

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)**Report Title: Public Conveniences Review****Report of Environment and Leisure Overview and Scrutiny Committee****Date of Publication: July 2009****Dates to report back to Committee:**

| Update | Date | Completed? | Note |
|-----------------|-------------------------|-------------------|-----------------------------|
| 1 st | 15 December 2009 | | 6 months after publication |
| 2 nd | 15 June 2010 | | 12 months after publication |
| 3 rd | | | |

| Recommendation¹ | Cabinet Member² | Response³ | Timetable⁴ | Lead Officer⁵ |
|--|-----------------------------------|---|---|---------------------------------|
| A. Cleaning Staff be trained to implement a deep clean of the Council's public conveniences, for example through training delivered by the British Institute of Cleaning Science and that a rolling programme of deep cleaning be carried out on the Council's public conveniences to remove unpleasant build up; | Environment | Partly Agreed. Programme of training to be implemented during the autumn subject to agreement on closures identified elsewhere in the report. However, some materials will be resistant to such cleansing which will have limited effect. Such materials should be replaced as budgets allow. | Training autumn; cleansing winter 2009 | R Wilkin |
| B. Cleaning staff complete checklists to itemise for signs of vandalism and to ensure that facilities are fully stocked and in working order; | Environment | Agreed. Staff already undertake minor repairs and other items on the checklist are sent to Property & Procurement for action. | August 2009 | R Wilkin |

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| C. All needle disposal points in public conveniences be clearly marked. | Environment | Agreed. Already marked - no further action. | | |
| D. All public conveniences, Council owned and otherwise, be clearly signposted; | Environment | Agreed. A signing programme will be implemented; this will be finalised when the closure arrangements have been completed. | TBA | R Wilkin |
| E. The Council's website be improved to show which public conveniences have disabled access and/or baby changing facilities and that contact details and a web-based form be added for customers to report problems; | Environment | Agreed. To be implemented for the toilets that are remaining open and for community schemes when they are in place. Web-based reporting form to be introduced as soon as possible. | TBA August 2009 | R Wilkin |
| F. Baby change facilities be incorporated into the facilities at Mote Park (Lake Side) and Cobtree Rural Park, and future refurbishments include incorporating baby change facilities for both men and women at the facilities at Brenchley Gardens and South Park; | Environment | Agreed subject to budget being available and spatial considerations making it possible. | When funding permits | D Tibbit |
| G. The inappropriate fixture and fitting heights in the Council's public conveniences be remedied and relevant maintenance staff be briefed on Part M of Building Regulations regarding heights and arrangement of fittings to ensure compliance with this; | Environment | Partly agreed. The property team will review existing arrangements and suggest any improvements that can be made subject to funding being available. | Review August 2009 | D Tibbit |

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| H. New and refurbished public conveniences avoid being RADAR locked unless necessary; | Environment | Not agreed. RADAR is an established scheme, understood by all disabled organisations. Keeping the toilets locked helps maintain standards and prevents vandalism and possible sites for drug misuse. Gateway and Town Hall staff to have RADAR keys available for purchase. | N/A | N/A |
| I. The RADAR Scheme be more widely advertised and appropriate local premises be supplied with a key to facilitate the provision to all disabled people at those public conveniences where a RADAR lock is required; | Environment | Agreed. The scheme will be more widely advertised. Not agreed to provide keys to local premises as this will require them to make judgements on the disability of individuals requesting a key. | August 2009 N/A | R Wilkin N/A |
| J. All new and refurbished public conveniences have 'family friendly' public conveniences available to both men and women; | Environment | The provision of family-friendly facilities will be considered as part of any provision on refurbishment of existing facilities. However, this would be subject to budgetary provision and the layout of existing facilities which may prevent further changes being made | TBA | D Tibbit |
| K. The practice of positioning baby changing facilities behind RADAR locked doors cease; | Environment | Not agreed. Subject to funding, additional baby changing facilities will be provided in Male, Female and Disabled facilities so that <u>all</u> sections of the convenience has baby changing arrangements. | TBA | D Tibbit |

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| L. The public conveniences in Park Wood and Shepway be closed given their low usage and cost to achieve approximate direct cost savings of £29,146 per annum; | Environment | Agreed. Toilets to be closed. Discussion to be held with ward members. Costs have varied and are identified in the report. | TBA During 2009/2010 | R Wilkin |
| M. The usage of public conveniences in Allington be monitored in 2009/10; | Environment | Agreed. | Commence August 2009 | R Wilkin |
| N. The relevant Parish Councils be consulted with regard to transferring day to day management of rural public conveniences facilities to Parish Councils, with a view towards part time or seasonal openings; if the Parish Council was unwilling to take over management of a particular public convenience, the public convenience be closed achieving savings of up to £94,322 per annum; | Environment | Agreed. Parish councils to be offered the conveniences to operate themselves and receive a community facilitator retainer payment or they can manage the community facilities in their parish and be given a management fee. If arrangements are not agreed the toilets will close. Costs have varied and are identified in the report. | TBA during 2009/2010 | R Wilkin |
| O. The Council pursue a community based public convenience scheme in the Town Centre utilising a variety of premises to cater for society's needs. Maidstone Borough Council should lead on this scheme by making available public conveniences at the museum and in the Gateway at an approximate cost of £50,000 dependant on uptake; | Environment | Partly agreed. The principle of a community-based public convenience scheme is supported and will be pursued. The use of the Museum is not supported as the Museum facilities are currently too small. Costs have varied and are identified in the main report. | Community scheme developed during 2009/2010 | R Wilkin |
| P. The Council undertake surveys of interest for a Community Toilet Scheme across the urban and rural areas of the Borough, including the commercial sector and community | Environment | Agreed where providers receive an agreed fee for providing facilities. | During 2009/2010 | R Wilkin |

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| organisations that run community centres; | | | | |
| Q. S106 money be used as a means to providing more public toilets, possibly as part of a Community Toilet Scheme; | Environment | Not Agreed. The priorities for S106 monies have already been set with social housing and open spaces high on the list, any S106 agreement would have to relate to the specific development. | | |
| R. The Church Street public conveniences be closed and the Gateway public conveniences be publicised, achieving an approximate saving of £24,471 per annum; | Environment | Agreed. Church St to be closed when a community toilet scheme is in place. Costs have varied and are identified in the main report. | During 2009/2010 | R Wilkin |
| S. The public conveniences at Palace Avenue and Fairmeadow be phased out following the successful implementation of a Community Toilet Scheme, achieving an approximate saving of £43,407 per annum; and | Environment | Agreed. Closure at Palace Avenue to take place as soon as practical in accordance with the views of the MTCMI Street Scene Sub-group. Closure of Fairmeadow subject to implementation of a community facility scheme. Costs have varied and are identified in the report. | During 2009/2010 | R Wilkin |
| T. The savings made from closures be used to refurbish and improve public conveniences in Parks. | Environment | Not agreed. Whilst the principle is understood, revenue savings will be considered as part of the overall budgetary process and the costs associated with the provision of community toilet schemes, decommissioning and related signing. | | |

Notes on the completion of SCRAIP

¹ Report recommendations are listed as found in the report.

² Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

³ The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

If the recommendation is rejected an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

If the recommendation is accepted an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

⁴ The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

⁵ The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.