 1932 and built in 1958-59 after his death, is a reinforced concrete structure clad in Portland stone, and became Grade II listed in 2013. Any alteration to the form or fabric of the bridge structure, and its associated infrastructure, is expected to require planning approval and Listed Building Consent. The western pavement approach where the current facilities are accessed does not fall within the curtilage of the listing.
- 4.4 A Heritage Impact Assessment, also undertaken in 2013, concluded that the construction of a standalone unit would not have an automatically detrimental impact on the environment, subject to successful and compatible design being formulated - stating that there

should be no reason why conceptual proposals should not be prepared, and further reviewed, to determine their suitability.

- 4.5 Both the bridge itself, and retaining walls with balustrade details, forms part of the structure owned and maintained by Cambridgeshire County Council and is located within the area of dedicated public highway. However, the area under the disabled toilet on the surface, and the area occupied by the steps down to the additional facilities, appears to have been adopted as highway in error.
- 4.6 The Council's legal team are presently applying to get the toilets registered in city ownership with the Land Registry in order to correct the highway register. Advice has also been sought from the Council's Planning and Conservation teams, and from Historic England – whom would need to determine any listed building application since the Local Planning Authority cannot grant itself permission on its own buildings or structures.

5. Opportunities

- 5.1 These discussions, whilst acknowledging the difficulties being experienced with the existing facilities and their limited potential for improvement below ground, suggested that any very obvious change to the street-scene around the bridge and its aspect to/from the river, is likely to be extremely sensitive.
- 5.2 The second phase of the Cambridge Core traffic scheme removed much of the through traffic from Silver Street and has delivered a significant improvement to the public realm in the area. This, along with the historic and tourism offer of this area of the city and river Cam (including the Mill Pond and Mathematical Bridge), and thriving local businesses, provides a significant 'draw' to many of Cambridge's millions of annual visitors.
- 5.3 This background context provides both challenges, and opportunities. Such a prime location has huge potential to enhance the 'offer' to city visitors, and bring in additional financial revenue - both in respect of public convenience provision, and the potential for incorporating some small kiosk or retail outlet. However, the constraints of the site and its locale and setting significantly limit what might be practicable.
- 5.4 In view of this, and in considering potential options for further investigation, it would seem prudent not to limit the scope to the existing site specifically but include other potential locations within the vicinity that might maximise the potential benefits further. Any solution would need to be within relative close proximity to the western side of

the city centre, the river, backs and coach drop-off point along Queens Road.

- 5.5 The Council's planning service are working with Cambridge University on the redevelopment of their Mill Lane site, and this in the longer term could include potential to incorporate additional public toilet facilities. It is also suggested that the potential to provide further facilities within existing public open space close by (possibly on Queens Green) be investigated, since the additional space available here could enable a significantly more creative and high quality solution than the existing Silver Street location.

6. Next steps

- 6.1 The existing public toilets in Silver Street are well used but significantly outdated, costly to maintain and operate, regularly out of service and the source of regular complaints. They are in need of significant improvement to bring them up to current standards befitting a city with a tourism offer such as Cambridge.
- 6.2 In order to move the work forward, a nationally reputed firm of local architects with experience of this type of commission in a heritage urban setting, both within Cambridge and elsewhere, have been commissioned to undertake an options appraisal for several differing potential approaches. These are laid out briefly below:

Option	Description
1	Do minimum refurbishment of the existing facilities ('Facelift' below ground with minor improvements to access stairwell area to reduce water ingress)
2	New above ground provision on existing site (Lightweight structure to complement/replace the existing street level provision, with existing below ground facilities retained, re-used, or abandoned)
3	New partly sunk into the street provision on existing site (Extensive engineering work to minimise environmental intrusion whilst maintaining accessibility – subject to detailed technical and cost appraisal)
4	New remote provision within short walking distance (Possibly on open green space either above or partly below ground - subject to detailed environmental appraisal)

- 6.3 The work will include further consideration of the heritage context (a weighting of 30%), alongside other important factors such as functionality, equality and sustainability, with output 'deliverables' of plans, elevations and artistic impressions, to inform further consideration by the Council and the various stakeholders likely to have an interest.
- 6.4 The precise work being undertaken is set out in **Appendix A**. It commenced in December 2015, is being managed by the Council's Streets and Open Spaces service, and is due to report during early 2016.

7. Programme

- 7.1 The results of this scoping exercise, along with the views of stakeholders, are expected to be reported to the 15 March 2016 meeting of Environment Scrutiny Committee for consideration. It is anticipated that the Committee, and Executive Councillor, will be requested to support up to two options to form the basis of consultation with the public; with further consideration of the outcome of this exercise at a future meeting of the Committee.
- 7.2 Depending on the feedback received and the ease in identifying a preferred option to be taken forward to detail design stage, it is currently anticipated that it will take between 12 and 18 months to deliver a significant improvement to the existing toilet facilities in Silver Street.

8. Implications

(a) Financial Implications

Developing the project to Full Business Case stage is anticipated to cost up to £25,000 in officer time and professional advice, for which an application to the Capital programme feasibility fund is currently under preparation.

(b) Staffing Implications

Staffing resource, and expertise, to manage the development and ultimately delivery of the project is available within the Streets and Open Spaces service and will be supplemented with specialist professional advice as the need arises.

(c) **Equality and Poverty Implications**

An Equality Impact Assessment accompanies this report (**Appendix B**). All public realm infrastructure improvements are designed in accordance with the 2010 Equalities Act, and national standards, to accommodate the needs of those with specific needs. The overall impact of the project is anticipated to be positive.

(d) **Environmental Implications**

Any improvement of the existing facilities will need to accord with current environmental and sustainability requirements. It is anticipated that this project, overall, will have a +L (low positive) impact on climate change.

(e) **Procurement**

The improvement project will be delivered in accordance with the Council's contract procedure rules. Wherever possible the work will be undertaken using in-house resource, or via existing framework arrangements. To ensure value for money the larger elements of work may need to be procured via competitive tender processes.

(f) **Consultation and communication**

Consultation and communication for the project will be proportionate to the nature, scale and scope of the proposed improvement. It is anticipated that there will be widespread engagement, and consultation, with stakeholders and the public prior to a final decision being reached. The project is likely to be a sensitive one and throughout its development appropriate opportunities will be taken to publicise progress.

(g) **Community Safety**

The improvement is expected to enhance pride of place, and community cohesion, and should therefore have a positive impact on community safety.

7. Background papers

These background papers were used in the preparation of this report:

City Council Silver Street Toilet Refurbishment Preliminary Design Report, March 2013.

Faithful & Gould, Public Toilet Refurbishment Report, September 2013.

8. Appendices

Appendix A: Freeland Rees Roberts Architects options appraisal criteria

Appendix B: Equalities Impact Assessment

9. Inspection of papers

To inspect the background papers, or if you have a query on the report, please contact:

Author's Name:	John Richards
Author's Phone Number:	01223 458525
Author's Email:	John.richards@cambridge.gov.uk

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**Cambridge City Council PV016 - Silver Street Toilets
Freeland Rees Roberts Architects – Conceptual Options Appraisal Criteria**

Deliverables for each option	% of fee attributable
Design	70
Response to heritage context – artist’s impressions (scale, location, materials)	15
Response to heritage context – plans, elevations, axonometrics (scale, location, materials)	15
Equalities - disability, transgender, ethnicity factors	10
Sustainability Factors - renewability and energy factors	10
Functionality and Creativity - threshold and uniqueness factors	20
Business Case	30
Commerciality Factors– income generators	20
Strategic Factors – risks, constraints, dependencies (approvals and alternative proposals)	5
Cost implications	5

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Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from Suzanne Goff, Strategy Officer on 01223 457174 or email suzanne.goff@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Improvement of Council provided public convenience facilities in Silver Street, Cambridge.

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

To improve the existing toilets to a level more suited to current needs – both for users (many of which are visitors to the city) and the Council who are responsible for their upkeep.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

Residents

Visitors

Staff

A specific client group or groups (please state):

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

New

Revised

Existing

5. Responsible directorate and service

Directorate: Environment

Service: Streets and Open Spaces

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

No

Yes (please give details):

Cambridge City Council S&OS, Planning, Conservation, Estates and Legal teams
Cambridgeshire County Council (as Highway Authority)
Historic England
The Planning Inspectorate

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people – in particular, please consider any safeguarding issues for children and vulnerable adults)

The project is expected to have a significant positive impact – for younger and older people in respect of accessibility, and concerns relating to crime.

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

The project is expected to have a significant positive impact on the usability of the facilities for disadvantaged groups – particularly in relation to accessibility.

(c) Gender

The project is expected to have a significant impact, by including scope to provide individual gender neutral cubicles as a replacement for the existing segregated facilities.

(d) Pregnancy and maternity

The project is expected to have a positive impact, by improving access and including scope to provide specific facilities for users included in this group.

(e) Transgender (including gender re-assignment)

The project is expected to have a positive impact, by including scope to provide individual gender neutral cubicles as a replacement for the existing segregated facilities.

(f) Marriage and Civil Partnership

No specific impact anticipated.

(g) Race or Ethnicity

No specific impact anticipated.

(h) Religion or Belief

No specific impact anticipated.

(i) Sexual Orientation

The project is expected to have a positive impact, by including scope to provide individual gender neutral cubicles as a replacement for the existing segregated facilities.

(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty (please state):

The existing public toilets in Silver Street are maintained by Cambridge City Council. They are largely below street level suffering poor access, are cramped and out-dated and suffer from a number of operational difficulties. They present an unpleasant working environment to Council, and service provider, staff – many of whom are on relatively low incomes. They are also unpleasant, and inconvenient, to users – many of whom are visitors to Cambridge and for whom the toilets provide a poor initial impression of what the city has to offer.

8. If you have any additional comments please add them here

None

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to Suzanne Goff, Strategy Officer, who will arrange for it to be published on the City Council's website.
Email suzanne.goff@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer: John Richards

Names and job titles of other assessment team members and people consulted:
N/A

Date of completion: 8th December 2015

Date of next review of the assessment: N/A

Action Plan

Equality Impact Assessment title:

Date of completion:

Equality Group	Age
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Disability
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Gender
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Transgender
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	
Action to be taken to address the disadvantage or negative impact	
Officer responsible for progressing the action	
Date action to be completed by	

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