

To: All Members and Officers of the
Prosperous Staffordshire Select Committee.

Please ask for: Julie Roberts
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Dear Sir/Madam,

Prosperous Staffordshire Select Committee - Tuesday, 13th September, 2016

I have recently forwarded to you a copy of the agenda for the next meeting of the Prosperous Staffordshire Select Committee.

I am now able to enclose, for consideration at next Tuesday, 13th September, 2016 meeting of the Prosperous Staffordshire Select Committee, the following reports that were unavailable when the agenda was printed.

4. **Executive Response to the Final Report and Recommendations of the Working Together to Address the Impact of Heavy Goods Vehicles/HCVs on Roads in Staffordshire (Pages 1 - 14)**

Report of the Cabinet Member for Highways and Transport

5. **Future Operating Model for Staffordshire's Arts Service (Pages 15 - 42)**

Joint Report of the Deputy Leader and Cabinet Member for Finance and Corporate Matters and the Cabinet Member for Communities and the Environment

6a **On-Street Parking Enforcement and Residents Parking Zones (Pages 43 - 46)**

John Tradewell
Director of Strategy, Governance and Change

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Local Members' Interest
N/A

Prosperous Staffordshire Select Committee – 13th September 2016

Executive Response to the Final Report and Recommendations of the Working Together to Address the Impact of Heavy Goods Vehicles/HCVs on Roads in Staffordshire

Recommendations

1. That the Prosperous Staffordshire Select Committee receives the formal response of Portfolio Holder to the recommendations of the 'Working Together to Address the Impact of Heavy Goods Vehicles/HCVs on Roads in Staffordshire' Scrutiny Review.
2. That the Prosperous Staffordshire Select Committee considers the content of the accompanying action plan.
3. That the Prosperous Staffordshire Select Committee monitors the action plan and implementation of the agreed recommendations on a six monthly exception basis, until all recommendations have been fully implemented.

Report of Cllr Mark Deaville, Cabinet Member for Highways and Transport

Summary

What is the Select Committee being asked to do and why?

4. The Portfolio holder recognizes the work of the Member Working Group and welcomes the conclusions and recommendations of their report. Having reviewed the 24 recommendations it is noted that 11 of the recommendations will have been completed by the end of 2016 and a further seven are the subject of on-going 'business as usual' activities. The remaining six recommendations have significant resource implications and have been placed on-hold this financial year but will be considered for funding in 2017/18 alongside other priorities as part of the annual budget review process. In terms of the specifics of the HCVs using the A515, some heavy goods traffic will need access to drop off/pick up in the communities along the route as well as communities served off the A515. However, there is also potentially other heavy through traffic, but we need evidence to understand this much better to put the right solution in place. We will work with the local parish councils and local councillors to develop this evidence base. Clearly any through HCV traffic should be encouraged to use the most appropriate route which minimises the impact on Staffordshire's communities. We will also work with the local parish councils to consider any interim solutions.
5. In view of the above the Prosperous Staffordshire Select Committee are asked to receive the formal response to the final report and recommendations of the 'Working Together to Address the Impact of Heavy Goods Vehicles/HCVs on Roads in Staffordshire' Scrutiny Review and to make arrangements to monitor the plan for

implementing the agreed recommendations – to make sure that action is taken and delivers the intended outcome.

Report

Background

6. The Prosperous Staffordshire Select Committee nominated a Member Working Group to undertake a review into the impact of HGV traffic on Staffordshire's roads as a result of two petitions that were submitted to Full Council in May 2015. The aim was to hear evidence from a range of organisations and then to suggest a number of recommendations which aimed to minimise the impact of HGV traffic on impacted communities.
7. The findings and recommendations of the Scrutiny Working Group were endorsed by the Prosperous Staffordshire Select Committee at their meeting on 24 May 2016. The report was then submitted to Portfolio Holder with a request for his formal response. All of the recommendations were agreed.
8. Attached as an Appendix to this report is a table setting out:
 - a. each of the agreed recommendations;
 - b. the organisation/lead Member or officer;
 - c. the action proposed (or already taken) in response to the agreed recommendations; and
 - d. a deadline for completion.

Community Impact

9. A formal community impact assessment has not been carried out at this time but it is recognised that all forms of traffic impact on communities living close to the highway. As the freight strategy is developed careful consideration will need to be given to ensure that any particular routing developed does not solve one community problem but create another. This is particularly true of HCV's using the Staffordshire primary route network and when implementing local solutions we need to ensure that HCV traffic is not diverted onto less suitable roads with corresponding adverse impact on local communities.
10. Staffordshire County Council and local planning authorities will need to continue to work closely together as local plans are developed so that HCV traffic that is generated as a consequence of economic growth is considered on a whole county basis in terms of the available highway network and the communities living along those networks.

Contact Officer/s

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List of Appendices/Background papers

Appendix A - Executive Response Action Plan

Minutes of meeting of the Prosperous Staffordshire Select Committee held on 24 May 2016

Working Together to Address the Impact of Heavy Goods Vehicles/HCVs on Roads in Staffordshire' Scrutiny Review Report

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

Prosperous Staffordshire Select Committee

Date: 13 September 2016

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	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
1	That the County Council's Freight Strategy is updated with a detailed action plan and that it is brought back to the Select Committee for consideration in six months time. The Committee wishes to emphasize that overnight parking of HGVs in Staffordshire is given thorough reconsideration.	Resources to progress a refresh of the County Council's Freight Strategy are currently frozen as part of the authority's essential spend review. No resources are currently available in 2016/17 but will be reviewed as part of the MTFS process.	Mark Deaville/Clive Thomson	On-hold pending resources (November 2016 set by Scrutiny Committee)
2	The evidence submitted (to the Committee) regarding noise on the A515 is qualified by the Council's Noise Engineer.	The County Council's Noise Engineer has had sight of the evidence submitted to the committee and does not dispute the technical information in principle; a scenario which also applies to a significant number of locations on the county's road network. Further work to qualify the submitted evidence would require a funding allocation.	Mark Deaville/James Bailey	Complete
3	That the Cabinet Member gives priority to undertaking the work described under 'Further Considerations' in the Option Review Report by Amey and a report be	The actions mention under 'Further Consideration' will require detailed traffic survey work to be carried out. No resources are currently available	Mark Deaville/James Bailey	On-hold pending resources

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
	brought back to the Committee in six month's time.	in 2016/17 but will be reviewed as part of the MTFs process.		(November 2016 set by Scrutiny Committee)
4	That the Cabinet Member facilitates discussion with local businesses in the A515 area and feeds back to the Committee regarding the impact that a set route would have in the area if it was enforced.	<p>Prior to undertaking this work traffic surveys need to be undertaken so that the correct local businesses can be identified and the impact of a set route is fully understood. This work is therefore on hold until additional resources are identified by either SCC or local Members.</p> <p>In the meantime local community surveys can identify notable hauliers, with a view to contacting them and gaining an understanding of journey details.</p>	Mark Deaville/Clive Thomson/James Bailey	<p>SCC survey on-hold pending resources.</p> <p>Local community surveys as individual resources permit.</p>
5	Members asked to see any routing agreements and road safety assessments and details of cases where breaches of planning conditions relevant to developments near the A515 had taken place in the last three years.	One logistics company at Fradley Park operates its own informal routing management plan by insisting movements in and out of its site are made via the A38. Construction Management Plans are agreed with developers in certain circumstances to ensure construction traffic is managed away from minor roads that are not suitable to carry such traffic. In the	Mark Deaville/James Bailey	Complete

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
		last 5 years investigations indicate that there have been no cases of breaches of planning condition investigated by the relevant planning authority and therefore no representations have made to the Traffic Commissioner.		
6	That local licensing authorities carefully consider HGV operators' license applications involving property served off the rural network to take into account the impact on the local community.	Applications and approval for HGV 'operating centres' are made by the Traffic Commissioner. SCC is a statutory consultee and in the last 5 years approximately 500 applications have been commented on and 3 objections have been made. Out of the objections 1 operating centre has been refused. SCC will continue to assess and respond to applications as they are received.	Mark Deaville/James Bailey	On-going
7.	That if breaches of routing agreements take place the local borough/district council is requested to take this matter up with the relevant company and/or the Traffic Commissioner, specifically if the agreements had been subject to an operators' license.	Members of the public should make contact with the relevant planning authority who have set the planning conditions.	Relevant District/Borough Council member/officer	On-going
8.	The Local Police Commander is	Contact will be made with the Local		

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
	asked to share the views expressed by attendees at the Inquiry Days of alleged speeding and traffic offences along the A515, with his Local Policing Unit and take action where appropriate.	Police Commander via the Road Safety Team.	Mark Deaville/James Bailey	October 2016
9.	That the Cabinet Member investigates the installation of bollards or railings to prevent lorries mounting the pavement along parts of the A515.	Investigations have concluded that the installation of additional barriers and railings within the street scene is not seen as desirable particularly when there is a drive nationally to reduce street clutter. If there are no site restrictions and there remains a local desire then it is felt that the local member should be approached to consider whether funding from the local member DHP fund could be secured against other competing priorities.	Mark Deaville/James Bailey	Complete
10.	That Council Officers work with staff and the governing body at Richard Crosse School to consider what road safety measures could be put in place to ensure that parents and children travelling to and from Richard Crosse Primary School do	It is estimated that currently the majority of pupils attending Richard Crosse Primary School walk to school each day with their parents. Currently there are no pupils within the catchment area who live further than 2 miles away and hence are	Mark Deaville/Clive Thomson	December 2016

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
	so safely.	<p>entitled to free home to school transport arranged by the authority.</p> <p>Contact will be made with the school in the autumn term to consider whether assistance is required to increase the % of pupils walking to school which will have health, educational and congestion benefits.</p>		
11.	That the Cabinet Member on behalf of the County Council write to MPs to ask for their support in obtaining funding for road improvements to the A38 and all major HGV priority routes across the County and for the project evaluating the suitability of diversion routes.	<p>The authority is fully engaged in Midlands Connect which will be the vehicle to influence investment in the strategic road network in Staffordshire, which will include the A38.</p> <p>The authority has responded to Highway England RIS2 asking that funding is allocated to improve junctions on the A38 in the time period 2020-25.</p> <p>The cabinet member has written to the MPs to ask for their support in our submission to Highways England.</p>	Mark Deaville/Clive Thomson	Complete
12.	Members recommend that the	Investment by Highway England on		

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
	Cabinet Member asks HE to ensure that a traffic management plan forms part of the Expressways concept.	‘Expressways’ will be part of the RIS2 strategy which will be influenced by Midlands Connect. SCC will continue to press for this investment in Staffordshire.	Mark Deaville/Clive Thomson	Complete
13.	HE to be asked what influence they could bring to bear on the problems caused by the use of satellite navigation systems for route planning in rural areas.	Contact has been made with the Highways England officer who attended the committee hearings and an update is currently awaited.	Highways England	October 2016
14.	The revised Freight Strategy to include an update on the use of satellite navigation systems.	This matter will be picked up when resources allow for the freight strategy to be refreshed.	Mark Deaville/Clive Thomson	On-hold
15.	That the Cabinet Member ensures that the County Council’s Highways Team provides clear advice to planning authorities in respect of the highways implications and location of developments likely to generate additional freight movements on the highway network and recommends financial contributions for the highways infrastructure by the relevant developers.	The authority’s development control team continue to review and respond to planning applications as they arise and will seek financial contributions for infrastructure improvements where possible and justified.	Mark Deaville/James Bailey	On-going

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
16.	That the Select Committee continues to include HS2 in its Work Programme and maintains an overview of this development, specifically its impact on the A515.	The authority will be in a position to influence HS2 Construction traffic routing subject to the limitations imposed by the Hybrid Bill. The desire for the Select Committee to be sighted on this work as it progresses is noted.	Mark Deaville/Clive Thomson	On-going
17.	That the Cabinet Member ensures that the views of local people are taken into account as part of all recommendations the County Council makes concerning major traffic disruption to residents during and after the HS2 project.	The authority set up a Lichfield District HS2 residents group in September 2012 in conjunction with the District Council. Construction traffic impact is discussed at this group and work to mitigate impact within limitations of Hybrid Bill will continue.	Mark Deaville/Clive Thomson	On-going
18.	To ask local Borough and District Councils to consider the development of lorry parks and enable overnight parking provision in their areas as part of their Local Plans. Consideration should be given to the creation of designated lorry bays and overnight parking facilities of appropriate size, with clear signage.	The authority continues to influence local plans and ask that consideration is given to freight facilities where seen as desirable. It should be noted that the approved Lichfield Local Plan for 2008 -29 has no identified site for a lorry park although this may emerge in their site allocation document.	Mark Deaville/Clive Thomson	On-going
19.	That the Cabinet Member undertakes a review of lorry parks	This work would be undertaken as part of the refresh of the County	Mark	

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
	and facilities for HGV drivers in the County.	Council's Freight Strategy. It should be noted that any lorry park facility will need to be approved by the local planning authority and be able to operate on a commercial basis.	Deaville/Clive Thomson	On-hold
20.	The County Council takes up the offer of discussions with Highways England regarding possible improvements along the A515.	The offer of continued dialogue with Highways England will be taken up and any subsequent infrastructure improvements will need to be prioritized in line with the resources allocated to the authority's highway investment programme.	Mark Deaville/Clive Thomson	December 2016
21.	A number of issues were raised by County Councillors relating to problems in their areas. It is recommended that the Community Infrastructure Managers take up discussions with the relevant County Councillor to address these matters.	Discussions are on-going as part of regular dialogue with all members on highway related matters.	Mark Deaville/James Bailey	On-going
22.	That the Cabinet Member initiates a forum for regular discussion with Council officers and representatives from Highways England, Road Haulage Association, Staffordshire's Chamber of Commerce Transport	It is agreed representatives from the various organisations will be asked to form a Staffordshire Freight Forum with the first meeting to be held before the end of November 2016. Terms of reference will be	Mark Deaville/James Bailey	November 2016

Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire – Executive Response Action Plan

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
	Forum in order to develop an understanding of County wide distribution issues and promote constructive solutions which reconcile the need of access for goods and services with local, environment and social concerns.	developed in the coming months and agreed at the first meeting.		
23.	That the Cabinet Member lobbies Staffordshire MPs to act on the issue of the impact that heavy goods vehicles are having on roads and communities in Staffordshire.	<p>Before any lobbying is carried out it is felt essential that a clear ask is established.</p> <p>This is likely to be established once the current work that is on hold due to essential spend restrictions is lifted.</p>	Mark Deaville/Clive Thomson	On-hold
24.	That the Cabinet Member reports back to the Committee on the outcome of consideration of placing a weight restriction on Wood End Lane, taking account developments in regard to HS2	<p>An improvement to the alignment of Wood End lane has been contained within the local integrated transport plan for the Lichfield District Council area for many years.</p> <p>As part of the alterations to the road network in the area caused by the construction of Phase 1 of HS2 an improved alignment will be provided for approximately 2/3 of Wood End lane between the A38 and the A515.</p>	Mark Deaville/James Bailey	Complete

**Working together to address the impact of Heavy Goods Vehicles/HCVs on roads in Staffordshire
– Executive Response Action Plan**

	Recommendation	Proposed action (or action already taken)	Lead Member/Officer	Deadline
		<p>The long term strategy is to complete an improvement to the alignment of Wood End Lane along the full length together with an improvement of Hilliard’s Cross junction. These improvements could facilitate an option to introduce a weight restriction on the A513 in the vicinity of Kings Bromley.</p> <p>This would also allow a potential HGV route from the A38 to the A51 without the need to pass through Lichfield City or Kings Bromley giving relief to a number of local communities.</p> <p>In view of the above at the current time there is no intention to introduce a weight restriction on Wood End Lane.</p>		

Local Members' Interest
N/A

Prosperous Staffordshire Select Committee – 13th September 2016

Future Operating Model for Staffordshire's Arts Service

Recommendation/s

1. To consider the proposal for the Arts Service to vacate the Shire Hall and remodel the Arts Offer to realise a net saving of £62,223. This will enable the Arts Service to achieve their full Medium Term Financial Strategy (MTFS) saving of £118,000 in 2017/18.
2. To consider the proposal that Strategic Property investigates alternative proposals for how the space in the Shire Hall can be used so that it is brought back into beneficial use and generates a revenue stream for the County Council to offset the £100,000 pooled property MTFS saving.

Report of Cllr Ian Parry, Deputy Leader and Cabinet Member for Finance and Corporate Matters and Cllr Gill Heath, Cabinet Member for Communities & the Environment

Summary

What is the Select Committee being asked to do and why?

3. To comment on the proposals for the Shire Hall and the Arts Service.
4. The Library & Arts Service welcomes comments from the Select Committee which will be reported to Cabinet at its meeting on 21st September for it to take into account during its consideration of this matter.

Report

Brief Report Summary

5. This report outlines the proposal to redefine the Arts Service to realise a £62,000 Arts MTFS saving and proposes using the space within the Shire Hall differently to generate an income stream for the county council and offset the £100,000 pooled property MTFS saving.

Background

6. The Great Hall within the Shire Hall building is currently occupied by Staffordshire County Council's Arts Service and Wolverhampton University.

7. The rear of the building, formerly occupied by Stafford Library, has been vacant since September 2015 - with the exception of the Multi-Sensory Environment Room which is located at the side of the building and is also managed by the Arts Service.
8. There is currently a cumulative MTFS saving of £218,000 predicated on the County Council vacating the Shire Hall which was agreed by Full Council in 2014.
9. The saving breaks down as follows:
 - a. £118,000 Arts Service savings to be delivered by Culture and Communities
 - b. £100,000 pooled property savings to be delivered by Strategic Property
10. At present £56,000 efficiency savings have been identified within the 2016/17 Arts budget.
11. However in year, there is currently a £62,000 MTFS shortfall from the Arts budget and £100,000 from the Strategic Property budget.

The Arts Service

12. Staffordshire County Council's Arts Service current offer includes the following:

- a. The Shire Hall Gallery

- i. Shire Hall Gallery Team (4.75 FTE)
- ii. Exhibitions, events & activities programme
- iii. Craft shop
- iv. Multi-Sensory room (MSE room)
- v. Accredited museum - courtroom & cells

- b. Arts Development

- i. Arts Development Team (2 FTE)
- ii. £20,000 Community Arts Grants
- iii. £10,000 Arts Development Grants
- iv. £40,000 Service Level Agreement with the New Vic Theatre

13. 2015/16 visits to the Shire Hall

Total Visits to Shire Hall Gallery	76,862
Total Virtual Visits	26,658
Number of visit to the MSE room	3,032

14. The visits to the Shire Hall Gallery have reduced by 28% since the Library relocated to Staffordshire Place in September 2015.
15. Visits to the MSE room have remained more static with a visitor reduction of 4%.

The Shire Hall

16. The re-provision of the Arts Offer which was predicated on vacating the Shire Hall Gallery was first agreed by Full Council on Thursday, 13th February, 2014, subject to agreement by Cabinet and an agreed purchaser for the building.
17. When the original proposal to vacate the gallery was included in the 2015/16 MTFS a petition to "Save Stafford Shire Hall" was launched with the following wording: "we the undersigned petition the county council to reconsider and reverse the proposals to remove the library, gallery and other facilities from the Shire Hall and sell the building."
18. A 1,960 paper signature was presented at Full Council on 13 February 2014 by Councillor Maureen Compton. An additional 955 signature e-petition was received, giving a total of 2,915 signatures. The petition was discussed by the Prosperous Staffordshire Select Committee (PSSC) on 7 March 2014 under the Council's Petition Scheme.
19. It was resolved at the PSSC meeting on 7 March to further consider the issue at the committee meeting on 2 June. This discussion did not take place as following receipt of the petition the County Council was approached by Wolverhampton University who required a presence in Stafford town centre.
20. Since July 2014, the Great Hall space within the Shire Hall Gallery has been shared with Wolverhampton University under a licence agreement.
21. When the licence was granted to Wolverhampton University it was anticipated that partnership working would enable the gallery function to be delivered differently at a reduced cost. This ambition has not been realised and Wolverhampton University have now indicated that they no longer wish to occupy any part of the building.
22. Following the decision by Wolverhampton University, Strategic Property are now looking at alternative proposals for how the space in the Shire Hall can be used so that it is brought back into beneficial use and generates a revenue stream for the Council.
23. There is now a pressing need to realise the 2016/17 £218,000 MTFS savings that were agreed by Full Council on Thursday, 13th February, 2014.
24. £59,000 was saved by the Arts Service during 2015/16 through deleting a vacant post and a range of efficiency savings leaving an ongoing budget gap of £59,000 which was offset by managed vacancy control savings within the Culture & Communities budget.
25. Strategic Property anticipate that their £100,000 saving can be offset by using the Shire Hall differently and generating an income. There are currently no plans to sell the Shire Hall.

Redefined Arts Offer

26. To enable the Arts Service to deliver a minimum of £62,000 to achieve their full MTFS saving of £118,000 in 2017/18 it is proposed that the Arts Service is re-defined and vacates the Shire Hall.

27. Alongside this Strategic Property will explore developing the Shire Hall building as multi-purpose space.
28. In re-defining the Arts Offer we propose to:
- Focus on community arts provision, retaining Arts Development, Exhibitions and Community Arts officer posts to enable us to deliver the offer
 - Deliver County-wide 'Pop up' Service - utilising new and existing venues (SCC, Districts & Boroughs)
 - Cease to deliver an annual exhibition programme in the Shire Hall
 - Discontinue the craft shop & museum
 - Explore re-providing the multi-sensory room
 - Explore developing the Shire Hall building as multi-purpose space
29. This proposal will result in deleting 3.75 FTE which will give staff savings of £86,153 (including on costs) and the cost of redundancies will be in the region of £97,788.92.
30. We anticipate that there will be some income (in the region of £5,000) from pop up exhibitions but with a projected loss of £13,900 exhibitions income and £56,480 craft shop income the **net savings for the Arts Service will be £62,223** (this does not include the cost of redundancies or redundancy loan).
31. The timescales should the proposal be agreed are as follows:

Feasibility study commissioned	August 2016
Staff consultation	October 2016
Notice issued to staff	December 2016
Arts Service vacate Gallery/Great Hall	March 2017
New Arts structure implemented	April 2017
£118k Arts Saving delivered	April 2017

Link to Strategic Plan

Enjoying Life

32. Encourage local people to participate in social and leisure activities that they enjoy by promoting the attractiveness of the County to businesses and residents
33. Re-define the Arts Offer and create and manage a solution to the Shire Hall

Link to Other Overview and Scrutiny Activity

34. The proposal for the Arts Service to vacate the Shire Hall was discussed by the Prosperous Staffordshire Select Committee under the Council's Petition Scheme on 7 March 2014.

Community Impact

35. The proposal has the potential to enable wider access to the arts offer across all age ranges within communities which could minimise disadvantage.

36. There is however a potential adverse implication of the proposal if the MSE offer is relocated or discontinued. This could impact on children and people with disabilities who use the MSE room. Alternative options for the MSE room are currently being explored.
37. However the County Council already provides alternative access to multi-sensory facilities in the following children's centres: Newcastle, Staffordshire Moorlands, Leyfields, Tamworth and Cannock. These are used by Children's Centre users and SEND children, young people and adults. There are also approximately 10 sensory suitcases, which include a range of sensory play equipment that can be hired from Children's Centres for use at people's homes.

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Appendices/Background papers

Appendix A - Community Impact Assessment

Leading for Better Outcomes Community Impact Assessments

Community Impact assessments (CIAs) should be used whenever there is a policy or service change. The template will enable staff to record how they have taken account of the following essential areas within proposals;

- Strategic Priorities
- Equality considerations (Public Sector Equality Duty)
- Health considerations
- Rural considerations
- Climate considerations

The Equalities section is intended to demonstrate how the Public Sector Equality Duty (PSED), has been taken account of on proposals. The PSED is a legal requirement.

Please note the **light blue text** are guidance notes and therefore should be typed over and or deleted accordingly. These are prompts to help you, although you can include any other relevant information.

<p>Name of proposal:</p> <p>Future Operating Model for Staffordshire's Arts Service</p>
<p>State here which of the County Council priorities the proposal will deliver against</p> <ul style="list-style-type: none"> • Be healthier and more independent • Feel safer, happier and more supported in and by their community
<p>Project lead: (s)</p> <ul style="list-style-type: none"> • Janene Cox • Catherine Mann
<p>Names of other officers involved</p>
<p>Date: 11 August 2016</p>
<p>Executive summary of the assessment</p> <p>Arts and culture enrich our lives. Taking part in and experiencing cultural activities and events can bring communities together and play a positive role in achieving a thriving & prosperous Staffordshire.</p> <p>Access to arts enables human connection, social interaction and activity that combats isolation and promotes a sense of well-being. Staffordshire Arts enable this through access to community led arts activity which will continue to be supported by</p>

the Arts Service.

The remodelled arts offer will ensure that high quality community arts provision is available to all people across the county, increasing opportunities for people to take part in, contribute to and experience the arts in Staffordshire.

There is a potential adverse implication of the proposal if the MSE offer is relocated or discontinued. This could impact on children and people with disabilities who use the MSE room. Alternative options for the MSE room are currently being explored.

However the County Council already provides alternative access to multi-sensory facilities in the following children's centres: Newcastle, Staffordshire Moorlands, Leyfields, Tamworth and Cannock. These are used by Children's Centre users and SEND children, young people and adults. There are also approximately 10 sensory suitcases, which include a range of sensory play equipment that can be hired from Children's Centres for use at people's homes.

Signature

Catherine Mann, Libraries & Arts Manager

Preparing the Executive summary

Equality analysis

1. Describe in summary the aims, objectives and purpose of the proposal, including desired outcomes.

Background

The Great Hall within the Shire Hall building is currently occupied by Staffordshire County Council's Arts Service and Wolverhampton University.

The rear of the building, formerly occupied by Stafford Library, has been vacant since September 2015 - with the exception of the Multi-Sensory Environment Room which is located at the side of the building and is managed by the Arts Service.

There is currently a cumulative MTFs saving of £218,000 predicated on the County Council vacating the Shire Hall which was agreed by Full Council in 2014.

At present £56,000 efficiency savings have been identified within the 2016/17 Arts budget. However in year, there is currently a £62,000 MTFs shortfall from the Arts budget and £100,000 from the Strategic Property budget.

To enable the Arts Service to deliver a minimum of £62,000 to achieve their full MTFs saving of £118,000 in 2017/18 it is proposed that the Arts Service is re-defined to focus on community arts provision and vacates the Shire Hall.

Alongside this Strategic Property will explore developing the Shire Hall building as multi-purpose space.

The Arts Service

Staffordshire County Council's Arts Service current offer includes the following:

- The Shire Hall Gallery
 - Shire Hall Gallery Team (4.75 FTE)
 - Exhibitions, events & activities programme
 - Craft shop
 - Multisensory room (MSE room)
 - Accredited museum - courtroom & cells

- Arts Development
 - Arts Development Team (2 FTE)
 - £20,000 Community Arts Grants
 - £10,000 Arts Development Grants
 - £40,000 Service Level Agreement with the New Vic Theatre

Current Position

The Crown Court vacated the Shire Hall in 1991 and the Arts Service has occupied the Shire Hall Gallery since 1993.

2015/16 visits to the Shire Hall

Total Visits to Shire Hall Gallery	76,862
Total Virtual Visits	26,658
Number of visits to the MSE room	3,032

The visits to the Shire Hall Gallery have reduced by 28% since the Library relocated to Staffordshire Place in September 2015. Visits to the MSE room since September have remained more static with a visitor reduction of 4%.

This is illustrated by the January-June figures below. The MSE room was closed during September/October 2016 and therefore a direct comparison with September/October 2015 is not available.

Total Visits to Shire Hall Gallery	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Total
	7,358	8,169	7,569	7,135	7,525	7,552	45,308
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
	4,622	5,155	4,996	5,723	4,772	7,306	32,574
						+/- %	-28%

Number of visits To the MSE room	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Total
	331	492	300	308	282	364	2,077
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
	287	554	326	330	247	244	1,988
						+/- %	-4%

Future Operating Model for Staffordshire's Arts Service

In re-defining the Arts Offer we propose to:

- Focus on community arts provision, retaining Arts Development, Exhibitions and Community Arts officer posts to enable us to deliver the offer in communities
- Deliver County-wide 'Pop up' Service - utilising new and existing venues (SCC, Districts & Boroughs) to widen the offer across Staffordshire
- Cease to deliver an annual exhibition programme in the Shire Hall
- Discontinue the craft shop & museum
- Explore re-providing the multi-sensory room

2. Who are the main people that will be affected?

The main groups of people that could be affected by the proposal are gallery staff, gallery visitors, gallery Friends, MSE users, artists, arts groups, makers & exhibitors.

In 2015/16 there were 76,862 visitors to the gallery, 176 people were members of the Friend's Discount Scheme and 3,032 people visited the MSE room.

The gallery currently has 4.75 FTE members of staff and 9 volunteers who provided over 766 volunteer hours in 2015/16.

The following arts groups use space in the gallery to facilitate arts activities:

- Social Hub - A face-to-face social support network, deliver a Craft Club and Coffee morning
- Weekly Craft Club
- Creative Health CIC – This Way Up programme, run regular art sessions
- Unseen Cinema – Cinema Screenings in Court 1

During 2015/16, 8 exhibitions were curated, contracting with 175 artists. This includes approximately:

- 62 Staffordshire People who exhibited at Open Art
- 15 makers who sold work at the Christmas Craft Show
- 50 photographers whose work was included in the Royal Photographic Society's annual show

3. Who is currently using the Arts service?

Staffordshire Libraries & Arts Service carries out a Visitor Survey twice a year.

Between April & June 2016 100% of the people surveyed rated their visit to the Gallery as excellent or good.

Overall, visits to the Gallery have declined by 35% in the last 3 years.

Indicator / Description		2015-16	2014-15	2013-14	+/- %
Number of visits to the Shire Hall Gallery					
1	The number of pupils visiting the gallery in organised groups	64	162	330	-81%
2	Attendance at presentations / talks organised / given by arts staff	182	257	132	38%
3	Attendance at other outreach events (workshops)	444	367	353	26%
4	All other visits to Shire Hall Gallery	76,172	105,728	117,345	-35%
Total Visits to Shire Hall Gallery		76,862	106,514	118,160	-35%

During 2015/16

- The total number of visits to the Shire Hall Gallery was 76,862.
- The total number of visits to the Multi-Sensory Room (MSE room) was 3032. The MSE room was closed during September/October 2015 to enable building work to take place. Visits to the MSE room have remained almost static since the library relocated to Staffordshire Place in September 2015 and the MSE room reopened however visits are significantly lower than 2013-14 when 5,482 people used the room.
- A minimum of 20,198 people, benefited from a community arts grant. There are further reports due to be submitted, which could take this total to approximately 30,000 people.
- 136,524 people engaged with Staffordshire's Arts Development managed & funded arts activities/facilities. This includes the 109,787 New Vic attendances and 13,024 participants & 4,422 Live & Local participants.
- There were 34 County Council funded Arts Projects with a low take up in several Districts:

SCC Arts Funded Projects	District
11	Stafford
2	South Staffs
2	East Staffs
	Tamworth
8	Lichfield
4	Cannock
4	Newcastle U Lyme
3	Staffs Moorlands
34	Projects in total

Age

There is limited data available in relation age. Information is collected for class visits to the gallery (figure 1) and visits to the MSE room (figures 2 & 3):

Figure 1

Indicator / Description	2015-16	2014-15	2013-14	+/- %
The number of pupils visiting the gallery in organised groups	64	162	330	-81%

Figure 1 shows a decrease of 81% in pupils visiting the gallery in organised groups since 2013-14.

Figure 2

Number of visits to the MSE room				
	Total	0-15	16-24	Disability
2015-16	3,032	1,330	-	221
2014-15	4,535	1,920	8	424
2013-14	5,482	2,413	-	433

Figure 2 shows that a high proportion of people who use the MSE room are under 16.

Figure 3

2015-2016	0-15 yrs	Disabled	Adult	Total
Visits to the MSE room	1,330	221	1481	3032
No. of unique users	1111	140	1190	2441

Figure 3 shows the number of unique users who used the MSE room during 2015-2016 in relation to the number of visits.

Ethnicity

This data is not collected in relation to the Arts Service

Gender

This data is not collected in relation to the Arts Service.

Disability

There is limited data available and it is in relation to the MSE room only:

Number of visits to the MSE room from people with a disability	
2015-16	221
2014-15	424
2013-14	433

As part of this proposal, the MSE room will no longer be located in the Shire Hall and managed by the Arts Service. We are currently talking to other organisations to identify an alternative venue and provider of this service.

There will be a negative Community Impact of ceasing to provide the Multisensory room in Stafford if this is relocated to another part of the county.

However the County Council already provides alternative access to multi-sensory facilities in the following children's centres: Newcastle, Staffordshire Moorlands, Leyfields, Tamworth and Cannock. These are used by Children's Centre users and SEND children, young people and adults. There are also approximately 10 sensory suitcases, which include a range of sensory play equipment that can be hired from Children's Centres for use at people's homes.

If this proposal is agreed there will be increased opportunities for people across the county to engage with community arts provision through the continued administration of Community Arts and Arts Development Grants, Arts Development Projects and "pop-up" Community Exhibitions.

In particular South Staffordshire, East Staffordshire, Tamworth & Staffordshire Moorlands communities will be targeted to ensure increased engagement with the remodelled arts offer that will be less Stafford centric.

4. Will the proposal have an impact on staff?

Yes

5. If yes, please summarise, what this means for the workforce?

In August 2016 the Arts Service has 6.75 FTE members of staff and 8 individual post holders

Staffing	FTE	Posts	Post-holders
Arts Development	2	2	2
Exhibitions	1	1	1
Gallery Front of House	2.75	5	4
Craft Shop	1	3	3
TOTAL	6.75	11	10 (2 post holders have more than one role)

Characteristics of the Arts Team can be broken down as follows:

Figure 4



Figure 4 shows that 91% of the arts team are female and 63% are over 40 indicating that the proposals could have an impact on particular protected groups within the workforce.

It is anticipated that by vacating the gallery that the number of staff required to deliver the Arts Service may be reduced by 3.75 FTE. These proposals would therefore be subject to full consultation with affected staff and their Trade Union representatives.

Staff affected by these changes will be kept informed of proposals and fully supported during the change period by managers and the OD service.

During 2015/16 the Gallery was supported by 9 volunteers.

There will continue to be a range of volunteering opportunities for volunteers across the county to support and enhance the arts offer; however these opportunities would not all be Stafford based.

Equality Considerations Public Sector Equality Duty

6. The Public Sector Equality Duty (PSED), requires public authorities to pay “due regard” to; eliminate discrimination; advance equality of opportunity; foster good relations between people.

Could the proposal impact on protected groups (complete table below)

Protected groups/characteristics	Is there any potential for positive or negative impact	Could the proposal create better opportunities or minimise disadvantage?	Please detail what measures or changes will be put in place to mitigate adverse implications
Race	Not able to be assessed	N/A	No adverse implications have been identified
Disability	Yes	Yes	<p>The potential adverse implication of the proposal is the relocation or discontinuation of the MSE room.</p> <p>Alternative options for the MSE room are currently being explored.</p> <p>Alternative MSE provision at 4 County Council Children’s Centres will be widely promoted.</p> <p>A community focussed arts offer will potentially enable wider access to the arts within communities to minimise disadvantage.</p>
Gender	None assessed	N/A	No adverse implications have been identified.
Age	Yes	Yes	<p>The potential adverse implication of the proposal is the relocation or discontinuation of the MSE room.</p> <p>Alternative options for the MSE room are currently being explored.</p> <p>Alternative MSE provision</p>

			at 4 County Council Children's Centres will be widely promoted. A community focussed arts offer will potentially enable wider access to the arts within communities to minimise disadvantage.
Religion/belief	None assessed	N/A	No adverse implications have been identified.
Gender reassignment	None assessed	N/A	No adverse implications have been identified.
Sexual orientation	None assessed	N/A	No adverse implications have been identified.
Pregnancy/maternity?	Yes	Yes	The potential adverse implication of the proposal is the relocation or discontinuation of the MSE room. Alternative options for the MSE room are currently being explored. Alternative MSE provision at 4 County Council Children's Centres will be widely promoted. A community focussed arts offer will potentially enable wider access to the arts within communities to minimise disadvantage.
Impact on staff	Yes	No	The proposal will be subject to full consultation with affected staff and their Trade Union Representatives.

7. Are there any gaps in your evidence or conclusions that make it difficult for you to quantify potential adverse impact?

We collect limited data on protected groups (see figure 3 – age and disability) and do not have a breakdown of use or visits by race or gender.

There is a potential adverse impact of ceasing to provide the Multisensory room in Stafford if this is relocated to another part of the county, however as described on page 7 the County Council does provide access to multi-sensory facilities for Children's Centre users, SEND children, young people and adults at 4 Children's Centres across the county.

8. If so, please explain how you will explore the proposal in greater depth

Strategic Property are currently identifying the cost of re locating the Multisensory room to an alternative venue within Stafford and various options are being explored.

There will be a cultural impact of ceasing to offer permanent exhibition space in Stafford town centre if the Arts Service vacates the Shire Hall which will be mitigated through the provision of a wider community focussed arts offer. Conversations with stakeholders and communities will be held to help to shape this offer.

The relationship with artists, makers and community organisations that currently exhibit in or use the Shire Hall will need to be managed carefully. Exhibitions have not been programmed from April 2017 to reduce the risk of cancelling contracts with exhibitors which has a financial implication. If the proposal is agreed, all exhibitors will be contacted directly by the Arts Service to ensure they are fully aware of the future operating model for Staffordshire's Arts Service

9. Please provide details of all consultation undertaken specific to the proposal you are making, either prior to the CIA or as part of it and the results of this.

When the original proposal to vacate the gallery was included in the 2015/16 MTFS a petition to "Save Stafford Shire Hall" was launched with the following wording: "we the undersigned petition the county council to reconsider and reverse the proposals to remove the library, gallery and other facilities from the Shire Hall and sell the building."

A 1,960 paper signature was presented at Full Council on 13 February 2014 by Councillor Maureen Compton. An additional 955 signature e-petition was received, giving a total of 2,915 signatures. The petition was discussed by the Prosperous Staffordshire Select Committee (PSSC) on 7 March 2014 under the Council's Petition Scheme.

The signatures represent only 2.5% of our annual visitors and 0.3% of the population of Staffordshire

10. Consultation with customers & stakeholders

We invite continual feedback via comments books in the Gallery and a comments wall in the MSE Room. Feedback is also gathered face to face. Specific targeted exhibition consultation is carried out when required or in line with funding requirements. Ongoing informal consultation will continue to enable the service to develop a community arts focussed offer that is relevant to communities.

We will engage stakeholders in relation to identifying an alternative location for the MSE room but there are no plans to conduct formal public consultation about the proposal.

11. Consultation with staff

Staff will be briefed informally during the week beginning September 5th 2016.

The proposal will be discussed at the Trade Union Consultative Forum on 6th September 2016.

If these proposals are approved then they will be subject to full consultation with affected staff and their trade Union representatives.

We will ensure that the member of staff on maternity leave is also included as part of the briefing process.

12. Making a decision

The following are key dates for decisions to be made regarding the future operating model for Staffordshire's Arts Service:

13th February 2014 – Full Council: The re-provision of the Arts offer, predicated on vacating the Shire Hall Gallery, was agreed subject to agreement by Cabinet and an agreed purchaser for the building.

13th September 2016 – Prosperous Staffordshire Select Committee: Comments will be reported to Cabinet at their meeting on 21st September for them to take into account as part of the decision making process.

21st September 2016 – Cabinet Meeting: Decision to be made on the future operating model for Staffordshire's Arts Service, including the Arts Service vacating the Shire Hall.

There are no plans currently to sell the Shire Hall, Strategic Property are investigating alternative proposals for how the space in the building can be used so that it is brought back into beneficial use and generates a revenue stream for the Council to offset the £100,000 pooled property MTFS saving.

Entrust will be commissioned to undertake a feasibility study to identify likely cost implications of re-purposing the building which will be used to inform an outline business case.

Wolverhampton University have recently indicated that they no longer wish to occupy any part of the Shire Hall and there is a possibility that Wolverhampton University may have vacated the building prior to the completion of the business cases.

At this stage the University have yet to serve notice terminating the licence agreement. If this transpires then it may be necessary to have some security measures put in place to keep the building secured.

There is significant reputational risk of vacating an historic Grade 2* listed building in the centre of Stafford when flagship stores are relocating into the new town centre development.

Options will be explored to identify an alternative location for the MSE room however a suitable alternative has not yet been identified.

13. Actions

We will pay due regard to our Public Sector Equality Duty and ensure that as we develop the future operating model for Staffordshire's Arts Service, the needs of protected groups will be considered.

In particular we will endeavour to secure an alternative location for the MSE room to mitigate the impact on regular users of this facility.

Reshaping the arts offer to give an increased community focus should widen access to arts provision for protected groups.

If the proposals are agreed then there will be full consultation with affected staff and their trade Union representatives.

The timescales should the proposal be agreed are as follows:

Explore options for MSE room	From September 2016
Stakeholder engagement/communication	From September 2016
Formal staff consultation	October 2016
Notice issued to staff	December 2016
Arts Service vacate Gallery/Great Hall	March 2017
New operating model implemented	April 2017

A detailed action plan will be developed to ensure effective implementation of a realigned model for Staffordshire's Arts Service. The actions within the plan will be monitored by Staffordshire's Library & Arts Manager.

14. Monitoring and review

If the proposal is agreed then work will be undertaken to monitor the development of the wider arts offer which will be reviewed on an ongoing basis to ensure that we continue to deliver a high quality arts service for Staffordshire residents.

Note:

- If the proposal you are undertaking involves procurement, you will need to address the Social Value Act 2012. Information about the Act is on the Equalities pages.
- In meeting the Public Sector Equality Duty, the template on its own, will not stand up to public challenge or a judicial review. Therefore, it is important to bring the findings of the analysis to the attention of Cabinet to enable them to make an informed decision.

See Community Impact Assessment Frequently Asked Questions for further information.

Key contacts for queries:

Wendy Tompson

Corporate Engagement and Consultation Manager

Health considerations

1. Active Staffordshire

How does the proposal impact on the people of Staffordshire getting more physically active?"

Please outline here;

2. In relation to other areas of health, please complete the assessment below in relation to the proposal

Determinant of Health	Impact, is this +ve, -ve or neutral?	Comments
Poverty & Income	Potentially Positive	The proposal offers potential wider access to the arts offer within communities to minimise disadvantage.
Affordable Housing	Neutral	
Mental health & well being	Potentially Positive	<p>Access to arts enables human connection, social interaction and activity that combats isolation and promotes a sense of well-being. This includes access to community led arts activity which will continue to be supported by the Arts Service.</p> <p>The remodelled arts offer will promote the role of arts and well-being by placing Staffordshire's communities at the centre of our partnerships.</p> <p>Relocating or ceasing to provide a Multi-Sensory Environment could impact on some users of the current service. This impact will be mitigated through working with individuals and groups to involve them in the re provision of the MSE offer and alternative MSE</p>

		provision at 4 County Council Children's Centres will be promoted.
Community safety	Potentially Positive	<p>Access to arts enables people to feel connected with their community.</p> <p>Working locally with residents, communities and partners to develop a community focussed arts offer could enable Staffordshire County Council to meet local needs more effectively.</p>
Education and attainment	Potentially Positive	<p>Class visits to the gallery have decreased by 81% since 2013-14.</p> <p>Involving communities across Staffordshire in arts activities will result in a wider community focussed arts offer that will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity.</p>
Work environment	Neutral	
Leisure/culture	Potentially Positive	<p>The current arts offer is predominantly Stafford based.</p> <p>Involving communities across Staffordshire in arts activities will result in a wider community focussed arts offer that will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity.</p>
Accidents	Neutral	
Social exclusion	Potentially Positive	Involving communities across Staffordshire in arts activities will result in a wider community focussed arts offer that

		will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity.
Community development	Potentially Positive	Involving communities across Staffordshire in arts activities will result in a wider community focussed arts offer that will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity.
Health & social service provision	Neutral	
Built environment	Potentially Negative	<p>If the proposal is accepted the Arts Service will be vacating the Shire Hall at the same time that flagship stores are relocating from the High St into the new development. This could have an economic impact on the town centre in terms of potential reduced footfall.</p> <p>Wolverhampton University may also vacate the Shire Hall at the same time as the Arts Service.</p> <p>While Strategic Property will investigate alternative proposals for how the space in the Shire hall can be used so that it is brought back into beneficial use – it is possible that the Shire Hall will be empty for a period of time which will necessitate security measures to keep the building secured. There will be a cost implication</p>

		associated with this.
Accessibility	Potentially Positive	Involving communities across Staffordshire in arts activities will result in a wider community focussed arts offer that will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity.
Diet / healthy eating	Neutral	
Alcohol	Neutral	
Smoking	Neutral	
Drugs	Neutral	
Sexual health	Neutral	

Key contact for queries:
 Marc Neeld, Health Development Officer
 Staffordshire Public Health
marc.neeld@staffordshire.gov.uk

Rural considerations:

Use the checklist to consider how your proposal might impact on the countryside and people living and working within it. Where there is uncertainty or a potentially different (worse) impact in a rural area, you should investigate this further and where appropriate, identify measures to minimise the impact.

Rural considerations: Consider if the proposal will have a +ve or –ve effect on:	Impact +ve,-ve, none	Comments
Existing services for rural communities	Potentially Positive	There is currently a low take up of Community Arts Grants in Staffordshire Moorlands, East Staffordshire & South Staffordshire. Involving communities across Staffordshire in arts activities will result in a wider community focussed arts offer that will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity.
Cost of delivering proposal in rural areas	Potentially Positive	The following has been costed in the budget: <ul style="list-style-type: none"> • £20,000 Community Arts Grants • £10,000 Arts Development Grants • £14,000 Exhibitions Expenditure
Travel needs or the cost of travel for rural communities	Potentially Positive	A wider community focussed arts offer will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity within their community.
Existing infrastructure i.e. broadband ICT, main roads, utilities	None	N/A
Land based industries	None	N/A
Rural businesses i.e. SME's	Potentially Negative	There could be an impact on Staffordshire Makers who will no longer have the opportunity to sell their work at the Shire Hall Gallery
Employment in rural areas	Potentially Positive	A wider community focussed arts offer will broaden opportunities to employ community based artists to support project activity within their community.
Landscape or areas that have been protected because of their heritage quality or rich biodiversity	None	N/A

Key contact for queries:

Hilary Foxley, Rural Development Officer hilary.foxley@staffordshire.gov.uk

Climate change implications

All significant policies, services and project should be assessed for their significance with respect to climate change. To make this as simple as possible you are asked to assess your proposal by its impact on the key drivers of carbon emission within the council.

Will your proposal result in an increase or decrease in;

	Question	Answer
1	Business mileage by officer or;	Potential increase due to Exhibitions post & touring exhibitions travelling across the county
2	Mileage of our badged fleet or;	None
3	Mileage under contract (e.g. taxis) or:	None
4	Fuel use in our building or other infrastructure (e.g. street lighting) or;	Potential decrease subject to future use of the Shire Hall
5	Fuel use in the building or on the sites of private sector contractors delivering a service on our behalf or;	Potential Increase subject to relocation of the MSE room and venues identified for touring exhibitions
6	Waste generated in the workplace	Decrease
7.	Other	None

Publication

All CIAs need to be published (placed on SCC Webpages for public viewing) and will be available for public viewing with cabinet reports.

Please return completed copy of the CIA to wendy.tompson@staffordshire.gov.uk

Once you have completed your CIA you will need to complete this précis for all Cabinet reports and Cabinet Member Delegated Decisions.

Name of Policy/Project/Proposal: Future Operating Model for Staffordshire’s Arts Service
Responsible officer: Catherine Mann
Commencement date & expected duration: From 1 April 2017

	Impact Assessment	
	+ve/neutral/ -ve	Further information degree of impact and signpost to where implications reflected within the report / main assessment
Impact on access to more good jobs and increased economic growth	Neutral	Arts and culture enrich our lives. Taking part in and experiencing cultural activities and events can bring communities together and play a positive role in achieving a thriving & prosperous Staffordshire. Staffordshire Arts will continue to work with local artists and arts organisations to deliver a quality experience and widen participation in arts and culture within communities.
Supporting healthier living and independence	Positive/ Potentially Negative	Access to arts enables human connection, social interaction and activity that combats isolation and promotes a sense of well-being. This includes access to community led arts activity which will continue to be supported by the Arts Service. The remodelled arts offer will promote the role of arts and well-being by placing Staffordshire’s communities at the centre of our partnerships. Relocating or ceasing to provide a Multi-Sensory Environment could impact on some users of the current service. This impact will be mitigated through working with individuals and groups to involve them in the re provision of the MSE offer and wider promotion of alternative MSE provision across the county.
Impact on feeling safer, happier and more supported in and by the community	Positive	The provision of a strong cultural offer can enrich the quality of life in addition to strengthening and

		<p>defining the image and identity of communities.</p> <p>The remodelled arts offer will ensure that high quality arts provision is available across the county, increasing opportunities for people to take part in, contribute to and experience the arts.</p>
Maximising the opportunities for a good quality physical environment	Positive	The provision of a strong cultural offer can enrich the quality of life in addition to strengthening and defining the image and identity of communities.
Maximising the use of community property portfolio	Positive	We will work with partners to identify appropriate venues to hold arts activities and community focussed exhibitions.
Addressing issues affecting rural areas?	Positive	A wider community focussed arts offer will broaden opportunities to participate in learning/education/arts and enable people to experience wider cultural activity within their community.
Equalities impact		
Age	Potentially negative	<p>Arts and culture enrich our lives. Taking part in and experiencing cultural activities and events can bring communities together and play a positive role in achieving a thriving & prosperous Staffordshire.</p> <p>Access to arts enables human connection, social interaction and activity that combats isolation and promotes a sense of well-being. Staffordshire Arts enable this through access to community led arts activity which will continue to be supported by the Arts Service.</p> <p>The remodelled arts offer will ensure that high quality arts provision is available to all people across the county, increasing opportunities for people to take part in, contribute to and experience the arts in Staffordshire.</p> <p>There is however a potential adverse implication of the proposal if the MSE offer is relocated or discontinued. This could impact on children and</p>
Disability	Potentially negative	
Ethnicity	Neutral	
Gender	Neutral	
Religion/Belief	Neutral	
Sexuality	Neutral	
Gender-reassignment	Neutral	
Pregnancy/maternity	Potentially negative	

		people with disabilities who use the MSE room. Alternative options for the MSE room are currently being explored and alternative MSE provision at 4 County Council Children's Centres will be promoted
Resource and Value for money	<p>It is anticipated that the proposal will result in deleting 3.75 FTE which will give staff savings of £86,153 (including on costs). The cost of redundancies will be in the region of £97,788.92</p> <p>There will be some income (in the region of £5,000) from pop up exhibitions but with a projected loss of £13,900 exhibitions income and £56,480 craft shop income overall the net savings for the Arts Service is estimated to be around £62,000 per annum (this does not include the cost of redundancies or redundancy loan).</p>	
Risks identified and mitigation offered	<p>If the MSE offer is relocated or discontinued. This could have an adverse impact on children and people with disabilities who use the MSE room. Alternative options for the MSE room are currently being explored and alternative MSE provision at 4 County Council Children's Centres will be promoted.</p>	
Legal imperative to change/implications (including the Social Value Act 2012)	None	

Author: Catherine Mann

Prosperous Staffordshire Select Committee – 13th September 2016

Briefing Report: On-street Parking Enforcement and Residents Parking Zones

Purpose

This briefing paper has been prepared to help identify lines of enquiry for the scrutiny of parking enforcement activity during December 2016.

Responsibilities for parking enforcement

Since the decriminalisation of parking enforcement in 2008 enforcement powers have been shared between local authorities and the police.

Prior to April 2015 on-street enforcement was carried out on behalf of the County Council by each of the eight district/borough councils.

In April 2015 arrangements changed and the County Council entered into a single arrangement with Stoke-on-Trent City Council for enforcement and back office services.

The district/borough councils remain responsible for off-street enforcement in their public car parks with four districts using the services of Stoke-on-Trent City Council for enforcement and all using the back office services of Stoke for processing of penalty charge notices.

As part of this change the County Council now deals with all enquiries for on-street parking and enforcement. A new series of parking pages on the County Councils website was introduced in April 2015 including frequently asked questions and payment system for on-street penalty charge notices.

Staffordshire County Council is able to carry out enforcement where parking restrictions exist. The Council can also issue penalty charge notices to vehicles that are blocking pedestrian/disabled crossing points and vehicle access crossings where other parking restrictions do not exist. Enforcement of vehicle access crossings is only carried out at the request of and, with the property owner's permission. Enforcement can also be carried out where vehicles are double parked i.e. parked more than 50cm from the kerb.

Any issues of vehicles parked dangerously or causing an obstruction remains a matter for the police. The police can also address offences of wilful and unnecessary obstruction on the road or pavement, the blocking of pedestrian/disabled crossing points and vehicle access crossings, dangerous parking on chevrons at pedestrian crossings etc., and issues of double parking or parking too close to a junction.

With the exception of dropped kerb crossing points and double parking local authorities can only enforce where parking restrictions exist and Staffordshire County Council is therefore able to enforce the following:

- limited waiting bays
- double/single yellow lines
- on street pay and display bays
- resident parking zones
- disabled parking bays
- loading bays
- bus stops/stands
- taxi bays
- school keep clears (where a traffic regulation order is in place)
- clearways
- dropped kerb access (written consent from the property owner is required)
- double parking (vehicles parked too far from the kerb line)
- pedestrian crossings (also police)

In addition the above civil parking offences, the police are responsible for enforcement of the following:

- Illegal obstructions and dangerous parking
- double white lines (moving traffic offence to restrict overtaking)
- obstruction – e.g. pavements with no parking restrictions
- dangerous parking where there are no restrictions in place, for example, on bends, brows of hills and junctions
- dropped kerb access (where obstruction is being caused - see also local authority powers)
- double parking (where obstruction is being caused - i.e. vehicles parked obstructively either side of the road – see also local authority powers)
- one-way traffic
- box junctions
- access only
- white-hatched areas
- pedestrian crossings (also local authority)

Clear Streets – Civil Parking Enforcement

Each year the County Council is required to prepare an annual report on civil parking enforcement. The report for the first year of the new arrangement is currently being prepared and will be brought to a future meeting of the Committee.

Some headline results for this year are:

Public satisfaction with measures to tackle inconsiderate parking continues to improve (annual NHT Public Satisfaction Survey) have slightly improved 44.4% in 2015 compared to 42.6% in 2014

The level of Penalty Charge Notices issued in 2015/16 decreased compared to 2014/15 with 19,763 issued compared with 21,261 in 2014/15.

The percentage of Penalty Charge Notices issued for which payment has been received, has increased (75% in 2015/16 compared to 72% in 2014/15). Over 82% of Penalty Charge Notices payments received are paid for at the discounted rate.

26% of Penalty Charge Notices issued receive representations

Of those Penalty Charge Notices that receive representation, 42% are cancelled in accordance with the Policy for the Processing of Penalty Charge Notices. The majority of cancellations are related to failure to correctly display blue badges or paid for parking tickets.

Less than 1 in 1,000 tickets are referred to appeal at the Traffic Penalty Tribunal with only 9 cases allowed demonstrating that good policies are in place, good decisions are being made locally by enforcement staff during representations to Stoke-on-Trent City Council Parking service and by County Council officers. 261,807 observations/visits were carried out. 10,098 enquiries dealt with by the contact centre (July 2015-March 2016). Approximately 500 enquiries/requests for enforcement were dealt with by the County Councils Clear streets team each month.

Residents' Parking Zones

Before decriminalised parking enforcement (DPE)/civil parking enforcement (CPE) the County Council was unable to introduce Permit Parking Schemes as they required high levels of enforcement that the Police were unable to supply. With the introduction of DPE/CPE, the County Council was able to develop a policy to determine the selection, type, operational constraints and terms and conditions for the introduction of these permitted parking schemes and the Policy and Guidelines for Residents Parking was developed for that purpose.

The intention of a Residents' Parking Zone (RPZ) is to give residents priority and manage non-residents parking in the zone. The introduction of a scheme does not mean that residents have their own parking spaces, nor does it guarantee every householder a parking space within the zone at all times.

In 2013 the Joint Staffordshire Parking Board recommended the introduction of additional guidelines for the development of an RPZ focussed on the development of the role of a "Local Champion" who has a key role in demonstrating that there is majority support and acting as a link between the traffic regulation team and residents and businesses within the zone. This approach supports localism and the Local Champion could, for example be a resident, the local County Councillor or a member of the district, parish or town council.

There is currently 6 Residents Parking Zone in operation across the county at the following locations. Together over 475 properties are covered by the various zones with 470 permits being issued in a typical year.

- Victoria Street, Cannock (25 Premises)

- Lombard Street, Lichfield (34 Premises)
- Castletown, Stafford (159 Premises)
- Vessey Terrace (and surrounding streets), Newcastle (200 Premises)
- High Green, Brewood, South Staffordshire. (9 Premises)
- Cherry St & Cross St, Tamworth. (48 Premises)
- Since April 2015 the following new zones have been introduced
- Cherry St & Cross St, Tamworth. (48Premises)

Based on the priorities previously agreed by the eight district local parking committees the following zones are either currently under development or have not been progressed. This is generally due to either not obtaining the required level of support or other technical issues such as suitability e.g. inadequate number of spaces.

Zones under development:

- Victoria Road area, Tamworth (172 premises, estimated date of introduction winter 2016/17)
- Queen's Hospital area, Burton upon Trent (663 premises, estimated date of introduction summer 2017)
- Forebridge west, Stafford (226 premises, estimated date of introduction winter 2016)
- Forebridge east, Stafford (370 premises, estimated date of introduction spring 2017)
- Brunswick Terrace, Stafford (47 premises, estimated date of introduction summer 2017)
- Dunkirk / Stanier area Newcastle under Lyme (446 premises, estimated date of introduction autumn 2017)

Zones that have not been progressed

Newhall Street, Cannock (143 Premises). During the initial design stage of the scheme it became evident that there was a considerable lack of road space available for parking when considering the number of vehicles that the properties who wished to join the scheme owned.

Requests for the development of zones remain high with 15 requests received since April 2015. The County Council's highways team is currently resourced to be able to progress a maximum of two schemes in each financial year.

Since April 2015 permit types have been simplified and in July 2016 an online application system for permits was introduced making it easier for residents to apply for new or renewed permits and supporting the county councils shift to digitally enabled services.