

Public Document Pack

Executive Member Decisions

Friday, 19th February, 2021

AGENDA

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Replacement of waste processes and round
management system software EIAChecklist

Date Published: 19th February 2021
Denise Park, Chief Executive

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Public Health and Wellbeing
LEAD OFFICERS:	Director of Public Health and Wellbeing
DATE:	14/12/2020

PORTFOLIO/S AFFECTED:	Environmental Services	Growth and Development
WARD/S AFFECTED:	West Pennine	

SUBJECT: Proposed Traffic Regulation Order – Pay and Display Parking Turton Tower, Edgeworth

1. EXECUTIVE SUMMARY
To inform of the proposal to introduce a Traffic Regulation Order at Turton Tower as detailed below and seek approval for pay and display parking on the Carpark and Tower drive to restrict all parking.

2. RECOMMENDATIONS
That the Executive Member:
Authorise the Director of HR, Governance and Engagement to advertise the proposed Traffic Regulation Orders as per the attached schedule.
Authorise the Director of HR, Governance and Engagement to then make the Traffic Regulation Order should no objections be made.

Note that any unresolved objections will be reported to a meeting of the Planning and highways Committee.

3. BACKGROUND
Turton Tower carpark and grounds attracts a significant number of customers who use the parking to access other parts of the West Pennine moors to walk or cycle as well as simply walk their dog or visit the tearoom in the Grounds throughout the year. Whilst this high level of usage is to be welcomed, it takes its toll on the infrastructure of the carpark and is not beneficial to the Tower as they are not paying to enter. This has been very evident in the 2020 season when the Tower has not been open to the public. In this time the carpark and Tower road are regularly so full of cars that staff and volunteers cannot get on to park. There has also been several complaints from neighbouring houses that access is blocked by excessive parking on Tower road.

It is proposed that car parking charges are introduced in the main car park and Tower Road becomes a parking zone, as if only on the carpark it will simply displace cars who will want to park on the road instead. It is recognised that this may displace cars onto Chapeltown Road and the appropriate safeguards are being looked at by Highways to ensure this doesn't happen

It is recognised that there is a cost to enter the Tower itself and it is recommended that the cost of parking could be deducted from the cost of a ticket when visiting the Tower itself. It is also proposed that the volunteers would be issued with free passes so as not to incur costs when supporting the Tower.

Turton Tower Grounds are a well visited and valued community asset and that it contributes positively to the health and wellbeing of residents. The introduction of low level parking charges has been deemed as an appropriate means to offset the budget towards the significant costs of the upkeep of the carpark, grounds and Tower itself with initial monies towards refurbishing the carpark.

4. KEY ISSUES & RISKS

No risks arising from this proposal have been identified. The proposals are of benefit to the social and economic wellbeing of the Borough.

5. POLICY IMPLICATIONS

None

6. FINANCIAL IMPLICATIONS

The cost of making and advertising this Traffic Regulation Order will be funded from the Turton Tower Charity budget and will have no implication on the main budget..

7. LEGAL IMPLICATIONS

The necessary legal powers to implement this scheme are within the Road Traffic Regulations Act 1984. The advertising of the proposals will provide the public the opportunity to comment/object which will be considered appropriately by officers and if any objections cannot be agreed then they will be brought back for a decision by the Executive Member.

8. RESOURCE IMPLICATIONS

None

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

Members of the public will be given the opportunity to object to or comment on the proposal following statutory advertising on site and in the local newspaper.

A survey has been sent to the Friends of Turton Tower to gain their views, the results to date are supportive of the introduction of charges.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	1
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CONTACT OFFICER:	Rebecca Johnson
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DATE:	14/12/2020
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BACKGROUND PAPER:	
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EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Public Health & Wellbeing	Date the activity will be implemented	01/02/2021
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Brief description of activity	Proposed Traffic Regulation Order - Turton Tower
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Budget changes - Change to existing Council policy/strategy	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR = 0	TOTAL	AGAINST = 6

Will you now be completing an EIA?

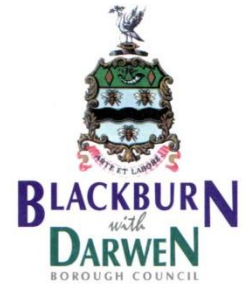
Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Rebecca Johnson
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date	14/12/2020

Executive Member Decision



REPORT OF: Executive Member for Environmental Services

LEAD OFFICERS: Strategic Director of Resources (SIRO), Director of Environment & Operations

DATE: Friday, 19 February 2021

PORTFOLIO(S) AFFECTED: Environmental Services, Digital and Customer Services

WARD/S AFFECTED: (All Wards);

SUBJECT:

Replacement of waste processes and round management system software

1. EXECUTIVE SUMMARY

This report seeks approval to replace the current system used for waste and round management along with the associated financial implications.

2. RECOMMENDATIONS

That the Executive Member:

Further to the approval of the Capital Programme at Finance Council in February 2020, the Executive Member for Environmental Services in consultation with the Executive Member for Digital and Customer Services is asked to approve the reallocation of £153,000 from the earmarked ICT Capital Reserve, to replace the current waste and round management system and integrate this with the Digital Customer Portal (DCP).

3. BACKGROUND

The system provides line of business functionality to manage the range and depth aspects of refuse, waste and recycling processes across the Council. The current solution used is integrated with the Customer Contact Portal (CCP) which is being replaced with the new DCP. It is not feasible to separate the current system from the CCP and re-utilise it with the DCP, therefore leaving no option but to have a new system for waste and recycling data, with the DCP project board's preference being to build this in house. This would be integrated with the new customer portal, so that customers only have one customer account in the future, that will provide waste and many other online services. The new portal will provide a good if not better customer experience, and many customers will already have an account they can use due to the portal being used for HWRC bookings, the Help Hub service and COVID grants applications currently.

The provision of the system in house will provide the following benefits:

- By developing the system in house there will be full control over the system, so requests for future changes and enhancements will be easier to implement. Previously there have been restrictions to making changes as this may have impacted other systems.
- There is an opportunity to make business tasks easier through the introduction of new technology freeing up resource for more value added work.
- The application will be our own meaning there will be no requirement to replace this again.

- The staff who will be designing the system have a working knowledge of Environment's business practices which will ensure the system is fit for purpose.
- The project will strengthen the in house ICT team's knowledge and experience of modern technology which can be reutilised for further projects in the future.
- There will be cost avoidance – maintaining an end of life system is expensive in ICT staff time.
- The Council already has an advanced requirement and product in place that is not readily available in the marketplace without considerable additional cost.

4. KEY ISSUES & RISKS

- The current system is going out of support, which is not an option for the service.
- As the system isn't being further developed any issues that arise will not be resolved until it is replaced.
- If the system is not replaced then the Council would have to resort to manual processes for Environmental operational staff, using paper instead of job sheets, and an increase in Environmental administrative staff. This would also result in bad customer experience, leading to increased complaints.
- Changes to the current system are time consuming

5. POLICY IMPLICATIONS

The project will enable the Council to continue to harness the opportunities that digital offers to drive improvement across services and customer experience.

6. FINANCIAL IMPLICATIONS

The Capital costs for the project are broken down as follows;

		Capital Costs
BwD Staffing Costs	I Grade Senior Developer Role	£52,630
	I Grade Senior Developer Role	£52,630
Abavus Costs	Waste Profile Design and Plug in	£18,315
	Consultancy	£21,250
Contingency @ 5%		£7,241
Total Costs		£152,066

There will be an additional annual revenue cost of £6k which will be funded from the existing budget envelope within the ITM&G department.

7. LEGAL IMPLICATIONS

The procurement process used to appoint Abavus complied with the regulations of the Council's Contract and Procurement rules and the Public Contract Regulations 2015. The Executive Board previously approved for the Council to proceed with the purchase of a new Digital Customer Portal (DCP) to digitise services across all areas of the Council which was awarded to Abavus.

8. RESOURCE IMPLICATIONS

There will be an impact on internal IT and Environmental staff in implementing the new system which will be factored into existing work plans for the DCP Team.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

10. CONSULTATIONS

Consultation with affected business areas has already taken place. Consultation with Citizens has already commenced and more work with the customer panel will take place at regular parts through the project to gain feedback.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published.

CONTACT OFFICER:	Peter Hughes, , peter.hughes@blackburn.gov.uk
DATE:	06/01/2021
BACKGROUND PAPER:	None

EQUALITY IMPACT ASSESSMENT CHECKLIST

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The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Environmental Services / Digital and Customer Services	Date the activity will be implemented	01/02/2021
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Brief description of activity	Replacement of the current system used for waste and round management. The system provides line of business functionality to manage the range and depth aspects of refuse, waste and recycling processes across the Council. The current solution used is integrated with the Customer Contact Portal (CCP) which is being replaced with the new DCP. It is not feasible to separate the current system from the CCP and re-utilise it with the DCP, therefore leaving no option but to have a new system for waste and recycling data, with the DCP project board's preference being to build this in house. This would be integrated with the new customer portal, so that customers only have one customer account in the future, that will provide waste and many other online services. The new portal will provide a good if not better customer experience, and many customers will already have an account they can use due to the portal being used for HWRC bookings, the Help Hub service and COVID grants applications currently.
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =6

Will you now be completing an EIA?

The EIA toolkit can be found [here](#)

Yes

No

Assessment Lead Signature	<i>Peter Hughes</i>
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date	07/01/2021

