

**REVIEW OF PUBLIC CONVENIENCES
(TERMS OF REFERENCE)**

In light of recent changes to the Council's committee structure, it is not proposed that Members follow the methodology of Service Reviews as agreed by Internal Overview and Scrutiny Committee on 17 November 2008.

The Chief Executive is currently reviewing this methodology and is seeking to merge Stage 2 and Stage 3 of the previous methodology to better reflect the current committee structure.

There will be two stages to the review as outlined below:-

1.0 CONTEXT

1.1 Members have requested that the Council reviews the existing provision of public conveniences situated within the District.

2.0 SCOPE OF WORK

2.1 The working group will be set up consisting of the Corporate Unit Manager (Emma Grima), Team Leader Town Centre Services (Tracey Harding), Senior Open Spaces and Maintenance Officer (Spencer Clark), Councillor David Brown (Former Service Delivery Champion) and Councillor Bill Hunt.

The purpose of the review is to identify the following:

- Cost analysis of the service;
- Determine whether existing provisions are fit for purpose;
- Determine whether all of public convenience facilities are required;
- Analyse the cost of improving and/or refurbishing the public conveniences;
- Consider any alternative delivery mechanisms;
- Identify and recommend any efficiency savings; and
- Explore potential income streams.

2.2 Please note that this review excludes Fountain Lane public conveniences in Soham.

3.0 TIMETABLE

3.1 Stage 1 (Scoping the Review)

- Formal agreement of the terms of reference and review process (including Member involvement).
- Description of the service.
- How the service is currently provided/resources employed
- Current service delivery plans, targets and performance.

- Key issues for Stage 2 review.
- Statement of Consultation.

Deadline- Commercial Services Committee, 13 January 2015

Stage 2 (Option Appraisal and Draft Final Improvement Plan)

- Options to achieve review objectives.
- Determine whether existing provisions are fit for purpose- Challenge
- How do we compare?
- Alternative ways of delivering service- cost, risk, etc- Compete
- Consultation (in accordance with agreed statement).
- Financial implications
- HR implications
- Draft Improvement action plan

Deadline- Commercial Services Committee, 16 September 2015.