



## REPORT TO EXECUTIVE

*Agenda item 16(o)  
(ii)*

### PORTFOLIO AREA: FINANCE & RESOURCES INFRASTRUCTURE, ENVIRONMENT AND TRANSPORT

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Date of Meeting: 2 September 2002

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Public

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Key Decision: No

Recorded in Forward Plan: No

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Inside Policy Framework

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Title: RELEASE OF CATEGORY C MONEY - PLANNING SERVICES  
DIVISION

Report of: Director of Environment & Development

Report reference: EN. 095/02

#### Summary:

This report requests the release of £10,600 from Budget E54 0001 0890 to pay for phase two of new furniture within the Planning Services Division, to meet Health & Safety Regulations and improve working conditions.

#### Recommendations:

It is recommended that the £10,600 identified as a Category C Carried Forward Request be released.

Mike Battersby  
Director of Environment & Development

## **1. BACKGROUND INFORMATION AND OPTIONS**

### **1.1 Introduction**

1.2 In April 2002 the Planning Services Division requested the carry forward of additional income that had been received from DEFRA to pay for the secondment of the Conservation Officer to tackle the foot and mouth issues on listed farm buildings. In all £20,600 was involved, £10,000 of which was committed and identified within Category B and £10,600 in Category C.

1.3 The Category B request has already been approved by the Executive. This report therefore deals with the request to release the £10,600 identified within Category C.

### **2.0 The purpose of the Budget to Carry Forward.**

2.1 The Planning Services Division is particularly short of space for both office accommodation and storage and working conditions are poor. At present only four of the thirty-eight workstations within the Division meet current Health & Safety Regulations.

2.2 The £20,600 carry forward is required to:

- replace those workstations that did not meet Health & Safety Regulations;
- provide more modern storage facilities to accommodate the increasing number of files;
- provide better working conditions for all staff; and
- relocate the Head of Planning Services office to be next to Administrative Assistants.

2.3 Since the original request to carry forward the money the Executive have agreed the appointment of two Development Control Officers in the Development Control Section, to meet the increasing workload within that Section and so increasing the need to accommodate more staff in a limited space.

2.4 Without the additional £10,600 it will not be possible to implement the changes in full as it is not possible to phase them owing to the restricted space available.

- 2.5 It is therefore essential that this money is released for the improvements to be carried out and conditions improved.

### **3. CONSULTATION**

- 3.1 No external consultation has taken place and no external consultation is proposed.

### **4. STAFFING/RESOURCES COMMENTS**

- 4.1 The resources required to implement have been identified and the finance available provided this Category C money is released.
- 4.2 There are no staffing implications in the acquisition of the new equipment.

### **5. CITY TREASURER'S COMMENTS**

- 5.1 It is confirmed that the Category C carry forward request was made to the Executive on 8<sup>th</sup> July in the sum of £10,600, to be funded from the remainder of the DEFRA monies received in payment for an officers secondment to the Foot and Mouth issue.

### **6. LEGAL COMMENTS**

- 6.1 None

### **7. CORPORATE COMMENTS**

- 7.1 None

### **8. RISK MANAGEMENT ASSESSMENT**

- 8.1 The majority of the existing furniture does not meet the current Health and Safety Regulations and therefore should be replaced.



**9. EQUALITY ISSUES**

9.1 None

**10. ENVIRONMENTAL IMPLICATIONS**

10.1 There are no external environmental implications but the working conditions of the members of the Planning Services Division will be improved.

**11. CRIME AND DISORDER IMPLICATIONS**

11.1 None

**12. RECOMMENDATIONS**

12.1 It is recommended that the £10,600 identified as a Category C Carried Forward Request be released.

**13. REASONS FOR RECOMMENDATIONS**

13.1 The Planning Services Division is particularly short of space for both office accommodation and storage and working conditions are far from satisfactory. At present only four of the thirty-eight workstations within the Division meet current Health & Safety Regulations. The £10,600 carry forward is required to replace the unsatisfactory workstations, provide improved storage facilities and generally improve working conditions in the office.

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