

# SCARBOROUGH BOROUGH COUNCIL

Town Hall  
Scarborough  
YO11 2HG

Date 17 June 2019

**To: Members of the Cabinet**

Dear Councillor

**Cabinet - Tuesday, 18 June 2019**

Please find attached the following reports which were not available when the agenda was circulated:

4. Forward Plan (Pages 1 - 14)

To review the Cabinet's Forward Plan (reference 19/135) attached.

8. Public conveniences (Pages 15 - 22)

To consider the report of the Director (NE) (reference 19/134) attached.

Yours sincerely

*St John Harris*

St John Harris  
Democratic Services Manager

Enc

## NOTES



*A great place to live, work & play*

## KEY DECISIONS LIST

Report reference: 19/135

The following is a list of Key Decisions and 'A' Decisions which the Authority proposes to take in the next few months

**A KEY DECISION** is taken by Cabinet (or may be delegated to a Portfolio Holder or an Officer), and is any executive decision which is likely to:

- result in the Council incurring expenditure which is, or the making of savings which are, significant, having regard to the Council's budget for the service or function to which the decision relates (in this respect, 'significant' means any expenditure or savings equivalent to £140,000); or
- have a significant impact in one or more ward or electoral division;

If a decision affects the budget and/or policy framework set by the Council, this is classed as an 'A' decision. It will be heard by Cabinet but the final decision will be made by full Council.

The Key Decisions List will be updated and published on the Council's website on a monthly basis.

*If you have any queries on this Key Decisions List, please contact  
St John Harris on 01723 383556 or by e-mail to [stjohn.harris@scarborough.gov.uk](mailto:stjohn.harris@scarborough.gov.uk)*



### **Decisions which the Cabinet intends to make in private**

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports which may contain confidential or exempt information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please e-mail St John Harris at [stjohn.harris@scarborough.gov.uk](mailto:stjohn.harris@scarborough.gov.uk)

You will then be sent a response in reply to your representations.

### **Access to reports and other relevant documents**

Reports and documents relevant to matters to be considered at the Cabinet's public meeting will be available on the Council's website ([www.scarborough.gov.uk](http://www.scarborough.gov.uk)) 5 working days before the meeting. For individual decisions, this is 3 working days.

### **Making your Views Heard**

You can ask a question about any of the reports to be considered at a Cabinet meeting if the question is submitted to the Chief Executive in writing or by email at least 2 working days before the meeting. For further details about this please contact St John Harris at [stjohn.harris@scarborough.gov.uk](mailto:stjohn.harris@scarborough.gov.uk)

### **SCARBOROUGH BOROUGH COUNCIL - CABINET**

**Leader**

**Cabinet Member for Economy, Communities & Commercial:**

**Cabinet Member for Finance & Operations:**

**Cabinet Member for Legal, Democratic & Governance:**

**Cllr Steve Siddons**

**Cllr Liz Colling**

**Cllr Janet Jefferson**

**Cllr Tony Randerson**

## LIST OF KEY DECISIONS

If a Key Decision is called in, it will not be capable of implementation until a final decision is made.

Key Decision A or K	Proposed Key Decision	Proposed Key Decision date	Lead Executive Councillor(s), Wards Affected, and Officer to contact for further information or relevant documents	Open or private meeting	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
<b>The Leader</b>					
<b>Economy, Communities &amp; Commercial</b>					
1 K Item	<b>Supporting marine aquaculture - Seagrown Limited</b>  To accept funding from the Coastal Communities Fund on behalf of Seagrown Limited and to act as accountable body for their project	18 Jun 2019	Portfolio Holder for Economy, Communities & Commercial	Open	Supporting marine aquaculture - Seagrown Limited
			Ward(s): All Wards		
			Contact officer: Mr Alex Richards  alex.richards@scarborough.gov.uk		
2 K Item	<b>Updated Local Development Scheme - Timetable for the Revision of the Local Plan</b>	16 Jul 2019	Portfolio Holder for Economy, Communities & Commercial	Open	Report and Local Development Scheme
			Ward(s): All Wards		
			Contact officer: Mr Steve Wilson  Steve.wilson@scarborough.gov.uk		
3 K Item	<b>Pindar Leisure Centre: Joint Use Agreement</b>	16 Jul 2019	Portfolio Holder for Economy, Communities & Commercial	Open	Pindar Leisure Centre: Joint Use Agreement

Key Decision Reason	Proposed Key Decision	Proposed Key Decision date	Lead Executive Councillor(s), Wards Affected, and Officer to contact for further information or relevant documents	Open or private meeting	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
	<b>with Hope Trust</b>  To agree revised terms for the joint use agreement		Ward(s): Cayton; Eastfield; Seamer  Contact officer: Ms Jo Ireland  Jo.ireland@scarborough.gov.uk		with Hope Trust
4 K Item	<b>Scarborough Museums Trust and Creative Industries Centre - merger proposals</b>	16 Jul 2019	Portfolio Holder for Economy, Communities & Commercial  Ward(s): All Wards  Contact officer: Mrs Janet Deacon  Janet.deacon@scarborough.gov.uk	Open - private appendices The appendices to this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972 and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Scarborough Museums Trust and Creative Industries Centre - merger proposals
<b>Finance &amp; Operations</b>					
5 K Item	<b>Public conveniences</b>	18 Jun 2019	Portfolio Holder for Finance & Operations  Ward(s): All Wards	Open	

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			Contact officer: Mr Paul Thompson  paul.thompson@scarborough.gov.uk		
6 K Item	<b>Raincliffe Woods Boardwalk Improvements</b>  To approve the undertaking of works and financial arrangements with the National Park Authority and Raincliffe Woods Community Enterprise to facilitate the undertaking of works	18 Jun 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards Contact officer: Ms Jo Ireland  Jo.ireland@scarborough.gov.uk	Open	Raincliffe Woods Boardwalk Improvements
7 A Item	<b>Household Duty of Care Enforcement Powers</b>	18 Jun 2019  1 Jul 2019	Portfolio Holder for Finance & Operations  Ward(s): All Wards Contact officer: Mr Harry Briggs  harry.briggs@scarborough.gov.uk	Open	Enforcement powers and collection policy
8 A Item	<b>Homelessness Strategy</b>	16 Jul 2019  16 Sep 2019	Portfolio Holder for Finance & Operations  Ward(s): All Wards	Open	Homelessness Strategy



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			Contact officer: Mr Andrew Rowe  Andrew.Rowe@scarborough.gov.uk		
9 K Item	<b>Local Support for Council Tax Consultation 2020/21</b>	16 Jul 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards Contact officer: Mr Guy Shrimpton  guy.shrimpton@scarborough.gov.uk	Open	Local Support for Council Tax Consultation 2020/21
10 K Item	<b>Financial Outturn report</b>	16 Jul 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards Contact officer: Ms Kerry Metcalfe  kerry.metcalfe@scarborough.gov.uk	Open	Financial Outturn report
11 K Item	<b>Insurance Tender</b>	16 Jul 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards Contact officer: Mr Martin Pedley  Martin.pedley@scarborough.gov.uk	Open	Insurance Tender
12 A Item	<b>Public Conveniences Phase 2</b>	3 Sep 2019  16 Sep	Portfolio Holder for Finance & Operations	Open	Public Conveniences Phase 2

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		2019	Ward(s): All Wards  Contact officer: Mr Paul Thompson  paul.thompson@scarborough.gov.uk		
13 K Item	<b>Financial Monitoring Report 2019/20 - Quarter 1</b>	3 Sep 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards  Contact officer: Ms Kerry Metcalfe  kerry.metcalfe@scarborough.gov.uk	Open	Financial Monitoring Report 2019/20 - Quarter 1
14 K Item	<b>Cinder Track - Grant Funding</b>	3 Sep 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards  Contact officer: Mr Paul Thompson  paul.thompson@scarborough.gov.uk	Open	Cinder Track - Grant Funding
15 K Item	<b>Treasury Management Outturn</b>	3 Sep 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards  Contact officer: Mr Martin Pedley  Martin.pedley@scarborough.gov.uk	Open	Treasury Management Outturn

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16 A Item	<b>Futurist - Development Phase</b>	3 Sep 2019	Portfolio Holder for Finance & Operations	Open - private appendices The appendices to this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972 and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Futurist redevelopment proposals
		16 Sep 2019	Ward(s): Castle  Contact officer: Mr Nick Edwards Tel: 01723 232410 Nick.Edwards@scarborough.gov.uk		
17 K Item	<b>Sands - Development Phase</b>	3 Sep 2019	Portfolio Holder for Finance & Operations	Open - private appendices The appendices to this report are exempt from disclosure on the grounds that they contain information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972 and in all the circumstances of the case, the public interest in	Sands - Development Phase
			Ward(s): All Wards  Contact officer: Mr Nick Edwards Tel: 01723 232410 Nick.Edwards@scarborough.gov.uk		

<b>Key Decision Reason</b>	<b>Proposed Key Decision</b>	<b>Proposed Key Decision date</b>	<b>Lead Executive Councillor(s), Wards Affected, and Officer to contact for further information or relevant documents</b>	<b>Open or private meeting</b>	<b>Documents to be submitted to Cabinet (other relevant documents may be submitted)</b>
				maintaining the exemption outweighs the public interest in disclosing the information.	
18 K Item	<b>Scarborough Harbour Master Plan</b>	15 Oct 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards Contact officer: Mr Alex Richards  alex.richards@scarborough.gov.uk	Open	Scarborough Harbour Master Plan
19 K Item	<b>Financial Monitoring Report 2019/20 - Quarter 2</b>	12 Nov 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards Contact officer: Ms Kerry Metcalfe  kerry.metcalfe@scarborough.gov.uk	Open	Financial Monitoring Report 2019/20 - Quarter 2
20 K Item	<b>Draft Revenue Budget Proposals 2020/21</b>	10 Dec 2019	Portfolio Holder for Finance & Operations Ward(s): All Wards Contact officer: Ms Kerry Metcalfe  kerry.metcalfe@scarborough.gov.uk	Open	Draft Revenue Budget Proposals 2020/21
21 K Item	<b>Capital Strategy Consultation</b>	10 Dec 2019	Portfolio Holder for Finance & Operations	Open	Capital Strategy Consultation

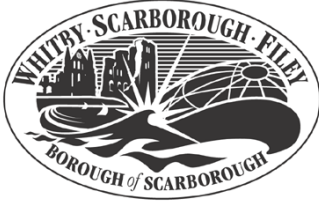
Key Decision Reason	Proposed Key Decision	Proposed Key Decision date	Lead Executive Councillor(s), Wards Affected, and Officer to contact for further information or relevant documents	Open or private meeting	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
			Ward(s): All Wards		
			Contact officer: Ms Kerry Metcalfe  kerry.metcalfe@scarborough.gov.uk		
22 K Item	<b>Selective Licensing Consultation - Phase 2</b>	10 Dec 2019	Portfolio Holder for Finance & Operations	Open	Selective Licensing Consultation - Phase 2
			Ward(s): All Wards		
			Contact officer: Mr Andrew Rowe  Andrew.Rowe@scarborough.gov.uk		
23 A Item	<b>Local Support for Council Tax 2020/21</b>	10 Dec 2019	Portfolio Holder for Finance & Operations	Open	Local Support for Council Tax 2020/21
		6 Jan 2020	Ward(s): All Wards		
			Contact officer: Mr Guy Shrimpton  guy.shrimpton@scarborough.gov.uk		
24 A Item	<b>Public Space Protection Order (Dogs)</b>	10 Dec 2019	Portfolio Holder for Finance & Operations	Open	Public Space Protection Order (Dogs)
		6 Jan 2020	Ward(s): All Wards		

Key Decision Reason	Proposed Key Decision	Proposed Key Decision date	Lead Executive Councillor(s), Wards Affected, and Officer to contact for further information or relevant documents	Open or private meeting	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
			Contact officer: Mr Paul Thompson  paul.thompson@scarborough.gov.uk		
<b>Legal, Democratic &amp; Governance</b>					
25 K Item	<b>Performance Management Framework - Quarter 4 report 2018/19</b>	18 Jun 2019	Portfolio Holder for Legal, Democratic & Governance	Open	Performance Management Framework - Quarter 4 report 2018/19
			Ward(s): All Wards		
			Contact officer: Miss Petra Jackson  petra.jackson@scarborough.gov.uk		
26 A Item	<b>Annual Report and Improvement Plan 2019/20</b>	18 Jun 2019	Portfolio Holder for Legal, Democratic & Governance	Open	Annual Report and Improvement Plan 2019/20
			Ward(s): All Wards		
		1 Jul 2019	Contact officer: Miss Petra Jackson  petra.jackson@scarborough.gov.uk		
27 K Item	<b>Future cemeteries provision in the Borough</b>	3 Sep 2019	Portfolio Holder for Legal, Democratic & Governance	Open	Report Copies of feasibility studies for Whitby, Scarborough and Filey
			Ward(s): All Wards		
			Contact officer: Mr Jonathan Bramley		

Key Decision Reason	Proposed Key Decision	Proposed Key Decision date	Lead Executive Councillor(s), Wards Affected, and Officer to contact for further information or relevant documents	Open or private meeting	Documents to be submitted to Cabinet ( <i>other relevant documents may be submitted</i> )
			jonathan.bramley@scarborough.gov.uk		
28 A Item	<b>Armed Forces Day - National Event</b>	3 Sep 2019  16 Sep 2019	Portfolio Holder for Legal, Democratic & Governance  Ward(s): All Wards  Contact officer: Mrs Lisa Dixon Tel: 01723 232350 Lisa.dixon@scarborough.gov.uk	Open	Armed Forces Day - National Event
			Contact officer:		
			Contact officer:		





	<b>REPORT TO CABINET TO BE HELD ON 18 JUNE 2019</b>				
	<table border="0"> <tr> <td><b>Key Decision</b></td> <td style="text-align: right;"><b>Yes</b></td> </tr> <tr> <td><b>Forward Plan Ref No</b></td> <td style="text-align: right;"><b>N/A</b></td> </tr> </table>	<b>Key Decision</b>	<b>Yes</b>	<b>Forward Plan Ref No</b>	<b>N/A</b>
<b>Key Decision</b>	<b>Yes</b>				
<b>Forward Plan Ref No</b>	<b>N/A</b>				
<b>Corporate Aims All</b>	<table border="0"> <tr> <td><b>Cabinet Portfolio Holder</b></td> <td style="text-align: right;"><b>Cllr Janet Jefferson</b></td> </tr> </table>	<b>Cabinet Portfolio Holder</b>	<b>Cllr Janet Jefferson</b>		
<b>Cabinet Portfolio Holder</b>	<b>Cllr Janet Jefferson</b>				

**REPORT OF: Director (NE) 19/134**

**WARDS AFFECTED: Northstead Ward, Weaponness and Ramshill Ward**

**SUBJECT: PUBLIC CONVENIENCES**

**RECOMMENDATION (S):**

Cabinet is recommended to:

- a) Approve the installation of a temporary public convenience on Royal Albert Drive for the 2019 summer tourist season (until the end of September 2019 subject to appropriate planning consent).
- b) Re-open and refurbish the Holbeck Clock public convenience.
- c) Approve £51k of one off costs to deliver the above noting the effect that it will have on the 2019/20 projected outturn position.
- d) Note, the potential for budgetary growth in the 20/21 Medium Term Financial Strategy should the full budgetary savings from public conveniences not be achieved.

**REASON FOR RECOMMENDATION (S):**

To provide and reinstate public toilets on Royal Albert Drive and in South Cliff Gardens near Holbeck Clock.

## **HIGHLIGHTED RISKS:**

See attached risk matrix.

### **1. INTRODUCTION**

- 1.1 The Council's Cabinet considered a report on 21 May 2013 on the market testing of the public convenience service. The report, in essence, explained that the costs involved in outsourcing the service were unaffordable due to the financial climate. It was resolved that the market testing of the public convenience service should be discontinued and the service be retained in-house. Furthermore, Cabinet agreed to establish an Officer/Member Working Group and requested Officers to prepare a draft Business Plan detailing the service improvements and potential efficiencies.
- 1.2 The Officer/Member Working Group reported to Cabinet in December 2013 (report ref 13/391). Included in the report were proposals to close a number of toilets so the report recommended referral of the proposals to Overview and Scrutiny Committee for review and the outcome of this Scrutiny review was reported to Cabinet in October 2015 (report ref 15/286). The Portfolio Holder commended the work of the Task Group and the principles for managing the Council's facilities which were now accepted. However, it was agreed that the proposals for the service were not sustainable in light of the fiscal challenges facing the Council and a more comprehensive plan encompassing every facility in the Borough was required.
- 1.3 The Council's Cabinet received a further report in February 2016 (report ref. 16/48) which outlined a draft plan for the future provision of public conveniences. Approval was given to undertake full consultation on the proposals outlined in the plan.
- 1.4 The full Provisional Plan for Public Conveniences was approved by the Council's Cabinet in July 2016 (report ref: 16/155). Following this approval Officers moved to implementation of the plan and a further report seeking approval for the delivery phase was considered by Overview and Scrutiny on 5 April 2017 (report ref: 17/91). Following this review process, a further report was then considered by the Council's Cabinet on 16 May 2017 (report ref: 17/113) which approved the closure of Royal Albert Drive and Holbeck Clock toilets.
- 1.5 Officers have subsequently been asked to consider options to re-open public toilets on Royal Albert Drive and at Holbeck Clock.

### **2. CORPORATE AIMS**

- 2.1 This report supports all of the Council's Corporate Aims

### **3. BACKGROUND AND ISSUES**

- 3.1 The provision of public conveniences is a non-statutory function for local authorities; however, Scarborough Borough Council recognises the importance of good public space management and the benefits that such facilities can bring to an area. This recognition needs to be placed in the context of decreasing budgets and consideration given to alternative methods of service provision.
- 3.2 The current plan, as approved, sets out a clear vision for public toilets in the Borough of Scarborough:
- “To adopt a sustainable approach to public convenience provision in the Borough of Scarborough that positively contributes to public health, well-being and the prosperity of the community.”*
- 3.3 Supporting this vision is a number of clear aims:
- To facilitate the provision of public conveniences directly, through partnership and through devolution of responsibility to the wider public and private sectors.
  - To ensure that all facilities are maintained to a high standard, accessible to all and effectively signposted and promoted.
  - To ensure that public conveniences are delivered in a sustainable manner with due regard to affordability and the environment.
- 3.4 The Council’s Medium Term Financial Strategy identifies a budget savings requirement from the public convenience service of £300k to be delivered over a three year period to 2019/20. Work undertaken to date has delivered £242k of this saving and the further £58k has yet to be identified.
- 3.5 It is recognised that the provision of high quality, accessible public toilets in the appropriate location, is a fundamental priority for the adopted public convenience plan. It is also recognised that the provision of public toilets could be considered essential in areas with a large tourism economy.
- 3.6 There are a number of costs associated with the delivery of a public convenience. These costs include maintenance and repair, utility costs such as water and electricity, costs associated with sewage treatment and general cleaning costs.
- 3.7 The previous toilet on Royal Albert Drive was demolished to make way for development in that location. It is understood that the new development will contain publicly accessible toilets and while this development progresses it is possible to install a temporary public toilet in this location for a maximum of 28 days with full planning consent required for a longer period.
- 3.8 There has been considerable, continued public interest in the future provision of facilities in these locations.
- 3.9 The HLF South Cliff Restoration Project includes the provision of additional toilet facilities within the gardens but not at the Holbeck clock site.

## **4. CONSULTATION**

- 4.1 Consultation will be undertaken with Ward Councillors in advance of the Cabinet meeting.

## **5. ASSESSMENT**

- 5.1 It is possible to install a temporary prefabricated toilet block on Royal Albert Drive for the 2019 summer season subject to appropriate planning consent and associated budget. This would consist of a 'hired-in' prefabricated unit with appropriate screening and landscaping to ensure it fits in with the local environment and would require the utility connections to be re-established in this area. It is important to note that the Council would be fully liable for any damage caused to this prefabricated building during the course of its hire. Should the wider redevelopment of this area not progress, it would be prudent to look at alternatives for future seasons – outright purchase or the Council building a facility here.
- 5.2 In order to achieve the installation of a temporary toilet on Royal Albert Drive for the 2019 summer season a budget of £28k would be required to hire and connect the facility. If it is decided to retain the installation of this facility beyond the end of September 2019 additional hire costs will be incurred which are not identified within this report.
- 5.3 It is possible to re-open Holbeck Clock toilets subject to the provision of an appropriate budget to undertake a general refurbishment of the site to ensure it is safe for the public to use. Provision of facilities within the area over the long-term will be part of the wider redevelopment of the gardens. In order to re-open this block a one off investment of £6k would be required.
- 5.4 There would be additional revenue costs incurred for both toilets which include utilities, maintenance, cleaning and consumables. To open both these sites an additional revenue budget of £17k will be required.
- 5.4 Vincent Pier toilets can suffer from long queues on exceptionally busy days. Signage has been installed directing people to West Pier toilets and it is envisaged that the toilets on Royal Albert Drive will offer additional capacity and further mitigate against this problem.
- 5.5 It would not be possible to charge for the use of these toilets at either Holbeck Clock or Royal Albert Drive. Therefore, there may be a negative impact upon income at Vincent Pier Toilets as more people may choose to use the free facilities at Royal Albert Drive instead. No allowance has been included for this in the additional revenue budget identified.

## **6. IMPLICATIONS**

### **(a) Policy**

There are no new policy implications that arise from this report.

### **(b) Financial**

The proposals contained within this report will lead to additional unbudgeted costs of £51k. Members should also note that the Council's Medium Term Financial Strategy includes a requirement to deliver a further £58k saving from the public convenience budget and, at present, there are no definite plans in place to deliver this.

Adoption of these proposals together with the unachieved savings will lead to a potential budget shortfall of £109k this year. Should Members approve this expenditure then this will be reflected in the first quarterly monitoring report that will be presented to Cabinet in September 2019.

### **(c) Legal**

There are no legal implications arising from this report.

### **(d) Equalities and Diversity**

The provision of public conveniences which are accessible for all is a key aim of this plan and this supports the Council Equalities and Diversity agenda. A full Equalities Impact Assessment was undertaken as part of the development of the Public Convenience Provision Plan.

### **(e) Staffing Issues**

The proposals contained in this report will require the appointment of additional part time staff to facilitate the cleaning of these facilities.

### **(f) Planning, Environmental, Health and Safety, Sustainability, Crime and Disorder**

The provision of accessible public conveniences contributes to protecting the environment, promoting sustainability and reducing crime and disorder. The proposals outlined in this report will help reduce any issues associated with people urinating in public in the areas served by these toilets.

Planning consent will be required for the provision of a temporary toilet on Royal Albert Drive.

**(g) Communications**

The re-opening of these toilets will be widely publicised through press release, social media and on the Council's website.

*Nicholas Edwards*

**Nick Edwards**  
**Director**

**Author:** Paul Thompson – Operations, Transport and Countryside Manager  
Telephone No: 01723 232323  
E-mail address: paul.thompson@scarborough.gov.uk

**Background Papers:**

Please give details of all publicly accessible (non private) background papers applicable to the report.

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT OR WISH TO INSPECT ANY OF THE BACKGROUND PAPERS, PLEASE CONTACT THE AUTHOR.

## Risk Matrix

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer	Action Plan
1	18/06/19	Installation and refurbishment costs exceed allocated budget	Further funding required	A prudent contingency sum has been included in the budget provision	C3	B2	OTCM	
2	18/06/19	Prefabricated unit unavailable to hire	Unable to install temporary toilet	There are a number of identified suppliers of temporary buildings although costs may vary	B2	A1	OTCM	
3	18/06/19	Planning consent is not granted for Royal Albert Drive toilet	Unable to install toilet	Pre-application discussions with be held with planners	C3	A1	OTCM	
4	18/06/19	Damage to hire toilet at Royal Albert Drive	Additional costs incurred	CCTV coverage in the area may offer some deterrent	C3	C3	OTCM	

**Glossary of Terms**

Risk	An event which may prevent the Council achieving its objectives
Consequences	The outcome if the risk materialised
Mitigation	The processes and procedures that are in place to reduce the risk
Current Risk Score	The likelihood and impact score with the current mitigation measures in place
Target Risk Score	The likelihood and impact score that the Council is aiming to achieve
Service Unit Manager	The Service Unit or Officer responsible for managing the risk
Action Plan	The proposed actions to be implemented in order to reduce the risk to the target score

**Risk Scoring**

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

Likelihood:

- A = Very Low
- B = Not Likely
- C = Likely
- D = Very Likely
- E = Almost Certain

Impact

- 1 = Low
- 2 = Minor
- 3 = Medium
- 4 = Major
- 5 = Disaster