

EXECUTIVE

YOU ARE REQUESTED TO ATTEND A MEETING OF THE EXECUTIVE TO BE HELD IN THE PRINCIPAL COMMITTEE ROOM, THE DEANE HOUSE, BELVEDERE ROAD, TAUNTON ON MONDAY 14TH JANUARY 2008 AT 18:15.

AGENDA

1. Apologies
2. Minutes of the meeting of the Executive held on 14 November 2007 (attached)
3. Public Question Time
4. Declaration of Interests. To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct
5. Fees and Charges 2008/09
Report of Financial Services Manager (attached)
6. Budget Strategy 2008/09 and Savings Delivery Plans
Report of Chief Executive and Strategic Director (attached)
7. Council Tax Base 2008/09
Report of Financial Services Manager (attached)
8. Corporate Strategy 2008 - 11
Report of Scrutiny and Performance Manager (attached)
9. Review of Public Conveniences
Report of Strategic Director (attached)
10. Regulation of Skin Piercing Businesses
Report of Licensing Officer (attached)

G P DYKE
Democratic Services Manager
07 January 2008



Members of the public are welcome to attend the meeting and listen to the discussion. Lift access to the main committee room on the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is a time set aside at the beginning of the meeting to allow the public to ask questions



An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact Greg Dyke on:

Tel: 01823 356410
Fax: 01823 356329
E-Mail: g.dyke@tauntondeane.gov.uk

Website: www.tauntondeane.gov.uk (Council, Executive, Review Board & Review Panel Agenda, Reports and Minutes are available on the Website)

Executive – 14 November 2007

Present: Councillor Henley (Chairman)
Councillors Brooks, Coles, Horsley, R Lees, Mullins, Prior-Sankey,
Mrs Smith and A Wedderkopp.

Officers: Penny James (Chief Executive), Shirlene Adam (Strategic Director)
Brendan Cleere (Strategic Director), Kevin Toller (Strategic Director),
Joy Wishlade (Strategic Director), James Barrah (Chief Environmental
Health Officer), Jim Hunter (Operations Manager – Public Safety) and
Greg Dyke (Democratic Services Manager)

Also present: Councillors Brockwell, Cavill, Critchard Edwards, Hall, Morrell and
Williams.

(The meeting commenced at 6.15 pm.)

110. Minutes

The minutes of the meeting held on 17 October 2007, copies of which had
been circulated, were taken as read and were signed.

111. Public Question Time

Councillor Edwards, as a member of the public asked the following questions:

- (a) The “RinGo” scheme had recently been announced through a press
release. Who and when was this decision made? Did the Executive
consider it acceptable that this decision had been made without
debate?

Councillor Henley replied that that this scheme was an excellent idea
which would help keep customers in local shops rather than rushing to
return to car parks before their parking charge expired. He agreed to
send Councillor Edwards a written reply giving full details of the
scheme.

- (b) Would the Council do all it could to ensure that when the introduction of
trial plastics and card collection took place next year the overall waste
collection service would not be downgraded in any way.

Councillor Henley replied that there were no plans to downgrade the
service in any way. There would be an opportunity for a debate on the
various options before any firm decisions were made.

Councillor Mullins confirmed that the Somerset Waste Partnership
Board had not yet had an opportunity to discuss this in any detail.

112. Declarations of Interest

Councillors Brooks, Henley and Prior-Sankey declared general personal interests as members of Somerset County Council. Councillor Prior-Sankey also declared a personal interest in the ISiS item as a member of the Somerset County Council Executive which had previously made decisions in connection with ISiS. Councillor Fran Smith declared a personal interest in the ISiS item as an employee of Somerset County Council.

Councillor Williams declared a personal interest in the Cider Press item as persons involved in the proposal were known to him in a professional capacity. Councillor Morrell declared a personal interest in the same item as the owner of a nearby property.

Councillor Henley declared a personal interest in the item regarding the National Skills Academy as an employee of Jobcentre plus and Councillor Horsley declared a personal interest in the same item as a Governor of CAT.

113. Proposal to use part of The Cider Press Garden, Taunton as an outdoor dining area

Prior to discussion of this item, representations were made to the Executive by Duncan Brown of Greenslade, Taylor and Hunt, Trevor Spurway, Architect and Jeremy Brown of Loch Fyne. Representations were also made by Graham Ward and Peter Morris of the Civic Society

Consideration was given to a proposal to use part of the Cider Press Garden, Taunton as an outdoor dining area.

Loch Fyne Restaurants had expressed an interest in opening a new outlet to occupy the ground and lower ground floors of the Hunts Court building in Corporation Street, Taunton. The building, which had been vacant for a number of years, already had planning and listed building consent for restaurant use on the ground and lower ground floors and residential use on the upper floor.

As a condition of their possible occupancy, Loch Fyne had requested that almost half of the adjacent Cider Press Garden be made available to them, for use as an outside seating and dining area. Outdoor service would be offered between 1 April and the end of September. They had made it clear that if they could not use this open space, they would not be interested in occupying Hunts Court.

Any proposal to use this space would require a number of separate approvals from the Council – as planning authority, licensing authority and as owners/managers of the open space. Consideration of this proposal at this stage related only to this latter role.

The Cider Press Garden was a public open space, wholly owned and maintained by the Council since 1905. A covenant was in place protecting the site as public open space, and the proposed use would effectively close the space to the general public during business hours between April and September. If the proposal were to be agreed the covenant protecting this part of the Cider Press Garden be set aside, a formal advertisement would need to be placed in a local newspaper. The Executive would need to consider any objections arising from this advertisement.

An informal consultation on this matter had already been undertaken and an article in the local press had prompted a number of representations. Details were submitted of the responses that had been received.

Resolved that the use of part of the Cider Press Garden for the purpose identified be agreed in principle, subject to formal advertisement and consideration of objections and subject to the grant of any necessary licensing and planning consents.

114. **Draft Revised Licensing Policy in Accordance with Licensing Act 2003**

Reported that the Licensing Act was supplemented by guidance issued by the Department for Culture Media and Sport (DCMS). The guidance detailed what should and should not be included in a licensing policy. The starting point of the Licensing Act was that 24 hour licensing was permissible and that there were four objectives to the Act. These objectives were:

- (1) the prevention of crime and disorder;
- (2) public safety;
- (3) the prevention of public nuisance;
- (4) the protection of children from harm.

The Act and guidance also stated that conditions should not be attached to licences that did not relate to the licensing objectives and that were covered by other areas of legislation. There should be no fixed closing hours and no zoning of areas.

If the guidance and Act were to be followed explicitly it would mean that any premises wishing to sell alcohol for consumption on or off the premises, provide food, provide entertainment, exhibit films or perform a play, could do so up to 24 hours each day. The only conditions that could be attached to the licence must directly relate to the four licensing objectives.

The aim of this Council's Licensing Policy was to provide guidance on what would normally be approved in relation to an application for a licensed premises. This guidance would not be restricted to the applicant but would also provide advice for other interested parties such as nearby residents and businesses.

The revised licensing policy was submitted and the key differences were:

- The revised licensing policy does not duplicate legislation or the Secretary of State's guidance.
- The revised policy does not include any references to the transitional arrangements, as they are no longer applicable.

The specific changes in the policy were:

- The revised licensing policy places a presumption that there will be a last time of entry (1am) to licensed premises.
- The revised licensing policy encourages applicants to give more consideration to noise related issues, glass related injuries, smokers, smoking outside their premises and underage sales.

All stakeholders, including licensed premises and responsible authorities, had been consulted on the proposed revised policy. Details were submitted of responses received.

The draft policy had also been considered by the Licensing Committee at its meeting on 6 November 2007 and details were submitted of the changes recommended by it. It was felt that the following changes should be made to the policy:

- Paragraph 2.1.4 to read, "Crime Statistics locally indicate that a last time of entry condition is assisting in the promotion of the licensing objectives. It is therefore expected that applicants for late licensed premises will be expected to provide detailed reasons in their operating schedules for seeking to allow any new entry to the premises after 1.00 am."
- Paragraph 2.3.4 to read, "In considering these issues the Licensing Authority will give careful consideration to the nature of the venue proposed. For example, the Council is keen to promote establishments at which the service and consumption of alcohol is not the primary activity. These may include restaurants, theatres, cinemas, comedy clubs, galleries, museums, and similar venues. The Licensing Authority's experience is that such venues are liable to give rise to fewer public concerns."

Resolved that Council be recommended that the revised Licensing Policy, as amended, be agreed.

115. **Proposed National Skills Academy for Construction (NSAfC) for Project Taunton**

Reported that these Academies had been planned for all nine English regions. The three key outcomes would be an on-site training facility, a dedicated project coordinator, employed by the lead contractor and a comprehensive training and development plan. In addition, prestige and positive PR would undoubtedly be associated with them. The following attributes were expected:

- **Becoming a Centre of Excellence for work based learning**, creating a new benchmark in supporting the delivery of high quality learning and development for the full range of skills engaged in construction.
- **Being driven by employers** who would engage in the development of training and development plans for each project, develop initiatives to meet training and development needs and provide financial and/or in-kind support to address skills issues.
- **Providing strong community links** and provide training and learning opportunities for local people to engage effectively in construction as a career; from school, college or unemployed.
- **Providing a more flexible approach to training** and learning provision which could be provided via a range of facilities such as: on-site training, using mobile training vehicles and local school, college and HE/FE provision.
- **The ability to capture the lessons learned** on each project as each project proceeds, such as logistics techniques, modern methods of construction and other leading construction techniques such that the partnership can share these lessons with the Academy network.

In practical terms the selected developer (in the first instance for Firepool) would:

1. Work with the NSAfC South West partnership (ConstructionSkills, SWRDA, LSC, JC+, FE/HE, Industry) to develop the town centre regeneration as a Skills Academy project in accordance with the principles and attributes above. Much of the delivery of the training would be from local providers such as SCAT.
2. Select a major contractor to facilitate and lead a NSAfC hub and develop and execute a training and development plan through a project coordinator, the post of which would be funded by ConstructionSkills.
3. Work with the NSAfC SW partnership to develop a high level skills plan that detailed the training and development needs of Taunton.
4. Ensure all local funding (including LSC and SWRDA) supported the aims and objectives of a Taunton Skills Academy for Construction.
5. Ensure local residents, especially those in North and East Taunton, were given employment priority and training in accordance with the Training and Skills policy in the Town Centre Area Action Plan.
6. Ensure use of local companies for both procurement and the building supply chain (including Taunton Deane Borough Council's own supply chain) was maximised.

In the short term:

- Roger Stone (Constructive Somerset), Mark Leeman (Taunton Deane Borough Council) and Robbie Lowes were working together to ensure the training and skills policy within the Taunton Town Centre Area Action Plan and this proposal are aligned.
- Job Centre Plus and Connexions would be invited to join the steering group.
- A Skills for Occupiers steering group would convene.
- A draft of the employment and training section for the Firepool developer agreement would be agreed.

Resolved that the establishment of a National Skills Academy for Construction in Taunton be supported.

116. **Improving Services in Somerset (ISiS)**

Reported that all Members had been briefed on progress of this programme at regular intervals over the last two years. The recommendation arising from these meetings was to proceed to contract closure “subject to” the financial formula being satisfied. The final approval had been delegated to Group Leaders, the Portfolio Holder, and the Chief Executive.

This group met on 26 September 2007 and had been briefed on the final negotiated deal position. The unanimous decision of the group was to proceed to contract signature – which happened on 29 September 2007.

In order to finalise this Council’s internal arrangements supporting the deal, some financial approvals were required.

The negotiated deal was affordable for Taunton Deane Borough Council, and fully met the financial formula requirements. However, there was a slight timing issue on the funding of the transformation projects. Whilst work on the procurement transformation project was already underway, it would take a little time for the procurement savings to materialise. Meantime, there was a need to start work on the other transformation projects – particularly the SAP project – in order to deliver the service improvements and transformation capability so required by the Councils.

This meant that there was a requirement to cover a “cashflow” position. There was no requirement for the Council to take on any permanent debt or to permanently fund from reserves.

Cashflow issues arose as part of the normal day to day business of the Council, and the Chief Finance Officer had the authority and responsibility in the Financial Regulations to manage this position. This could mean taking on borrowing.

The cashflow issue resulting from the transformation projects was partly capital and partly revenue.

- The capital cashflow requirement was £2m for a period of 5 years. This would be funded by borrowing, with the debts costs being funded from the procurement savings. This could be done within the existing Treasury Management Strategy.
- The revenue cashflow requirement was £0.7m for a period of 2.5 years. This was effectively an “invest to save” initiative and would need to be funded from reserves. Again, this was a temporary “use” of reserves to fund an initiative that would fully repay the reserves within 2.5 years..

The revenue funding requirement of £0.7m could be funded from any of the Council’s reserves. The transformation projects being delivered benefit all areas of the Council – affecting both General Fund and Housing areas. It was considered, therefore, that the £0.7m be supported from the following sources:-

General Fund Reserves	£200k
Housing Revenue Reserves	£200k
Self Insurance Fund	£300k

These amounts would be fully repaid to the reserves within 2.5 years. The Council’s Chief Finance Officer was satisfied that the proposal was effective in using the Council’s resources, and was prudent in leaving all reserves in an acceptable position.

Resolved that:

1. Council be recommended that the revenue cashflow funding requirement be resolved by Supplementary Estimates from the reserves. These would be approved on an invest to save basis and repaid within 2.5 years. The reserves were:-

General Fund Reserves	£200k
Housing Revenue Reserves	£200k
Self Insurance Fund	£300k

2. The capital cashflow funding requirement, and the proposed solution outlined above be noted.

117. **Exclusion of Press and Public**

Resolved that the press and public be excluded from the meeting for the following item because of the likelihood that exempt information would otherwise be disclosed relating to Clause 1 of Schedule 12A of the Local Government Act 1972, and the public interest in withholding the information outweighed the public interest in disclosing the information to the public.

118. Legal and Democratic Services

Submitted report, previously circulated, which sought to alter the arrangements for the delivery of:

- Legal Services.
- Democratic Services.
- Corporate Governance.
- Monitoring Officer.
- Returning Officer.

The Council's Democratic Services and Legal Services teams had always been managed separately, unlike in many authorities where the two were combined under unified management.

The opportunity had been taken to review this Council's services to determine if combining them would make for a more efficient service provision. The role of Strategic Director – Corporate Governance was intrinsically linked to these two functions, and therefore the review widened to take this post into account.

The current Strategic Director – Corporate Governance also had two statutory functions. He was the Council's Monitoring Officer and also the Council's Returning Officer. In addition he was the Deputy Chief Executive. In any new structure, these three roles needed to be clearly identified.

The proposals were:

- to combine the management of both Legal and Democratic Services;
- delete the posts of Chief Solicitor and Democratic Services Manager;
- delete the post of Strategic Director – Corporate Governance;
- create a new post of Legal and Democratic Services Manager;
- create an additional solicitor post;
- redistribute the work of the Strategic Director – Corporate Governance amongst other members of Corporate Management Team and the new post of Legal and Democratic Services Manager;
- delete one Personal Assistant post;
- relocate two days per week of a Personal Assistant post to the Housing Revenue Account;
- relocate oversight of the Concessionary Travel Scheme from the Democratic Services Manager to the Parking Services Manager.

The Legal and Democratic Services Manager would manage the newly combined function. The post would be the Council's most senior lawyer. The post would also be the Council's Statutory Monitoring Officer, and in this capacity would have direct access to the Council and the Corporate Management Team. This post would be filled following external advertisement.

The Legal Services team itself would be operationally managed by a Legal Services Manager. This was a redesignation of the current post of Senior Solicitor.

The Democratic Services team would be operationally managed by a Democratic Services Manager. This was a redesignation of the current post of Democratic Support Manager.

In order to enable the structure to function, an additional legal post would be created to take on operational legal activity released from the posts of Chief Solicitor and Senior Solicitor. The current temporary Administrative Support post within the Democratic Services team would also be made permanent.

Salaries for the new and revised posts would be subject to job evaluation.

The role of Returning Officer would be taken on by the Chief Executive, supported by the Electoral Services Manager. .

Other functions of the Strategic Director – Corporate Governance would be taken on as follows:

Function	Taken on by
Internal Governance	Legal and Democratic Services Manager (as Monitoring Officer)
Risk Management and Health and Safety	151 Officer – Shirlene Adam
Overview and Scrutiny	Kevin Toller
Partnership Governance	151 Officer – Shirlene Adam in conjunction with the Monitoring Officer
Standards, conduct and ethics	Legal and Democratic Services Manager (as Monitoring Officer)
Standards Board	Legal and Democratic Services Manager (as Monitoring Officer)
Ombudsman issues – complaints and liaison	Kevin Toller
Area working governance	151 Officer and Legal and Democratic Services Manager (as Monitoring Officer)
Constitution, standing orders and financial regulations	151 Officer and Legal and Democratic Services Manager (as Monitoring Officer)
Freedom of Information	Kevin Toller
Deputy Chief Executive	Shirlene Adam

The post of Strategic Director – Corporate Governance would be deleted from the establishment with effect from 31 March 2008. The postholder would retire in the interests of efficiency of the service.

The reduction from five to four Strategic Directors would mean that one post of Personal Assistant would also be deleted from the establishment with effect

from 31 March 2008. The postholder would retire in the interests of efficiency of the service.

A redesign of the workload for Personal Assistants meant that the Personal Assistant that was currently shared with Housing could be released full time to support the Housing team – with the associated two days per week costs being transferred to the Housing Revenue Account. This additional capacity was required by the Housing Management Team. This could be done with effect from 1 December 2007.

The post of Chief Solicitor would be deleted from the establishment with effect from 31 March 2008. The postholder would retire in the interests of efficiency of the service.

The existing post of Democratic Services Manager would be deleted from the establishment with effect from 31 March 2008, but the postholder would be retained until 31 December 2008 to deliver the Member Charter work; oversee the transfer of Ethical Standards work to TDBC from April 2008 and assist in the transition to the new structure. At the conclusion of this work the post would be declared redundant.

The financial implications of the proposal were submitted.

A sum of £258,860 of one-off funding was required. This would release £96,940k per annum of efficiency savings for the Council. The costs of the restructure would therefore be paid back in 2.67 years.

The one-off costs, and the ongoing revenue savings impact on both the General Fund and the Housing Revenue Account. The fund analysis, based on best estimates, was as follows:-

	One-Off Costs £	Ongoing Savings £
Housing Revenue Account	30,727	2,960
General Fund	228,133	(99,900)
TOTAL	258,860	(96,940)

Due to the timing of the restructures the supplementary estimates from the Reserves would be £205,830 - less than the total one off costs of £258,860 shown above. This reflected the difference between total costs and cashflow impact.

Traditionally in service restructures the savings released were immediately directed towards reserves to top them back up to the level prior to the restructure one-off costs being funded. In challenging budget times, it was appropriate to consider alternative options.

It was felt that, in this instance, £60,000 from the ongoing savings be targeted towards the General Fund revenue budget gap from 2008/09 onwards. The remainder of the annual savings would be repaid to reserves. Reserves would still be reimbursed for the one-off costs, but this would be done over a

period of 7 years, instead of 2.67 years. This was a prudent balance between managing the ongoing revenue budget gap, and maintaining reserves at an acceptable level.

Resolved that:

1. the restructure of the Legal and Democratic Services functions, as set out in the report, be agreed and proceed to advert on the posts;
2. Council be recommended to agree a Supplementary Estimate of £205,830 (being £168,410 funded from General Fund Reserves, and £37,420 funded from Housing Revenue Account Reserve)

(The meeting ended at 7.55 pm.)

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE 14 JANUARY 2008

REPORT OF THE FINANCIAL SERVICES MANAGER

FEES & CHARGES 2008/09

This matter is the responsibility of Executive Councillor Mullins

1 EXECUTIVE SUMMARY

- | |
|---|
| 1.1 The proposed fees and charges for 2008/09 are laid out in this report. The Executive is requested to recommend these charges to Full Council. |
|---|

2 INTRODUCTION

- 2.1 The purpose of this report is for the Executive to consider the proposed fees and charges for 2008/09 for the following services:
- Cemeteries & Crematorium,
 - Waste Services,
 - Licensing.

3 PROPOSED INCREASES FOR 2008/09

- 3.1 Appended to this report are the detailed proposed charges for each service as outlined above. The results of both the 2006 and 2007 public consultation events "Your Council, Your Views" clearly indicated that the public prefer to see increases in fees and charges, rather than in Council Tax, as a way for the Council to raise income. Therefore, where possible, fees have been increased to take these views into account. Comments on the proposals from the recent Overview and Scrutiny Board are shown in paragraph 3.9.

3.2 Cemeteries & Crematorium (Appendix A)

It is proposed that the main cremation fee be increased by £30 to £509. This will generate additional income of an estimated £66k. Members should note that this increase is mid way between the two possible proposed increases of £20 and £40 included within the savings plans considered by the Executive elsewhere within this agenda. In addition other fees have been largely increased by 3%.

- 3.3 Members may also wish to note that following the comments made by the Overview and Scrutiny Board there have also been some minor increases to some of the ancillary charges ie Urns and Caskets, Tablets, Plaques etc. Where fees have been amended from that considered by the Overview and Scrutiny Board the amended fees are highlighted and the original proposal shown in parenthesis.

3.4 Waste Services (Appendix B)

For Garden Waste Bins the fees are proposed to increase from £20 to £25. In addition the charge for paper sacks is proposed to increase from £7.50 to £10. All other fees and charges are proposed to remain the same. The financial

impact of these proposals will be incorporated into the budgeted 2008/09 contributions to the Somerset Waste Board, once finalised.

3.5 Licensing Fees (Appendix C)

Many Licensing fees particularly those in relation to the Licensing Act 2003 are set nationally, and the majority of income derived from licensing activities results from these fees. However for those licensing fees where there is local flexibility to set an appropriate amount Officers have been working to ensure that the Council's costs in administering and enforcing such licenses are adequately met from the subsequent income received. However it is not possible to set a standard increase across all areas. As can be seen from Appendix C. The activities of the Licensing Unit are many and varied. Each activity has to be considered on the basis of the nature of the activity, location and number of existing traders and other market factors and an individual fee or charge proposed accordingly.

- 3.6 Licensing fees are delicately balanced, put these rates up too much and this will suppress the market and lead to an overall reduction in activity and therefore a reduction in income. This also may encourage more illegal and therefore unregulated trading; resulting in greater risks to public safety and consequently may result in more costly investigations into this activity by the Licensing Unit. However if the fee is reasonable and affordable, people will be more inclined to pay it, and this will therefore afford a greater level of protection of public safety in the Borough. In summary, income from the proposed increases in fees is expected to generate an additional £7k in 2008-09. Increased volumes of activity will also generate additional income of £50k.
- 3.7 Members may also wish to note that following the comments made by the Overview and Scrutiny Board there have also been some minor further increases to some of the charges for street trading and advertising on taxis. Where fees have been amended from that considered by the Overview and Scrutiny Board the amended fees are shown in bold type and the original fee level proposal shown in parenthesis.
- 3.8 Members may recall that in previous years the proposed fees for the Land Charges service are usually contained within this report. This service is currently under review by the Strategic Director (KT). Government guidance also indicates that consideration has to be given to matching fee levels to the costs of running the service, therefore at present the proposed new fee levels for 2008/09 have not been set.
- 3.9 The Overview and Scrutiny Board considered the proposed fees and charges at their meeting on 13 December 2007. The Board made the following comments on the proposals:

Service	Overview & Scrutiny Comments
Cemeteries & Crematorium	The Board were happy with the proposed increase of £20, as tabled in the original report to the Board, in the main cremation fee but requested that some of the ancillary charges (eg

	urns, caskets and memorials) be increased further than that originally proposed.
Waste Services	None – happy to support the proposals.
Licensing	The Board were generally happy with the proposed fees but requested that some of the charges for street traders, pavement cafes and advertising on taxis be increased further than that originally proposed.

3.10 A TRO Panel in December has considered the car parks fees and charges and the Portfolio Holder has agreed with the recommendations of the Panel. These were reported in the Weekly Bulletin on 3 January.

3.11 The fees and charges once agreed by the Executive will be referred to Full Council in February.

4 RECOMMENDATIONS

4.1 The Executive are requested to recommend the proposed fees and charges for 2008/09 to Full Council as set out in this report.

Contact Officer: Paul Carter
Financial Services Manager
Tel: 01823 356418
Email: p.carter@tauntondeane.gov.uk

**TAUNTON DEANE
CEMETERIES AND
CREMATORIUM
TABLE OF FEES
AND CHARGES**



Proposed from 1st April 2008

TAUNTON DEANE CEMETERIES & CREMATORIUM

Part 1 - Cremation

For the Cremation:-	£ 2007/8	£ 2008/9
(i) of the body of a stillborn child or of a child whose age at the time of death did not exceed one month;	17.00	18.00
(ii) of the body of a child whose age at the time of death exceeded one month but did not exceed sixteen years;	92.00	95.00
(iii) of the body of a person whose age at the time of death exceeded sixteen years;	479.00	509.00 (499.00)
(iv) a surcharge will be made when the service does not take place between the hours of 9.00 am and 4.00 pm Monday to Friday;	55.00	57.00
(v) use of Chapel for additional service time.	128.00	132.00
(vi) Chapel Attendant pall-bearing fee.	15.00	16.00

NOTE:- The Cremation fee includes:-

Use of Chapel, waiting room etc.
 Services of organist and use of organ
 Services of chapel attendant, which includes playing CDs, tapes, etc.
 Medical referee's fee
 Disposal of cremated remains in Garden of Rest
 Certificate for burial of cremated remains
 Provision of Polytainer when required

Part 2 - Urns

Supply of Urn or Casket:-	£	£
Stratford	30.00	35.00 (31.00)
Avon/Stirling	34.00	40.00 (35.00)
Malvern	38.00	50.00 (39.00)
Metal Postal	34.00	45.00 (35.00)

Part 3 - Cremated Remains

(i) Temporary deposit of cremated remains:-		
First month	17.00	18.00
Each subsequent month	21.00	22.00
(ii) Forwarding cremated remains excluding carriage	22.00	23.00
(iii) Collection of cremated remains on a Saturday (when available)	52.00	54.00

Part 4 - Memorials

(i) Entries in Book of Memory:-		
Two line inscription	50.00	52.00
Five line inscription	70.00	72.00
Eight line inscription	96.00	99.00
Flower) with five or eight	45.00	46.00
Badge or Coat of Arms) line inscription only	56.00	58.00
(ii) Memorial Cards:-		
Two line inscription	24.00	25.00
Five line inscription	31.00	32.00
Eight line inscription	34.00	35.00
Flower) with five or eight	48.00	50.00
Badge or Coat of Arms) line inscription only	66.00	68.00
(iii) Miniature Books:-		
Two line inscription	50.00	52.00

Five line inscription	63.00	65.00
Eight line inscription	66.00	68.00
Flower	48.00	49.00
Badge or Coat of Arms	66.00	68.00
Subsequent inscriptions		
Per line	16.00	17.00
Flower	41.00	42.00
Badge or Coat of Arms	54.00	56.00
(iv) Cornish Granite tablet for a ten year period		
Standard memorial tablet	296.00	310.00 (305.00)
Memorial tablet with vase	342.00	360.00 (352.00)
Provision of flower container in existing tablet	47.00	50.00 (48.00)
Cost of renewal 50% of current fee	148.00	155.00 (152.00)
(v) Memorial plaque for a five year period	206.00	220.00 (212.00)
Cost of renewal 50% of current fee	103.00	110.00 (106.00)
(vi) Baby memorial plaques for a ten year period	67.00	70.00 (69.00)
<u>Part 5 - Other Fees and Charges</u>		
(i) Certified extract from Register of Cremations	15.00	17.00 (16.00)
(ii) Floral Arrangements:-		
Small arrangement	32.00	33.00
Large arrangement	37.00	38.00

NOTE:- The charges in Part 4 and 5 (ii) include VAT

CEMETERIES

TABLE OF FEES AND CHARGES

Table of fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane St. Mary's, St. James and Wellington Cemeteries.

The fees indicated for the various parts set out below apply where the persons to be interred or in respect of who the right is granted is, or immediately before this death, was an inhabitant of Taunton Deane District, or in the case of a stillborn child where one of the parents is or at the time of the interment was such an inhabitant or parishioner. In all other cases the fees, payments and sums will be doubled with the exception that those set out in Parts 3 and 4 will not be so doubled.

Interment fees out of normal hours will be doubled.

Part 1 - Interments

The fees indicated for the various heads of this part include the digging of the grave but do not include the walling of a vault or walled grave.

	£ 2007/8	£ 2008/9
1. For the interment in a grave in respect of which an exclusive right of burial has not been granted:-		
(i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year;	103.00	106.00
(ii) of the body of a child or person whose age at the time of death exceeded one year.	268.00	276.00
2. For any interment in a grave in respect of which an exclusive right of burial has been granted:-		
(i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year:-		
at SINGLE depth	116.00	120.00
at DOUBLE depth	139.00	144.00
at TREBLE depth	155.00	160.00

(ii)	of the body of a child or person whose age at the time of death exceeded one year but did not exceed ten:-	£	£
	at SINGLE depth	226.00	233.00
	at DOUBLE depth	266.00	274.00
	at TREBLE depth	288.00	297.00
(iii)	for the body of a person whose age exceeds ten years:-		
	at SINGLE depth	340.00	350.00
	at DOUBLE depth	400.00	412.00
	at TREBLE depth	450.00	464.00
3.	For the interment of cremated remains:-		
(i)	in Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium)	45.00	47.00
(ii)	in any grave in respect of which an exclusive right of burial has been granted	84.00	87.00
(iii)	Saturday interment (when available)	81.00	83.00
(iv)	To witness interment in Garden of Rest when cremation has taken place at Taunton.	17.00	18.00

Part 2 - Exclusive Rights of Burial in Earthen Graves

1. Taunton Deane Cemetery:-

For the exclusive right of burial for a period of 75 years in an earthen grave 2.3 m by 1.2 m

(i)	in Division L	400.00	412.00
(ii)	in Division A	450.00	464.00
(iii)	in Division B	430.00	443.00
(iv)	Cremated remains grave 78 cm by 76 cm	288.00	297.00

2. St. Mary's and St. James Cemeteries:-

For the exclusive right of burial for a period of 75 years in an earthen grave 2.6 m by 1.2 m

430.00	443.00
--------	--------

	£	£
3. Wellington Cemetery:-		
For the exclusive right of burial for a period of 75 years in an earthen grave		
(i) 2.3 m by 1.2 m	430.00	443.00
(ii) 1.2 m by 0.6 m	288.00	297.00

The fees indicated in Part 2 include the Deed of Grant and all expenses thereof.

Part 3 - Memorials and Inscriptions

For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted.

1. In any "Traditional Section":-		
(i) a flat stone, kerbstone or any other form of memorial;	153.00	158.00
(ii) a headstone or cross with base, bases or tablet;	137.00	141.00
(iii) an inscribed stone vase.	52.00	54.00
2. In any "Lawn Section":-		
(i) a headstone;	137.00	141.00
(ii) an inscribed vase.	52.00	54.00
3. Cremated remains flat tablet	137.00	141.00
4. Each removal of memorial for additional inscriptions.	52.00	54.00

Part 4 - Other Fees and Charges

1. Certified extract from the Register of Burials.	17.00	18.00
2. Burial service in Crematorium Chapel (fee includes the use of Chapel, organ and the organist's fee);	128.00	132.00
3. Register search.	17.00	18.00

Waste Services – Proposed Fees & Charges 2008/09

Waste Collection Authorities (WCA) are empowered by the Environmental Protection Act 1990 and by regulations to charge for the collection of certain types of household wastes. These include bulky items and household garden wastes. The authorities are also empowered to charge for the provision of waste containers. These powers have been delegated to the Somerset Waste Board (SWB) through the SWB Constitution.

The proposed charges for the 2008/09 financial year are shown in the table below. The increases take account of the actual costs of delivering the services to customers that have been revealed through the recent contract procurement process and limit the risk of cost increases being incurred by controlling demand.

The Strategic Management Group of the SWP has agreed to apply the proposed charges throughout Somerset.

Bulky items and garden waste can be taken to the HWRCs free of charge.

SERVICE	2006/07	2007/08	2008/09
Garden waste service			
Garden waste bin (£PA)	15	20	25
Garden waste sack (£ per bundle of 10)	5	7.5	10
Bulky waste service			
First item (£)	10	10	10
Subsequent items (£)	2.5	5	5
Max number of items per collection	5	5	5
Refuse collection service			
Bin delivery/exchange charge (£)	15	15	15

FEES & CHARGES 2008/09 - LICENSING UNIT		Appendix C
SERVICE	2007-08 FEE	CEHO RECOMMENDED FEE FOR 08-09
Licensing Act 2003	All fees fixed by statute	All fees fixed by statute
Gambling Act 2005	New for 0708 Statutory Formula Applied	No increase proposed as first year of operation of this Act
Gaming Machines	Fixed By Statute	Fixed By Statute
Lotteries	Fixed By Statute	Fixed By Statute
Sex Establishment-Grant	£12,000.00	£12,000.00
Sex Establishment - renewal	£6,500.00	£6,500.00
Sex Establishment Licence Variation	£95 and £600 if determined by Licensing Committee	£95 and £600 if determined by Licensing Committee
Sex Establishment Licence Transfer	£60.00	£60.00
Skin Piercing Registration-Premises	£50.00	£55.00
Skin Piercing Registration-Individual	£50.00	£55.00
Admin - uncleared cheques	£35.00	£35.00
Admin charge - request for info (non FOI and non Public Regulations)	£35.00	£35.00
Duplicate Licence	£12.00	£15.00
Street Trading -Market House,High St,Castle Bow,North St (non food)	£1,680.00	£1980 (£1800)
Street Trading -Market House,High St,Castle Bow,North St (food)	£2,040.00	£2400 (£2280)
Street Trading - Paul St, Billet St	£960.00	£1080 (£1008)
Street Trading - Laybys	£1500-£2400	£1680-£2640
Mobile Traders	£275.00	£300.00
Permanent Site private land	£300.00	£300.00
Daily rate	£25-£55	£25-£55
Promotional Events	£135.00	£150.00
Pavement Cafes Less than 10m2 (Grant/Renewal)	£200/£200	£460/£220
Pavement Cafes less than 20m2 (Grant/Renewal)	£250-£250	£460/£270
Pavement Cafes less than 30m2 (Grant/Renewal)	£385/£385	£595/£405
Pavement Cafes less than 40m2 (Grant/Renewal)	£440/£440	£650/£460
Pavement Cafes in excess of 40m2 (Grant/Renewal)	£660/£660	£870/£680
Hackney Carriage Vehicle Licence	£165.00	£175.00
Private Hire Vehicle Licence	£165.00	£175.00
Change of number plate	£30.00	£30.00
Meter Test	£16.50	£18.00
Replacement Plate	£20.00	£25.00
Internal Identification Sticker	£3.00	£3.50
Photo fee	£3.00	£3.50
Private Hire Operator Licence	£90.00	£100.00
New Drivers Licence	£110.00	£120.00
Additional Knowledge Test	£17.50	£20.00
Driver renewal 1 year	£90.00	£100.00

SERVICE	2007-08 FEE	CEHO RECOMMENDED FEE FOR 08-09
Driver renewal 3 year	£240.00	£270.00
Replacement badge	£15.00	£15.00
Advertising on Vehicles	£35.00	£50 (£35)
Motor Salvage Operator Registration	£70.00	£70.00
Certified copy of Motor Salvage Operator Register	£35.00	£35.00
Pet Shop Licence	£110.00	£120.00
Animal Boarding Licence	£110.00 *	£120.00 *
Home Boarding License	£30.00 *	£30.00 *
Dog Breeding	£110.00 *	£120.00 *
Dangerous Wild Animals	£150.00 *	£150.00 *
Riding Establishments	£150.00 *	£150.00 *
Zoos	£500.00 *	£500.00 *
	* = Plus vets fees where appropriate	

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE 14 JANUARY 2008

REPORT OF THE FINANCIAL SERVICES MANAGER

COUNCIL TAX BASE 2008/09

This matter is the responsibility of Executive Councillor Henley, Leader of the Council

EXECUTIVE SUMMARY

To approve the Local Council Tax Base for 2008/09, which is calculated at 40,153.07, an increase of 366.72 (0.92%) on the 2007/08 Tax Base.

1 Purpose

- 1.1 To request approval by the Executive of the Council Tax Base for the Borough and for each parish for 2008/09.

2 Introduction

- 2.1 The Council Tax Base, which is calculated annually, has to be set between 1 December and 31 January each year.
- 2.2 The Council tax base is the "Band D" equivalent of the properties included in the Valuation Officer's banding list as at 18 October 2007, as adjusted for voids, appeals, new properties etc., and the provision for non-collection.
- 2.3 The Band D equivalent is arrived at by taking the laid down proportion of each Band as compared to Band D, and aggregating the total. This is shown in Appendix A.
- 2.4 The approved base has to be notified to the County Council, the Police Authority, the Fire Authority, and to each of the parishes.

3 Other adjustments and rate of collection

- 3.1 Adjustments have also been included for new dwellings and for initial void exemptions for empty properties.
- 3.2 The Council Tax Base also has to reflect the provision for losses on collection. The rate for 2008/09 is 0.8%, as in the previous year, giving an anticipated collection rate of 99.2% for 2008/09.
- 3.3 Appendix A sets out in summary form the totals for each band. The adjustments for appeals and property movements is then shown and the total for each Band expressed as "Band D equivalents".
- 3.4 Appendix B sets out the same information but analysed over each parish and the unparished area and the further reduction for the non-collection provision is shown.

3.5 Appendix C sets out the Band D equivalent for each parish with the parish reduction for non-collection provision and the resultant Local Tax Base.

3.6 The Council Tax Base for 2007/08 is 39,786.35 and the recommended base for 2008/09 of 40,153.07 represents an increase of 366.72 or 0.92%.

4 **Recommendations**

4.1 The Executive is recommended to approve the following:-

- a) That the report of the Financial Services Manager for the calculation of the Council Tax base for the whole and parts of the area for 2008/09 be approved.
- b) That, pursuant to the Financial Services Manager's report, and in accordance with the Local Authority (Calculation of Tax Base) Regulations 1992, the amount calculated by Taunton Deane Borough Council as its Tax Base for the whole area for the year 2008/09 shall be 40,153.07 and for the parts of the area listed below shall, for 2008/09 be: -

Ash Priors	78.82
Ashbrittle	90.22
Bathealton	81.22
Bishops Hull	1,075.04
Bishops Lydeard/Cothelstone	1,915.67
Bradford on Tone	277.60
Burrowbridge	203.67
Cheddon Fitzpaine	636.76
Chipstable	120.07
Churchstanton	313.19
Combe Florey	123.09
Comeytrowe	2,088.46
Corfe	137.97
Creech St Michael	940.01
Durston	58.99
Fitzhead	124.85
Halse	146.71
Hatch Beauchamp	265.32
Kingston St Mary	460.34
Langford Budville	220.32
Lydeard St Lawrence/Tolland	199.61
Milverton	596.15
Neroche	248.78
North Curry	724.80
Norton Fitzwarren	737.28
Nynehead	168.96
Oake	330.56
Otterford	168.23

Pitminster	449.53
Ruishton/Thornfalcon	621.22
Sampford Arundel	128.69
Staplegrove	719.37
Stawley	123.05
Stoke St Gregory	381.60
Stoke St Mary	212.07
Taunton	16,083.61
Trull	1,008.61
Wellington	4,646.65
Wellington (Without)	297.29
West Bagborough	159.39
West Buckland	439.50
West Hatch	140.64
West Monkton	1,104.87
Wiveliscombe	1,104.32

Total	40,153.07
--------------	------------------

Contact Officer: Paul Carter
Financial Services Manager
Tel: 01823 356418
Email: p.carter@tauntondeane.gov.uk

Council Tax 'T' Figure Calculation for 2008/2009 Charge

Appendix A

TOTALS - ALL PARISHES

Description of information	Band A (disabled)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Totals
Total no of banded dwellings		6,764.00	14,797.00	9,122.00	6,819.00	5,219.00	3,148.00	1,392.00	87.00	47,348
Additions	0	164	344	177	120	76	47	22	1	950
Exempt dwellings	0	323	394	238	136	94	53	20	9	1,267
Demolished dwellings	0	0	0	0	0	0	0	0	0	0
Disabled relief aggregate	8	49	0	-11	-6	-10	-11	4	-23	0
Total no of banded dwellings	8.00	6,653.75	14,746.64	9,049.77	6,797.28	5,191.10	3,130.59	1,397.83	56.05	47,031
25% discounts	2	4,035	5,752	2,890	1,823	1,036	510	164	7	16,219
50% discounts	0	56	68	57	43	48	37	40	5	354
10% discounts	0.00	115	112	65	51	28	13	10	0	394
Discounts deduction	0.50	1,048.25	1,483.20	757.50	482.35	285.80	147.30	62.00	4.25	4,271
MOD properties (exemption class O)	0	0	52	13	11	16	7	2	2	103
Net dwellings	7.50	5,605.50	13,315.43	8,305.27	6,325.93	4,921.30	2,990.29	1,337.83	53.47	42,863
Band D equivalents	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89

TAX BASE - BAND D EQUIVALENTS

Band	A (disabled)	A	B	C	D	E	F	G	H	Totals
Taunton Deane Borough	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89
Ash Priors	0.00	2.93	1.56	4.44	7.25	18.94	27.66	16.67	0.00	79.46
Ashbrittle	0.00	3.93	6.65	13.33	14.45	15.28	26.22	9.58	1.50	90.94
Bathealton	0.00	3.27	3.11	8.00	5.50	26.89	28.53	4.58	2.00	81.88
Bishops Hull	0.56	73.41	276.59	201.71	234.64	163.41	70.71	60.65	2.04	1,083.71
Bishops Lydeard/Cothelstone	0.00	76.46	304.89	475.67	362.62	325.50	241.85	140.09	4.04	1,931.12
Bradford on Tone	0.00	8.67	8.20	28.67	53.00	62.33	71.56	45.42	2.00	279.84
Burrowbridge	0.00	7.77	17.11	24.67	47.67	48.28	47.32	12.50	0.00	205.31
Cheddon Fitzpaine	0.00	15.02	87.72	189.14	102.25	131.27	84.50	30.00	2.00	641.89
Chipstable	0.00	2.00	10.50	14.80	16.65	35.75	33.58	6.25	1.50	121.03
Churchstanton	0.00	12.41	29.33	36.83	76.00	74.17	56.57	28.38	2.03	315.72
Combe Florey	0.00	0.83	4.88	12.69	15.28	26.89	39.00	22.50	2.00	124.08
Comeytrowe	0.00	45.26	360.89	667.79	402.63	427.88	147.56	53.29	0.01	2,105.31
Corfe	0.00	3.67	5.55	16.53	13.45	14.07	39.27	44.97	1.58	139.08
Creech St Michael	0.42	10.60	87.69	252.27	220.90	251.35	90.28	32.08	2.00	947.59
Durston	0.00	1.17	4.88	15.78	4.00	14.10	11.19	8.33	0.00	59.46
Fitzhead	0.00	0.00	8.77	14.22	24.75	31.78	23.83	22.50	0.00	125.85
Halse	0.00	2.17	3.50	9.02	22.15	46.14	31.42	31.50	2.00	147.89
Hatch Beauchamp	0.00	5.11	31.86	36.11	40.25	64.61	58.69	28.59	2.24	267.46
Kingston St Mary	0.00	17.03	52.70	38.64	36.44	75.30	89.94	144.78	9.24	464.05
Langford Budville	0.00	1.72	20.61	30.14	41.69	33.26	58.59	29.95	6.15	222.10
Lydeard St Lawrence/Tolland	0.00	4.17	25.67	17.24	23.90	47.24	61.75	21.25	0.00	201.22
Milverton	0.00	29.46	94.94	76.67	86.50	100.22	151.16	60.00	2.00	600.95
Neroche	0.00	1.83	16.92	35.12	35.51	39.00	84.15	31.25	7.00	250.78
North Curry	0.00	54.77	62.14	56.71	116.40	211.21	137.08	88.33	4.00	730.65
Norton Fitzwarren	0.00	154.14	154.83	183.50	130.86	73.70	23.45	20.21	2.54	743.22
Nynehead	0.00	7.29	8.39	20.26	23.52	37.28	41.17	25.41	7.00	170.32
Oake	0.00	26.70	18.28	35.78	63.75	69.97	86.67	26.08	6.00	333.23
Otterford	0.00	11.06	6.05	13.60	20.94	59.70	46.27	9.90	2.08	169.59
Pitminster	0.00	8.00	18.24	29.56	44.90	103.46	120.25	123.75	5.00	453.16
Ruishton/Thornfalcon	0.56	75.19	51.33	112.00	153.90	155.53	52.72	25.00	0.00	626.23
Sampford Arundel	0.00	2.52	7.48	15.78	23.15	44.18	18.78	15.83	2.00	129.72
Staplegrove	0.00	41.16	151.32	116.97	95.81	167.85	100.56	49.49	2.01	725.17
Stawley	0.00	2.17	8.75	12.22	10.75	31.04	31.78	20.83	6.50	124.04
Stoke St Gregory	0.00	10.83	73.69	35.69	82.15	87.39	57.84	37.08	0.00	384.67
Stoke St Mary	0.00	20.71	18.71	16.18	17.46	29.40	67.98	43.35	0.00	213.78
Taunton	2.08	2,222.61	6,154.29	3,022.50	2,275.80	1,276.79	926.82	328.42	4.00	16,213.31
Trull	0.00	19.10	52.48	100.08	149.31	236.75	244.94	208.43	5.66	1,016.74
Wellington	0.56	562.93	1,665.72	896.52	732.56	587.40	193.41	44.77	0.25	4,684.12
Wellington (Without)	0.00	5.17	9.14	21.47	45.00	88.00	105.08	25.83	0.00	299.69
West Bagborough	0.00	1.83	29.48	20.13	21.15	25.06	30.69	28.33	4.00	160.68
West Buckland	0.00	11.11	78.87	71.93	53.83	99.61	77.25	50.28	0.17	443.05
West Hatch	0.00	6.17	3.50	9.24	24.25	32.69	45.50	20.42	0.00	141.77
West Monkton	0.00	87.87	97.34	124.49	161.50	344.67	215.58	78.33	4.00	1,113.78
Wiveliscombe	0.00	75.62	221.49	247.90	191.21	179.86	121.24	74.36	1.56	1,113.23
	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89
Non Collection Provision	0.03	29.90	82.85	59.06	50.61	48.12	34.55	17.84	0.86	323.82
COUNCIL TAX BASE	4.13	3,707.10	10,273.60	7,323.40	6,275.32	5,966.80	4,284.75	2,211.89	106.09	40,153.07

(0.8%)

(99.2% Collected)

APPENDIX C

TAX BASE
LOCAL TAX BASE (WHOLE/PART AREAS)

	Band D Equivalents	Provision for Non Collection (at 0.8%)	Local Tax Base
Taunton Deane Borough Council - whole area	40,476.89	323.82	40,153.07
Ash Priors	79.46	0.64	78.82
Ashbrittle	90.94	0.73	90.22
Bathealton	81.88	0.66	81.22
Bishops Hull	1,083.71	8.67	1,075.04
Bishops Lydeard/Cothelstone	1,931.12	15.45	1,915.67
Bradford on Tone	279.84	2.24	277.60
Burrowbridge	205.31	1.64	203.67
Cheddon Fitzpaine	641.89	5.14	636.76
Chipstable	121.03	0.97	120.07
Churchstanton	315.72	2.53	313.19
Combe Florey	124.08	0.99	123.09
Comeytrowe	2,105.31	16.84	2,088.46
Corfe	139.08	1.11	137.97
Creech St Michael	947.59	7.58	940.01
Durston	59.46	0.48	58.99
Fitzhead	125.85	1.01	124.85
Halse	147.89	1.18	146.71
Hatch Beauchamp	267.46	2.14	265.32
Kingston St Mary	464.05	3.71	460.34
Langford Budville	222.10	1.78	220.32
Lydeard St Lawrence/Tolland	201.22	1.61	199.61
Milverton	600.95	4.81	596.15
Neroche	250.78	2.01	248.78
North Curry	730.65	5.85	724.80
Norton Fitzwarren	743.22	5.95	737.28
Nynehead	170.32	1.36	168.96
Oake	333.23	2.67	330.56
Otterford	169.59	1.36	168.23
Pitminster	453.16	3.63	449.53
Ruishton/Thornfalcon	626.23	5.01	621.22
Sampford Arundel	129.72	1.04	128.69
Staplegrove	725.17	5.80	719.37
Stawley	124.04	0.99	123.05
Stoke St Gregory	384.67	3.08	381.60
Stoke St Mary	213.78	1.71	212.07
Taunton	16,213.31	129.71	16,083.61
Trull	1,016.74	8.13	1,008.61
Wellington	4,684.12	37.47	4,646.65
Wellington (Without)	299.69	2.40	297.29
West Bagborough	160.68	1.29	159.39
West Buckland	443.05	3.54	439.50
West Hatch	141.77	1.13	140.64
West Monkton	1,113.78	8.91	1,104.87
Wiveliscombe	1,113.23	8.91	1,104.32
	<u>40,476.89</u>	<u>323.82</u>	<u>40,153.07</u>

Council Tax 'T' Figure Calculation for 2008/2009 Charge

Appendix A

TOTALS - ALL PARISHES

Description of information	Band A (disabled)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Totals
Total no of banded dwellings		6,764.00	14,797.00	9,122.00	6,819.00	5,219.00	3,148.00	1,392.00	87.00	47,348
Additions	0	164	344	177	120	76	47	22	1	950
Exempt dwellings	0	323	394	238	136	94	53	20	9	1,267
Demolished dwellings	0	0	0	0	0	0	0	0	0	0
Disabled relief aggregate	8	49	0	-11	-6	-10	-11	4	-23	0
Total no of banded dwellings	8.00	6,653.75	14,746.64	9,049.77	6,797.28	5,191.10	3,130.59	1,397.83	56.05	47,031
25% discounts	2	4,035	5,752	2,890	1,823	1,036	510	164	7	16,219
50% discounts	0	56	68	57	43	48	37	40	5	354
10% discounts	0.00	115	112	65	51	28	13	10	0	394
Discounts deduction	0.50	1,048.25	1,483.20	757.50	482.35	285.80	147.30	62.00	4.25	4,271
MOD properties (exemption class O)	0	0	52	13	11	16	7	2	2	103
Net dwellings	7.50	5,605.50	13,315.43	8,305.27	6,325.93	4,921.30	2,990.29	1,337.83	53.47	42,863
Band D equivalents	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89

TAX BASE - BAND D EQUIVALENTS

Band	A (disabled)	A	B	C	D	E	F	G	H	Totals
Taunton Deane Borough	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89
Ash Priors	0.00	2.93	1.56	4.44	7.25	18.94	27.66	16.67	0.00	79.46
Ashbrittle	0.00	3.93	6.65	13.33	14.45	15.28	26.22	9.58	1.50	90.94
Bathealton	0.00	3.27	3.11	8.00	5.50	26.89	28.53	4.58	2.00	81.88
Bishops Hull	0.56	73.41	276.59	201.71	234.64	163.41	70.71	60.65	2.04	1,083.71
Bishops Lydeard/Cothelstone	0.00	76.46	304.89	475.67	362.62	325.50	241.85	140.09	4.04	1,931.12
Bradford on Tone	0.00	8.67	8.20	28.67	53.00	62.33	71.56	45.42	2.00	279.84
Burrowbridge	0.00	7.77	17.11	24.67	47.67	48.28	47.32	12.50	0.00	205.31
Cheddon Fitzpaine	0.00	15.02	87.72	189.14	102.25	131.27	84.50	30.00	2.00	641.89
Chipstable	0.00	2.00	10.50	14.80	16.65	35.75	33.58	6.25	1.50	121.03
Churchstanton	0.00	12.41	29.33	36.83	76.00	74.17	56.57	28.38	2.03	315.72
Combe Florey	0.00	0.83	4.88	12.69	15.28	26.89	39.00	22.50	2.00	124.08
Comeytrowe	0.00	45.26	360.89	667.79	402.63	427.88	147.56	53.29	0.01	2,105.31
Corfe	0.00	3.67	5.55	16.53	13.45	14.07	39.27	44.97	1.58	139.08
Creech St Michael	0.42	10.60	87.69	252.27	220.90	251.35	90.28	32.08	2.00	947.59
Durston	0.00	1.17	4.88	15.78	4.00	14.10	11.19	8.33	0.00	59.46
Fitzhead	0.00	0.00	8.77	14.22	24.75	31.78	23.83	22.50	0.00	125.85
Halse	0.00	2.17	3.50	9.02	22.15	46.14	31.42	31.50	2.00	147.89
Hatch Beauchamp	0.00	5.11	31.86	36.11	40.25	64.61	58.69	28.59	2.24	267.46
Kingston St Mary	0.00	17.03	52.70	38.64	36.44	75.30	89.94	144.78	9.24	464.05
Langford Budville	0.00	1.72	20.61	30.14	41.69	33.26	58.59	29.95	6.15	222.10
Lydeard St Lawrence/Tolland	0.00	4.17	25.67	17.24	23.90	47.24	61.75	21.25	0.00	201.22
Milverton	0.00	29.46	94.94	76.67	86.50	100.22	151.16	60.00	2.00	600.95
Neroche	0.00	1.83	16.92	35.12	35.51	39.00	84.15	31.25	7.00	250.78
North Curry	0.00	54.77	62.14	56.71	116.40	211.21	137.08	88.33	4.00	730.65
Norton Fitzwarren	0.00	154.14	154.83	183.50	130.86	73.70	23.45	20.21	2.54	743.22
Nynehead	0.00	7.29	8.39	20.26	23.52	37.28	41.17	25.41	7.00	170.32
Oake	0.00	26.70	18.28	35.78	63.75	69.97	86.67	26.08	6.00	333.23
Otterford	0.00	11.06	6.05	13.60	20.94	59.70	46.27	9.90	2.08	169.59
Pitminster	0.00	8.00	18.24	29.56	44.90	103.46	120.25	123.75	5.00	453.16
Ruishton/Thornfalcon	0.56	75.19	51.33	112.00	153.90	155.53	52.72	25.00	0.00	626.23
Sampford Arundel	0.00	2.52	7.48	15.78	23.15	44.18	18.78	15.83	2.00	129.72
Staplegrove	0.00	41.16	151.32	116.97	95.81	167.85	100.56	49.49	2.01	725.17
Stawley	0.00	2.17	8.75	12.22	10.75	31.04	31.78	20.83	6.50	124.04
Stoke St Gregory	0.00	10.83	73.69	35.69	82.15	87.39	57.84	37.08	0.00	384.67
Stoke St Mary	0.00	20.71	18.71	16.18	17.46	29.40	67.98	43.35	0.00	213.78
Taunton	2.08	2,222.61	6,154.29	3,022.50	2,275.80	1,276.79	926.82	328.42	4.00	16,213.31
Trull	0.00	19.10	52.48	100.08	149.31	236.75	244.94	208.43	5.66	1,016.74
Wellington	0.56	562.93	1,665.72	896.52	732.56	587.40	193.41	44.77	0.25	4,684.12
Wellington (Without)	0.00	5.17	9.14	21.47	45.00	88.00	105.08	25.83	0.00	299.69
West Bagborough	0.00	1.83	29.48	20.13	21.15	25.06	30.69	28.33	4.00	160.68
West Buckland	0.00	11.11	78.87	71.93	53.83	99.61	77.25	50.28	0.17	443.05
West Hatch	0.00	6.17	3.50	9.24	24.25	32.69	45.50	20.42	0.00	141.77
West Monkton	0.00	87.87	97.34	124.49	161.50	344.67	215.58	78.33	4.00	1,113.78
Wiveliscombe	0.00	75.62	221.49	247.90	191.21	179.86	121.24	74.36	1.56	1,113.23
	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89
Non Collection Provision	0.03	29.90	82.85	59.06	50.61	48.12	34.55	17.84	0.86	323.82
COUNCIL TAX BASE	4.13	3,707.10	10,273.60	7,323.40	6,275.32	5,966.80	4,284.75	2,211.89	106.09	40,153.07

(0.8%)

(99.2% Collected)

APPENDIX C

TAX BASE
LOCAL TAX BASE (WHOLE/PART AREAS)

	Band D Equivalents	Provision for Non Collection (at 0.8%)	Local Tax Base
Taunton Deane Borough Council - whole area	40,476.89	323.82	40,153.07
Ash Priors	79.46	0.64	78.82
Ashbrittle	90.94	0.73	90.22
Bathealton	81.88	0.66	81.22
Bishops Hull	1,083.71	8.67	1,075.04
Bishops Lydeard/Cothelstone	1,931.12	15.45	1,915.67
Bradford on Tone	279.84	2.24	277.60
Burrowbridge	205.31	1.64	203.67
Cheddon Fitzpaine	641.89	5.14	636.76
Chipstable	121.03	0.97	120.07
Churchstanton	315.72	2.53	313.19
Combe Florey	124.08	0.99	123.09
Comeytrowe	2,105.31	16.84	2,088.46
Corfe	139.08	1.11	137.97
Creech St Michael	947.59	7.58	940.01
Durston	59.46	0.48	58.99
Fitzhead	125.85	1.01	124.85
Halse	147.89	1.18	146.71
Hatch Beauchamp	267.46	2.14	265.32
Kingston St Mary	464.05	3.71	460.34
Langford Budville	222.10	1.78	220.32
Lydeard St Lawrence/Tolland	201.22	1.61	199.61
Milverton	600.95	4.81	596.15
Neroche	250.78	2.01	248.78
North Curry	730.65	5.85	724.80
Norton Fitzwarren	743.22	5.95	737.28
Nynehead	170.32	1.36	168.96
Oake	333.23	2.67	330.56
Otterford	169.59	1.36	168.23
Pitminster	453.16	3.63	449.53
Ruishton/Thornfalcon	626.23	5.01	621.22
Sampford Arundel	129.72	1.04	128.69
Staplegrove	725.17	5.80	719.37
Stawley	124.04	0.99	123.05
Stoke St Gregory	384.67	3.08	381.60
Stoke St Mary	213.78	1.71	212.07
Taunton	16,213.31	129.71	16,083.61
Trull	1,016.74	8.13	1,008.61
Wellington	4,684.12	37.47	4,646.65
Wellington (Without)	299.69	2.40	297.29
West Bagborough	160.68	1.29	159.39
West Buckland	443.05	3.54	439.50
West Hatch	141.77	1.13	140.64
West Monkton	1,113.78	8.91	1,104.87
Wiveliscombe	1,113.23	8.91	1,104.32
	<u>40,476.89</u>	<u>323.82</u>	<u>40,153.07</u>

Council Tax 'T' Figure Calculation for 2008/2009 Charge

Appendix A

TOTALS - ALL PARISHES

Description of information	Band A (disabled)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Totals
Total no of banded dwellings		6,764.00	14,797.00	9,122.00	6,819.00	5,219.00	3,148.00	1,392.00	87.00	47,348
Additions	0	164	344	177	120	76	47	22	1	950
Exempt dwellings	0	323	394	238	136	94	53	20	9	1,267
Demolished dwellings	0	0	0	0	0	0	0	0	0	0
Disabled relief aggregate	8	49	0	-11	-6	-10	-11	4	-23	0
Total no of banded dwellings	8.00	6,653.75	14,746.64	9,049.77	6,797.28	5,191.10	3,130.59	1,397.83	56.05	47,031
25% discounts	2	4,035	5,752	2,890	1,823	1,036	510	164	7	16,219
50% discounts	0	56	68	57	43	48	37	40	5	354
10% discounts	0.00	115	112	65	51	28	13	10	0	394
Discounts deduction	0.50	1,048.25	1,483.20	757.50	482.35	285.80	147.30	62.00	4.25	4,271
MOD properties (exemption class O)	0	0	52	13	11	16	7	2	2	103
Net dwellings	7.50	5,605.50	13,315.43	8,305.27	6,325.93	4,921.30	2,990.29	1,337.83	53.47	42,863
Band D equivalents	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89

TAX BASE - BAND D EQUIVALENTS

Band	A (disabled)	A	B	C	D	E	F	G	H	Totals
Taunton Deane Borough	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89
Ash Priors	0.00	2.93	1.56	4.44	7.25	18.94	27.66	16.67	0.00	79.46
Ashbrittle	0.00	3.93	6.65	13.33	14.45	15.28	26.22	9.58	1.50	90.94
Bathealton	0.00	3.27	3.11	8.00	5.50	26.89	28.53	4.58	2.00	81.88
Bishops Hull	0.56	73.41	276.59	201.71	234.64	163.41	70.71	60.65	2.04	1,083.71
Bishops Lydeard/Cothelstone	0.00	76.46	304.89	475.67	362.62	325.50	241.85	140.09	4.04	1,931.12
Bradford on Tone	0.00	8.67	8.20	28.67	53.00	62.33	71.56	45.42	2.00	279.84
Burrowbridge	0.00	7.77	17.11	24.67	47.67	48.28	47.32	12.50	0.00	205.31
Cheddon Fitzpaine	0.00	15.02	87.72	189.14	102.25	131.27	84.50	30.00	2.00	641.89
Chipstable	0.00	2.00	10.50	14.80	16.65	35.75	33.58	6.25	1.50	121.03
Churchstanton	0.00	12.41	29.33	36.83	76.00	74.17	56.57	28.38	2.03	315.72
Combe Florey	0.00	0.83	4.88	12.69	15.28	26.89	39.00	22.50	2.00	124.08
Comeytrowe	0.00	45.26	360.89	667.79	402.63	427.88	147.56	53.29	0.01	2,105.31
Corfe	0.00	3.67	5.55	16.53	13.45	14.07	39.27	44.97	1.58	139.08
Creech St Michael	0.42	10.60	87.69	252.27	220.90	251.35	90.28	32.08	2.00	947.59
Durston	0.00	1.17	4.88	15.78	4.00	14.10	11.19	8.33	0.00	59.46
Fitzhead	0.00	0.00	8.77	14.22	24.75	31.78	23.83	22.50	0.00	125.85
Halse	0.00	2.17	3.50	9.02	22.15	46.14	31.42	31.50	2.00	147.89
Hatch Beauchamp	0.00	5.11	31.86	36.11	40.25	64.61	58.69	28.59	2.24	267.46
Kingston St Mary	0.00	17.03	52.70	38.64	36.44	75.30	89.94	144.78	9.24	464.05
Langford Budville	0.00	1.72	20.61	30.14	41.69	33.26	58.59	29.95	6.15	222.10
Lydeard St Lawrence/Tolland	0.00	4.17	25.67	17.24	23.90	47.24	61.75	21.25	0.00	201.22
Milverton	0.00	29.46	94.94	76.67	86.50	100.22	151.16	60.00	2.00	600.95
Neroche	0.00	1.83	16.92	35.12	35.51	39.00	84.15	31.25	7.00	250.78
North Curry	0.00	54.77	62.14	56.71	116.40	211.21	137.08	88.33	4.00	730.65
Norton Fitzwarren	0.00	154.14	154.83	183.50	130.86	73.70	23.45	20.21	2.54	743.22
Nynehead	0.00	7.29	8.39	20.26	23.52	37.28	41.17	25.41	7.00	170.32
Oake	0.00	26.70	18.28	35.78	63.75	69.97	86.67	26.08	6.00	333.23
Otterford	0.00	11.06	6.05	13.60	20.94	59.70	46.27	9.90	2.08	169.59
Pitminster	0.00	8.00	18.24	29.56	44.90	103.46	120.25	123.75	5.00	453.16
Ruishton/Thornfalcon	0.56	75.19	51.33	112.00	153.90	155.53	52.72	25.00	0.00	626.23
Sampford Arundel	0.00	2.52	7.48	15.78	23.15	44.18	18.78	15.83	2.00	129.72
Staplegrove	0.00	41.16	151.32	116.97	95.81	167.85	100.56	49.49	2.01	725.17
Stawley	0.00	2.17	8.75	12.22	10.75	31.04	31.78	20.83	6.50	124.04
Stoke St Gregory	0.00	10.83	73.69	35.69	82.15	87.39	57.84	37.08	0.00	384.67
Stoke St Mary	0.00	20.71	18.71	16.18	17.46	29.40	67.98	43.35	0.00	213.78
Taunton	2.08	2,222.61	6,154.29	3,022.50	2,275.80	1,276.79	926.82	328.42	4.00	16,213.31
Trull	0.00	19.10	52.48	100.08	149.31	236.75	244.94	208.43	5.66	1,016.74
Wellington	0.56	562.93	1,665.72	896.52	732.56	587.40	193.41	44.77	0.25	4,684.12
Wellington (Without)	0.00	5.17	9.14	21.47	45.00	88.00	105.08	25.83	0.00	299.69
West Bagborough	0.00	1.83	29.48	20.13	21.15	25.06	30.69	28.33	4.00	160.68
West Buckland	0.00	11.11	78.87	71.93	53.83	99.61	77.25	50.28	0.17	443.05
West Hatch	0.00	6.17	3.50	9.24	24.25	32.69	45.50	20.42	0.00	141.77
West Monkton	0.00	87.87	97.34	124.49	161.50	344.67	215.58	78.33	4.00	1,113.78
Wiveliscombe	0.00	75.62	221.49	247.90	191.21	179.86	121.24	74.36	1.56	1,113.23
	4.17	3,737.00	10,356.45	7,382.46	6,325.93	6,014.92	4,319.30	2,229.72	106.94	40,476.89
Non Collection Provision	0.03	29.90	82.85	59.06	50.61	48.12	34.55	17.84	0.86	323.82
COUNCIL TAX BASE	4.13	3,707.10	10,273.60	7,323.40	6,275.32	5,966.80	4,284.75	2,211.89	106.09	40,153.07

(0.8%)

(99.2% Collected)

APPENDIX C

TAX BASE
LOCAL TAX BASE (WHOLE/PART AREAS)

	Band D Equivalents	Provision for Non Collection (at 0.8%)	Local Tax Base
Taunton Deane Borough Council - whole area	40,476.89	323.82	40,153.07
Ash Priors	79.46	0.64	78.82
Ashbrittle	90.94	0.73	90.22
Bathealton	81.88	0.66	81.22
Bishops Hull	1,083.71	8.67	1,075.04
Bishops Lydeard/Cothelstone	1,931.12	15.45	1,915.67
Bradford on Tone	279.84	2.24	277.60
Burrowbridge	205.31	1.64	203.67
Cheddon Fitzpaine	641.89	5.14	636.76
Chipstable	121.03	0.97	120.07
Churchstanton	315.72	2.53	313.19
Combe Florey	124.08	0.99	123.09
Comeytrowe	2,105.31	16.84	2,088.46
Corfe	139.08	1.11	137.97
Creech St Michael	947.59	7.58	940.01
Durston	59.46	0.48	58.99
Fitzhead	125.85	1.01	124.85
Halse	147.89	1.18	146.71
Hatch Beauchamp	267.46	2.14	265.32
Kingston St Mary	464.05	3.71	460.34
Langford Budville	222.10	1.78	220.32
Lydeard St Lawrence/Tolland	201.22	1.61	199.61
Milverton	600.95	4.81	596.15
Neroche	250.78	2.01	248.78
North Curry	730.65	5.85	724.80
Norton Fitzwarren	743.22	5.95	737.28
Nynehead	170.32	1.36	168.96
Oake	333.23	2.67	330.56
Otterford	169.59	1.36	168.23
Pitminster	453.16	3.63	449.53
Ruishton/Thornfalcon	626.23	5.01	621.22
Sampford Arundel	129.72	1.04	128.69
Staplegrove	725.17	5.80	719.37
Stawley	124.04	0.99	123.05
Stoke St Gregory	384.67	3.08	381.60
Stoke St Mary	213.78	1.71	212.07
Taunton	16,213.31	129.71	16,083.61
Trull	1,016.74	8.13	1,008.61
Wellington	4,684.12	37.47	4,646.65
Wellington (Without)	299.69	2.40	297.29
West Bagborough	160.68	1.29	159.39
West Buckland	443.05	3.54	439.50
West Hatch	141.77	1.13	140.64
West Monkton	1,113.78	8.91	1,104.87
Wiveliscombe	1,113.23	8.91	1,104.32
	<u>40,476.89</u>	<u>323.82</u>	<u>40,153.07</u>

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE: 16th JANUARY 2008

**Report of Scrutiny and Performance Manager
(This matter is the responsibility of Executive Councillor Fran Smith)**

Corporate Strategy 2008-11

Executive Summary

This report presents the Corporate Strategy 2008-2011, providing direction for the Council and setting our objectives and desired outcomes for the next three years. The Executive is requested to approve the report, for adoption by Full Council.

1. Purpose of Report

- 1.1 To seek the Executive's consideration of the Corporate Strategy 2008-11 (Appendix A)

2. Background

- 2.1 The Corporate Strategy is the Council's principal policy document. It establishes the outcomes that we want to achieve in the community and provides an important lead for budget setting and service planning activities.
- 2.2 In setting the 2008-11 Corporate Strategy, we have considered recent consultation with both the community and partners, seeking views and preferences on future priorities and budget-setting choices. We have also considered feedback from the Audit Commission, Central government guidance, and the 'Local Futures' area audit.
- 2.3 The Corporate Strategy has been challenged and scrutinised during its development through the following means:
 - 2.3.1 Overview and Scrutiny Board 'Developing the Corporate Strategy' (4th October 07)
 - 2.3.2 Discussion at Executive Agenda Setting with CMT (8th October 07)
 - 2.3.3 Consultation with directors, managers and officers (ongoing)
 - 2.3.4 Overview and Scrutiny Board 'Draft Corporate Strategy' report (1st November 07)

- 2.4 The key areas of change to the Corporate Strategy, resulting from the aforementioned consultation, feedback, challenge and scrutiny are:
- 2.4.1 A new objective to reduce the risk of and respond to flooding
 - 2.4.2 An increased focus on supporting the rural economy
 - 2.4.5 A review of other opportunities in Taunton Deane such as for a new swimming pool and for rolling out the restorative justice scheme if the pilot proves successful
- 2.5 After Executive approval, the Corporate Strategy will be printed in the same format as last year and distributed to managers and councillors. We will also publicise it to the public and our partners. The Corporate Strategy reflects national recommended best practise in its design.
- 3. Resource Implications**
- 3.1 The aims and objectives of the Corporate Strategy provide an important lead-in to budget setting and service planning activity. Increasingly, local authorities are being challenged to demonstrate a clear link between priorities and resource allocation.
- 4. Impact on Corporate Priorities**
- 4.1 The Corporate Strategy establishes the priorities of the Council.
- 5. Recommendation**
- 5.1 The Executive is recommended to approve the Corporate Strategy for adoption by Full Council.

Contacts:

Simon Lewis
Scrutiny and Performance Manager
s.lewis@tauntondeane.gov.uk
01823 356397

**TAUNTON DEANE BOROUGH
COUNCIL**

CORPORATE STRATEGY

2008-2011

CORPORATE STRATEGY 2008-11

CONTENTS	Page
FOREWORD	3
PURPOSE OF THE CORPORATE STRATEGY	4
VISION, BUSINESS PRINCIPLES AND CORE VALUES	4
CORPORATE AIMS AND OBJECTIVES	6
PORTFOLIO HOLDERS AND DIRECTORS	8
KEY ACTIVITIES	9 - 28
ECONOMY	9 – 14
TRANSPORT	15 - 16
CRIME	17 - 19
HEALTHY LIVING	20 - 22
ENVIRONMENT	23 - 25
DELIVERY	26 - 28
CONTRIBUTING TO WIDER PRIORITIES AND STRATEGIES	29 - 30
HOW WE DELIVER THE CORPORATE STRATEGY	31
HOW SOUTH WEST ONE WILL HELP US DELIVER OUR CORPORATE AIMS	32
BUILDING ON TEAM SOMERSET – PROVIDING EXCELLENT SERVICES FOR CUSTOMERS IN THE FUTURE	33
PERFORMANCE MANAGEMENT OF CORPORATE STRATEGY	34

CORPORATE STRATEGY 2008-11

FOREWORD

Welcome to our Corporate Strategy for 2008-11.

In September 2004, Taunton Deane Borough Council was rated an 'excellent' authority by the Audit Commission. This year they assessed us on our use of resources and value for money and we were again judged as high performing, retaining our place amongst the very best councils in the country. We are proud of this recognition, but are not resting on our laurels. We will ensure that we remain in touch and responsive to the changing needs and pressures we face as a community into the future.

In this Corporate Strategy we set out clearly what kind of organisation we want to be and introduce a range of measurable ambitions to improve local quality of life and make a positive difference in our communities.

In developing our Corporate Strategy, we have consulted residents and partners and listened carefully to their views about local priorities. We have also taken account of statistical trends in the area and the requirements of the Government and other national bodies. Our Corporate Strategy does not attempt to cover everything that we do, or intend to do, as a local authority. However the priorities and ambitions established in this document will provide the main foundation for future choices about local services and the setting of budgets. We will publish results in our Annual Report, produced in late June each year.

In October 2007 we embarked on our South West One partnership with IBM and Somerset County Council. This partnership will modernise and reduce the cost of many of our services as well as improve access to and delivery of customer-facing services and deliver longer term benefits, such as economic development in the borough.

We are also working on a collaborative partnership between all the Somerset Councils to build on our earlier Team Somerset proposals. This will offer strong and accountable leadership across the County, reduce duplication, deliver excellent service quality and value for money and give communities a greater say in service provision. This new partnership working is expected to be delivered within existing resources and to achieve significant annual efficiency savings across the County once it is established.

We recognise that our ambitions are challenging and that we cannot achieve them alone. We will work closely with local residents and partner agencies to ensure success.

Our staff and elected members are committed to delivering this Strategy and we commend it to you. ***Signed Cllr Henley & P James***

PURPOSE OF THE CORPORATE STRATEGY

Our Corporate Strategy is intended for our staff, councillors, residents and partners. It has three main aims:

- To establish the Council's overall Vision and aims for the area and how we will deliver these
- To give a clear lead for service planning activities and budget setting decisions
- To guide our dealings with partners and the community.

VISION, BUSINESS PRINCIPLES AND CORE VALUES

OUR VISION

Our Vision is:

To be a high performing Council, working in partnership to create a good quality of life for all Taunton Deane residents.

OUR BUSINESS PRINCIPLES

We have established four essential principles to support our Vision and help make it happen:

Excellent services – ensuring the delivery of accessible, high quality services that provide good value for money.

Customer driven – putting the needs of individual customers at the heart of all that we do.

Local focus – making a positive difference to quality of life in communities across Taunton Deane

A dynamic organisation – innovative, forward-looking and focused on results

CORE VALUES

We have developed a set of Core Values with our staff and Councillors. These reflect our fundamental beliefs as an organisation and will guide how we deal with our staff, customers and partners. Our Core Values are:

Integrity – we will be honest, do what is right and stick to it.

Fairness – we will consistently treat everyone equally, respecting their individual needs and abilities

Respect – we will always show respect for everyone

Trust – we will show trust and confidence in our staff and members

AIM 1 Economy Regenerating Taunton and strengthening the economy of the Borough	AIM 2 Transport Minimising the growth in traffic congestion	AIM 3 Crime Promoting safer communities and tackling anti-social behaviour	AIM 4 Healthy Living Promoting healthy and sustainable communities	AIM 5 Environment Safeguarding and enhancing the local environment	AIM 6 Delivery Delivering accessible, value for money services
OUR CORPORATE OBJECTIVES (Principal Objectives shown in Bold and above the line)					
1. Stimulate the creation of 12,500 new jobs in the Borough between 2008 and 2026. This includes 6,500 office and admin jobs by 2010 and 2,500 retail jobs through Project Taunton 2. Reduce deprivation in Taunton Deane, taking the most deprived sub-areas out of the 25% national most deprived areas by 2020 3. Support the diversification and strengthening of the rural economy through facilitating and supporting new business and sector development 4. Develop the Cultural Offer of the Borough by supporting cultural activities and creative industries 5. To encourage 30 new businesses to set up in Taunton Deane per year (5% from Creative Industries Sector)	6. Support the County Council as lead agency to limit the rate of growth of traffic congestion in Taunton (vehicle delay target of 2,414 vehicle hours by 2011)	8. To reduce overall crime in Taunton Deane (targets to be determined in LAA Jan 08)	12. To enable the building of 720 units of affordable housing between April 08 and March 11 to contribute substantially towards the affordable housing target for Taunton Deane	15. To increase to at least 78% the percentage of people who are satisfied with the cleanliness of their local environment by 2009.	19. To provide value for money services where overall satisfaction with the Council is in the top quartile nationally and council tax charges are in the lowest quartile when compared with other English districts
		9. To reduce the incidence of violent crime in Taunton Deane (targets to be determined in LAA Jan 08) 10. To reduce anti-social behaviour incidents in Taunton Deane (targets to be determined in LAA Jan 08) 11. To reduce the fear and perceptions of crime by 5% per year to 2009 from March 2007 baseline		16. To increase the percentage of household waste recycled to 45% by the end of 2008/09 and 47% by the end of 2009/10 17. To actively promote sustainability in Taunton Deane with a focus on climate change, energy efficiency and renewable energy, to reduce our carbon footprint on the environment. 18. To reduce the risk of flooding to Taunton town centre to enable development sites to come forward	
	7. Support the County Council as lead agency to reduce the proportion of journeys to work made in Taunton by Single Occupancy Vehicles		13. To reduce the number of homeless applications in temporary accommodation by 50% by 2010, with an emphasis on homelessness prevention 14. Promote healthy activities to meet the needs of the wider community, responding to the needs of different age groups		20. To achieve level 4 of the Equality Standard for Local Government by the end of 2010 and level 5 by 2012 21. To ensure that 80% of service enquiries to the Council are resolved at the first point of contact by 2015.

PORTFOLIO HOLDERS AND DIRECTORS

Portfolios

Leader of the Council

Communications

Community Leadership

Corporate Resources

Economic Development, Property and Tourism

Environmental Services

Housing Services

Leisure, Arts and Culture

Planning Policy and Transportation

Councillor

Councillor Ross Henley

Councillor Steve Brooks

Councillor Alan Wedderkopp

Councillor Fran Smith

Councillor Jefferson Horsley

Councillor Melvyn Mullins

Councillor Hazel Prior -
Sankey

Councillor Richard Lees

Councillor Simon Coles

Directors – Service Block Responsibility

Service Block

Development

Environment and Leisure

Housing

Policy and Performance / Corporate Services

Director

Joy Wishlade

Brendan Cleere

Shirlene Adam

Kevin Toller

Directors – Area Responsibility

Taunton and Area

Taunton Deane - East

Taunton Deane - West

Director

Brendan Cleere & Joy
Wishlade

Kevin Toller

Shirlene Adam

KEY ACTIVITIES

AIM 1: Economy

Regenerating Taunton and strengthening the economy of the Borough

Lead Director: Joy Wishlade

The Council's major priority under Economy is to work in partnership to deliver Project Taunton, an exciting and long-term initiative to transform our County town into a key economic and cultural centre in the South West region. We recognise the importance of cultural and creative industries to the economy of the borough and will support the growth of this sector. We are also focussed on enabling local businesses to start up and grow in both rural and urban areas and to tackle areas of deprivation.

The Council delivers the majority of its Economy aim through Partnership working and **our influence on this is MEDIUM**

Objective 1: Stimulate the creation of 12,500 new jobs in the Borough between 2008 and 2026 (of which 5% (625 jobs) will be within the Creative Industries Sector). This includes 6,500 office and admin jobs within Firepool by 2010, (through Project Taunton) with pay rates on average 5-10% greater than the Borough average. Also included are 2,500 jobs within the proposed High Street retail development. Director: Joy Wishlade			
Key Activities	2008/09	2009/10	2010/11
Review the Economic Development Strategy adopted in 2006/07 on an annual basis, and review the outcomes from the ED action plan addressing local economic issues that characterise the local economy as 'low wage, low skill, low aspiration'	✓	✓	✓
Support the Project Taunton development of Firepool through the procurement of suitable development partners, starting on site in Spring 2008	✓	✓	✓
Kick start the Cultural Quarter of Project Taunton by redeveloping Castle Green, Coal Orchard and Goodland Gardens, to include providing a new site for the County Council library and records office (Start on site 2009)	✓	✓	✓
Provide an agreed framework for planning policies to successfully implement the Urban Design Framework, Project Taunton and the Urban Extension through adopting the Town Centre Area Action Plan (December 08), and developing the Local Development Framework	✓	✓	

(December 09)			
Work alongside Project Taunton to ensure that if the UKHO is relocated within Taunton, the current site is used for suitable mixed use development	✓	✓	✓
To work with partners to bring forward the proposed retail development in High Street	✓	✓	✓

Objective 2:

To reduce deprivation in the most deprived wards in Taunton Deane, with a specific focus on Halcon and Lyngford taking the most deprived sub-areas from these wards out of the 25% most deprived 'super output' areas in the country by 2020. (Based on national index of multiple deprivation rankings)

Director: Joy Wishlade (Service & Area); Brendan Cleere (Area); Shirlene Adam (Area)

Key Activities	2008/09	2009/10	2010/11
Work closely with the Project Taunton Delivery Team, Learning and Skills Council and SCAT together with other relevant partners to promote new work opportunities, apprenticeships and training provision resulting from Project Taunton. This is aimed at improving skills, employment and wage levels and preparing people for job opportunities in these wards	✓	✓	✓
Develop proposals for a Construction Skills Academy within the construction phase of Firepool, that is capable of improving the skills for existing and new construction skills workers	✓	✓	✓
Develop planning proposals to establish a 'local workforce 'quota' and a Section 106 policy for all developments in the Borough over a certain size, that is adopted within the Local Development Framework	✓	✓	✓
Continue to support the development of community owned and managed agencies, such as North Taunton Partnership, East Taunton Development Trust and Wellington Economic and Community Partnership to act as the 'local agent' for this work	✓	✓	✓
Ensure that other benefits from Project Taunton are delivered that will benefit the Halcon and Lyngford wards, including better connectivity to the town centre, job opportunities and new health facilities	✓	✓	✓
Promote confidence and business skills in	✓	✓	✓

young people through supporting the three year Young Enterprise South West programme delivered to schools in Taunton Deane's most deprived wards (reviewing its success in June 2009)			
---	--	--	--

Objective 3: Support the diversification and strengthening of the rural economy of the Borough through facilitating and supporting new business and sector development Director: Joy Wishlade (Service); All Directors (Area)			
Key Activities	2008/09	2009/10	2010/11
Facilitate and support eight rural diversification projects (such as the development of bio-fuel projects) in the rural economy between 2008 and 2011	✓	✓	✓
Support the development of Wellington Economic and Community Partnership to drive forward the Wellington Food Town Annual Festival as a regionally significant event, and increase the involvement of local rural food producers.	✓	✓	✓
Develop food and drink sector initiatives (such as hospitality partnerships and food sector training activity) based on Wellington that also improve the performance of the rural economy of the Borough	✓	✓	✓
Facilitate the development of 20 hectares of employment land in Wellington and Wiveliscombe by 2009	✓	✓	
Continue to work with our District Partners to support the development of skills and knowledge within the land-based economy by holding 6 training and development seminars per year	✓	✓	✓
Continue to develop and support initiatives to address isolation and improve communication between our rural communities, and develop further technology-based solutions	✓	✓	✓
Continue to support the community-based Wellington Market and Coastal Towns Initiative, and to facilitate a range of specific projects for improvement to the town with RDA funding. Continue to support the Wiveliscombe Area Partnership, following the completion of their Market and Coastal Towns programme	✓	✓	✓

Objective 4: Develop the Cultural Offer of the Borough, by recognising and supporting the importance of cultural activities and creative industries to the economy of the borough Director: Joy Wishlade			
Key Activities	2008/09	2009/10	2010/11
Establish Taunton Deane as a Regional Centre of Excellence for Creative Industries, working closely with partners to increase by 5% per annum the number of businesses within the sector	✓	✓	✓
Continue to work with the County-wide Creative Industries Development Group and Creative Business BOOST, to support the development of the BOOST project and seek a legacy from its grant funded activity from 2008 onwards.	✓	✓	✓
Explore the feasibility of facilitating the development of Tone Mill, Wellington as a cultural and creative industry 'node'	✓	✓	✓
Produce and implement an Action Plan to develop business activities in Tourism and Culture	✓		
Identify a suitable site for the relocation of Taunton Tourist Information Centre, required through the redevelopment of the existing site as part of Project Taunton developments	✓		
Provide funding and continuing support to the Brewhouse Theatre to secure a significant improvement in its financial situation, together with a 5% improvement in audience figures over the next three years	✓	✓	✓

Objective 5: To encourage 30 new businesses to set up in Taunton Deane per year (5% from the Creative Industries Sector) Director: Joy Wishlade			
Key Activities	2008/09	2009/10	2010/11
Secure a major business incubation centre for Taunton with facilities for up to 40 emerging micro and creative industries companies	✓		
Cross-working within the Council and with partners to purchase and / or develop land for a minimum of eight small business units	✓	✓	✓
Identify suitable land for a further strategic employment site of some 10 hectares within the Taunton area	✓	✓	✓
Work with our County-wide partners to ensure	✓	✓	✓

that 250 businesses in Taunton Deane receive suitable advice, counselling and support over the next three years.			
Work with Partners to ensure that our LAA stretch targets for business support are achieved, thus yielding up to £1.3m extra funding for this work from Government	✓	✓	✓
Work with Taunton Town Centre Company to support and develop the Town Centre Business Improvement project	✓	✓	✓
Work with Partners to establish 'In2Somerset' (the Inward Investment Company), enabling it to co-ordinate inward investment, the Tourism Destination Management Company and business development marketing and support	✓	✓	✓
Continue to work with partners to provide business development grants to 25 expanding Taunton Deane Companies linked to structured business advice, support and signposting	✓	✓	✓

ECONOMY - Key Performance Indicators and Baselines

The Following Performance Indicators will demonstrate levels of progress against our Objectives and the 'Economy' Aim. The key indicators will be reported to CMT and Members as part of a 'Dashboard' to help assess progress against the Corporate Strategy.

Objective 1:

QoL 11 – The percentage of the working-age population that is in employment 2006/07 78.5%; Baseline: 2003/04: 87%

Corporate Strategy – The number of new jobs created in the Creative Industries Sector in the Deane (Baseline to be established 2007/08)

HoS PI – Average income relative to regional average 2006/07 97.4%; (Baseline 2004/05: 97%)

Objective 2:

QoL 15 – The reduction in the proportion of residents who are defined as living in the most deprived super output areas in the country (Baseline: 2004: 5%)

(Baseline: Index of Multiple Deprivation national rankings: Halcon North (2007: 8.3%; 2004: 10.3%); Halcon West (2007: 13.1%; 2004: 15.2%); Lyngford North (2007:13.6%; 2004: 15.2%); Pyrland & Rowbarton (c) (2007: 22.4%; 2004: 29.6%); Lyngford West (2007: 24.2%; 2004: 24.1%); Eastgate SW (2007: 24.8%; 2004: 30.8%)

Objective 3:

Corporate Strategy – The number of rural agricultural diversification projects supported by the Council (2007/08: 3; Baseline: 2005/06: 4)

Corporate Strategy – The number of local rural food producers actively supporting the Wellington Food Town:

Baseline 2007/08: 31

Objective 4:

Corporate Strategy - The proportion of the business stock operating in the Creative Industries sector in Taunton Deane (Baseline to be established 2007/08)

Objective 5:

HoS PI 13a – New VAT registrations per 10,000 population in Taunton Deane 2006: 28.8; Baseline: 2002: 30.0

HoS PI – Number of businesses assisted through business development grant 2006/07 16; Baseline: 2004/05: 13

HoS PI – Increase in 3 year business survival rate (Baseline: 2002: 71.5%)

Corporate Strategy – The number of new projects in the Creative Industries sector supported by the Council (2006/07: 3; Baseline: 2005/6: 2)

Corporate Strategy - The number of businesses based in Taunton Deane and operating within the Creative Industries Sector that have been supported through CIDA/Creative Boost (2006/07: 111)

Taunton Deane - The number of Creative Industries businesses newly supported through CIDA (2006/07: 111)

The proportionate increase in visitors to performances and events at the Brewhouse Theatre (2006/07: 79,586; Baseline to be established 2007/08)

AIM 2: Transport

Minimising the growth in traffic congestion

Lead Director: Joy Wishlade

Working in partnership with the County Council, we will ensure that strategic transport investment is made for the future prosperity of the Borough as part of Project Taunton. A major part of this is to reduce the rate of growth of traffic congestion in Taunton

The Council delivers Transport improvements through partnership working, however the County Council is the Transport authority. **Our influence is therefore LOW**

Objective 6: Support the County Council as lead agency, to limit the rate of growth of traffic congestion in Taunton (to limit vehicle delay hours at peak-time to 2,414 hours by 2011) Director: Joy Wishlade			
Key Activities	2008/09	2009/10	2010/11
Implement the Taunton car parking strategy	✓	✓	✓
Deliver the Congestion Reduction Strategy with SCC, implementing the agreed car park charging policies to ensure the success of the Park and Ride Schemes	✓	✓	✓
Support the development and expansion of the Silk Mills Park and Ride Scheme	✓	✓	✓
Work closely with the County Council to deliver the Taunton East Park and Ride facility and to agree a clear timetable for delivery	✓	✓	✓
Optimise the location of homes, retail, business and leisure to minimise travel requirements, by implementing the actions in the Local Development Framework and Project Taunton	✓	✓	✓
Work with the county council to improve public transport within Taunton Deane	✓	✓	✓

Objective 7: Support the County Council as lead agency, to reduce the proportion of journeys to work made in Taunton by Single Occupancy Vehicles (SOV) Director: Joy Wishlade			
Key Activities	2008/09	2009/10	2010/11
Deliver the actions in the Taunton Deane Borough Council Employee Travel Plan to achieve key targets including reducing the use of SOVs to 60% by March 2010	✓	✓	
Work in partnership with SCC to encourage top ten employers to achieve a transport modal shift to reduce SOV by 2011 (to align to SCC target)	✓	✓	✓
Develop a S106 policy to ensure that significant new commercial premises or major extensions to existing premises have a S106 agreement requiring submission and implementation of a travel plan	✓	✓	✓
Support SCC in promoting and publicising alternative modes of transport to local residents and businesses through targeted road-shows, campaigns and other means	✓	✓	✓

TRANSPORT - Key Performance Indicators and Baselines

The following Performance Indicators will demonstrate levels of progress against our Objectives and the 'Transport' Aim. The key indicators will be reported to CMT and Members as part of a 'Dashboard' to help assess progress against the Corporate Strategy.

Objective 6:

Corporate Strategy – Vehicle delay on principal Taunton roads at peak hour (9am)

2006/07 1,886 hours; (Baseline 2001: 1,093 hours; predicted rate (at 2001) without action: 2,847 vehicle hours 2011)

QoL 42 - The percentage of the resident population who travel to work by a) private motor vehicle; b) by public transport; c) on foot or cycle (*10 yearly census*)

(Baseline 2001: (a) 54.6%, (b) 2.7% (c) 24.4%)

Objective 7:

Corporate Strategy - Journeys to work in Taunton in Single Occupancy Vehicles (Baseline to be established 2008/09)

Corporate Strategy - Journeys to work (TDBC) in single occupancy vehicles
2007/08 80%; Baseline: 2004: 74%

Corporate Strategy – Percentage of journeys to work (TDBC) by public transport, walking or cycling or as a car passenger.

2007/08: 28.3%; 2005/06: 25.5%

AIM 3: Crime

Promoting safer communities and tackling anti-social behaviour

Lead Director: Kevin Toller

As a member of the Taunton Deane Crime and Disorder Partnership, we strive to reduce levels of crime, anti-social behaviour and the fear of crime in Taunton Deane.

The Police are the main agency for tackling crime, however through partnership working we can make a considerable impact and **our influence is MEDIUM**

Objective 8: To reduce overall crime in Taunton Deane. Target to be determined through 'Safer Communities' theme of LAA in Jan 08 Director: Kevin Toller			
Key Activities	2008/09	2009/10	2010/11
Deliver Somerset Community Safety Plan 2008-2010 by delivering Corporate Strategy objectives 8 and 9	✓	✓	
Focus on reducing and preventing volume crimes (common assault, vehicle crime and criminal damage)	✓	✓	✓
Review the success of the Wellington restorative justice scheme pilot and support further expansion if successful	✓	✓	✓

Objective 9: To reduce the incidence of violent crime in Taunton Deane. Target to be determined through 'Safer Communities' theme of LAA in Jan 08 Director: Kevin Toller			
Key Activities	2008/09	2009/10	2010/11
Enforcement of licensing laws to meet the four licensing objectives of public safety, prevention of nuisance, prevention of harm to children and prevention of crime and disorder	✓	✓	✓
Delivery of night-time economy plan in partnership with the police. Key actions being the 'three strikes' initiative and the 'drink safe, be safe' campaign	✓	✓	✓

Objective 10: To reduce anti-social behaviour incidents in Taunton Deane. Target to be determined through 'Safer Communities' theme of LAA in Jan 08 Director: Kevin Toller			
Key Activities	2008/09	2009/10	2010/11
Support Neighbourhood Policing – work closely with PCSO's, Local Action Teams and partners to provide a more co-ordinated and effective approach to tackling anti-social behaviour	✓	✓	✓
Devise and deliver a program of actions to tackle antisocial behaviour hotspots, identified through the database and partnership working	✓	✓	✓
Continue identifying and implementing youth diversionary activities and facilities, including sports and arts activities	✓	✓	✓
Provide training and support to the Antisocial Behaviour Officer to tackle antisocial behaviour through partnership work, youth provision and diversion work, ASBOs, the three strike policy and other means.*	✓	✓	✓
Deliver the STARC** action plan through partnership working to tackle alcohol related crime through prevention, enforcement and education	✓	✓	✓

* This objective depends on continued funding from the Crime and Disorder Reduction Partnership for this post

** Somerset Tackling Alcohol Related Crime

Objective 11: To reduce the fear and perception of crime by 5% per year to 2009 (from March 2007 baseline - to be established) Director: Kevin Toller			
Key Activities	2008/09	2009/10	2010/11
Implement actions from the 'Safer and Stronger Communities' element of the LAA to reduce fear of crime	✓	✓	
Support and promote the increased security of residents' properties through the Handyman Scheme, the Bobby Van initiative and the payment of grants via Age Concern, to improve the security of vulnerable properties and prevent repeat burglary	✓	✓	✓

CRIME - Key Performance Indicators and Baselines

The Following Performance Indicators will demonstrate levels of progress against our Objectives and the 'Crime' Aim. The key indicators will be reported to CMT and Members as part of a 'Dashboard' to help assess progress against the Corporate Strategy.

Objective 8:

Corporate Strategy – Overall number of crime incidents (basket of crimes)

2006/07 5,101; Baseline 2003/04: 5,245 incidents

BV 126 – Domestic burglaries per 1,000 households

2006/07 6.7; Baseline: 2004/05: 4.5

BV 128 – Vehicle crimes per 1,000 population

2006/07: 9.6; Baseline 2004/05: 10.8

Objective 9:

Corporate Strategy – Violent crime incidents

2006/07 1,952 incidents; Baseline 2003/04: 1,340 incidents

BV 127a – Violent crimes per year per 1,000 population

Baseline: 2006/07: 18.3

BV 127b – Robberies per year per 1,000 population

Baseline: 2006/07: 0.29

LPI 49 – Percentage of inspections of licensed premises

2006/07 100%; Baseline: 2004/05: 100%

Objective 10:

Corporate Strategy – Antisocial behaviour incidents (criminal damage)

2006/07 2,054 incidents; Baseline 2003/04: 1,977 incidents

LPI 30 – Percentage of council tenants who have reported anti-social behaviour / neighbour nuisance in the past 12 months, satisfied with the service received

2006/07 44.2%; Baseline: 2004/05: 64%

Corporate Strategy – The number of attendances of arts activities supported by the Council

(Baseline to be established 2007/08)

Objective 11:

Corporate Strategy (and LAA) – The percentage of residents that fear crime (using the Somerset LAA fear of crime survey)

2006/07: 25%; Baseline 2003/4: 23%

AIM 4 – Healthy Living

Promoting healthy and sustainable communities

Lead Directors: Shirlene Adam and Brendan Cleere

Under Healthy Living, our highest priority is to meet the requirements of those with greatest housing need. Housing is fundamental to the general health and well-being of our citizens and we have focussed on enabling more affordable housing and tackling homelessness in the Deane. Our other main priority is around promoting healthy activities for the community, ensuring we respond to the needs of different age groups, recognising the contribution made from sports, arts and culture.

The Council is the Housing Authority but is still required to work closely in partnership to deliver many of our objectives. **Our influence for Healthy Living is HIGH**

Objective 12: To enable the building of 720 units of affordable housing between April 2008 and March 2011 to contribute substantially towards the affordable housing target for Taunton Deane Director: Shirlene Adam			
Key Activities	2008/09	2009/10	2010/11
Planning Gain through Section 106 agreements – negotiations with developers to meet a targeted proportion of social housing and other subsidised housing.	✓	✓	✓
Utilise council owned and other sites to develop social and other subsidised housing	✓	✓	✓
Deliver the Local Development Framework for all types of housing need, including low cost and social housing.	✓	✓	✓
Investigate new approaches to delivering intermediate housing.	✓		
Ensure that all Council-owned residential properties comply with the Government's Decent Homes Standard by March 2011	✓	✓	✓

Objective 13: To reduce the number of homeless households in temporary accommodation by 50% by 2010, with an emphasis on homelessness prevention Director: Shirlene Adam			
Key Activities	2008/09	2009/10	2010/11
Prevention – Deliver the issues in the Planning Out Homelessness Strategy around preventing homelessness	✓	✓	
Supply - Deliver the issues in the Planning Out Homelessness Strategy around increasing housing supply for the homeless	✓	✓	
Support - Deliver the issues in the Planning Out Homelessness Strategy around improving support for the homeless	✓	✓	

Objective 14: Promote healthy activities to meet the needs of the wider community, responding to the needs of different age groups and recognizing the contribution made from sports, art and culture Director: Brendan Cleere			
Key Activities	2008/09	2009/10	2010/11
Consider all options for delivering new opportunities for public swimming in Taunton Deane including the construction of a new 25m pool in Taunton	✓	✓	✓
Deliver the actions identified in the Play Strategy 2007-12 to make provision in priority areas	✓	✓	✓
Promote and support health activities for the elderly, such as the 'Prime' package from Tone Leisure (2007), and other initiatives (Flexercise, health walks etc)	✓	✓	✓

Healthy Living - Key Performance Indicators and Baselines

The Following Performance Indicators will demonstrate levels of progress against our Objectives and the 'Healthy Living' Aim. The key indicators will be reported to CMT and Members as part of a 'Dashboard' to help assess progress against the Corporate Strategy.

Objective 12:

QoL 37 - Affordable dwellings completed (Number of, and as a percentage of all new housing completions)

2006/07 53; 14.2%; Baseline 2004/05: 48; 10.7%

BV 212 - Average time taken to re-let local authority housing

2006/07 16.9 days; Baseline: 2005/06: 16.4 days

Objective 13:

Corporate Strategy - Homeless Households in temporary accommodation

31/03/07: 51; Baseline: 30/6/05: 94

BV 202 – The number of people sleeping rough on a single night within the area of the authority

2006/07 10; Baseline: 2005/06: 4

BV 203 – The percentage change in the average number of families placed in temporary accommodation

2006/07 -34%; Baseline: 2004/05: -11.9%

BV 213 – The number of households who considered themselves as homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation.

2006/07 6 (per 1,000 households); Baseline: 2005/06: 4 per 1,000 households

BV 214 - Repeat Homelessness: Proportion of households accepted as statutorily homeless who were accepted as statutorily homeless by the same Authority within the last two years. 2006/07 4.9%; Baseline: 2005/06: 8%

Objective 14:

Corporate Strategy - The number of TDBC owned youth facilities provided on open spaces (includes MUGAs, shelters, kickabouts and others)

Baseline 2006/07: 15

Corporate Strategy – The percentage of over 16's participating in moderate intensity activity 3 times a week for 30 minutes (Baseline 2006/07 21.3%)

Corporate Strategy – The number of elderly persons or people with health needs (e.g. obesity) that have benefited from Health Activities provided through the Council and Tone Leisure (Baseline to be established)

Corporate Strategy – The satisfaction with (a) sports and leisure facilities; (b) Parks and Open Spaces (Baseline: 2006/7: (a) 69%; (b) 85%)

AIM 5 - Environment

Safeguarding and Enhancing the local environment

Lead Director: Brendan Cleere

We aim to manage a clean and safe environment and will achieve this through our services and partnerships, most significantly the Somerset Waste Partnership. Residents and visitors alike value the high quality of the physical environment of the Borough and we will continue to protect and enhance it. We will also improve sustainability in Taunton Deane, using our influence to promote energy efficiency, tackle climate change and reduce the emission of greenhouse gases.

The Council is responsible for many aspects of the Taunton Deane environment including its cleanliness (Street cleaning), presentation (Britain in Bloom) and development (Planning). We also have a significant impact on the environment through recycling and climate change. Our influence on the Environment is **HIGH**

Objective 15: To increase to at least 78% the percentage of people who are satisfied with the cleanliness of their local environment by 2009 Director: Brendan Cleere			
Key Activities	2008/09	2009/10	2010/11
Holistic management of the environment, linking highways, parks, open spaces, car parks, river and canal and other street scene areas. Achieve improved partnership and cross-service working	✓	✓	✓
Improve methods and approach to street cleansing such as taking a responsive approach to tackling areas that need cleaning (rather than strictly following a rota)	✓	✓	✓

Objective 16: To increase the percentage of household waste recycled to 45% by the end of 2008/09 and 47% by the end of 2009/10 Director: Brendan Cleere			
Key Activities	2008/09	2009/10	2010/11
Expanded delivery, promotion and enforcement of the recycling service, focussing on maintaining high levels of awareness, overcoming obstacles and enforcing compliance where necessary	✓	✓	✓
Expand the recycling service to include other types of waste, such as plastics and cardboard	✓	✓	
Work closely with the Waste Board to ensure we meet the 2020 European Landfill target of reducing biodegradable municipal waste landfilled to 35% of that produced in 1995	✓	✓	✓

Objective 17: To actively promote sustainability in Taunton Deane with a focus on climate change, energy efficiency and renewable energy, to reduce our carbon footprint on the environment.			
Director: Brendan Cleere			
Key Activities	2008/09	2009/10	2010/11
Follow up our signing of the Nottingham Declaration on Climate Change by establishing a baseline of carbon emissions and carbon reduction targets. This will lead to developing a Climate Change Strategy to provide a joined-up approach to promoting sustainability, tackling climate change and reducing emissions	✓	✓	✓
Reduce carbon emissions by adopting the BREEAM excellence standards for commercial construction on all Council owned land. This will include construction on Firepool and other Project Taunton sites	✓	✓	✓
Ensure that new housing built through Housing Corporation funded schemes meet a minimum of level 3 of the Code for Sustainable Housing from 2007/08, with a view to increasing this level from 2008/09	✓	✓	✓
Meet the government target of improving energy efficiency by 30% on housing in Taunton Deane (1995-2010) through various housing initiatives	✓	✓	✓
Review our existing buildings to ensure they are 'green' (using renewable energy suppliers, water saving measures, waste separation and recycling, energy-saving lightbulbs etc)	✓	✓	

Objective 18: To reduce the risk of flooding to Taunton town centre so as to enable development sites to come forward and to ensure that measures are in place to respond to flooding when and if it occurs within Taunton Deane			
Director: Brendan Cleere			
Key Activities	2008/09	2009/10	2010/11
To construct flood alleviation measures to enable the development of Firepool	✓	✓	✓
To continue to have suitable contingency procedures in place should flooding occur	✓	✓	✓
To investigate other areas of flood risk as they occur	✓	✓	✓

ENVIRONMENT – Key performance Indicators and Baselines

The Following Performance Indicators will demonstrate levels of progress against our Objectives and the 'Environment' Aim. The key indicators will be reported to CMT and Members as part of a 'Dashboard' to help assess progress against the Corporate Strategy.

Objective 15:

BV89 – Percentage of people satisfied with cleanliness standards of the local environment

2006/07 73%; Baseline 2003/4: 72.5%

BV 199.1 The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter and detritus that fall below an acceptable level

2006/07 14%; Baseline 2005/06: 19.5%

BV 199.2 - The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of graffiti are visible

2006/07 1.4%; Baseline 2005/06: 3.5%

BV 199.3 - The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of fly-posting are visible

2006/07 0%; Baseline 2005/06: 0%

BV 218.2 - Percentage of abandoned vehicles removed within 24 hours from the point at which the Authority is legally entitled to remove the vehicle

2006/07 98.3%; Baseline 2005/06: 96.8%

Objective 16:

Corporate Strategy: Overall percentage of household waste recycled (including composting)

2006/07 41.0%; Baseline 2005/06: 25.5%

BV 82ai – Percentage of household waste arisings which have been sent by the Authority for recycling

2006/07 23.9%; Baseline 2005/06: 18.9%

BV 82bi - The percentage of household waste sent by the Authority for composting or treatment by anaerobic digestion

2006/07 17.1%; Baseline 2005/06 6.6%

Objective 17:

Corporate Strategy – Improvement in energy efficiency of housing stock in Taunton Deane since 1995 (Baseline: 2006/07: 19.9%)

Corporate Strategy – Reduction in carbon emissions as a direct result of the Council's work or influence (Baseline: to be established in 2008/09)

AIM 6 - Delivery

Delivering accessible, value for money services

Lead Directors: All

We aim to deliver value for money services that are customer focussed and accessible by everyone. To this end, we aim to achieve high levels of customer satisfaction, ensuring we provide value for money services, improving on our approach to Equalities and providing a consistent high standard of response to our customers.

This is increasingly being delivered through partnership working such as South West One, however we have direct responsibility for our service Delivery and **our influence on this is HIGH**

Objective 19: To provide value for money services where overall satisfaction with the Council is in the top quartile nationally, over 60% of national BVPIs perform above English average and council tax charges are in the lowest quartile when compared with other English districts Directors: Kevin Toller & All			
Key Activities	2008/09	2009/10	2010/11
Continue to develop enhanced two-tier working across all the Somerset councils to make annual efficiency savings and improve quality and accessibility of services to residents	✓	✓	✓
Achieve a minimum Level 3 rating for CPA 'Value for Money' annual assessment by implementing key recommendations from the Audit Commission assessment of the Council	✓	✓	✓
Explore using other partnerships and means of delivery that will improve value for money, (e.g. the Somerset Waste Board and the relocation of the nursery)	✓	✓	✓
Improve customer perception and satisfaction of the Council through delivering the five core communications actions recommended by the LGA (Local Government Reputation Project) that promote effective communication	✓	✓	✓
Strengthen the role of Scrutiny at the Council to drive improvement, including developing the review of Value for Money and Performance and delivering more outcome-focussed task and finish reviews.	✓	✓	✓
Develop Procurement through collaboration with South West One to achieve savings targets, better quality, cost effective services and support our objectives around economy, sustainability and equalities	✓	✓	✓

Objective 20: To achieve level 4 of the Equality Standard for Local Government by the end of 2010 and to attain Level 5 by 2012 Director: Kevin Toller			
Key Activities	2008/09	2009/10	2010/11
Deliver effective Equalities Training to managers, staff and councillors and ensure this training is implemented at every level through the staff appraisal, committee reporting and service planning mechanisms	✓	✓	✓
Work through the requirements to progress the Council through Levels 2 to 5	✓	✓	✓
Improve engagement of BME communities through good service interface, use of an Equalities Forum and translation policies - all informed through customer feedback	✓	✓	✓
Adopt the government's 'Rural Proofing' commitment by ensuring that all our key policies are rural-proofed in future to ensure they have an appropriate focus on rural needs and circumstances	✓	✓	✓

Objective 21: To ensure that 80% of service enquiries to the Council are resolved at the first point of contact by 2015. (Director: Kevin Toller)			
Key Activities	2008/09	2009/10	2010/11
Work closely with our South West One partners to modernise and improve transactional and back office services, and improve access to and delivery of customer-facing services	✓	✓	✓
Implement the Customer Access Strategy to deliver our services where and when they are required. Promote and monitor the Customer Contact Standards.	✓	✓	✓
Develop the management of complaints and consultation to ensure that consistent messages from the public are identified, fed through to services and result in service improvements	✓	✓	✓
Use the demographic and social information available to focus our services more effectively on meeting the changing needs of the Taunton Deane community (e.g. aging population)	✓	✓	✓
Implement appropriate HR policies to manage the cultural change and workforce development required to achieve the above key activities	✓	✓	✓

DELIVERY - Key Performance Indicators and Baselines

The Following Performance Indicators will demonstrate levels of progress against our Objectives and the 'Delivery' Aim. The key indicators will be reported to CMT and Members as part of a 'Dashboard' to help assess progress against the Corporate Strategy.

Objective 18:

Corporate Strategy: CPA Rating for Value for Money Assessment

2006/07 3 out of 4; Baseline 2005/06: 3 out of 4

Corporate Strategy: Percentage of BVPIs that are above the English District Average

2005/06 64%; Baseline 2003/04: 65%

Corporate Strategy: Percentage of BVPIs that are in the national top quartile

2005/06 36%; Baseline 2003/04: 33%

Corporate Strategy: Average Band D Council Tax, and percentile when compared to other English District Councils

2006/07 £125.54, 24th percentile; Baseline 2005/06: £121.88, 24th percentile

BV 3 – The percentage of citizens satisfied with the overall service provided by the authority (2005/06: 57%; Baseline: 2003/04: 69.8%)

Objective 19:

BV 2a – The level of the Equality Standard for Local Government to which the authority confirms (2006/07 Level 2; Baseline 2005/06 Level 1)

Objective 20:

Corporate Strategy: The percentage of service enquiries to the Council resolved at first point of contact

2006/07 61.5% of services linked to Customer Services;

Baseline 2005/06: 60% of services linked to Customer Service

Contributing to Wider Priorities and Strategies

Corporate Priority	LAA 2008 - 11	Sustainable Community Strategy 2007-2017	Other Key Strategies
ECONOMY (Objectives 1 to 5)	i, v, vii,	1, 5, 6, 7	A, B, C, D, E, F, X, Y, EE
TRANSPORT (Objectives 6 to 7)	v	2, 6	A, D, E, F, G, H, I, Y, EE
CRIME (Objectives 8 to 11)	i, ii, iii	3, 6, 7	J, K, L, M, V, Y, EE
HEALTHY LIVING (Objectives 12 to 14)	i, ii, iv	4, 5, 6, 7	D, E, F, N, O, P, Q, R, S, V, W, Y, EE
ENVIRONMENT (Objectives 15 to 17)	v,	5	T, U, V, W, X, Y, EE
DELIVERY (Objectives 18 to 20)	vii	1, 5	Y, Z, AA, BB, CC, DD, EE, FF, GG

The 7 LAA (Local Area Agreement) Themes	The 7 Community Strategy Objectives
i) Children and Young People	1. Learning and Working
ii) Older Communities	2. Getting About
iii) Safer Communities	3. Safer Places, Safer Communities
iv) Healthier Communities	4. Your health and your home
v) Environment	5. Where you live, work and play
vii) Economic Development	6. North Taunton
vii) Stronger Communities	7. East Taunton

Key to 'Other Key Strategies' that link to Corporate Strategy Objectives

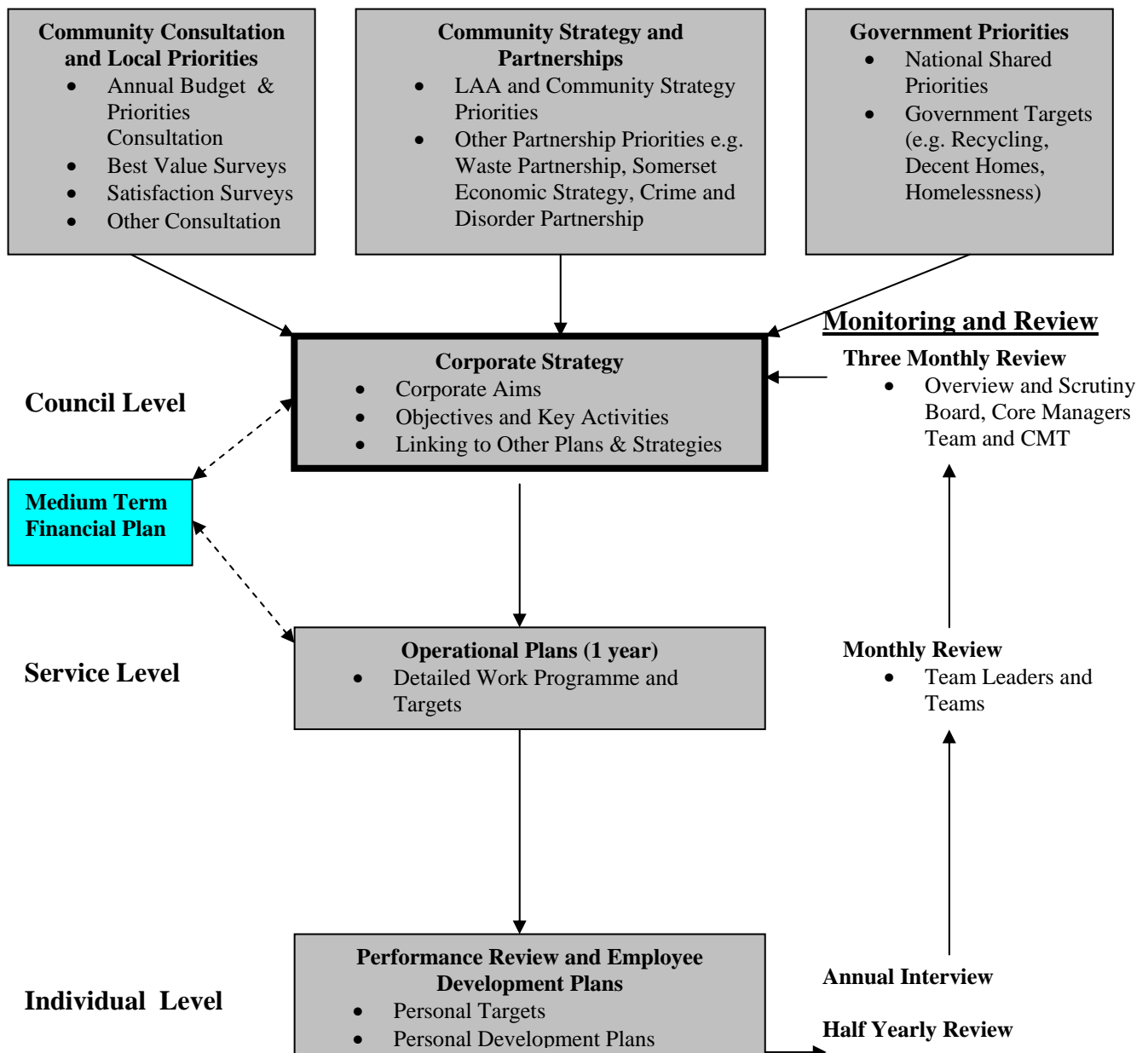
- A. Project Taunton
- B. Economic Development and Tourism Strategy
- C. Somerset Economic Strategy
- D. Regional Spatial Strategy
- E. Taunton Deane Local Development Framework (includes: Taunton Town Centre Area Action Plan, the Core Strategy, Allocations Policy and others)
- F. Taunton Deane Local Plan
- G. Somerset Local Transport Plan 2 (2006-2011)

- H. Parsons Brinkerhoff Taunton Parking Strategy Review
- I. Taunton Deane Travel Plan
- J. Somerset Wide Strategic Assessment of Crime & Disorder 2008
- K. Somerset partnership plan for Crime and Disorder 2008-11 (title to be finalised)
- L. Somerset Tackling Alcohol Related Crime Strategy (STARC)
- M. Taunton Deane Licensing Policy
- N. Sub-regional Housing Strategy
- O. Sub-regional Homelessness Strategy
- P. Housing Strategy Action Plan (integrated into Sustainable Community Strategy)
- Q. Planning Out Homelessness Strategy (integrated into Sustainable Community Strategy)
- R. Housing Market Assessment and Housing Needs Report
- S. Rough Sleepers Strategy
- T. Somerset Waste Strategy
- U. Green Spaces Strategy
- V. Taunton Deane Play Strategy
- W. Taunton Deane Allotments Strategy
- X. Taunton Deane Strategic Flood Risk Assessment (Black and Veatch Report)
- Y. South West One partnership contract
- Z. Risk Management Strategy
- AA.Customer Access Strategy
- BB.Medium Term Financial Strategy 2008-11
- CC. Capital Strategy
- DD. Corporate Equality Scheme
- EE.Team Somerset Business Case
- FF.Procurement Strategy
- GG. Communications Strategy

How we deliver the Corporate Strategy

The Corporate Strategy is established through annual priorities consultation, consideration of government and local priorities and the community strategy. The Corporate Strategy then informs the Medium Term Financial Plan, budget setting and managers' operational plans. This is then linked to individual staff members' work plans and staff appraisals. The link from community consultation right through to staff delivery is often referred to as 'The Golden Thread.' The whole process has a feedback cycle built in to ensure effective performance management and delivery. This is illustrated below:

Managing performance at each level of the organisation



How South West One will help us deliver our Corporate Aims

In September 2007, our council, along with Somerset County Council signed a contract with IBM to set up a unique Joint Venture Partnership called South West One.

South West One is based in Taunton and is delivering a range of support and customer services, previously provided in-house. This will enable the delivery of efficiency savings for both councils and allow better investment in front line services.

One of the key aims of the Partnership is to significantly improve the way in which the public can access and receive council services. It also aims to create an improved working environment and a more sustainable employment position for the future for staff, as IBM have committed to employ all staff who moved into the Partnership.

The Joint Venture Partnership contract is worth in the region of £400 million over 10 years and is the first of its type in the South West. South West One will revolutionise both Authorities, bringing knowledge and expertise from IBM and modernizing and reducing the cost of many of our services.

The six specified objectives for the South West One programme are:

- To improve access to and delivery of customer-facing services
- To modernise, reduce the cost of and improve corporate, transactional and support services
- To help modernise and transform the overall workings of the councils
- To invest in new world class technologies to improve productivity
- To create an excellent working environment and sustainable employment for staff
- To generate economic development by a partner willing to invest in Somerset

The influence of South West One on the Council is enormous and will impact on all of our Corporate Aims, especially around Economy and Delivery. South West One will improve service quality and value for money, making key services more accessible for local residents and potentially elevating them to beacon status. The South West One partnership should also bring significant economic regeneration to the County and especially Taunton.

Building on Team Somerset – Providing Excellent Services for Customers in the Future

Since early 2007, the six Somerset Councils have been working together to respond to the “Strong and Prosperous Communities” Local Government White Paper. The White Paper directs councils to work far more collaboratively, together and with other local partners. The message from central government is that maintaining the status quo is no longer an option.

Our joint response to this is an agreement between the Councils to work together collaboratively under a new partnership arrangement provisionally called “Team Somerset” to provide shared service delivery. We plan to build on the Team Somerset proposals to deliver outstanding two tier working.

The proposal is to have one joint strategic leadership board and a number of county-wide service partnerships to jointly deliver our services across Somerset. This joined-up leadership will ensure we deliver the priority outcomes of the Sustainable Community Strategy and Local Area Agreement across the County. We expect this new collaborative working to be delivered within existing local government resources across Somerset and achieve significant annual efficiency savings.

We have submitted a bid to LIFT SW for financial support for capacity to develop this joint working approach. We have also begun to investigate service areas where collaborative working could start such as Environmental Health, Building Control, and services from the Priory Depot.

We believe that this approach is the right solution for Taunton Deane residents. It will deliver strong and accountable leadership across the County, excellent service quality and value for money, and will give communities a greater say, through improved locality working arrangements.

The Outline Business Case for Team Somerset can be viewed through the following internet link:

<http://www.taundean.gov.uk/tdbcsites/council/press/teamsomerset.asp>

Performance Management of the Corporate Strategy

The Corporate Strategy is clearly very important in translating the priorities of the community and government into real objectives that can be delivered by the Council and its partners. We are confident that we have identified the correct areas of action that will result in tangible improvement in these priority areas.

The detail of how the twenty one objectives will be delivered can be found in managers' Operational Plans. These actions, when completed effectively will result in measurable progress being made against the Corporate Strategy Objectives.

To ensure we make progress in achieving these objectives and to provide assurance to Corporate Management Team, Managers and Councillors, the Corporate Strategy is monitored through the Performance Management System. This takes place through the following means:

1. Quarterly update reports are provided to the Core Council Managers Group and then passed on to Corporate Management Team, with any identified actions, to discuss progress and identify any outstanding concerns.
2. Progress against the Corporate Strategy Objectives is reported to the Strategy and Performance Panel for Scrutiny. These reports include:
 - An executive summary of problem areas, detailing action required to address this
 - A Summary 'Dashboard' clearly showing progress through simple graphs and analysis of Key Activities and Performance Indicators
 - Progress against each of the twenty one objectives, describing them as 'On Course', 'Off Course' or 'Action Pending', with details of actions taken, and problems or delays occurring.
 - Any areas where inadequate progress is being made against Objectives or Key Activities, and recommended actions to address this.
3. Providing a simplified performance summary every quarter to communicate to staff successes and current issues against our Corporate Strategy.

TAUNTON DEANE BOROUGH COUNCIL

EXECUTIVE: 14 JANUARY 2008

Report of Strategic Director – Brendan Cleere

Review of Public Conveniences

(This matter is the responsibility of Executive Councillor Melvyn Mullins)

1. Purpose

- 1.1 To review the provision of public conveniences in Taunton Deane.

2. Background

- 2.1 At its meeting of 13 December 2007, the Overview and Scrutiny Board was informed of the Executive's intention to make revenue savings of up to £45,400 from the public convenience budget.
- 2.2 In order to achieve this level of saving, a number of public conveniences across Taunton Deane would need to be either closed, or alternative (more efficient) management arrangements established. At the time of the Overview and Scrutiny Board's meeting, a specific list of facilities for closure or alternative management had not been developed. However, issues such as vandalism, anti-social behaviour, usage by the public and proximity to other facilities were highlighted as key considerations.
- 2.3 A full review on the issue was promised for consideration by the Executive at its January meeting. This report contains the results of that review.

3. Public Conveniences – Key Facts

- 3.1 There is no statutory duty for the Council to provide public conveniences. However, public conveniences do provide a service to the community, visitors and people travelling through the Borough.
- 3.2 The Council currently maintains 24 public conveniences across the Borough, located as follows:

Taunton

Canal Road
Canon Street
Castle Green
Castle Walk
French Weir
Goodlands Gardens
High St C/P
Paul St. C/P
Priorswood Shops
Priory Bridge Rd. C/P
Sand Wedge, Wilton Lands
Station Road
Taunton Bus Station
Victoria Park
Vivary Park

Wellington

North St. C/P
Longforth Rd
Rockwell Green
Wellington Park

Wiveliscombe: North St.

Milverton: Creedwell Orchard

Milverton: Recreation Ground

Bishops Lydeard: Mount St

Bishops Lydeard: WSR

- 3.3 The public conveniences in Taunton Deane are owned by the Council and maintained by Taunton Deane Direct Labour Organisation (DLO).
- 3.4 The current (2007/08) revenue budget for public conveniences is £335,000. This is broken down as follows:

•	Cleaning	£96,800
•	Repairs and Maintenance	£44,490
•	Security	£21,900 (locking at night)
•	Utilities (energy and water)	£58,370
•	Rates	£27,860
•	Internal recharges	£49,660
•	Capital charges	£29,400
•	Insurance	£4,140

- Other (clinical waste disposal, etc) £2,150

- 3.5 Public conveniences are subject to a range of nuisances and social problems, including anti-social behaviour, vandalism, misuse, overnight occupation, alcohol and drug use and illegal sexual activity. The prevalence of such issues varies from one facility to another, and further details are provided in Appendix A.
- 3.6 The public conveniences were subject to a programme of refurbishment during the 1990s. The focus of the programme was to increase levels of vandal resistance, safety and hygiene at the facilities. There are no planned refurbishments at present.
- 3.7 Public conveniences in Taunton Deane are cleaned twice a day and the majority are locked at night unless specified otherwise in the table at Appendix A.
- 3.8 Analysis recently undertaken by South Somerset District Council shows that Taunton Deane has a relatively high provision of public conveniences when compared to other districts, as shown in the table below:

Table 1 – Comparison of public convenience provision

District	No. of Public Conveniences
Taunton Deane	24
South Somerset	19
Mendip	5
Salisbury	17
Sedgemoor	20 (of which 6 are in Highbridge/Burnham)

4. Public Conveniences - Reviewing the Current Provision

- 4.1 Although this review was prompted by the drive to achieve revenue savings and improve the Council's medium term financial position, other criteria are also suggested to assist the Executive in deciding on the future provision of this service, including:
- Prevalence of nuisances, such as vandalism and alcohol/drug use.
 - Level of usage
 - Proximity to other facilities
- 4.2 The table at Appendix A provides an analysis on all of the above criteria, aiming to assist the Executive in making an informed decision about the level of future provision across the Borough. All financial data in the Appendix relates to the previous financial year (2006/07), while all other comments reflect the current position.

- 4.3 Issues and opportunities arising from the potential closure of facilities (e.g. sale of land, demolition, alternative uses) have not been explored in this review.
- 4.4 The Executive is advised that a revenue saving of £18,400 can be taken from 2008/09, without closing or transferring any facilities. Potential savings identified in Appendix A would be over and above this sum.
- 4.5 A number of options are available to the Executive in respect of each public convenience facility, including:
- Maintain provision as at present
 - Closure
 - Seasonal opening
 - Seek contribution from outside body
 - Transfer cleansing responsibility to outside body

5. Recommendation

- 5.1 The Executive is recommended:
- a.) to accept revenue savings of £18,400 as indicated in paragraph 4.4 of this report.
 - b.) to consider each facility listed in Appendix A and decide on the most appropriate future course of action from the options provided in paragraph 4.5.

Contacts:

Brian Gibbs – Highways and Cleansing Manager
b.gibbs@tauntondeane.gov.uk
Tel: 01823 356361

Brendan Cleere – Strategic Director
b.cleere@tauntondeane.gov.uk
Tel: 01823 356350

APPENDIX A

ANALYSIS OF PUBLIC CONVENIENCES IN TAUNTON DEANE

Notes*:

- 1.) 'Usage' is based on cleaning service estimates and comparison with other public conveniences
- 2.) 'Nuisance' covers issues such as vandalism, anti-social behaviour, drug and alcohol abuse and illegal sexual activity. Details where applicable are provided in the 'further comments' column.
- 3.) Annual saving if closed comprises utilities charges, rates and cost of maintenance/repairs locking

Facility (Taunton unless specified)	Usage* (H/M/L)	Spend on vandalism repairs	Nuisance Level* (H/M/L)	Annual saving if closed*	Further comments
Canal Road	L	£1047.00	L	£5750	Usage has been higher on Saturdays (Market Day) but the Market is shortly to be relocated and the site redeveloped as part of Project Taunton. Probably our poorest facility in terms of condition. Closest alternatives are at Priory Bridge Road and Station Road.
Canon Street	H	£1482.00	L	£7200	Relatively few problems probably due to high usage from people using car park. Closest alternatives are at Victoria Park or Paul Street.
Castle Green	H	£2718.64	M	£15100	A section of the men's toilets are left open at night for taxi drivers' use. Illegal activities including drugs and sexual activities have been reported and there are frequent instances of people sleeping in the facility. The ladies are relatively free of problems. Nearest alternative Bus Station or Paul Street
French Weir Park	L	£1275.00	M	£4500	Problems with drug misuse and graffiti particularly to the outside of the building. Nearest alternative is at Station Road
Goodlands Gardens	H	£1758.54	H	£6600	Highest levels of drug misuse occur at this facility, with large numbers of sharps removed daily. Nearest alternatives are at Castle Green or Canon Street.
High Street	M	£1385	M	£8100	Some evidence of misuse from drug users. Nearest alternative is at Paul Street

Facility (Taunton unless specified)	Usage* (H/M/L)	Spend on vandalism repairs	Nuisance Level* (H/M/L)	Annual saving if closed*	Further comments
Paul Street Car Park	H	£2127.00	M	£10,900	The most used facility. Problems exist with homeless taking possession of cubicles soon after they are opened and then staying throughout the day. Nearest alternatives are at High Street or Castle Green.
Priorswood Shops	L	New facility	L	Not available (but minimal)	No other public toilets nearby.
Priory Bridge Road Car Park	L	£700.00	H	£6100.00	Vandalism (graffiti) and reports of illegal sexual activity persist at this facility. It is used mainly by motorists and delivery/lorry drivers, due to ease of access from the road. This site will be developed as part of Project Taunton during 2008. Closest alternatives are at Canal Road and Station Road.
Sand Wedge Café, Vivary park	L	New facility	L	£3000* *estimate no real cost available	This is a new facility, built in 2005. It is used primarily by customers of the Sand Wedge Café, although signage for general park users is being improved to clarify that these are for public use. The closest alternative facility is within Vivary Park, adjacent to the children's play area.
Station Road	H	£1260.00	H	£9500	Frequent use by drug users and homeless taking possession of the cubicles. Nearest alternative is Canal Road
Bus Station	H	£256.63	L	£4100	Main users are bus passengers and customers using the station. Nearest alternative – Castle Green
Victoria Park	L	£646.16	H	£9450 Figure includes sports pavilion. Saving attributable to toilets alone would be approx £2000.	Vandalism is frequent at this facility. The facilities are used by park users and people attending sports fixtures. Nearest alternatives in the Town Centre.

Facility (Taunton unless specified)	Usage* (H/M/L)	Spend on vandalism repairs	Nuisance Level* (H/M/L)	Annual saving if closed*	Further comments
Vivary Park	M/H (seasonal)	£1422.78	M	£7,900	This facility was completely refurbished in 2001 as part of the wider park renovation. There is higher seasonal use in the summer, as well as when special events are taking place in the summer. Closest alternatives are at the Sand Wedge Café, within the park.
Wellington – North St Car Park	H	£418.50	M	£3100	Some evidence of drug misuse. Nearest alternative is Longforth Road
Wellington – Longforth Road	H	£1259.63	M	£8500	As above. Nearest alternative is North Street Car Park
Wellington – Rockwell Green	L	£616.82	M	£3600	As above. Nearest alternatives in Town Centre.
Wellington Park	M	Not available	M	Not available	Nearest alternative is North Street
Wiveliscombe – North Street	M	£3896.41	H	£6700	Spate of vandalism in 2006/07. Locking at night an option, but local arrangement required. Wiveliscombe's only public convenience facility.
Milverton – Creedwell Orchard	L	£663.09	M	£1000	Suffers from occasional vandalism. Nearest alternative is the Recreation Ground. Locking at night an option pending local arrangement.
Milverton – Recreation Ground	L	Nil/negligible	M	£100	Nearest alternative – Creedwell Orchard
Bishops Lydeard - Mount Street	L	£2211.25	L	£6700	Nearest alternative – West Somerset Railway Stn
Bishops Lydeard – West Somerset Railway Stn.	M/H (seasonal)	£1729.29	L	£2900	This facility was built in 1997. High seasonal use by customers of the West Somerset Railway and the facility is closed at night and when the Railway is not in use. Nearest alternative – Mount Street

REPORT In relation to the Regulation of Skin Piercing Businesses.

AGENDA ITEM NO.

TAUNTON DEANE BOROUGH COUNCIL

Report of the Licensing Officer

Executive Summary

This report allows for the Council to adopt new legislation and associated new byelaws to allow for the activities of cosmetic piercing and semi-permanent skin-colouring to be included in the statutory control framework for skin piercing activities.

Section 120 of the Local Government Act 2003

1. Purpose of Report

- 1.1 The purpose of this report is to ask members to consider adopting the new legislation and new byelaws to allow cosmetic piercing and semi-permanent skin colouring businesses that are already operating in the district to register and to allow for Officers to be able to regulate these activities effectively by utilising the new byelaws.

2. Background

- 2.1.1 In recent years there has been a significant increase in the popularity of piercing a wide variety of parts of the human body, along with traditional ear piercing by members of the public; so called body piercing, These activities are now collectively known as cosmetic piercing. In addition there now exists a number of new procedures such as micropigmentation, semi-permanent make-up and temporary tattooing, that are collectively termed semi-permanent skin colouring.
- 2.1.2 The procedures of cosmetic piercing and semi-permanent skin colouring, as with all skin piercing activities, carry a potential risk of the transmission of blood borne viruses such as HIV and Hepatitis. This is particularly the case if infection control procedures are not observed (e.g. the use of sterile equipment for each client).
- 2.1.3 Section 120 and Schedule 6 of the Local Government Act 2003 amends the Local Government (Miscellaneous Provisions) Act 1982 to include cosmetic piercing and semi-permanent skin-colouring businesses in the list of those that local authorities have powers to regulate. In addition it allows for local authorities to make byelaws in respect of matters related to the operation of such businesses. The Department of Health have provided model byelaws for local authorities to use, if they so desire, to ensure consistent approach across the country.
- 2.1.4 To avoid duplication and to update existing byelaws in line with the Department of Health's new model byelaws are incorporated into the new ones.

3. Key Changes and Significant Issues in the Report are:

- 3.1.1 In recent years there has been a significant increase in the popularity of cosmetic skin piercing and semi-permanent skin colouring.
- 3.1.2 If adequate hygiene precautions are not taken these procedures present a serious risk of the transmission of blood borne infection.
- 3.1.3 Previously existing legislation related only to tattooing, ear piercing, electrolysis and acupuncture, and did not relate to these new activities.
- 3.1.4 Section 120 of the Local Government Act 2003 amends the Local Government (Miscellaneous Provisions) Act 1982 to include cosmetic piercing and semi-permanent skin-colouring businesses to the list of those which local authorities have powers to regulate.
- 3.1.5 This legislation also allows for local authorities to adopt new model byelaws that are used by local authorities to regulate such activities.
- 3.1.6 In adopting this new legislation all previously existing byelaws relating to skin piercing activities have to be repealed and new byelaws made.

4. Consultation Process/Adoption Process

- 4.1.1 The next steps involve publicising this resolution, and the Council's intention to apply to the Secretary of State for Health for confirmation of the new byelaws in the local newspaper.
- 4.1.2 All skin piercing businesses will be made aware of the new provisions and will be invited to a meeting at the Council Offices to discuss and highlight the changes.
- 4.1.3 The commencement of the new provisions is anticipated to tie in with the renewal of the current registrations (1st April 2008) this will allow for all skin piercing businesses to be issued with amended registrations reflecting the changes and be given copies of the new byelaws.

5. Recommendations

5.1.1 That the Council resolves-

- 1. That the provisions of sections 14, 15, 16 and 17 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by Section 120 of the Local Government Act 2003 (hereinafter referred to as "these sections"), to apply to all of the Council's area and that the resolution shall apply to the following persons
 - (a) those carrying out the business of cosmetic piercing
 - (b) those carrying out the business of electrolysis
 - (c) those carrying out the business of tattooing and semi-permanent skin colouring
 - (d) those carrying out the business of acupuncture.
- 2. These sections to come into force in the area of the Taunton Deane Borough Council on the first day of April 2008.
- 3. To authorise the affixing of the council's common seal to the following byelaws:

- (a) those for the purpose of securing the cleanliness of premises registered under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of the registered persons and persons assisting them and cleansing and, as far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of cosmetic piercing.
 - (b) Those for the purpose of securing the cleanliness of premises registered under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of the registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of electrolysis.
 - (c) Those for the purpose of securing the cleanliness of premises registered under section 14 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of the registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of acupuncture.
 - (d) Those for the purpose of securing the cleanliness of premises registered under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of registered persons and persons assisting them and the cleaning and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of tattooing and semi-permanent skin colouring.
4. To authorise the Head of Legal Services to carry out the necessary procedure and apply to the Secretary of State for confirmation of the new byelaws.

In addition, the Council approves the repeal of the following byelaws made by the Council on 19th December 1984 –

- (a) those relating to ear piercing and electrolysis
- (b) those relating to tattooing
- (c) those relating to acupuncture

If members authorise the making of the new byelaws then the existing byelaws will be repealed when the new byelaws mentioned in resolution 3 come into operation.

Please refer to appendix 1 for the old byelaws and Appendix 2 for the proposed byelaws.

Contact Officer:

Amy Hunt Licensing Officer ext 2890

BYELAWS

IN RESPECT OF

ACUPUNCTURE

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

PURSUANCE OF SECTION 14(7) OF

THE LOCAL GOVERNMENT

(MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

IN RESPECT OF

ACUPUNCTURE

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

PURSUANCE OF SECTION 14(7) OF

THE LOCAL GOVERNMENT

(MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

ACUPUNCTURE

Byelaws for the purpose of securing the cleanliness of registered premises and fittings therein and registered persons and persons assisting them and the cleansing and so far as appropriate sterilisation of instruments, materials and equipment used in connection with the practice of acupuncture made by Taunton Deane Borough Council in pursuance of section 14(7) of the Local Government (Miscellaneous Provisions) Act 1982.

1. Interpretation:

a. In these byelaws, unless the context otherwise requires –

“ The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means the person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in the practice of acupuncture;

“The treatment area” ,means any part of the premises where treatment is given to clients.

b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purposes of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

- a) All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;
- b) The treatment area is used solely for giving treatment;
- c) All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leak proof, or use a leak proof liner bag. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the contents disposed of safely or sterilised for re-use, as appropriate. The box shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;

- d) All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;
- e) All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is wiped down at least daily with suitable disinfectant;
- f) Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- g) A notice or notices reading " No Smoking" are prominently displayed within the treatment area.

3. For the purpose of securing the cleansing and, so far as appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment -

- a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –
 - i. Is clean and in good repair, and, so far as is appropriate, is sterile;
 - ii. Has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilised;
- b. An operator shall ensure that any needle, metal instrument, or other item of equipment, used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;
- c. A proprietor shall provide –
 - i. Adequate facilities and equipment for the purpose of sterilisation (unless pre – sterilised items are used) and of cleansing, as required in pursuance of these byelaws;
 - ii. Sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
 - iii. An adequate constant supply of clean hot and cold water readily available at all times on the premises;
 - iv. Adequate storage for all the items mentioned in byelaw 3a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

a. An operator whilst giving treatment shall ensure that –

- i. His hands and nails are clean and nails kept short;
- ii. He is wearing clean and washable clothing, or alternatively a disposable covering that has not previously been used in connection with any other client;
- iii. He keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
- iv. He does not smoke or consume food or drink

b. A proprietor shall provide:

Suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nailbrush;

Suitable and sufficient sanitary accommodation for operators.

SEALED with the COMMON SEAL
Of the TAUNTON DEANE BOROUGH
COUNCIL this Nineteenth day of December 1984
By order and Direction of the
Council at a meeting held on
The eighteenth day of December
In the presence of: -

J. J. THORNBERRY

Secretary and Solicitor

The foregoing byelaws are hereby
Confirmed by the Secretary of State
For Social Services on 16th April, 1985
And shall come into operation on
1st June, 1985

A. B. BARTON
Assistant Secretary
Department of health and
Social Security

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be predominantly displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.

Section 16 (2) of the Local Government (Miscellaneous Provisions) Act 1982 provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Part VIII of the Act, the court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

Nothing in these byelaws shall extend to the practice of acupuncture by or under the supervision of a person who is registered as a medical practitioner or dentist or to premises on which the practice of acupuncture is carried on by or under the supervision of such a person.

BYELAWS

IN RESPECT OF

EAR PIERCING & ELECTROLYSIS

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15(7) OF
THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

IN RESPECT OF

EAR PIERCING & ELECTROLYSIS

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15(7) OF

THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

EAR PIERCING AND ELECTROLYSIS

Byelaws for the purposes of securing cleanliness of registered premises and fittings therein and registered persons and persons assisting them and the cleansing and so far as appropriate sterilisation of instruments, materials and equipment used in connection with the business of ear piercing and electrolysis made by Taunton Deane Borough Council in pursuance of section 15(7) of Local Government (Miscellaneous Provisions) Act 1982.

1. Interpretation

a) In these byelaws, unless the context otherwise requires –

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means any person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in effecting ear – piercing or electrolysis;

“The treatment area” means any part of the premises where treatment is given to clients.

b) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

- a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings in any part of the premises used by clients and operators

are kept clean and in such good repair as to enable them to be cleaned effectively;

- b. All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leak proof, or use a leak proof liner bag. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned;
- c. All needles used in treatment are placed after use in separate covered and leak proof re-useable boxes, or disposable needle boxes designed for the purpose. When re-useable boxes are used they shall be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use as appropriate. The box shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;
- d. All furniture and fittings in the treatment area are to be kept clean and in such good repair as to enable them to be cleaned effectively;
- e. All tables, couches and seats used by clients in the treatment area and any surface on which the items specified in 3b below are placed immediately prior to treatment have a smooth impervious surface which is wiped down regularly with a suitable disinfectant;
- f. Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- g. A notice or notices reading "No Smoking" are prominently displayed within the treatment area.

3. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment –

a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –

- i. is clean and in good repair and, so far as is appropriate, is sterile;
- ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as appropriate, sterilised;

b. An operator shall ensure that any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;

c. A proprietor shall provide –

- i. adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;
- ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
- iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;
- iv. adequate storage for all items mentioned in byelaw 3a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

a. An operator whilst giving treatment shall ensure that –

- i. His hands are clean;
- ii. He is wearing clean clothing;
- iii. He keeps any open boil, sore cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
- iv. He does not smoke or consume food or drink;

b. A proprietor shall provide:

- i. Suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nail brush;
- ii. Suitable and sufficient sanitary accommodation for operators.

SEALED with the COMMON SEAL

Of the TAUNTON DEANE BOROUGH

COUNCIL this day of December 1984

By Order and Direction of the

Council at a meeting held on

The eighteenth day of December

In the presence of:-

Secretary and Solicitor

The foregoing byelaws are hereby
Confirmed by the Secretary of State
For Social Services on
And shall come into operation on

A. B. BARTON
Assistant Secretary
Department of Health and
Social Security

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

- A. Proprietors shall take all reasonable steps to ensure compliance with the byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any Certificate of Registration issued to him under Part VIII of the Act.

- B. Section 16(2) of the Local Government (miscellaneous Provisions) Act 1982 provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Part VIII of the Act, the court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

- C. Nothing in these byelaws shall extend to the carrying on of the business of ear piercing or of electrolysis as the case may be by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.

BYELAWS

IN RESPECT OF

TATTOOING

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15 (7) OF

THE LOCAL GOVERNMENT

(MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

IN RESPECT OF

TATTOOING

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15 (7) OF

THE LOCAL GOVERNMENT

(MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

TATTOOING

Byelaws for the purpose of securing the cleanliness of registered premises and fittings therein and the registered persons and persons assisting them and the cleansing and so far as appropriate sterilisation of instruments, materials and equipment used in connection with the business of tattooing, made by the Taunton Deane Borough Council in pursuance of section 15 (7) of the Local Government (Miscellaneous Provisions) Act 1982.

1. Interpretation:

- a. In these byelaws, unless the context otherwise requires –

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means any person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in effecting tattooing;

“The Treatment area” means any part of the premises where treatment is given to clients.

- b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

- a) All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;
- b) The treatment area is solely used for giving treatment;
- c) The floor of the treatment area is provided with a smooth impervious surface;
- d) All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leak proof, or use a leakproof liner bag. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the

material disposed of safely. Where liners are not used, the receptacles shall then be cleaned;

- e) All needles used in treatment are placed after use in separate covered and leakproof re-useable boxes, or disposable needle boxes designed for the purpose. Where re-usable boxes are used they should be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use, as appropriate. The box shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;
- f) All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;
- g) All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is wiped down with a suitable disinfectant between the treatment of different clients, and thoroughly cleaned at the end of each working day;
- h) Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- i) A notice or notices reading "No Smoking" are prominently displayed within the treatment area.

3. For the purpose of securing the cleansing and, so far as appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment –

- a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel cloth or other such articles used in the treatment –
 - i. Is clean and in good repair, and, so far as is appropriate, is sterile;
 - ii. Has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilised;
- b. An operator shall ensure –
 - i. Any needle, metal instrument, or other item of equipment, used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;
 - ii. All dyes used for tattooing are bacteriologically clean and inert;

- iii. The containers used to hold the dyes for each customer are either disposed of at the end of each session of treatments, or are sterilised before re-use

c. A proprietor shall provide –

- i. Adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing as required in pursuance of these byelaws
- ii. Sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
- iii. An adequate constant supply of hot and cold water readily available at all times on the premises;
- iv. Adequate storage for all items mentioned in byelaw 3a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

a. An operator whilst giving treatment shall ensure that –

- i. His hand and nails are clean, and nails kept short;
- ii. He is wearing clean and washable clothing, or alternatively a disposable covering that has not previously been used in connection with any other client;
- iii. He keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
- iv. He does not smoke or consume food or drink;

b. A proprietor shall provide –

Suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water sanitising soap or detergent, and a nail brush;

Suitable and sufficient sanitary accommodation for operators.

SEALED with the COMMON SEAL
Of the TAUNTON DEANE BOROUGH
COUNCIL this Nineteenth
day of December 1984
by Order and Direction of the
Council at a meeting held on
The eighteenth day of December 1984

In the presence of : -

J. J. THORNBERRY

Secretary and Solicitor

The foregoing byelaws are hereby
Confirmed by the Secretary of State
For Social Services on 16th April 1985
And shall come into operation on
1st June, 1985

A.B. BARTON
Assistant Secretary
Department of Health and
Social Security

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

- A. A proprietor shall take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.
- B. Section 16 (2) of the local Government (Miscellaneous Provisions) Act 1982 provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Part VIII of the Act , the court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.
- C. Nothing in these byelaws shall extend to the carrying on of the business of tattooing by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.

BYELAWS

IN RESPECT OF

COSMETIC PIERCINGS

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15(7) OF
THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

IN RESPECT OF

COSMETIC PIERCING

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15(7) OF
THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

COSMETIC PIERCING

Byelaws for the purposes of securing cleanliness of registered premises and fittings therein and registered persons and persons assisting them and the cleansing and so far as appropriate sterilisation of instruments, materials and equipment used in connection with the business of ear piercing and electrolysis made by Taunton Deane Borough Council in pursuance of section 15(7) of Local Government (Miscellaneous Provisions) Act 1982.

1. Interpretation

a) In these byelaws, unless the context otherwise requires –

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means any person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in effecting ear – piercing or electrolysis;

“The treatment area” means any part of the premises where treatment is given to clients.

b) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings in any part of the premises used by clients and operators

are kept clean and in such good repair as to enable them to be cleaned effectively;

- b. All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leak proof, or use a leak proof liner bag. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned;
- c. All needles used in treatment are placed after use in separate covered and leak proof re-useable boxes, or disposable needle boxes designed for the purpose. When re-useable boxes are used they shall be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use as appropriate. The box shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;
- d. All furniture and fittings in the treatment area are to be kept clean and in such good repair as to enable them to be cleaned effectively;
- e. All tables, couches and seats used by clients in the treatment area and any surface on which the items specified in 3b below are placed immediately prior to treatment have a smooth impervious surface which is wiped down regularly with a suitable disinfectant;
- f. Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- g. A notice or notices reading "No Smoking", "No Eating or Drinking" are prominently displayed within the treatment area.

3. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment –

a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –

- i. is clean and in good repair and, so far as is appropriate, is sterile;
- ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as appropriate, sterilised;

b. An operator shall ensure that any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;

c. A proprietor shall provide –

- i. adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;
- ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
- iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;
- iv. adequate storage for all items mentioned in byelaw 3a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

a. An operator whilst giving treatment shall ensure that –

- i. His hands and nails are clean and his nail are short;
- ii. He wears disposable surgical gloves that have not previously been used with any other client;
- iii. He is wearing clean clothing, a gown, wrap or protective clothing that is clean and washable or alternatively a disposable covering that has not previously been used in connection with any other client;
- iv. He keeps any open boil, sore cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
- v. He does not smoke or consume food or drink;

b. A proprietor shall provide:

- i. Suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nail brush;
- ii. Suitable and sufficient sanitary accommodation for operators.

5. The Byelaws relating to ear piercing and electrolysis which were made by the Taunton Deane Borough Council on 18th day of December 1984 and which

were confirmed by the Secretary of State for Social Services on the 16th day of April 1985 are hereby repealed.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for Health on

And shall come into operation on

Member of the Senior Civil Service
Department of Health

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

- A. Proprietors shall take all reasonable steps to ensure compliance with the byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any Certificate of Registration issued to him under Part VIII of the Act.

- B. Section 16(2) of the Local Government (miscellaneous Provisions) Act 1982 provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Part VIII of the Act, the court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

- C. Nothing in these byelaws shall extend to the carrying on of the business of ear piercing or of electrolysis as the case may be by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.

BYELAWS

IN RESPECT OF

ELECTROLYSIS

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15(7) OF
THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

IN RESPECT OF

ELECTROLYSIS

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15(7) OF
THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

ELECTROLYSIS

Byelaws for the purpose of securing the cleanliness of premises registered under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of the registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of electrolysis made by Taunton Deane Borough Council in pursuance of Section 15(7) of the Act.

1. Interpretation

a) In these byelaws, unless the context otherwise requires –

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means any person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in effecting ear – piercing or electrolysis;

“The treatment area” means any part of the premises where treatment is given to clients.

b) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

- a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings in any part of the premises used by clients and operators are kept clean and in such good repair as to enable them to be cleaned effectively;
- b. All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leak proof, or use a leak proof liner bag. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned;
- c. All needles used in treatment are placed after use in separate covered and leak proof re-useable boxes, or disposable needle boxes designed for the purpose. When re-useable boxes are used they shall be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use as appropriate. The box shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;
- d. All furniture and fittings in the treatment area are to be kept clean and in such good repair as to enable them to be cleaned effectively;
- e. All tables, couches and seats used by clients in the treatment area and any surface on which the items specified in 3b below are placed immediately prior to treatment have a smooth impervious surface which is wiped down regularly with a suitable disinfectant;
- f. Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- g. No eating, drinking or smoking is permitted in the treatment area and a notice or notices reading "No Smoking", "No Eating or Drinking" are prominently displayed there.

3. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment –

a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –

- i. is clean and in good repair and, so far as is appropriate, is sterile;
- ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as appropriate, sterilised;

b. An operator shall ensure that any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;

c. A proprietor shall provide –

- i. adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;
- ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
- iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;
- iv. adequate storage for all items mentioned in byelaw 3a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

a. An operator whilst giving treatment shall ensure that –

- i. His hands and nails are clean and his nails short;
- ii. He is wearing disposable surgical gloves that have not previously been used with any other client;
- iii. He wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with any other client;
- iv. He keeps any open boil, sore cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
- v. He does not smoke or consume food or drink;

b. A proprietor shall provide:

- i. Suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nail brush;
- ii. Suitable and sufficient sanitary accommodation for operators.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for
Health on

And shall come into operation on

Member of the Senior Civil Service

Department of Health

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

- A. Proprietors shall take all reasonable steps to ensure compliance with the byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any Certificate of Registration issued to him under Part VIII of the Act.
- B. Section 16(2) of the Local Government (miscellaneous Provisions) Act 1982 provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Part VIII of the Act, the court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.
- C. Nothing in these byelaws shall extend to the carrying on of the business of ear piercing or of electrolysis as the case may be by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.

BYELAWS

IN RESPECT OF

ACUPUNCTURE

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

PURSUANCE OF SECTION 14(7) OF

THE LOCAL GOVERNMENT

(MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

ACUPUNCTURE

Byelaws for the purpose of securing the cleanliness of premises registered under Section 14 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of the registered persons and persons assisting them and the cleansing and so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of acupuncture made by Bristol City Council in pursuance made by Bristol City Council in pursuance of Section 14(7) of the Act.

1. Interpretation:

a. In these byelaws, unless the context otherwise requires –

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means the person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in the practice of acupuncture;

“The treatment area” ,means any part of the premises where treatment is given to clients.

b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purposes of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

- a) All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;
- b) The treatment area is used solely for giving treatment;
- c) The floor of the treatment area is provided with a smooth impervious surface;
- d) All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leak proof, or use a leak proof liner bag. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the

contents disposed of safely or sterilised for re-use, as appropriate. The box shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;

- e) All needles used in the treatment are single use and disposable, as far as is practicable; and are stored and disposed of as clinical waste in accordance with relevant legislation and guidance as advised by the local authority;
- f) All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;
- g) All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is wiped down at least daily with suitable disinfectant;
- h) Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- i) No eating, drinking or smoking is permitted in the treatment area and a notice or notices reading " No Smoking", "No Eating or Drinking" are prominently displayed.

3. For the purpose of securing the cleansing and, so far as appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment -

- a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –
 - i. Is clean and in good repair, and, so far as is appropriate, is sterile;
 - ii. Has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilised;
- b. An operator shall ensure that any needle, metal instrument, or other item of equipment, used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;
- c. A proprietor shall provide –
 - i. Adequate facilities and equipment for the purpose of sterilisation (unless pre – sterilised items are used) and of cleansing, as required in pursuance of these byelaws;

- ii. Sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
- iii. An adequate constant supply of clean hot and cold water readily available at all times on the premises;
- iv. Adequate storage for all the items mentioned in byelaw 3a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

a. An operator whilst giving treatment shall ensure that –

- i. His hands and nails are clean and nails kept short;
- ii. He wears disposable surgical gloves that have not previously been used with any other client;
- iii. He is wearing clean and washable clothing, or alternatively a disposable covering that has not previously been used in connection with any other client;
- iv. He keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
- v. He does not smoke or consume food or drink

b. A proprietor shall provide:

- i. Suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nailbrush;
- ii. Suitable and sufficient sanitary accommodation for operators.

5. The Byelaws relating to acupuncture which were made by Taunton Deane Borough Council on 19th day of December 1984 and which were confirmed by the Secretary of State for Social Services on 16th day of April 1985 are hereby repealed.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for Health
On
And shall come into operation on

Member of the Senior Civil Service
Department of Health

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be predominantly displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.

Section 16 (2) of the Local Government (Miscellaneous Provisions) Act 1982 provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Part VIII of the Act, the court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

Nothing in these byelaws shall extend to the practice of acupuncture by or under the supervision of a person who is registered as a medical practitioner or dentist or to premises on which the practice of acupuncture is carried on by or under the supervision of such a person.

BYELAWS

IN RESPECT OF

TATTOOING AND SEMI PERMANENT SKIN- COLOURING

MADE BY THE

TAUNTON DEANE BOROUGH COUNCIL

IN PURSUANCE OF SECTION 15(7) OF
THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

BYELAWS

TATTOOING AND SEMI-PERMANENT SKIN COLOURING

Byelaws for the purpose of securing cleanliness of premises registered under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of the registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of tattooing and semi permanent skin colouring made by Taunton Deane Borough Council in pursuance of Section 15(7) of the Act.

1. Interpretation

a) In these byelaws, unless the context otherwise requires –

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means any person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in effecting ear – piercing or electrolysis;

“The treatment area” means any part of the premises where treatment is given to clients.

b) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that –

- a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings in any part of the premises used by clients and operators are kept clean and in such good repair as to enable them to be cleaned effectively;
- b. The treatment area is used solely for giving treatment;
- c. The floor of the treatment area is provided with a smooth impervious surface;
- d. All waste material, and other litter, arising from the treatment, is placed in suitable covered receptacles, which are washable and leak proof, or use a leak proof liner bag. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned;
- e. All needles used in treatment are placed after use in separate covered and leak proof re-useable boxes, or disposable needle boxes designed for the purpose. When re-useable boxes are used they shall be emptied at least once every working day or more frequently as necessary, and the contents disposed of safely or sterilised for re-use as appropriate. The box shall then be sterilised. Where needle boxes are used they shall be disposed of safely at suitable intervals;
- f. All furniture and fittings in the treatment area are to be kept clean and in such good repair as to enable them to be cleaned effectively;
- g. All tables, couches and seats used by clients in the treatment area and any surface on which the items specified in 3b below are placed immediately prior to treatment have a smooth impervious surface which is wiped down regularly with a suitable disinfectant;
- h. Where tables or couches are used, they shall be covered by a disposable paper sheet which shall be changed for each client;
- i. A notice or notices reading "No Smoking", "No Eating or Drinking" are prominently displayed within the treatment area.

3. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment –

a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –

- i. is clean and in good repair and, so far as is appropriate, is sterile;
- ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as appropriate, sterilised;

b. An operator shall ensure that:-

- i. any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;
- ii. all dyes used for tattooing and semi-permanent skin-colouring are sterile and inert;
- iii. the containers used to hold the dyes for each customer are either disposed of at the end of such session of treatment, or are cleaned and sterilized before re-use;

c. A proprietor shall provide –

- i. adequate facilities and equipment for the purpose of sterilisation (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;

- ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
- iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;
- iv. adequate storage for all items mentioned in byelaw 3a and b above, so that those items shall be properly stored in a clean and suitable place so as to avoid, as far as possible the risk of contamination.

4. For the purpose of securing the cleanliness of operators –

a. An operator whilst giving treatment shall ensure that –

- i. His hands and nails are clean and his nail are short;
- ii. He wears disposable surgical gloves that have not previously been used with any other client;
- iii. He is wearing clean clothing, a gown, wrap or protective clothing that is clean and washable or alternatively a disposable covering that has not previously been used in connection with any other client;
- iv. He keeps any open boil, sore cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
- v. He does not smoke or consume food or drink;

b. A proprietor shall provide:

- i. Suitable and sufficient washing facilities for the sole use of operators, such facilities to have hot and cold water, sanitising soap or detergent, and a nail brush;
- ii. Suitable and sufficient sanitary accommodation for operators.

5. The Byelaws relating to tattooing which were made by Taunton Deane Borough Council on the 18th day of December 1984 and which were confirmed by the Secretary of State for Social Services on the 16th April 1985 are hereby repealed.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for Health on

And shall come into operation on

Member of the Senior Civil Service
Department of Health

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

- A. Proprietors shall take all reasonable steps to ensure compliance with the byelaws by persons working on the premises. Section 16 (9) of the Act lays down that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any Certificate of Registration issued to him under Part VIII of the Act.

- B. Section 16(2) of the Local Government (miscellaneous Provisions) Act 1982 provides that any person who offends against any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding £400. If the convicted person is registered under Part VIII of the Act, the court may, instead of or in addition to imposing a fine, order the suspension or cancellation of his registration, and of the registration of the premises in which the offence was committed if such premises are occupied by the person so convicted. Section 16 (11) of the Act provides that it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

- C. Nothing in these byelaws shall extend to the carrying on of the business of ear piercing or of electrolysis as the case may be by or under the supervision of a person who is registered as a medical practitioner or to premises on which any such business is carried on by or under the supervision of such a person.