

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL MEETING HELD
VIA ZOOM ON
MONDAY 21ST SEPTEMBER 2020**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.32 pm

PRESENT: Councillors Mark Canniford (Town Mayor), Dot Agassiz, Ray Armstrong, Roger Bailey, Mike Bell, Gill Bute, Gillian Carpenter, James Clayton, Sarah Codling, Peter Crew, John Crockford-Hawley, Ciaran Cronnelly, David Dash, Peter Fox, Catherine Gibbons, David Hitchins, Jan Holloway, Pete McAleer, Robert Payne, Alan Peak, Marcia Pepperall, Lisa Pilgrim, Ian Porter, Sonia Russe, Ella Sayce, Tim Taylor, Helen Thornton and Roz Willis.

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearce (Deputy Town Clerk/RFO), Tania Middlemiss (Assistant Town Clerk), Samantha Bishop (Committee Officer), Becky Walsh (Communications Officer/Administrator), Chris Millard (Civic Officer), Caroline Darlington (Tourism Manager), Emma Williams (Tourism & Marketing Officer, Matthew Hardy (Visitor Services Manager) and Fay Powell (Grounds Manager).

The Town Mayor welcomed and thanked everybody for attending the meeting.

41.	<p>To receive Apologies for Absence</p> <p>Apologies for absence were received from Councillor Tucker who was recovering from an operation.</p> <p>It was noted that Councillor James Clayton was having problems accessing the meeting and would join as soon as possible.</p> <p>The Town Council was informed that Councillor Richard Tucker was making a slow but steady recovery from his operation and the Town Mayor sent the Council's regards.</p>
42.	<p>Declarations of Interest</p> <p>There were no declarations of interest received.</p>
43.	<p>To approve the accuracy of the Minutes of the Town Council Meeting held on the 20th July 2020</p> <p>The minutes of the meeting had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Sarah Codling SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried.</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p>

<p>44.</p>	<p>To receive announcements and communications from the Town Mayor</p> <p>The Mayor's announcements and communications were circulated prior to the meeting.</p> <p>The Town Mayor and Mayoress had attended 9 engagements, this was a total of 216 to date.</p> <p>The Town Mayor reflected that it was the right decision for him to remain as Town Mayor for a second year as it would have been an underwhelming experience for the Deputy Mayor.</p> <p>The Town Mayor highlighted on the 80th Anniversary of the Battle of Britain attended the previous day. It was a good day but was unfortunate that people in attendance were unable to sing due to the pandemic.</p> <p>Since March there had been 7 unveilings of Blue Plaques and he thanked the Heritage Arts and Culture Committee including the Chairman and officers for their work in connection with this.</p>
<p>45.</p>	<p>To receive the Notes of the Youth Council Meetings held in April/May/June and July 2020</p> <p>A member and Youth Champion reported that the Youth Council and the Youth Service team had managed to provide a sterling service supporting young people and their families during these difficult times and on limited resources.</p> <p>The Youth Council had recruited four new members through a recruitment drive and thank you to members for sharing information on social media. It was added that there was a lack of support from Town Councillors at Youth Council meetings and they were requested to please attend more.</p> <p>RESOLVED: That the verbal report be noted.</p>
<p>46.</p>	<p>To approve the Financial reports for July 2020/21</p> <p>The Deputy Town Clerk advised that there was only 1 months reports to approved. This was a standard governance item which would normally be reported to the Policy & Finance Committee.</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>PROPOSED BY: Councillor David Hitchins SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>46.1 RESOLVED: That the Schedule of Unapproved Expenditure for July 2020 be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i. Bank Reconciliations ii. Budgetary Control report iii. Bank Interest report

	<p>iv. Schedule of Receipted Income v. Overspend Month end report</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>46.2 RESOLVED: That reports 6b i – v for be noted.</p>
<p>47.</p>	<p>WsM Place Agency</p> <p>The report of the Town Clerk had been previously circulated.</p> <p>The Town Clerk reminded that the council had resolved as follows:</p> <ol style="list-style-type: none"> 1. That Councillors Alan Peak and Ian Porter be appointed town council representatives to sit on the Place Agency board until May 2021. 2. That a further report outlining the progress and recommendations that might arise come back to the town council in the autumn, when appropriate. 3. That the town council is not making any commitment beyond that at this stage. <p>The Town Clerk reported that since July two meetings of the Place Agency had been held, chaired by Angela Hicks of the Enterprise Agency. At its first meeting the members of the 'Board' had resolved that they should henceforth meet as a 'Steering Group'.</p> <p>It was also agreed to set up a Project team of mainly officers of the two councils, plus some college and private sector representation, to plan publicity and a 'launch' event possibly at the Sovereign Centre. In addition, a wider Advisory Group would be set up to encompass wider interests such as the voluntary sector.</p> <p>As an initial outcome Weston Digital Hub would be going ahead in the Sovereign Centre this autumn. This excellent project with Weston College would provide support for Weston businesses to develop their online presence using the skills and expertise of college students.</p> <p>Discussions were continuing regarding all these aspects including Weston's online presence and its was emphasised that no decisions can be taken which affected Visit Weston without the Town Council's agreement.</p> <p>A further Steering Group meeting was due on Wednesday 16th September, after this report and the Council agenda had to be published. The Town Clerk would report the outcomes from that verbally and councillors who represent the Town Council on the Steering Group may also wish to update the council on progress.</p> <p>Debate ensued. The Leader of the Council added that it was good to be at the table to discuss Place Agency matters.</p> <p>Councillor Ian Porter reported that there was very positive work going ahead where credibility to the college, its students and the town was given. The digital</p>

	<p>hub was hoped to be open by the end of October at no cost to support Weston through the COVID pandemic.</p> <p>The Town Mayor added that comments had been made in connection to Weston and what was on offer there.</p> <p><i>Councillor John Crockford – Hawley joined the meeting at 7.20 pm</i></p> <p><i>Councillor James Clayton joined the meeting at 7.22 pm</i></p> <p>A member requested that a printed report/ minutes of the Place Agency meetings, prior to future meetings of the council would be appreciated for future reference.</p> <p>The Town Mayor said he would report the request to Angela Hicks.</p> <p>RESOLVED: That the report be noted.</p>
<p>48.</p>	<p>Town Council Strategy 2020-30</p> <p>The report of the Town Clerk had been previously circulated and outlined recommendations for consideration.</p> <p>The Town Clerk reminded the council that they had agreed in July 2019 to update the Town Council Strategy and a working group of members supported by senior managers had met several times through the autumn and winter to work on a new strategy. The Strategy was now re-submitted as it had been produced to the Town Council meeting on 16th March 2020 and deferred.</p> <p>The Town Clerk advised that it would be helpful to get the Strategy approved to allow officers to create their team plans and conduct their staff appraisals. The new Strategy was very different from previous ones. It was categorised into 5 'pillars' namely Weston View, Cleaner and Greener, Healthier and Happier, A Bright Future and Heritage Arts and Culture. Unlike previous strategies it was for 10 years and contained clear measures of success and timelines.</p> <p>Since March some fundamental things had changed:</p> <ol style="list-style-type: none"> 1. The Council (and the world) have been unexpectedly hit with the worst pandemic since 1918. This has affected our society more than anything perhaps since the second world war. In particular, three large groups of community volunteers had formed to help people in lockdown and the Town Council had created a cross department team of staff who were closely involved working with the voluntary groups to provide community support in a way which has never happened before. The council needed to build on this momentum of community cohesion and the voluntary groups were keen to continue even after the pandemic subsides, whenever that might be. 2. The pandemic had also fundamentally affected the way members and staff work with meetings online and most staff homeworking. Offering opportunities to look at streamlining premises and office accommodation and restructuring to bring teams together that currently work rather in silos to get better cross working and better value for money overall from these resources.

3. North Somerset Council were now generally engaging better with the Town Council and specifically regarding their Place Agency proposal. This in many ways was a development of the business engagement the Town Council was already committed to but it ought to be mentioned in the Strategy along with the business objectives. NSC were also engaging with the Council much more with their cultural strategy which can be developed through services like the Museum, Blakehay Theatre and the Heritage Arts and Culture agenda. The specific reference to a literary festival perhaps should be broadened to refer to a 'cultural event' programme.

It had always been envisaged that the new 5 to 10-year Strategy would be a more flexible and living document to replace the old fixed 4-year strategy plus changing annual performance plans. The Town Clerk suggested not delaying the adoption and instead recommended that the Town Council adopted the new strategy but with a specific request to review and bring back to Council proposals in the following three areas:

- Continuing and developing the Community Support role
- Engagement with NSC's Place Agency and Cultural Strategy
- Departmental Structure and office accommodation reviews to streamline work with these

The detail could be worked through by members in committees or working groups over the next couple of months. Continuing to work with the three active and large voluntary groups and building on the better engagement from NSC. The Council had an opportunity to get better value for money from resources providing more community support and better services within existing resources.

The Town Mayor thanked the officers for their input into this big piece of work.

Debate ensued. Members were happy to approve the Strategy subject to further proposals. A member asked to see a community support element included subject to the new government guideline release on shielding. It should also be featured somewhere that the Council had declared a Climate Change Emergency, that it had resolved to become a Real Living Wage Employer and produce a Social Value Policy.

There was concern over some of the wording and it was requested that this be fine tuned and strengthened. It was pointed out that the dates April 2020 – March 2030 would not be reflective of further proposals.

The Town Clerk advised that the previous Strategy had ended March 2020 and so this would identify a gap. Members had requested the Strategy span over 10 years to coincide with the Council's pledge to become carbon neutral by 2030. He advised that the council could not legally bind a future Council with a strategy but it helped officers and committees with direction and planning. He confirmed that the Strategy would be regularly reported back to Council and the suggested changes would be picked up by the working group.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Alan Peak

A vote was taken and carried accordingly, it was:

	<p>RESOLVED: To adopt the circulated Town Council Strategy 2020 - 30 with a request to review and bring back to council proposals in the following three areas:</p> <ol style="list-style-type: none"> 1) Continuing and developing the Community Support role 2) Engagement with NSC's Place Agency and Cultural Strategy 3) Departmental Structure and office accommodation reviews to streamline work with the above. <p>It was clarified that the working group to conduct the review would consist of Group Leaders plus one and was open to any other councillor to take part.</p>
<p>49.</p>	<p>Options for Streamlining of Committees</p> <p>The report of the Town Clerk had been previously circulated.</p> <p>The Town Clerk reminded that at the request of group leaders he had submitted a report to Council on 16th March, however due to the rapidly developing pandemic the item had been deferred.</p> <p>The report outlined recommendations for consideration on the streamlining of committees and meetings, political balance at meetings, options to reduce the sizes of committees, merger of Tourism & Leisure and Heritage Arts & Culture, frequency of formal meetings and greater use of Working Groups, adjustments to the Planning Committee and a suggested timescale for implementation.</p> <p>The Leader of the Council on behalf of the Labour group proposed that due to the pandemic which was likely to carry on for a further 6 months at least, the item should be deferred until the Annual Council Meeting in May 2021. This was:</p> <p>PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Robert Payne</p> <p>Discussion ensued and supporting and opposing views were raised. It was suggested that to wait until May 2021 was too late and would not achieve any progress.</p> <p>In response, it was argued that technology had made attending meetings easier and had reduced the Council's carbon footprint. Some members had felt cut off whilst committee meetings were suspended. Now that they had resumed, members needed to appreciate that this could be the new way of working for the foreseeable future and give it some time before reviewing.</p> <p>Remote working should not be considered as a long-term way of working as people needed to be socially interactive for their health. It must also be considered that there have been I.T problems experienced by members making meetings inaccessible at times.</p> <p>The points were made that accessibility issues must be taken into account. That COVID impacts were a separate issue and that committee options should be considered separately. Finally that if members were struggling with their time and attending meetings, then they should take this up with their party leaders. Councillors had a duty to carry out the business of the Council which resulted in meetings.</p>

It was argued that members would like to resume back to physical meetings when it was safe to do so and that other venues should be explored. The Council had an important role as a consultee for Planning applications and so the Planning Committee should not be abolished.

The Council should explore Microsoft teams if there were issues around viewing documents for online meetings.

Members needed to consider accessibility, virtual meetings allowed for members/officers to attend meetings if they experienced family care issues. If physical meetings resumed, then the times of the meetings should be reviewed.

The Chairman of the Planning Committee reported that she and the Leader had been delegated planning decision authority up until this point but going forward they would like more committee member input. There could be the need for resuming Planning Committee meetings.

The issue was around effectiveness and efficiency of meetings which was separate from the impacts of COVID and should be dealt with separately. There was an argument for less committee meetings for the sake of receiving reports and more need for working groups.

The Leader of the Council reiterated that he was not in favour of the suggestion to reduce the size of committee memberships and felt that a deadline of the 1st October was too soon. He reiterated that it was not the right time to make such drastic changes and should be deferred. There was a risk that if the frequency of meetings was reduced, this would only make meetings longer and was not a decision demonstrating democracy.

To clarify the Town Clerk explained that the proposals in his report had all been suggestions made by members. He asked the council to clarify to which council meeting members wished to defer the item.

The Leader specified that the item should be deferred for consideration at the March Town Council meeting, for implantation of any changes at the Annual Council meeting in May 2021.

Working group meetings had proved successful in respect of the dog bins and public conveniences allowing for more productive and quality discussions.

There had been an issue with members' attendance at meetings. There was now an opportunity for savings to be made with regards to officer time and building resources. It was members' duty to consider efficiency savings that could be fed into the new strategy.

A named vote was taken (15 for; 9 against; 3 absentions) and was therefore carried. Accordingly, it was:

RESOLVED: To defer the consideration of Options for Streamlining of Committees until the Town Council Meeting scheduled for the 22nd March 2021.

	<p>The Town Mayor thanked members and officers for attending and in particular the Communications Officer for facilitating the remote meeting and supporting members to attend.</p> <p>There being no further business, the Town Mayor closed the meeting at 8.32 pm.</p> <p>Signed: Dated: Town Mayor</p>
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**REPORT TO WESTON-SUPER-MARE
TOWN COUNCIL**

23rd November 2020

MAYOR'S ENGAGEMENTS

21st September – 23rd November 2020

Town Mayor

Councillor Mark Canniford

ENGAGEMENTS SUMMARY

Council Representative	Number of Events
TOWN MAYOR Cllr Mark Canniford	8
DEPUTY MAYOR Cllr James Clayton	2
TOWN COUNCIL LEADER: Cllr Alan Peak	0

TOTALS TO DATE

Council Representative	Number of Events
TOWN MAYOR Cllr Mark Canniford	208
DEPUTY MAYOR Cllr James Clayton	17
TOWN COUNCIL LEADER Cllr Alan Peak	1
TOTAL	226

SIGNIFICANT EVENTS

Service of Remembrance
Armistice Day Poppy Wreath train

EVENTS

DATE	EVENT
September	
21	Town Council Meeting
26	Eat Weston
October	
1	Visit to traditional shrimp fishing in Weston

DATE	EVENT
3	Opening of the Kensington & Amberey Road neighbourhood initiative (Deputy Mayor)
5	£5 Fest Town Centre BID Video
30	Judging the Hildesheim Close Children's Halloween Pumpkin Competition (Deputy Mayor)
November	
4	Remembrance Service
6	BBC Radio Bristol interview for Remembrance Service Interview for Weston Museum Community exhibition
11	hand over wreath for the GWR "poppy" train for the Paddington Station Remembrance Service

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 08/09/20
B.	Meeting Start Time: 6.00pm
C.	Where is the meeting: Via Zoom
D.	Attendance – Olivia (OF), Ryan (RP), Faith (F) Councillor Codling (SC), Alli Waller (AW), Lauren Easterbrook (LE)
E.	Check In- Spent 5 minutes checking in on everyone's wellbeing
1.	Apologies for Absence – None
2.	Welcome new Members – AW welcomed Faith and Ryan to the Youth Council. They both spent a few minutes introducing themselves to the group and how they want to have a voice and make a difference within their town.
3.	Notes of Last Meeting – Meeting notes accurate and confirmed only by OF
4.	Social Media – AW explained that we need all members to step up and help with the Instagram account in order to promote the Youth Council more. SC asked for the password details so she could link to the Town Council website. LE added the link to the newsletter which was recently sent out.
5.	Ideas for Future Projects- AW asked all members what they would like to focus on for future project. RP mentioned the Litter in the Town, OF explained we had done a little on Litter and discussed their wish for more bins on the beach. SC said it would be a good opportunity to familiarize ourselves with the Youth Council Strategy at the next meeting and look to see if we still agree with the priority areas for the coming year. AW to send out the Youth Strategy to all members and add it to the agenda for the next meeting
6.	Future Meetings – AW asked how the Youth Council would like to hold future meetings. OF explained that Zoom made it safer and easier for everyone to attend until everyone was happy to meet face to face. Both RP & FH agreed. We will check in with everyone's preference each month.
7.	AOB- AW asked if any of the members would like to attend the next Climate change meeting. RP declined as he felt there was no point if the rest of the world wasn't taking any notice of trying to change. AW explained that every little helps and by attending the meeting, it would offer an understanding on how the Town Council is trying to change that perception and do more. AW also informed the members that they are invited to attend a full Town Council Zoom meeting to inform them of what the Youth Council is up to. If anyone wants to attend, they are to contact AW.
	Meeting ended – 6.44pm Date of Next Meeting – 10-11- 2020

Weston-super-Mare Youth Council Meeting Notes

A.	Date of meeting: 13/10/20
B.	Meeting Start Time: 6.05pm
C.	Where is the meeting: Via Zoom
D.	Attendance Ryan (RP) Faith (FH) Sean (SM) Tanisha (TR) Leeroy (LM) Darcey (DP) Councillor Codling (SC), Alli Waller (AW), Lauren Easterbrook (LE) Councillor Ella Sayce (ES) Councillor Ciaran Cronnelly (CC)
1.	Check In- Spent 5 minutes checking in on everyone's wellbeing
2.	Apologies for Absence – Olivia F
3.	Welcome new Members – AW welcomed back Councillor Sayce and introduced Tanesha, Leroy, Darcey as new members of the Youth Council. Also Councillor Connelly as it was also his first youth council meeting. ES asked if each new member could say why they wanted to join the Youth Council. RP – New to the area and had been surprised by the amount of litter in the town and so wanted to try and make a difference. LM – Leroy is from a mixed heritage background and noticed that not many mixed race young people had a voice in the town, so felt by joining the Town Council would help young people just like him have a say. DP – Carers for wildlife and would like peers to have a voice and everyone to be equal. FH – Wants young people to be able to have a voice and help change the town into a nice place for young people to grow up in. TR – Feels Youth of today are not seen and need to be able to have their opinions heard. Also has an interest in Global Warming. SM – Wants Young people to have more of a say.
4.	Notes of Last Meeting – Meeting notes accurate confirmed RP Second - FH
5,	Youth Council Strategy – As we have had an influx of new members, Councillor Codling talked through the youth Council Strategy, asking members if it was a relevant document to them all. DP spoke regarding how important it was for young people to be challenging all stereotypes, especially in this current climate. RP said this was very difficult to implement when adults (especially teachers) did not do this, how could they change this. SC informed the Youth Council that they could have a voice and maybe post a video educating stereotypes. All youth councillors said they would like to get involved in producing a short educational video. AW to send out some information.
6,	Social Media – LE informed the new members of the social media channels that are used. TR said Instagram was great for young people but maybe we should have a FB page for adults so they can also see what the Youth Council do. New members said they would join and promote the Instagram page.

7.	Meeting Dates – Meetings will remain on Zoom until further notice on the second Tuesday of every month November -10-11-20 December – 08-12-20 January – 12-01-21 February – 09-02-21
8,	AOB- SC suggested that the Town Councillors could maybe put a short PowerPoint presentation together for the next meeting, outlining how a Youth Council runs for all the new members. AW said this would be a great way for all the new members understand the procedure but also give older members a recap. SC will contact ES & CC to organise.
	Meeting ended – 6.41pm Date of Next Meeting – 10-11- 2020

CityFibre Overview for Weston-super-Mare Town Council

CityFibre is the UK's third national digital infrastructure platform. With existing networks in more than 60 towns and cities, CityFibre provides wholesale connectivity to multiple business and consumer service providers, local authorities and mobile operators. We have network rollouts underway with plans to pass up to 8 million homes and businesses with open-access full fibre infrastructure. CityFibre is based in London and is jointly controlled by Antin Infrastructure Partners and West Street Infrastructure Partners.

What does CityFibre do?

As a rapidly growing national wholesale digital infrastructure platform and the builder of Gigabit Cities, CityFibre designs, builds, owns and operates full fibre networks. CityFibre has network rollouts underway in 60+ towns and cities, with plans to bring full fibre broadband to up to 8 million homes and businesses as part of its £4bn Gigabit City Investment Programme.

What is a Gigabit City?

A Gigabit City is a town or city with a full fibre infrastructure capable of supporting the current and future digital requirements of the entire area, including residents, public sector, businesses and mobile operators.

CityFibre builds networks, do you sell broadband packages as well?

CityFibre does not sell broadband services directly. We build next generation full fibre infrastructure and provides wholesale connectivity to multiple business and consumer service providers, local authorities and mobile operators.

COVID-19 Why the Government is asking us to carry on working

We are building critical digital infrastructure. Our full fibre networks are transforming towns and cities across the UK. As well as bringing gigabit speed broadband services to homes and businesses, we're serving thousands of critical healthcare, education and community sites, including hospitals, GP surgeries, community buildings, schools and council offices. Our networks also provide the backbone for the imminent rollout of 5G services. In short – this is critical digital infrastructure.

To power the nation's future, our country needs a world-class digital infrastructure, and we remain fully committed to building it.



REPORT TO THE TOWN COUNCIL – 23rd NOVEMBER 2020

LOCAL PLAN CHOICES FOR THE FUTURE CONSULTATION REPORT OF THE TOWN CLERK

North Somerset Council are seeking parish and town councils' views as part of a wider public consultation on the 'Choices for the Future' to inform development of the new Local Plan that will govern development for around 15 years until 2036. The consultation will run until **14th December 2020**.

The North Somerset Local Plan is a planning policy document which identifies where new housing, jobs, and infrastructure such as roads, schools, parks and health services will be built over the next 20 years.

The number of new homes that must be built in an area is decided by central government. The housing target for North Somerset is 20,475 new homes over the next 15 years. The new local plan will identify where development can and cannot take place in North Somerset and will guide investment and funding for new housing, jobs, transport and community facilities until 2038.

The new six-week "Choices for the Future" consultation runs until Monday 14th December and asks people and organisations like the Town Council to consider four broad alternative approaches to how new houses, jobs and community facilities could be located in North Somerset over the next 15 years.

The four alternative approaches focus on the areas which North Somerset Council believes best reflect the priorities identified in the responses to previous consultations. No specific development sites have been identified yet and this consultation will be used to inform that process.

The four alternative approaches are:

1. Retain Green Belt
2. Urban Focus
3. Transport Corridors
4. Greater Dispersal

It is not possible for me to summarise these effectively in a report and further detailed information on the four alternative approaches is available in the consultation document. To read the full consultation document and take part in "Choices for the Future", members need to go to:

<http://www.n-somerset.gov.uk/my-services/planning-building-control/planning-policy/our-local-plan/local-plan-2038/choices-autumn-2020>

Consultees are asked to make comments via the online version of the document which is the most effective way to comment. A lengthy questionnaire is included to assist consultees to cover the issues.

Members may wish to note that in the past the Town Council has on more than one occasion urged North Somerset Council to reconsider the boundaries of and issue of development in the green belt on the basis that this pushes all development to the south of the district and increases journey to work commuting distances. There may be other issues in the consultation document to which members might wish the Town Council to respond.

Decision Required

The Council's instructions are requested on how you wish me to respond to the consultation on behalf of the Town Council.

Malcolm L Nicholson LLB, DMS PSLCC
Town Clerk
10th November 2020



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
Computing									
0	Technical	COVID	Adequate provision of computers recognising home working due to Covid	Medium High	6	Reviews within service areas to be undertaken before budget setting process.	Deputy Town Clerk	31/03/2021	<input type="checkbox"/>
Council Meetings									
453	Administration/ Legal	Access	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	Medium Medium	4	Recognising the transfer to digital platforms for council meetings, Councillors to be provided with advice regarding internet speed test, TC email addresses, and for those who require, provision of tablets	Deputy Town Clerk	31/03/2021	<input type="checkbox"/>
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Medium Medium	4	Recognising the transfer of meetings to digital platforms, there should be more robust management of council meetings. A dedicated officer should oversee platform admin including admission of members to the meeting	Deputy Town Clerk	31/03/2021	<input type="checkbox"/>
Council Property and Documents									
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Medium Medium	4	Recognising that staff are working from home due to Covid, need to ensure a log of files and documents are kept to ensure nothing is misplaced. Optimise the use of scanned documentation to avoid loss. All managers aware of where documentation is.	DTC	31/03/2021	<input type="checkbox"/>
Covid-19									



Weston-super-Mare Town Council
Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Environmental	Waste Disposal	All waste including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Medium High	6	All staff to follow Government and TC guidelines	DTC	31/03/2021	<input type="checkbox"/>



Weston-super-Mare Town Council
Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Financial	Financial instability due to loss of income	<p>A full 6-month financial review was carried out across all revenue budget codes with a revised budget implemented to recognise loss of income to date and to identify/ determine where savings are needed to balance the 2020 2021-year budget.</p> <p>Through the revised budget, it is not only balanced but there is also a surplus which will go into General reserves under the councils standing orders and financial regulations. Any surplus this year is anticipated to be needed if there is desire to keep precept increases to a minimum.</p> <p>Next year's budget will need to consider the longevity of COVID and how we produce a budget in order to set precept in January is key. There is likely to be a reduction in tax base as a result of increased unemployment which will also have to be factored into financial planning. The council has limited reserves and will need to consider full review of its medium term financial plan to recognise this.</p> <p>The production of two alternative revenue budgets to aid precept setting decisions as follows:</p>	Medium High	6	A full 6-month financial review carried out. plans in plans in place on how to formulate budget	DTC	31/03/2021	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
			1. Production of a COVID restricted budget to recognise loss of income with necessary budget reductions and potential changes to the tax base.						
			2. Production of a non COVID restricted budget to time stage full service deliver as per 2021 / 2022 aspirations.						



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Physical	Risk of Spreading of Infection	<p>Basic infection controls should be followed as recommended by Public Health England/Wales: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away.</p> <p>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Regular communication/updates on hygiene practices with all Try to avoid close contact with people who are unwell by maintaining the two-metre guidance.</p> <p>Clean and disinfect frequently touched objects and surfaces.</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean.</p> <p>Do not use desk or floor fans in the building, heat should be controlled by opening windows,</p> <p>All coats should be removed and placed on the hooks in the hallway prior to entering offices and clothing not worn should be kept in bags, on hooks in allocated place or lockers, no clothing or footwear to be left in offices at any time.</p>	Medium High	6	Basic infection controls should be followed as recommended by Public Health England/Wales	DTC	31/03/2021	<input type="checkbox"/>



Weston-super-Mare Town Council
Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

<i>Ref</i>	<i>Risk</i>	<i>Hazard</i>	<i>Control</i>	<i>Likelihood</i> <i>Impact</i>	<i>Score</i>	<i>Action to be taken</i>	<i>Action by</i> <i>person/position</i>	<i>Action</i> <i>by date</i>	<i>Action</i> <i>completed</i>
			Public Health England (PHE) recommended PPE available and to be worn.						



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Physical	Risk of Infection when Working in the Building	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>All persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>If an employee tests positive for coronavirus, all employee(s) who have been in contact with that person or who work in the relevant areas must be informed and instructed to quarantine themselves while further advice is sought from the Public Health England/Wales local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>All staff to follow the councils emergency procedures and report to a member of SMT in addition to the above.</p> <p>Staff are required to only work in the building on the allocated days and within the cohort allocated this is to reduce transmission and ensure business continuity (ie if one cohort gets it others will not need to isolate)</p>	Medium High	6	All staff to follow Government and TC guidelines	DTC	31/03/2021	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
			<p>All items of post or deliveries should be taken and stored in the front office downstairs for a period of 72 hrs in the event that GH is not available as the first delivery point – where it can be stored in the hall or garage.</p> <p>Any persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves and should advise if they have had contact with any items delivered</p>						



Weston-super-Mare Town Council
Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Professional	Community need for intervention and support during Covid	<p>Recommendation to the Personnel Committee to include the following in the annual staff review:</p> <p>a)the development of a permanent Community Resilience staff base across departments utilising existing Job descriptions (which in a lot of cases) already have recognition of community work.</p> <p>b)Maximise the sharing of staff resources with consideration of team leads in the main areas (admin, comms and service development) to provide links for service departments and community needs.</p> <p>c)Consolidate all front line public services under single management.</p> <p>d)Identify opportunities for savings to make the above changes cost neutral so far as possible.</p>	Medium High	6	Review carried out at Personnel Committee	DTC	31/03/2021	<input type="checkbox"/>



Weston-super-Mare Town Council
Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Professional	Lone Working in the Building	<p>All staff have copies of the Councils Lone Working Risk Assessment, and must follow this guidance.</p> <p>Arrangements for access must be made with the Manager on site for all access to the building with at least 3 working days' notice, even if the contractor has their own key. This must include the name of the contractor working and their contact details, time that they will access the building and approximate time that they would leave and the nature of the work that they will be carrying out.</p> <p>All Contractors to have access to the Councils Lone Working Risk Assessment, and to follow this guidance.</p>	Medium High	6	All staff have copies of the Councils Lone Working Risk Assessment, and must follow this guidance.	DTC	31/03/2021	<input type="checkbox"/>
Crime Prevention - CCTV									
0	Physical	Vandalism	<p>Ensure that under the devolved powers in service level agreement with North Somerset Council -</p> <p>Maintain efficient and effective security.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Take action as appropriate against offenders.</p>	Medium Medium	4	The new agreement with NSC has robust measures in place to replace/repair camera function in the result of vandalism in a set period	DTC	31/03/2021	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<u>Land</u>									
20	Environmental	Fly tipping	Define policy/responsibility for site control/security. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Medium Medium	4	Robust inspections and management within Grounds team for all TC owned land	DTC	31/03/2021	<input type="checkbox"/>
<u>Provision of Office Accommodation</u>									
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	Medium Medium	4	Review of office accommodation to be undertaken in line with staff currently working from home.	DTC	31/03/2021	<input type="checkbox"/>
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Medium Medium	4	Due to Covid staff working at home. Ensure that VDU checks are being done on personal equipment to ensure it is fit for	DTC	31/03/2021	<input type="checkbox"/>
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Medium Medium	4	Ensure all personal equipment is PAT tested. Ensure same tests applied to office work space applied to home working.	DTC	31/03/2021	<input type="checkbox"/>



Weston-super-Mare Town Council Assessment for year 2020 To 2021

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
Public Conveniences									
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	High Medium	6	Regular inspections to take place with service partners WSS and John West. Close liaison with Police and Community response for persistent problems with known users. Ongoing	Fay Powell	01/04/2021	<input type="checkbox"/>
Social Media Accounts									
0	Professional	Admin site members posting on Town Council pages instead of their own	Restrict the number of employees who have access to social media accounts. Ensure training is in place if necessary for members of staff who are not familiar with certain social media platforms. Make sure staff members are aware of their personally accountability.	Medium Medium	4	Review social media policy periodically. Ensure staff with access to social media platforms are aware of TC protocols.	Becky Walsh	31/03/2021	<input type="checkbox"/>
0	Professional	Being misquoted	Contact the media outlet straight away and asking them to change the article before it goes to print. Encourage media outlets to speak with Town Clerk to avoid in correct information being quoted.	Medium Medium	4	Review social media policy periodically. Ensure staff with access to social media platforms are aware of TC protocols.	Becky Walsh	31/03/2021	<input type="checkbox"/>
Web Sites - All TC Websites									
0	Administration/ Legal	Content	Ensure all necessary content is specifically approved by the council	Medium Medium	4	Officers to work with the parameters set by the Town Clerk in terms of media and press releases. If in doubt the Town Clerk should be consulted in the first instance. All press releases are sent to the Town Clerk for approval.	Comms officer/museum/blakehay/VIC	31/03/2021	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
						No of issues listed: 19			
Submitted to council: _____									
Minute reference: _____									
Date: _____									
Signed by chairperson - Cllr Mark Canniford (Town Mayor) _____									
Signed by responsible Finance officer - Sarah Pearce _____									

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Town Council Meeting 23rd November 2020

Future provision of Grove Park Public Toilets

To receive the draft minute of the Community Services Committee held on the 9th November 2020

References from other Committees

4.1 Toilet Working Group

The Grounds Manager briefly summarised that a very serious incident of criminal behaviour at the Grove Park toilet had led to the need to close the toilet in the interests of staff and public safety. The toilets had been reopened for half term but discussions at the Toilets Working Group had discussed whether the Grove Park toilet should be closed until further notice.

Councillor James Clayton joined the meeting at 7.12 pm.

The Deputy Town Clerk reported that there had been an increase in antisocial behavior problems in Grove Park and especially around the toilet area over the last 15 years. To the point where members of the public and staff avoid walking through this area. A situation occurred last year where she administered CPR to an individual until the ambulance arrived. The activity and behavior was very distressing for the cleaning contractors and staff. The safety of staff/contractors and members of the public was a serious issue.

Members were in agreement the council had a duty of care.

The Town Clerk advised that a final decision whether to close the Grove Park toilets could be made by full council on the 23rd November and that committee members views were requested at this point.

The Chairman of the toilet working party reported that the subject had been discussed at length. Much effort had gone into addressing the anti-social behavior problems such as getting the hedgerows cut to expose the area. It was time for the council as a whole to look at the possibility of closing the toilets and he would like group leaders to come up with some long-term suggestions for the future of the toilets.

Debate ensued. It was queried whether the toilets were marked as high risk on the council's risk register as she had concerns regarding the council's liability.

A question was asked whether the toilets were still open at present. The Town Clerk clarified that they were but recommended that they should close for at least the Winter, however the long term position was up to members to decide.

Members felt that it was a wider antisocial behaviour problem that needed addressing and required consistent Police intervention.

The Grounds Manager informed that the incident had failed to be immediately reported to the police by the cleaning contractors. If they had been, the Police would have been in attendance at the time. She was working with the Police to target this and the contractors had been instructed to call 999 if they encounter any threatening antisocial behavior incidents. The Street Wardens were patrolling the park every day which seemed to deter this behavior for a while and then it would return. This was a frequent pattern experienced.

The Deputy Town Clerk in answer to the earlier question confirmed that the toilets were scored as high (7) on the risk register, with a medium impact as scored across all toilet sites.

It was therefore

PROPOSED BY: Councillor Roz Willis

SECONDED BY: Sarah Codling

That the Grove Park toilets be closed with immediate effect until a better solution could be found and the council had a duty to protect the public, contractors and staff.

Further debate ensued. A member was concerned about the impacts this would have on disabled people, children and the elderly and questioned what provision would be in place for them if the toilets were closed. Other members felt it was a case of balancing the risks and that the risks for protecting the public, contractors and staff were greater in the present situation.

It was suggested to position a CCTV camera to help tackle the problems. The Grounds Manager informed that she had a meeting the following day to discuss achieving a CCTV direct link.

An **AMENDMENT** was proposed that the toilets be temporarily closed until it was reviewed and voted on at full council on 23rd November.

The AMENDMENT was accepted by the proposer and seconder and became the substantive motion.

A vote was taken and accordingly it was **carried** (7 for; 3 against; 1 abstention)

RESOLVED: That Grove Park toilets be temporarily closed with immediate effect until a better solution could be found and the matter be reviewed and voted on at full council on 23rd November.

A member then requested to propose that the toilets close during the week and open on weekends.

The Town Clerk advised the chairman that it was not good practice to reopen debate after a resolution had been carried and that in any event the item would be discussed again at full council on 23rd November.

The member then requested that members of the public be signposted to alternative toilet facilities during the closure.

The Grounds Manager confirmed that she would arrange for this to be actioned.

At this point in the meeting, the Vice Chairman handed the Chairmanship over to the Chairman, who took his place as Chairman of the meeting.

Town Council Meeting 23rd November 2020

Public Toilets – Fully Maintained, Cleaned and Managed Service Procurement

Report of the Deputy Town Clerk

Members will be aware that procurement in relation to how the Public Toilets operate and are maintained was approved by the Policy & Finance committee on 19th October 2020, whereby details of this exercise were provided in full.

A full procurement process has now been undertaken as required by the council's financial regulations. This process has now concluded and the tender submissions received have been independently reviewed by the council's appointed consultant SJ Surveyors working with Deputy Town Clerk.

The tender analysis report is included for reference alongside this report.

Grove Park Toilets

It should be noted that this procurement does not consider the recent discussions surrounding Grove Park toilets. The decision, as a result of anti-social behaviour to shut them temporarily whilst further review is undertaken by Officers has not been in anyway reflected in the documents produced by interested parties – they assume them to be fully open. As such, any further decisions that affect Grove Park toilets will require talks with any approved contractor as any permanent closure could result in the need for an adjustment to the tender and indeed costs they have provided.

The report (page9) does have recommendations to appoint which should be considered by members, noting that further clarification is need to be sought in some areas in order to meet the terms required and which was not fully available within their submission prior to contract issue.

Members are requested to:

1. Approve the recommendations of the report and appoint Healthmatic to undertake works as per the specification to the following values:

A = Annual Maintenance and Management Cost £36,600.00

B = Contactless Payment point installation Cos £5,950.00

2. Note that any variation to the opening of Grove Park toilets will need to be negotiated with the contractor and may affect the costs and contract parameters.

Tender Report

Full Management Maintenance and Cleaning Service of Public Toilets at various sites

On Behalf of

**Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ**

Prepared by:

**SJ Surveyors
12 Woodstock Road
Milton
Weston-super-Mare
North Somerset
BS22 8AH**

Tel: 01934 628698

Contents

- 1.0 Introduction
- 2.0 Technical Report
- 3.0 Financial Report
- 4.0 Summary & Recommendations

1.0 Introduction

1.01 Generally

This Tender Report provides an analysis of the Tenders submitted in response to enquiries sent out on 12 October 2020 to 8 contractors for the Full Management Maintenance and Cleaning Service of Public Toilets currently operated by the Town Council, including: Ashcombe Park, Clarence Park, The Maltings, Grove Park and Uphill. The 8 contractors were:

1. Hi-Tec Washroom Solutions Ltd, A/216 Biscuit Factory, 100 Drummond Road, Bermondsey, London, SE16 4DG

2. Healthmatic Ltd, Porte Marsh Industrial estate, Redman Road, Calne, Wiltshire, SN11 9PR
3. Almeda Facilities Limited, Redwood House, 65 Bristol Road, Keynsham, Bristol, BS31 2WB
4. aAFD Services Ltd, 1 Fenwick House, Meridian Way, SO14 0FN
5. KS Cleaning Solutions Ltd, Manor Farm House, Monkton Farleigh BA15 2QF Registered in England and Wales 10958431
6. Specialist Hygiene Solutions Ltd, 9 Trade City, Brooklands Close, Sunbury on Thames, TW16 7FD
7. Expedite Complete Business Solutions, 3 Quad East, Warne Road, Weston super Mare, Somerset, BS23 3TR
8. Weston Support Services, Weston Support Services Ltd, Unit 7 Kiln Park, Searle Crescent, Weston Super Mare, N Somerset, BS23 3XP

The project has been broken down into two costs for budgeting reasons. Each of the contractors above was invited to tender for all elements of the works with a price for the annual cost for the full management maintenance and cleaning service of the public toilets and a second one of cost for the installation of contactless payment points at the toilets.

2.0 Tenders

Tenders were due to be received by 12.00 noon on Friday 13 November 2020. Four contractor submitted tenders in accordance with the tender instructions 4 contractors failed to tender.

Contractors summary:

A = Annual Maintenance and Management Cost

B = Contactless Payment point installation Cost

1. Healthmatic Ltd, A= £36,600.00, B= £5,950.00
2. Almeda Facilities Limited A= £40,120.50, B=£11,800.30
3. Hi-Tec Washroom Solutions Ltd A=£47,824.10, B=£12,397.00

4. aAFD Services Ltd A= £51,765.71, B=£19,565.00

Notes:

All Tenders were delivered to the offices of Weston-super-Mare Town Council at Grove House. The Tenders submitted were opened by the Deputy Town Clerk, Mrs Sarah Pearse of Weston-super-Mare Town Council and Mr S Matthews of SJ Surveyors at the offices of Weston-super-Mare Town Council.

2.0 Technical report

2.01 Process

This Tender Report provides an analysis of the written Tenders submitted in response to written enquiries sent out on 12 October 2020 to suitably qualified and experienced contractors for the full management maintenance and cleaning service of the public toilets and the installation of contactless payment points at the toilets. The tenders submitted are set out in section 1.02 above.

2.02 Technical Submission Generally

Four tenders were received in accordance with tender instructions, these were opened in the presence of an Officer of Weston-super-Mare Town Council, and a director of SJ Surveyors in accordance with Weston-super-Mare Town Council's standing orders and standard JCT procedures.

2.03 Programme and Phasing

The contractors have indicated their willingness to undertake the works set out in the specification, exact start dates are to be agreed with the successful company.

Contract Conditions, Warranties, Insurances

There were no qualifications, queries or changes contained in the tenders received with regard to contract conditions, warranties or insurance within the tenders.

2.04 Health & Safety/Quality Control

The successful Contractor will have to submit acceptable Health & Safety and Quality Control proposals.

2.06 Real Living Wage Confirmation

The successful Contractors have been asked to confirm if they pay the Real Living Wage in their proposals.

3.0 Financial Report

3.01 Tenders

Details of the contractor's tender returns are set out below: -

A = Annual Maintenance and Management Cost

B = Contactless Payment point installation Cost

1. Healthmatic Ltd, A= £36,600.00, B= £5,950.00
2. Almeda Facilities Limited A= £40,120.50, B=£11,800.30
3. Hi-Tec Washroom Solutions Ltd A=£47,824.10, B=£12,397.00
4. aAFD Services Ltd A= £51,765.71, B=£19,565.00

All of the contractors have priced both elements of the works, Healthmatic Ltd have submitted the lowest submission based on cost alone.

3.02 Contract Requirements

Within the tender documents, details of the Town Council's requirements for the services offered by the contractor has been set out, included with the form of tender several of the contractor have submitted additional information detailing how they will operate the service in compliance with these requirements.

A summary of the additional information supplied is set out against the main requirements, this information needs to be assessed alongside the financial submission.

Several of the contractor have not provided full and complete information and further clarification should be obtained prior to awarding the contract.

Insurances

Prior to commencement of the contract the contractors will need to demonstrate evidence of suitable insurance in accordance with the Town Councils Requirements

1. Healthmatic Ltd Status = Insurance Information not submitted
2. Almeda Facilities Limited Status = Insurance Information not submitted
3. Hi-Tec Washroom Solutions Ltd Status = Insurance Information not submitted

4.aAFD Services Ltd Status = Insurance Information not submitted

Competency of Staff

The Contractor will ensure that all persons involved in the performance of the services are suitably qualified, experienced and competent having regard to the tasks and functions expected from them.

1.Healthmatic Ltd Status = Reference made to staff training but no details submitted.

2.Almeda Facilities Limited Status = No information submitted

3.Hi-Tec Washroom Solutions Ltd Status = No detailed information provided

4.aAFD Services Ltd Status = Detailed explanation of staff training, and competency submitted

Management of Staff

The Contractor will nominate a senior individual who will direct, control and manage the overall provision of the Services. This individual will be responsible for complying with the Construction (Design & Management) Regulations 2015 in so far as they apply to the works.

1.Healthmatic Ltd Status = Named contract manager and senior individual responsible for CDM submitted

2.Almeda Facilities Limited Status = No information submitted

3.Hi-Tec Washroom Solutions Ltd Status = Details of the process, but no contract specific information submitted

4.aAFD Services Ltd Status = Details of management system and named contract manager submitted

Following a decision made by Weston-super-Mare Town Council in July 2020, the Council is committed to working with Contractors who pay the Real living wage to their employees. The contractor will endeavour to pay, or work towards paying, employees Real Living Wage.

1.Healthmatic Ltd Status = No reference to paying the Real Living Wage within the submission

2.Almeda Facilities Limited Status = No information submitted

3.Hi-Tec Washroom Solutions Ltd Status = No reference to paying the Real Living Wage within the submission

4.aAFD Services Ltd Status =Confirmation that the company will be paying the real living wage on the project is included

Performance Monitoring

It is the intention of the Town Council to monitor various information in connection with the performance of the contract, the Town Council will be seeking to demonstrate a continuous improvement in the operation of the contract. The collection of the information required to monitor performance should be allowed for within the contractor's rates. The information will be compared on a monthly basis against data collected in the first month of the contract and used as a benchmark.

1.Healthmatic Ltd Status = No reference to performance monitoring within the submission

2.Almeda Facilities Limited Status = No information submitted

3.Hi-Tec Washroom Solutions Ltd Status = Reference made to performance monitoring, no detail provided

4.aAFD Services Ltd Status = Details of the process for performance monitoring included

Schedule of Works

The tender documents included a list of 18 individual items that the contractor would need to undertake to ensure the smooth running of the contract.

1.Healthmatic Ltd Status = Confirmation that the Town Council's requirements will be met within the contract

2.Almeda Facilities Limited Status = No information submitted

3.Hi-Tec Washroom Solutions Ltd Status = Confirmation that the Town Council's requirements will be met within the contract

4.aAFD Services Ltd Status = Confirmation that the Town Council's requirements will be met within the contract

Defect Reporting

The contractor is to provide and operate a call centre for the reporting of defects by the Public, the phone number and contact details are to be clearly signed on the Public Conveniences. The contractor is to provide the Town Council with a dedicated email address for the reporting of defects with the Public conveniences notified directly to the Town Council. The email to be monitored 24/7

1.Healthmatic Ltd Status = Confirmation that the company will operate a 24/7 publicly accessible system included

2.Almeda Facilities Limited Status = No information submitted

3.Hi-Tec Washroom Solutions Ltd Status = Confirmation that the company will operate a 24/7 publicly accessible system included

4.aAFD Services Ltd Status = Confirmation that the company will operate a 24/7 publicly accessible system included

Liaison with the Town Council

The Contractor will keep the Town Council regularly and reliably informed of the anticipated costs and timescales for the works to be carried out and advise as soon as is reasonably practicable to do so of any issues that fall outside of the contract works.

1.Healthmatic Ltd Status = No reference to liaison with the Town Council within the submission

2.Almeda Facilities Limited Status = No information submitted

3.Hi-Tec Washroom Solutions Ltd Status = Reference to the process made within submission, but no detailed information

4.aAFD Services Ltd Status = Detailed explanation of process for reporting to Town Council included

TUPE

TUPE refers to the "Transfer of Undertakings (Protection of Employment) Regulations 2006" as amended by the "Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014". The TUPE rules apply to organisations of all sizes and protect employees' rights when the organisation or service they work for transfers to a new employer.

TUPE has impacts for the employer who is making the transfer (also known as the outgoing employer or the transferor) and the employer who is taking on the transfer (also known as the incoming employer,

the 'new employer' or the transferee). There are two situations when the TUPE regulations may apply: business transfers and service provision transfers. The current outgoing contractor has informed the Town Council that some staff will be subject to a TUPE transfer.

1. Healthmatic Ltd Status = No reference to TUPE process in submission

2. Almeda Facilities Limited Status = No information submitted

3. Hi-Tec Washroom Solutions Ltd Status = No reference to TUPE process in submission

4. aAFD Services Ltd Status = TUPE transfer process set out

3.03 Tender Evaluation

All of the contractors have included costs for the works requested.

The Town Council is requesting confirmation that the contractors are paying or will be paying the real living wage in line with the Council's policy. This is putting those companies that do not pay the real living wage at a financial advantage within the price based tender process as they have lower annual costs.

Healthmatic have submitted the lowest priced tender but they have not submitted all of the requested information and they have made no commitment, within the tender documents, to paying the Real Living Wage to their employees. Neither have not set out how they will comply with the Transfer of Undertakings (Protection of Employment) Regulations 2006

aAFd have submitted the highest priced tender, they have submitted the most comprehensive set of information with a written commitment to pay the Real Living Wage to employees working on the Town Council's contract, they are the only contractor to set out a process to comply with the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006

Hi-Tec Washroom Solutions Ltd have submitted the third highest price, they have not submitted all of the requested information and they have made no commitment, within the tender documents, to paying the Real Living Wage to their employees. Neither have not set out how they will comply with the Transfer of Undertakings (Protection of Employment) Regulations 2006

Almeda Facilities Ltd have submitted the second lowest tender; they have submitted no other information.

4.0 Summary

4.01 Summary:

Four contractors submitted tenders, which are technically in order for contract purposes. The total value of the tenders is set out below: -

A = Annual Maintenance and Management Cost

B = Contactless Payment point installation Cost

5. Healthmatic Ltd, A= £36,600.00, B= £5,950.00
6. Almeda Facilities Limited A= £40,120.50, B=£11,800.30
7. Hi-Tec Washroom Solutions Ltd A=£47,824.10, B=£12,397.00
8. aAFD Services Ltd A= £51,765.71, B=£19,565.00

4.02 Recommendation:

Healthmatic have submitted the lowest quotation for the management and maintenance of the Public Toilets with an annual cost of £36,6000 for the first years, in following years this cost will rise in line with an agreed inflation index.

Healthmatic have not submitted information within their tender in response to the Town Councils requirements of the contractor managing the contract and clarification of these items should be obtained prior to awarding the contract. Two of the items, payment of the Real Living Wage and the transfer of existing staff under the TUPE legislation are items that have significant ramifications being a Town Council Policy and Statutory Legislation, respectively.

Healthmatic are also the lowest submitted price for the installation of contactless payment facilities at the Toilets and should budgets be available, the Council would benefit from the installation of these items.