

## Task Group - Scoping Document – Public Conveniences - DRAFT

<b>Review Topic</b>	Public Conveniences												
<b>Chairman</b>	To be confirmed												
<b>Group Membership</b>	To be confirmed.												
<b>Officer Support</b>	Scrutiny Officer.												
<b>Purpose of the Review</b>	To review the current service provision, including locations and charges and consider options beyond the current contract term with Danfo.												
<b>Role of Overview and Scrutiny in this Review (mark all that apply)</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Holding Executive to account – decisions</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Existing budget and policy framework</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Contribution to policy development</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Holding Executive to account – performance</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Community champion</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Statutory duties / compliance with codes of practice</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Holding Executive to account – decisions	<input checked="" type="checkbox"/>	Existing budget and policy framework	<input type="checkbox"/>	Contribution to policy development	<input checked="" type="checkbox"/>	Holding Executive to account – performance	<input checked="" type="checkbox"/>	Community champion	<input type="checkbox"/>	Statutory duties / compliance with codes of practice	<input type="checkbox"/>
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<b>Aims of Review</b>	To recommend future fees and charges, consider site locations, rationalisation of sites or alternative sites. Review current service and consider options beyond the current contract.												
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Interviewing witnesses at task group meetings.</li> <li>• Comparative statistics for costs and use</li> <li>• Site visits</li> <li>• Comparisons with other local authorities, benchmarking, identifying best practice</li> </ul>												
<b>Scope of Review</b>	<p><u>Within Scope:</u>            Current and futures level of provision and site locations            Fees and charges            Contract provision / alternatives</p> <p><u>Outside scope:</u>            Alternative use of buildings.</p>												
<b>Potential Witnesses</b>	<ul style="list-style-type: none"> <li>• Portfolio Holder</li> <li>• Service Director People and Places</li> <li>• Other Wyre Council officers</li> <li>• Danfo personnel</li> </ul>												

<b>Documents to be considered</b>	Current contract Annual review reports Audit Reports Previous O&S reports Procurement / legal options
<b>Risks</b>	
<b>Level of Publicity</b>	Medium
<b>Indicators of a Successful Review</b>	
<b>Intended Outcomes</b>	Summary document of recommendations for future service provision.
<b>Approximate Timeframe</b>	3 months.
<b>Projected Start Date</b>	October 2018

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