

Public Involvement Project Brief

Title:	Public Space Protection Order (PSPO) Waterways
Type of activity	Consultation
Date of this brief:	Approved on 19/05/2016
Planned dates of activity:	25/05/16 to September 2016
Project Manager:	Richard Adams
Service area:	Community services
Head of Service:	Ian Brooke
<u>Approvals:</u>	
Public Involvement Project Board	24/04/2016
Other	19/05/2016

1. Plan for Public Involvement

1.1 Purpose and deliverables

This is the most important section of the project brief. Please provide as much detail here as possible.

<p>1. Why is the project needed?</p>	<p>City Executive Board (CEB) has resolved to consult on Waterways Public Space Protection Order (PSPO). This project brief has been revised having considered the representations to the scrutiny committee and the City Executive Board by interested parties. This revised project brief therefore proposes a two-stage consultation exercise as detailed in section 1.5.</p> <p>Through the consultation process we are able to ascertain the public's views on:</p> <ul style="list-style-type: none"> • whether there are issues that warrant council intervention • whether it is reasonable and proportionate to include the listed behaviours in a PSPO • whether there are appropriate alternative ways to achieve the objectives <p>Depending on the consultation and views of the City Executive Board a PSPO for the waterways of Oxford could be introduced.</p>
<p>2. How will the results be used and by whom?</p>	<p>The outcome of the consultation will be reported to CEB.</p>
<p>3. What will change as a result of the project?</p>	<p>A decision on whether or not to proceed with and if so what to include in a Waterways PSPO.</p>
<p>4. Does it contribute to a wider programme of involvement and, if so, how?</p>	<p>No</p>
<p>5. Have you considered alternatives forms of public involvement and, if so, what?</p>	<p>The revised project brief has been amended in light of CEB resolution at the meeting on the 17th March.</p> <p>In phase 1 we will take the draft order to key stakeholder groups (e.g. boating community and residents who live nearby) and ask:</p> <ul style="list-style-type: none"> • whether there are issues that warrant council intervention • whether it is reasonable and proportionate to include the listed behaviours in a PSPO • whether there are appropriate alternative ways to achieve the objectives <p>The stakeholder discussions will be used to inform phase 2 of the consultation process. Discussions</p>

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	are likely to be a combination of one to one meetings, focus groups and a wider public survey.
6. Has any preparation work been carried out to date? What has been stated publicly?	The work to identify individual and groups has taken place and the appropriate form of communication with each group, based on a two phased consultation approach. See CEB minutes, 17 th March 2016.
7. What would you like to have at the end of the process? List the project deliverables.	Through the consultation process we will understand the public's views as to: <ul style="list-style-type: none"> • whether there are issues that warrant council intervention • whether it is reasonable and proportionate to include the listed behaviours in a PSPO • whether there are appropriate alternative ways to achieve the objectives Depending on the consultation and views of the City Executive Board a PSPO for the waterways of Oxford could be introduced.
8. Does your public involvement project fulfil a statutory requirement? If "yes" please explain in detail how you are following legal guidance	Yes. This consultation proposal meets with the requirements of the Anti-Social Behaviour, Crime and Policing Act 2014.

1.2 Constraints and risks

Describe the constraints within which the project must operate, e.g. statutory requirements, restrictions on time, resources, funding and/or the eventual outcome, dependencies on other projects etc.

Set out any risk(s) and how you plan to mitigate them.

The mechanisms to introduce and enforce a PSPO are set out in the ASB, Crime and Policing Act 2014. The order can run for a maximum of three years without review. This is a substantial piece of public engagement resulting in the Council prioritising this over other areas of work.

The council needs to be aware that there are strongly held contrary views on this issue.

1.3 Involvement

List with as much detail as possible who you would like to be involved. For example:

- *The whole community or a representative cross-section of the community;*
- *Specific geographical areas or common interest groups;*
- *Professionals, experts, and organisations that may or may not have a statutory right to be involved;*
- *Hard-to-reach groups.*

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Target group (who you would like to respond)	Size of target group (rough estimate)
Chief of Police or representative	1
Police and Crime Commissioner, or representative	1
Oxfordshire County Council	1
Councillors	34
Canal and River Trust	1
Public – questionnaire on website, tourist Information and Newspaper	unknown
Environment Agency	1
Non-residential Riparian owners	30+
River user groups	50+
Boat dwellers	100+
Residents groups	10+

If your consultation relates to a specific area of Oxford, the relevant Councillors must be informed and invited to take part in the consultation before it is broadly communicated.

Does your consultation relate to a specific area? Yes
If yes, which ward(s): Oxford City Waterways
Who are the relevant Councillors? In addition County Council councillors from the relevant Divisions will be contacted.
Wards: Wolvercote, Holywell, Summertown, St Margaret's, North, Jericho and Osney, Carfax, Hinksey Park, Rose Hill and Iffley, Iffley Fields, Holywell, Marston, St Clement's, St Mary's
Divisions: St Clement's & Cowley Marsh, University Parks, North Hinksey, St Margaret's, Marston and Northway, Rose Hill and Littlemore, Isis, Iffley Fields and St Mary's

1.4 Data Protection Act 1998

Please see [flow diagram in Annex 2](#) of this document for help.

Does your public involvement activity include contacting individuals using personal data (which includes contact details such as address, phone number and email address) that they have provided to Oxford City Council for another purpose?	NO
If yes, have you checked that the individual(s) have given consent for their personal data (which includes contact details) to be used for the purpose of your public involvement activity?	N/A
Does your public involvement activity include collecting personal information that will be shared with another organisation?	NO
If yes, how will you ensure that individual(s) have given consent for their personal data (which includes contact details) will be shared with another organisation? N/A	
All responses will be treated in accordance with data protection legislation and the	

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government's Principles of Consultation and the Council's Data Protection Policy.

However:

- Any responses where individuals can be identified will be redacted.
- Where individuals have written to us with their personal views, we will redact that too.

Responses will be published on the consultation portal after the consultation close date.

Note that this is applicable whether the contact is being made by Oxford City Council or by a third party.

1.5 Method

For guidance on methods please see the consultation toolkit available on the intranet.

<p>1. <u>How</u> you are planning to involve.</p> <p><i>Options include online/paper questionnaire*, telephone or face-to-face interviews, Citizen's panel.</i></p> <p><i>The eConsult system should be used wherever possible to run consultations.</i></p>	<p>The engagement will consist of two phases:</p> <p>Phase 1: This will consist of engaging with those that may be affected by the PSPO if it is introduced. This will include:</p> <ul style="list-style-type: none"> • Meeting with representatives of the PSPNo group, including members of the National Bargee Travellers Association (NBTA). • Engage riparian (land that borders the Waterways) owners and other stakeholders asking for their views. They will be offered the option of a face to face meeting if required. • Engage with representatives of Resident Associations. • Letter to ward Councillors and county council Division Councillors. • Web-page resource on the Waterways PSPO uploaded on to the Oxford City Council website listing maps and other relevant information. This will be updated as we go through the consultation process. <p>The outcome of Phase 1 will be considered in shaping Phase 2. At this stage Phase 2 is anticipated to be as follows:</p> <p>Phase 2:</p> <ul style="list-style-type: none"> • Online survey available to the wider public for six weeks. Paper copies will be available on request.
<p>2. <i>How will you make sure people know about your project? E.g. advertising in local media, consultation portal, emails, leaflets etc</i></p>	<ul style="list-style-type: none"> • Methods used to make boaters and the wider public aware will include: <ul style="list-style-type: none"> ○ Updates on the Oxford City Council web-site. ○ Use of social media including Facebook and Twitter ○ Press releases

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	<ul style="list-style-type: none"> ○ CaRT newsletter ○ Posters in relevant public places ● Each known riparian owners and other stakeholders will be written to. ● Each agency involved in the management of the Waterways will be written to. ● Due to the transient nature of some of the boating community, additional reasonable efforts will be made to engage with all boat dwellers on the Oxford waterways through a leaflet drop.
3. If you are developing a questionnaire, how do you plan to test it?	A questionnaire will be developed by the consultation officer and sense checked by officers independent of this process.
4. When do you plan to open and close your project?*	May to September.
5. How will you analyse the responses?	The on-line questionnaire will allow real-time analysis. Each week the responses will be checked and saved to ensure we are aware of any issues. All responses will be made public but respondents' details will be anonymised.
6. How will you report the findings back to those that were involved?	The findings will be reported in the CEB report and published on the consultation portal.
7. Where and when will results be published? Please provide website name or url and expected date of posting.	The results will be published in line with the CEB process. On completion the results will be published on the consultation portal.
8. How will the results be used?	In accordance with the Public Engagement Statement the results will be presented to CEB for consideration in the judgement as to whether a PSPO or some other approach(es) are preferred.

* NOTE: If you will be creating a paper version of the questionnaire that includes a request for personal information, you will need to get approval from the responder to that information to contact them in the future. The following statement should be added to your paper questionnaire:

“Please tick here if you do NOT want your name and contact details to be used by Oxford City Council for future consultations.”

1.6 Managing the project

Who will be involved in delivering your project – list all names and roles

Name	Role	Service area / organisation	Role in this consultation
Tim Sadler	Director	Community Services	Project sponsor

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Richard Adams	Service Manager	Community Services	Project lead
Hamera Plume	Consultation Officer	Assistant Chief Executive	Consultation advisor
Tom Jennings	Communications Officer	Assistant Chief Executive	Communications lead
Jeremy Franklin	Solicitor	Legal Services	Legal advisor
Dee Sinclair	Board Member	Councillor	Board Member oversight