

Individual Decision

The attached report(s) will be taken as Individual Portfolio Member Decision(s) on:

Monday, 4th April, 2011

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Individual Executive Member Decision

Title of Report:	Environmental Health and Licensing - Public Health Policy
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	04/04/2011
Forward Plan Ref:	ID2222

Purpose of Report: To introduce the policy approach of EH&L to Public Health

Recommended Action: Approve the policy and apply as of 4th April 2011

Reason for decision to be taken: Provide overall framework for services provided in this area

Statutory: **Non-Statutory:**
Other: The policy covers both statutory and non-statutory work

Other options considered: Continue without approved policy for public health work

Key background documentation:

Portfolio Member Details	
Name & Telephone No.:	Councillor Hilary Cole - Tel (01635) 248542
E-mail Address:	hcole@westberks.gov.uk

Contact Officer Details	
Name:	Paul Anstey
Job Title:	EH&L Manager
Tel. No.:	01635 519002
E-mail Address:	panstey@westberks.gov.uk

Implications

Policy:	Confirms current legislative practices and sets out direction for proposed transferral of public health functions from primary care trusts.
Financial:	none
Personnel:	none
Legal/Procurement:	none
Environmental:	none
Partnering:	Further consultation will be required with colleagues across the Environment Directorate, including Trading Standards, Waste and Countryside.
Property:	none
Risk Management:	none
Community Safety:	none
Equalities:	Stage 1 completed

Consultation Responses

Members:

Leader of Council:	n/a
Overview & Scrutiny Management Commission Chairman:	n/a
Select Committee Chairman:	Geoff Findlay - Healthier Select Committee
Ward Members:	n/a
Opposition Spokesperson:	n/a

Local Stakeholders:

Officers Consulted:	Sean Murphy, Trading Standards Manager Paul Hendry, Countryside Manager Adrian Slaughter, Building Energy Officer
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Trade Union:	n/a
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Supporting Information

1. Background

- 1.1 For many years the Environmental Health and Licensing Department have had a Public Health Team, this team consists of professional officers of varying qualifications employed to protect individuals and community's health.
- 1.2 The policy will structure the approach of public health currently undertaken and give direction to work which may become more prominent in the future.

Appendices

Appendix A – Public Health Policy

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Public Health Policy

Document Control

Document Ref:		Date Created:	23 rd Dec 2010
Version:	1.4	Date Modified:	
Revision due			
Author:	Sue Gore	Sign & Date:	
Owning Service	Property and Public Protection Environmental Health and Licensing – Public Health Team		
Equality Impact Assessment: (EIA)	Date undertaken:	10 th January 2011	
	Issues (if any):	None identified	



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1.0 Purpose

- 1.1 West Berkshire Council is the enforcing authority for a wide range of public health primary legislation functions.
- 1.2 In addition to these long standing functions the government has set out a process which involves transferring public health functions currently delivered by Primary Care Trusts or PCT's to the local authority. This document provides an initial framework for new challenges which may present themselves when this process is concluded.
- 1.3 West Berkshire Council carries out this duty by employing suitable, qualified and trained staff, who are authorised in writing to enforce the requirements of the various pieces of legislation.
- 1.4 West Berkshire Council recognises the value of having a documented policy which sets out how public health, within its area, will be protected and improved.

2.0 Policy Statement

- 2.1 West Berkshire Council will make effective arrangements to promote public health and where appropriate enforce primary legislation to achieve this. This includes all associated regulations and codes of practice with the aim of ensuring that, within its area, individuals and communities public health is both protected and enhanced .

3.0 Approach

- 3.1 Promoting public health is a key feature of EH&L aims and objectives. There will be ongoing pro-active work carried out to prevent incidents of public health concern.
- 3.2 Public health legislation is designed to be a safety net for people and communities who may fall below a standard which is considered reasonable, based on the local conditions at any given time. Officers use their professional judgement to balance the needs of the person/community with the underlying health implications.
- 3.3 It is often as part of a wider group of professionals that EH&L undertake their public health responsibilities, therefore consultation is a key element of any decision making. Before any formal action is undertaken, an authorised officer will always aim to have the best available information about an individual/community. Confidentiality will always be respected and information will be handled in accordance with the West Berkshire Council security policy.
- 3.4 There is also the wider environmental impact on public health which is addressed through separate policy documents in Air Quality, Contaminated Land, Health and Safety, Food Safety and Food Sampling.

3.5 West Berkshire Council will:

- a) Respond to all notifications of poor standards of living conditions suffered by people of West Berkshire.
- b) Participate in any multi-disciplinary meetings where the public health of any individual or community is at risk and there are legislative powers to assist.
- c) Contribute to the public health agenda of the local healthcare organisations such as Berkshire West PCT through the Joint Strategic Needs Assessment.
- d) Make consistent enforcement decisions in accordance with its own enforcement Policy.
- e) Refer to recognised guidance issued by Governmental and Non-Governmental agencies.
- f) Liaise with the Berkshire Environmental Health Managers group.
- g) Ensure the continued development of its officers (both Environmental Health Officers and Technical Officers) and encourage officers to keep up to date on public health issues.
- h) Consult with partners in related fields such as sustainability, community care, trading standards, countryside and any other West Berkshire Council department who has an interest in promoting public health.

4.0 Practical Working Arrangements

- 4.1 Proactive work will be addressed through annual service planning based on identified need/risk and will be project based.
- 4.2 Reactive intervention will be carried out following the receipt of a service request.
- 4.3 Unless in exceptional circumstances, all enforcement will involve a graduated approach.
- 4.4 To ensure an effective, transparent and consistent approach to enforcement of public health legislation, authorised officers will follow the Council enforcement Policy.

5.0 Roles and Responsibilities

- 5.1 Responsibility for implementation of the policy rests with the Environmental Health and Licensing Manager (EHLM).
- 5.2 The Principal EHO for Public Health is responsible for the planning, organisation and subsequent monitoring of all aspects of the policy as well as other Standards or Policy concerned with Council undertakings.

6.0 Quality Of The Service

- 6.1 West Berkshire Council is committed to ensuring that the highest practicable standard of service is achieved and that good customer care practice is integrated into all aspects of service delivery.
- 6.2 In meeting its duties under public health legislation West Berkshire Council will strive for excellence in the quality of service provided. All staff will adopt a professional approach and performance monitoring will be carried out to the standard identified within the adopted Internal Monitoring Standards to ensure compliance with agreed targets.
- 6.3 It is the responsibility of West Berkshire Council to ensure that all officers are suitably qualified, experienced and authorised to carry out enforcement under the Act and any legislation made under the Act.
- 6.4 West Berkshire Council will ensure that all authorised officers have access to appropriate professional training and other resources required in order to maintain a high level of professionalism and competence.

7.0 Monitoring the Service

- 7.1 Having set the standards that West Berkshire Council wishes the service to achieve, it is essential that the detailed arrangements in the policy are put into practice and that the outcome is regularly monitored and reviewed.
- 7.2 The EHLM will therefore make arrangements to monitor the following:
 - a) Compliance with agreed targets for Service Requests.
 - b) The number of Service Requests received year to year.
 - c) Any other agreed monitoring arrangements concerned with the Public Health Team Plan, the overall Environmental Health and Licensing Plan, and broader Council objectives relevant to the Public Health Team's activities.

8.0 Policy Review

- 8.1 This policy will be reviewed annually by the EHLM.
- 8.2 This Policy will be publically available.

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Individual Executive Member Decision

Title of Report:	Environmental Health and Licensing - Contaminated Land Policy
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	04/04/2011
Forward Plan Ref:	ID2280

Purpose of Report: To introduce the policy approach of EH&L to Contaminated Land

Recommended Action: Approve the policy and apply as of 4th April 2011

Reason for decision to be taken: Provide overall framework for services provided in this area

Statutory: **Non-Statutory:**
Other: The policy covers both statutory and non-statutory work

Other options considered: Continue without approved policy for contaminated land work.

Key background documentation:

Portfolio Member Details	
Name & Telephone No.:	Councillor Hilary Cole - Tel (01635) 248542
E-mail Address:	hcole@westberks.gov.uk

Contact Officer Details	
Name:	Paul Anstey
Job Title:	EH&L Manager
Tel. No.:	01635 519002
E-mail Address:	panstey@westberks.gov.uk

Implications

Policy:	Confirms current legislative practices and sets out direction for future work.
Financial:	none
Personnel:	none
Legal/Procurement:	none
Environmental:	none
Partnering:	none
Property:	none
Risk Management:	none
Community Safety:	none
Equalities:	Stage 1 completed

Consultation Responses

Members:

Leader of Council: n/a

**Overview & Scrutiny
Management** n/a

Commission Chairman:

**Select Committee
Chairman:**

Ward Members: n/a

**Opposition
Spokesperson:** n/a

Local Stakeholders:

Officers Consulted:

Trade Union: n/a

Supporting Information

1. Background

- 1.1 For many years the Environmental Health and Licensing Department have had a Contaminated Land Strategy, the Pollution Team consists of professional officers of varying qualifications employed to protect individuals and community's health.
- 1.2 The policy will structure the approach of contaminated land work currently undertaken and give direction to work which may become more prominent in the future.

Appendices

Appendix A – Contaminated Land Policy

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Contaminated Land Policy

Document Control

Document Ref:		Date Created:	Jan 2011
Version:	1.3	Date Modified:	March 2011
Revision due	Jan 2012		
Author:	Anna Smy	Sign & Date:	
Owning Service	Property and Public Protection Environmental Health and Licensing – Pollution Team		
Equality Impact Assessment: (EIA)	Date undertaken:	15 th March 2011	
	Issues (if any):	None identified	



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1.0 Purpose

- 1.1 West Berkshire Council is the enforcing 'Authority' for the primary legislation functions related to contaminated land and its management.
- 1.2 The Authority carries out this duty by employing suitable, qualified and trained staff, who are authorised in writing to enforce the requirements of the various pieces of legislation.
- 1.3 The Authority recognise's the value of having a documented policy which sets out how contaminated land, within its area, will be identified and remediated where appropriate.

2.0 Policy Statement

- 2.1 The Authority will make effective arrangements to identify and remediate contaminated land and where appropriate enforce primary legislation to achieve this. This includes all associated regulations and codes of practice, with the aim of ensuring that, within its area, individuals and communities public health is protected and enhanced.

3.0 Approach

- 3.1 The Policy will take its lead from the council's contaminated land strategy (2nd revision) 2006 which sets out the framework under which all related activities will operate.
- 3.2 Officers will also be involved with development control and the planning process within West Berkshire Council to achieve it's aims.
- 3.3 West Berkshire Council will:
 - a) Monitor development, in accordance with PPS23: Planning and Pollution Control and Policy OVS.5 – Environmental Nuisance and Pollution Control, in consultation with Development Control Officers, across the whole West Berkshire district to identify land requiring investigation and potential remediation.
 - b) Collate and interpret the data from Development Control and publish information in a timely fashion.
 - c) Manage the prioritisation list of identified potential contaminated land and progress with desk studies and where appropriate site surveys.
 - d) Contribute to the production of reports to be submitted to DEFRA under the relevant legislative requirements.
 - e) Make consistent decisions in accordance with West Berkshire Council Policy.
 - f) Refer to recognised guidance issued by Governmental and Non-Governmental agencies.

- g) Liaise with the Berkshire Environmental Health Managers group and the Thames Valley Environmental Protection Group.
- h) Ensure the continued development of its officers (both Environmental Health Officers and Technical Officers) and encourage officers to keep up to date on public health issues.

4.0 Practical Working Arrangements

- 4.1 Proactive work will be addressed through annual service planning based on identified need/risk and will be project based.
- 4.2 Reactive intervention will be carried out following the receipt of a service request.
- 4.3 Unless in exceptional circumstances, all interventions will involve a graduated approach leading to formal action if such an approach has failed.

5.0 Roles and Responsibilities

- 5.1 Responsibility for implementation of the policy rests with the Environmental Health and Licensing Manager (EHLM).
- 5.2 The Principal EHO for Pollution is responsible for the planning, organisation and subsequent monitoring of all aspects of the policy as well as other Standards or Policy concerned with West Berkshire Council undertakings.

6.0 Quality Of The Service

- 6.1 West Berkshire Council is committed to ensuring that the highest practicable standard of service is achieved and that good customer care practice is integrated into all aspects of service delivery.
- 6.2 In meeting its duties under legislation West Berkshire Council will strive for excellence in the quality of service provided. All staff will adopt a professional approach and performance monitoring will be carried out to the standard identified within the adopted Internal Monitoring Standard's to ensure compliance with agreed targets.
- 6.3 It is the responsibility of West Berkshire Council to ensure that all officers are suitably qualified, experienced and authorised to carry out enforcement under the Act and any legislation made under the Act.
- 6.4 West Berkshire Council will ensure that all authorised officers have access to appropriate professional training and other resources required in order to maintain a high level of professionalism and competence.

7.0 Monitoring the Service

- 7.1 Having set the standards that West Berkshire Council wishes the service to achieve, it is essential that the detailed arrangements in the policy are put into practice and that the outcome is regularly monitored and reviewed.

7.2 The EHLM will therefore make arrangements to monitor the following:

- a) Annual review of Contaminated Land Strategy against the current site status of known sites.
- b) Compliance with agreed targets for programmed inspections.
- c) Compliance with agreed targets for Service Requests.
- d) The number of Service Requests received year to year.
- e) The number of training courses and candidates organised year to year for public health.
- f) Any other agreed monitoring arrangements concerned with the Pollution Team Plan, the overall Environmental Health and Licensing Plan, and broader Council objectives relevant to the Pollution Team's activities.

8.0 Policy Review

8.1 This policy will be reviewed annually by the EHLM.

8.2 This Policy will be publically available.

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Individual Executive Member Decision

Title of Report:	Environmental Health and Licensing - Health and Safety Policy
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	04/04/2011
Forward Plan Ref:	ID2281

Purpose of Report: To introduce the policy approach of EH&L to Health and Safety

Recommended Action: Approve the policy and apply as of 4th April 2011

Reason for decision to be taken: Provide overall framework for services provided in this area

Statutory: **Non-Statutory:**
Other: The policy covers both statutory and non-statutory work

Other options considered: Continue without approved policy for health and safety work

Key background documentation:

Portfolio Member Details	
Name & Telephone No.:	Councillor Hilary Cole - Tel (01635) 248542
E-mail Address:	hcole@westberks.gov.uk

Contact Officer Details	
Name:	Paul Anstey
Job Title:	EH&L Manager
Tel. No.:	01635 519002
E-mail Address:	panstey@westberks.gov.uk

Implications

Policy:	Confirms current legislative practices and sets out direction for future work.
Financial:	none
Personnel:	none
Legal/Procurement:	none
Environmental:	none
Partnering:	none
Property:	none
Risk Management:	none
Community Safety:	none
Equalities:	Stage 1 completed

Consultation Responses

Members:

Leader of Council: n/a

**Overview & Scrutiny
Management** n/a

Commission Chairman:

**Select Committee
Chairman:**

Ward Members: n/a

**Opposition
Spokesperson:** n/a

Local Stakeholders:

Officers Consulted:

Trade Union: n/a

Supporting Information

1. Background

- 1.1 For many years the Environmental Health and Licensing Department have had a Public Health Team undertaking health and safety work, this team consists of professional officers of varying qualifications employed to protect individuals and community's health.
- 1.2 The policy will structure the approach of health and safety currently undertaken and give direction to work which may become more prominent in the future.

Appendices

Appendix A – Health and Safety Policy

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Health and Safety Policy

Document Control

Document Ref:		Date Created:	Nov 2010
Version:	1.3	Date Modified:	March 2011
Revision due	March 2012		
Author:	Sue Gore	Sign & Date:	
Owning Service	Environmental Health and Licensing – Public Health Team		
Equality Impact Assessment: (EIA)	Date undertaken:	15 th March 2011	
	Issues (if any):	None identified	



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1.0 Purpose

- 1.1 West Berkshire Council (The Council) is the enforcing authority and has a statutory duty to enforce the provisions of the Health and Safety at Work etc Act 1974, the primary umbrella legislation for many associated Regulations.
- 1.2 The Council carries out this duty by employing suitable, qualified and trained staff, who are authorised in writing to enforce the requirements of the Act.
- 1.3 The Council recognises the value of having a documented policy which sets out how health and safety, within its area, will be carried out.

2.0 Policy Statement

- 2.1 The Council will make effective arrangements to enforce the Health and Safety at Work etc Act 1974 and all associated regulations and codes of practice, with the aim of ensuring that, within its area, workplace risks are reduced and welfare matters are addressed to protect both the workforce and members of the public. The Council will also advise businesses on their legal responsibilities and raise awareness on health and safety issues.

3.0 Approach

- 3.1 The Health and Safety at Work etc Act 1974 is well established legislation which places legal responsibilities on duty holders to ensure the health, safety and welfare of it's employees and those members of the public who are not their employees are not exposed to undue risks.
- 3.2 The Act encompasses many varied Regulations covering a wide range of topics associated with the workplace. Environmental Health Practitioners, in carrying out their duties, have to be well versed in the law and their powers.
- 3.3 In carrying out its statutory duty under the Act, the Council will ensure that a balanced and consistent approach is adopted, and will be targeted to meet risk-based inspection requirements whilst applying legislative obligations in a proportionate and transparent manner.
- 3.4 The Council will:
 - a) Enforce and execute the provisions of the Health and Safety at Work etc Act 1974 and associated Regulations in order to comply with their statutory duty under Section 18 of the Act.
 - b) Register all premises as required by legislation.
 - c) Inspect premises at a frequency determined by an assessment of the potential risks as guided by the Health and Safety Executive (HSE).
 - d) Make consistent enforcement decisions in accordance with its own enforcement Policy and the Enforcement Management Model (EMM).

- e) Refer to recognised guidance issued by Governmental and Non-Governmental agencies.
- f) Liaise with the other authorities in the County via the Berkshire Health and Safety Liaison Group.
- g) Liaise with the HSE through the appointed Liaison Officer.
- h) Ensure the continued development of its officers (both Environmental Health Officers and Technical Officers) and encourage officers to keep up to date on Health and safety issues, through continued use of the Regulators' Development Needs Analysis (RDNA) tool and Guidance for Regulators Information Point (GRIP).
- i) Respond to all RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences), notifications and investigate all accidents in accordance with the Council's accident investigation policy.

4.0 Practical Working Arrangements

- 4.1 Pro-active inspections will be carried out in the form of a rolling risk-based programme. At the beginning of each financial year, the Council will produce a work plan which will include a clear summary of those premises due for inspection, the demand on the service and resources available to deliver on that demand.
- 4.2 Reactive Intervention will be carried out following the receipt of a service request.
- 4.3 Accidents will be investigated in accordance with our accident investigation policy.
- 4.4 Unless in exceptional circumstances, all interventions will involve a graduated approach leading to formal action if an informal advisory approach has failed.
- 4.5 To ensure an effective, transparent and consistent approach to enforcement of health and safety legislation, authorised officers will follow the Council enforcement Policy and the EMM.

5.0 Roles and Responsibilities

- 5.1 Responsibility for implementation of the policy rests with the Environmental Health and Licensing Manager (EHLM).
- 5.2 The Principal EHO for Public Health is responsible for the planning, organisation and subsequent monitoring of all aspects of the policy as well as other Standards or Policy concerned with the Council's undertakings.

6.0 Quality Of The Service

- 6.1 West Berkshire Council is committed to ensuring that the highest practicable standard of service is achieved and that good customer care practice is integrated into all aspects of service delivery.
- 6.2 In meeting its duties under health and safety legislation the Council will strive for excellence in the quality of service provided. All staff will adopt a professional approach and performance monitoring will be carried out to the standard identified within the adopted Internal Monitoring Standard's to ensure compliance with agreed targets.
- 6.3 It is the responsibility of the Council to ensure that all officers are suitably qualified, experienced and authorised to carry out enforcement under the Act and any legislation made under the Act.
- 6.4 The Council will ensure that all authorised officers have access to appropriate professional training and other resources required in order to maintain a high level of professionalism and competence.

7.0 Monitoring the Service

- 7.1 Having set the standards that the Council wishes the service to achieve, it is essential that the detailed arrangements in the policy are put into practice and that the outcome is regularly monitored and reviewed.
- 7.2 The EHLM will therefore make arrangements to monitor the following:
 - a) Compliance with agreed targets for programmed inspections.
 - b) Compliance with agreed targets for Service Requests.
 - c) The number of Service Requests received year to year.
 - d) The number of food alerts received year to year.
 - e) The number of sampling initiatives carried out year to year.
 - f) Any other agreed monitoring arrangements concerned with the Health and Safety Team Plan, the overall Environmental Health and Licensing Plan, and broader Council objectives relevant to the public health team's activities.

8.0 Policy Review

- 8.1 This policy will be reviewed annually by the EHLM.
- 8.2 This Policy will be publicly available.

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Individual Executive Member Decision

Title of Report:	Environmental Health and Licensing - Air Quality Policy
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	04/04/2011
Forward Plan Ref:	ID2282

Purpose of Report: To introduce the policy approach of EH&L to Air Quality

Recommended Action: Approve the policy and apply as of 4th April 2011

Reason for decision to be taken: Provide overall framework for services provided in this area

Statutory: **Non-Statutory:**
Other: The policy covers both statutory and non-statutory work

Other options considered: Continue without approved policy for public health work

Key background documentation:

Portfolio Member Details	
Name & Telephone No.:	Councillor Hilary Cole - Tel (01635) 248542
E-mail Address:	hcole@westberks.gov.uk

Contact Officer Details	
Name:	Paul Anstey
Job Title:	EH&L Manager
Tel. No.:	01635 519002
E-mail Address:	panstey@westberks.gov.uk

Implications

Policy: Confirms current legislative practices.
Financial: none
Personnel: none
Legal/Procurement: none
Environmental: none
Partnering: none
Property: none
Risk Management: none
Community Safety: none
Equalities: Stage 1 completed

Consultation Responses

Members:

Leader of Council: n/a
Overview & Scrutiny Management Commission Chairman: n/a
Select Committee Chairman: n/a
Ward Members: n/a
Opposition Spokesperson: n/a

Local Stakeholders:

Officers Consulted:

Trade Union: n/a

Is this item subject to call-in.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by OSC or associated Task Groups within preceding 6 months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

Supporting Information

1. Background

- 1.1 For many years the Environmental Health and Licensing Department have had a Pollution Team delivering air quality work, this team consists of professional officers of varying qualifications employed to protect individuals and community's health.
- 1.2 The policy will structure the approach of air quality currently undertaken and give direction to work which may become more prominent in the future.

Appendices

Appendix A – Air Quality Policy

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Air Quality Policy

Document Control

Document Ref:		Date Created:	
Version:	1.3	Date Modified:	13.01.2011
Revision due			
Author:	Anna Smy	Sign & Date:	
Owning Service	Environmental Health and Licensing – Pollution Team		
Equality Impact Assessment: (EIA)	Date undertaken:	15 th March 2011	
	Issues (if any):	None identified	



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1.0 Purpose

- 1.1 West Berkshire Council is the enforcing authority for a wide range of primary legislation functions related to air quality and its management.
- 1.2 West Berkshire Council carries out this duty by employing suitable, qualified and trained staff, who are authorised in writing to enforce the requirements of the various pieces of legislation and working with internal and external colleagues to effect changes where necessary.
- 1.3 West Berkshire Council recognise's the value of having a documented policy which sets out how air quality, within its area, will be protected and improved.

2.0 Policy Statement

- 2.1 West Berkshire Council will make effective arrangements to promote air quality and where appropriate enforce primary legislation to achieve this. This includes all associated regulations and codes of practice, with the aim of ensuring that, within its area, individuals and communities public health is protected and enhanced.

3.0 Approach

- 3.1 Promoting air quality is a key feature of Environmental Health & Licensing's (EH&L) aims and objectives. There will be ongoing pro-active work carried out to prevent incidents of public health concern.
- 3.2 Air quality legislation is designed to be a safety net for people and communities who should be protected from a reduction in air quality based on legislative standards. Officers use their professional skills to monitor the districts air quality and act on any identified problems.
- 3.3 Much of the scientific research is carried out in conjunction with external consultants, who analyse data gathered from monitoring sites and provide reports comparing local data with recognised national standards.
- 3.4 Officers use these reports to communicate with the local population about West Berkshire's air quality and inform elected members of action that can be taken to help protect and improve local conditions.
- 3.5 Officers will work in conjunction with Transport Policy officers to achieve the aims of Policy K6 within Local Transport Plan 3.

Policy LTP K6

AIR QUALITY

The Council will fulfil its responsibilities for Local Air Quality Management and focus on the following:

- i. Highlighting ways in which air quality can be protected through the development management process**
- ii. Identifying areas where the Air Quality limit values are being or are likely to be exceeded**
- iii. Establishing a framework for air quality improvements**
- iv. Investigating the feasibility of using mobile alerts to highlight periods of higher pollution levels**

3.6 In summary West Berkshire Council will:

- 3.6.1 Monitor air quality across the whole West Berkshire district.
- 3.6.2 Collate and interpret the data from the monitoring sites and publish information in a timely fashion.
- 3.6.3 Liaise with colleagues in Transport and Planning Policy to champion air quality.
- 3.6.4 Engage in the Development Control process to ensure PPS23: Pollution Control is applied appropriately.
- 3.6.5 Contribute to the production of reports to be submitted to DEFRA under the relevant legislative requirements.
- 3.6.6 Make consistent decisions in accordance with West Berkshire Council Policy.
- 3.6.7 Refer to recognised guidance issued by Governmental and Non-Governmental agency's.
- 3.6.8 Liaise with the Berkshire Environmental Health Managers group.
- 3.6.9 Ensure the continued development of its officers (both Environmental Health Officers and Technical Officers) and encourage officers to keep up to date on public health issues.

4.0 Practical Working Arrangements

- 4.1 Proactive work will be addressed through annual service planning based Government requirements and identified need/risk and will be project based.
- 4.2 Reactive intervention will be carried out following the receipt of a service request.
- 4.3 Unless in exceptional circumstances, all interventions will involve a graduated approach leading to formal action if such an approach has failed.

5.0 Roles and Responsibilities

- 5.1 Responsibility for implementation of the policy rests with the Environmental Health and Licensing Manager (EHLM).

- 5.2 The Principal EHO for Pollution is responsible for the planning, organisation and subsequent monitoring of all aspects of the policy as well as other Standards or Policy.

6.0 Quality Of The Service

- 6.1 West Berkshire Council is committed to ensuring that the highest practicable standard of service is achieved and that good customer care practice is integrated into all aspects of service delivery.
- 6.2 In meeting its duties under legislation West Berkshire Council will strive for excellence in the quality of service provided. All staff will adopt a professional approach and performance monitoring will be carried out to the standard identified within the adopted Internal Monitoring Standard's to ensure compliance with agreed targets.
- 6.3 It is the responsibility of West Berkshire Council to ensure that all officers are suitably qualified, experienced and authorised to carry out enforcement under the Act and any legislation made under the Act.
- 6.4 West Berkshire Council will ensure that all authorised officers have access to appropriate professional training and other resources required in order to maintain a high level of professionalism and competence.

7.0 Monitoring the Service

- 7.1 Having set the standards that West Berkshire Council wishes the service to achieve, it is essential that the detailed arrangements in the policy are put into practice and that the outcome is regularly monitored and reviewed.
- 7.2 Policy K6 of the Local Transport Plan 3 outlines the delivery and monitoring of its aims with the following requirements:
- 7.2.1 The development and delivery of Air Quality Action Plans
 - 7.2.2 The determination of planning applications
 - 7.2.3 Maintaining an air quality monitoring programme of both diffusion tubes and continuous monitoring at appropriate locations
 - 7.2.4 Ensuring transparent publication of air quality reports, monitoring data, policy and other information
 - 7.2.5 Annually reviewing the air quality monitoring programme
 - 7.2.6 Reviewing the air quality results of the monitoring with compliance to the limit values
 - 7.2.7 Requesting feedback on information available
- 7.3 The EHLM will in addition to the above make arrangements to monitor the following:
- 7.3.1 Compliance with agreed targets for programmed inspections.
 - 7.3.2 Compliance with agreed targets for Service Requests.
 - 7.3.3 The number of Service Requests received year to year.
 - 7.3.4 The number of training courses and candidates organised year to year for public health.

7.3.5 Any other agreed monitoring arrangements concerned with the Pollution Team Plan, the overall Environmental Health and Licensing Plan, and broader Council objectives relevant to the Pollution Team's activities.

8.0 Policy Review

8.1 This policy will be reviewed annually by the EHLM.

8.2 This Policy will be publically available.