



Annex A

Recommendations from the Overview and Scrutiny Committee's Public Conveniences Review Group to Cabinet

Recommendation and response	Comment from Cabinet 1st February 2024	Responsible Cabinet Member And lead Officer	Progress to date
1. That the Council seeks to re-tender the cleaning and maintenance contract rather than bring the service in house. Agreed	Agree to retender contract prior to expiry on 30/09/24. Also, request costings from Ubico to benchmark against tenders from external suppliers.	Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer	Tender complete with new contract in place from 1 st October 2024.
2. That the Council seeks to reduce the annual revenue cost of providing public conveniences facilities, given that it would not be realistic to seek full cost recovery through charging, or to provide facilities that are free to use. Agreed	The current budget provision of £161k for a non-statutory service is coming under increasing pressure hence the request for this review. It's accepted that neither achieving full cost recovery or making the service completely free are viable options.	Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer	On-going monitoring of the overall budget.
3. That the Council commits to retaining at least one district council provided public conveniences facility	We wish to continue providing this service in locations across the District, but recognise that	Councillor Mike Evemy, Deputy Leader and	The review highlighted that Cirencester had 3 sites with



COTSWOLD

District Council

in each town and village within the district that currently has one. Agreed	closing some facilities will reduce costs whilst maintaining a public service.	Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer	Stow on the Wold and Tetbury having 2 each.
4. That the Council opens discussions with the relevant Town Councils about the transfer of responsibility for four sites in towns that have more than one district council provided facility, or where town councils are not willing, the Council seeks to close the facilities and repurpose the buildings to generate a commercial opportunity, as set out in Exempt Annex B. This approach is expected to result in a maximum annual revenue saving of £39,061. Agreed	See comment above.	Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer	Discussions were had with the town Councils in Cirencester, Stow on the Wold and Tetbury. The council was transparent with the cost to provide the services and none of the Town councils felt able to take on the expense of the toilets. This resulted in 4 sites being closed beginning of October 2024.
5. That the Council allocates £47,200 in the capital programme to introduce charging at the four retained sites that are currently free to use, utilising the existing capital budget (of c.	It's agreed that the balance of the capital allocation for card readers should be used to facilitate charging at the currently non-charged sites.	Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance	New quote obtained from the contractor to install payment mechanisms at the 4 free sites in Tetbury, Northleach,



COTSWOLD

District Council

<p>£34,000) for purchasing and installing card readers. This investment will ensure that the Council can charge for usage, with card payment as an option, at all district council run facilities and will have a payback period of c. 1 year.</p> <p>Not agreed</p>	<p>The proposed capital budget for 24/25 allows for this. We will seek to re-use card readers and charging mechanisms from any closed facilities. Any identified additional capital requirements will come forward as a report to Cabinet following agreement on any closures.</p>	<p>David Stanley, Deputy Chief Executive Officer</p>	<p>Chipping Campden and Lechlade.</p>
<p>6. That the Council allocates capital funding of £27,650 in priority works to remedy condition (the replacement of paddle gates) at the two sites in Bourton on the Water, in order to protect future income, as set out in Annex B of the Review Group's report.</p> <p>Not agreed</p>	<p>It's acknowledged that this investment is required. Funding for this to be identified and subject to a separate Cabinet report alongside the works identified in recommendation 5.</p>	<p>Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer</p>	<p>Equipment is being monitored and a new quote obtained for replacements.</p>
<p>7. That the Council seeks to maintain the condition of its public convenience facilities through the</p>		<p>Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance</p>	<p>The Property Services Team have confirmed all units are in the Asset Management Strategy.</p>



Council's Asset Management Strategy. Agreed		David Stanley, Deputy Chief Executive Officer	
8. That usage charges are set at 70p at all retained district council public conveniences facilities. Based on current usage levels this could reduce the cost of the service by a maximum of £62,425 per annum. Not agreed	Given the increase in the charge to 40p in April 2023 and the implementation of card readers at all charging sites in November 2023, it is very difficult to forecast revenue based on these two factors and therefore understand the impact of any price change proposal. It's proposed to review the charge once we have clarity over the future cost of the service and when we have at least six months of usage and revenue data for currently charged sites.	Councillor Mike Every, Deputy Leader and Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer	The fees remain at 40p.
9. That the Council uses signage at public convenience facilities to explain to users that public conveniences are not a statutory		Councillor Mike Every, Deputy Leader and Cabinet Member for Finance	The Communications team are working on a draft for approval.



COTSWOLD

District Council

service and the usage charge does not cover the full cost to the Council of running the service. Agreed		David Stanley, Deputy Chief Executive Officer	Appropriate placement of the signs will need to be considered as each site is different.
10. That the Council continues to provide one disabled access unit at each retained site which can be accessed free of charge with a RADAR key (Royal Association for Disability and Rehabilitation). Agreed		Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer	No change.
11. That the Council encourages key partners such as town and parish councils and local businesses to make their toilets available for public use and to register their toilets on popular public toilet apps. Agreed		Councillor Mike Evemy, Deputy Leader and Cabinet Member for Finance David Stanley, Deputy Chief Executive Officer	This piece of work is planned for spring/summer 2025.