

Individual Decision

The attached reports will be taken as
Individual Portfolio Member Decisions on:

Thursday 23 February 2017

Ref:	Title	Portfolio Members	Page No.
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Individual Executive Member Decision

West Berkshire Council Forward Plan - 28 March 2017 to 30 June 2017

Committee considering report:	Individual Executive Member Decision
Date of Committee:	23 February 2017
Portfolio Member:	Councillor Graham Jones – Deputy Leader of the Council
Forward Plan Ref:	ID3132

1. Purpose of the Report

- 1.1 To advise Members and residents of items to be considered by West Berkshire Council over the next four months.

2. Recommendation

- 2.1 That the Deputy Leader of the Council agrees and where appropriate amends the West Berkshire Council Forward Plan.

3. Implications

- 3.1 **Financial:** The Forward Plan has no financial implications.
- 3.2 **Policy:** The Forward Plan details the Policies to be adopted by West Berkshire Council.
- 3.3 **Personnel:** The Forward Plan has no personnel implications.
- 3.4 **Legal:** The Forward Plan has no legal implications.
- 3.5 **Risk Management:** The Forward Plan has no risk management implications.
- 3.6 **Property:** The Forward Plan has no property implications.
- 3.7 **Other:** Not applicable.

4. Consultation Responses

Members:

Leader of Council:	Councillor Roger Croft
Overview & Scrutiny Management Commission Chairman:	Councillor Emma Webster at Overview and Scrutiny Management Commission meetings.
Ward Members:	All Members
Opposition	Councillor Lee Dillon at Overview and Scrutiny Management

- Spokesperson:** Commission meetings.
- Local Stakeholders:** The West Berkshire Forward Plan will be published the first working day after the Individual Decision is signed.
- Officers Consulted:** Nick Carter, John Ashworth, Rachael Wardell, Heads of Service, Group Executive.
- Trade Union:** Not sought.

5. Other options considered

5.1 Not applicable.

6. Appendices

- 6.1 Appendix A – Supporting Information
- 6.2 Appendix B - Equalities Impact Assessment
- 6.3 Appendix C – West Berkshire Council Forward Plan - 28 March 2017 to 30 June 2017
- 6.4 Appendix D – Notice of Private Decisions for 30 March 2017 Executive meeting

Individual Executive Member Decision

West Berkshire Council Forward Plan - 28 March 2017 to 30 June 2017- Supporting Information

1. Introduction/Background

- 1.1 West Berkshire Council's Forward Plan, which is published monthly, sets out the key decisions that the Executive (either collectively or by Individual Executive Members) are expected to take over the next four months.
- 1.2 Key decisions are defined by the Government (Regulation 8 of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2001) as:
- (1) Those which result in the Local Authority incurring expenditure which is, or the making of savings which are, significant having regard to the Local Authority's budget for the service or function to which the decision is related.
 - (2) Those which are significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Local Authority.
- 1.3 The introduction of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in September 2012 included a requirement to publish 28 clear days' notice of any intended key decision. It should be noted that "clear days" means working days, from midnight to midnight, and excludes weekends and public holidays, so 28 clear days equates to around 5½ normal weeks.
- 1.4 On occasions, however, situations may arise where an urgent decision needs to be made in respect of an item that does not appear on the Forward Plan. There are two different ways in which this can be done:
- (i) The authority can take an urgent key decision without giving 28 days' notice where it is impracticable to give the full notice, provided that the authority gives at least five days' clear notice to all Members of the Overview and Scrutiny Management Commission, which can then call in the decision to check that it was genuinely urgent; or
 - (ii) Where a key decision is so urgent there is not even time to give five clear days' notice, the authority can take the decision if the Chairman of the Overview and Scrutiny Management Commission has agreed that the key decision is urgent and cannot reasonably be deferred.
- 1.5 In addition The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 introduced an entirely new requirement for the Council to publish 28 clear days' notice of the intention to hold a private meeting (or part of a meeting) of the Executive. This 28 day notice must be

reinforced by a five day notice which sets out the reasons for the meeting to be held in private, details of any propositions received as to why the meeting should be open, and the Council's response. The response will be provided by the Monitoring Officer. The regulations again provide for an urgency procedure, under which the Council can decide the matter with shorter than 28 or five days' notice, provided that it has first obtained the consent of the Chairman of the Overview and Scrutiny Management Commission.

- 1.6 There is currently one confidential item scheduled for the 30 March 2017 Executive meeting. The required notice is attached as Appendix D and will be displayed at the Council. If any representations are received the five day notice will be issued on 22 March 2017. The item is:
- EX3196 - Staffing implications associated with savings put forward to deliver the 2017/18 Revenue Budget: approval to pay redundancy payments (Strand 4)
- 1.7 Details of decisions that Full Council, the Governance and Ethics Committee and the Personnel Committee are going to take are also included for ease of reference. It should, however, be noted that the 2012 Regulations only apply to Executive meetings.
- 1.8 It should also be noted that any changes made to Executive Member Portfolios will be reflected in the Forward Plan once they are known.
- 1.9 Publication of the Forward Plan remains a statutory requirement of the Local Authority. The Forward Plan, any General Exception Decision Notices and Notices of Private Decisions have to be available for inspection and also have to be published on the Council's website.

Background Papers: None.

Subject to Call-In:

Yes: No:

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 checked="" type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input checked="" type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Officer details:

Name: Moira Fraser
Job Title: Democratic Services Manager
Tel No: (01635) 519045
E-mail Address: moira.fraser@westberks.gov.uk

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

Name of policy, strategy or function:	Forward Plan
Version and release date of item (if applicable):	
Owner of item being assessed:	Moira Fraser
Name of assessor:	Maria Legge
Date of assessment:	4 January 2017

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	
Objectives:	
Outcomes:	
Benefits:	

2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this.
None		

Further Comments relating to the item:

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage 2 Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	Yes

Name: Maria Legge

Date: 04 January 2017

Please now forward this completed form to Rachel Craggs, the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.

C= Council
DOD= Delegated Officer Decision
EX= Executive
GE= Governance and Ethics Committee
ID= Individual Decision
PC= Personnel Committee
PP= Joint Public Protection Committee

West Berkshire Council Forward Plan 28 March 2017 to 30 June 2017

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: mfraser@westberks.gov.uk to confirm the contents of any agenda before attending a meeting. Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
EX3111	Council Performance Report 2016/17: Q3 (Key Accountable Measures and Activities)	To present the basket of key accountable measures and activities for 2016/17.	EX	01 March 2017	30/03/17 EX		22/03/17					Catalin Bogos	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
EX3196	Staffing implications associated with savings put forward to deliver the 2017/18 revenue budget: approval to pay redundancy payments (Strand 4) (Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual)	To seek approval to make the redundancy payments associated with the required staffing implications associated with savings to deliver the 2017/18 revenue budget.	EX	01 March 2017	30/03/17 EX		22/03/17					Robert O'Reilly	Resources	Corporate Services and External Affairs		Yes	No
EX3218	Better Care Fund 2017/19	To seek agreement to Better Care Fund Plans for 2017/19	EX	01 March 2017	30/03/17 EX		22/03/17					Tandra Forster	Communities	Adult Social Care		No	Yes
ID3133	West Berkshire Forward Plan - 27 April 2017 - 31 July 2017	To agree the Forward Plan for the next four months.	ID	01 March 2017		23/03/17	15/03/17					Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
ID3231	Three Year Highway Improvement Programme 2017/18 - 2019/20	To seek approval of the Executive Member for Highways and Transport to implement the draft Three Year Highway Improvement Programme for 2017/18 - 2019/20 and proceed with the 2017/18 improvement programme.	ID	01 March 2017		03/03/17	23/02/17					Melvyn May	Environment	Highways and Transport		No	Yes
ID3261	Traffic Management & Road Safety Programme 2017/18	To advise Members of the Traffic Management & Road Safety works programme for 2017/18	ID	01 March 2017		30/03/17	22/03/17					Glyn Davis	Environment	Highways and Transport		No	Yes
PC3214	Remuneration for Election Roles	To consider the remuneration offered for various roles associated with elections.	PC	01 March 2017							tbc	Moira Fraser	Resources	Corporate Services and External Affairs		No	Yes
PP3262	Public Protection Partnership Business Plan	To seek approval for the draft Public Protection Partnership Business Plan and Policies contained within	PP	01 March 2017			06/03/17				14/03/17 JPPC	Sean Murphy	Environment	Partnerships and Community Resilience		No	Yes
PP3263	Public Protection Partnership Business Advice Charging Policy	To seek approval for the draft policy on the charging regime for business advice	PP	01 March 2017			06/03/17				14/03/17 JPPC	Paul Anstey	Environment	Partnerships and Community Resilience		No	Yes
PP3265	Proceeds of Crime Asset Recovery Incentivisation Scheme Policy	To seek approval for the draft policy on allocation of money received under the Asset Recovery Incentivisation Scheme.	PP	01 March 2017			06/03/17				14/03/17 JPPC	Paul Anstey	Environment	Partnerships and Community Resilience		No	Yes
PP3281	Public Protection Partnership Accommodation Strategy	To set out a proposed accommodation strategy including associated service delivery implications and seek delegated	PP	01 March 2017			06/03/17				14/03/17 JPPC	Sean Murphy	Environment	Partnerships and Community Resilience		Yes	Yes
GE3081	Internal Audit Plan 2017/18	To outline the proposed internal audit work programme for the next three years	GE	01 April 2017			12/04/17		24/04/17 GE			Ian Priestley	Resources	Corporate Services and External Affairs		No	Yes
GE3082	External Audit Plan 2017-18	To provide Members with a copy of the External Audit Plan for 2017-18.	GE	01 April 2017			12/04/17		24/04/17 GE			Ian Priestley	Resources	Corporate Services and External Affairs		No	Yes
GE3268	External Review of Internal Audit	To outline options to provide an external review of internal audit as required by the Public Sector Internal Audit Standards	GE	01 April 2017			12/04/17		24/04/17 GE			Ian Priestley	Resources	Corporate Services and External Affairs		No	Yes
GE3250	Risk Management	To provide a verbal report on any proposed changes to the way risk management is conducted in the Council.	GE	01 April 2017			12/04/17		24/04/17 GE			Ian Priestley	Resources	Councillor James Cole		No	Yes

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West Berkshire Council Forward Plan 28 March 2017 to 30 June 2017

The items included in the Forward Plan were correct at the time of publication. The Forward Plan may, however, change and you are advised to contact Moira Fraser – Tel: 01635 519045 or e-mail: mfraser@westberks.gov.uk to confirm the contents of any agenda before attending a meeting. Executive decisions may be taken by the Executive acting as a collective body or by officers acting under delegated powers.

Reference	Item	Purpose	Decision Body	Month/Year	Executive	ID	Date Report Published	Council	Governance and Ethics Committee	OSMC	Other	Officer and Contact No	Directorate	Lead Member	Consultee(s)	Part II	Call In
C3227	Adoption of the West Berkshire District Council Housing Sites Allocation Development Plan Document	To identify future housing development sites within West Berkshire	C	01 May 2017			12/04/17	09/05/17 C				Bryan Lyttle	Environment	Planning and Housing		No	Yes
C3083	Monitoring Officer's Quarterly Update Report to the Governance and Ethics Committee - 2016/17 Year End	To provide an update on local and national issues relating to ethical standards and to bring to the attention of the Committee any complaints or other problems within West	C	01 May 2017			12/04/17	09/05/17 C	24/04/17 GE			Sarah Clarke	Resources	Chairman of the Governance and Ethics Committee		No	Yes
C3093	Amendments to the Constitution - Scheme of Delegation	To review and amend sections of the Scheme of Delegation in light of legislative changes and current practice.	C	01 May 2017			12/04/17	09/05/17 C	24/04/17 GE			Sarah Clarke	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3154	Election of the Chairman for the Municipal Year 2017/18	To elect the Chairman for the 2017/18 Municipal Year	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3155	Appointment of Vice-Chairman for the Municipal Year 2017/18	To appoint the Vice-Chairman for the 2017/18 Municipal Year	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3156	Appointment of the Executive by the Leader of the Council for the 2017/18 Municipal Year	For the Leader of the Council to announce the composition of the Executive for the 2017/18 Municipal Year.	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3157	Appointment of and Allocation of Seats on Committees for the 2017/18 Municipal Year	To allocate seats on the various Council Committees for the 2016/17Municipal Year.	C	01 May 2017			28/04/17	09/05/17 C				Moira Fraser	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
C3273	Minerals and Waste Local Plan	To seek authorisation to consult on the Minerals and Waste Local Plan - preferred options, preferred site allocations and associated evidence base documents.	C	01 May 2017			28/04/17	09/05/17 C			PAG - March	Andrew Morrow	Environment	Planning and Housing		No	Yes
EX3217	Revised Community Infrastructure Levy Regulations 123 List	To update the Community Infrastructure Levy Regulations 123 list following the EIP into the Housing Sites Allocation Development Plan Document.	EX	01 May 2017	04/05/17 EX		25/04/17					Sarah Ball	Environment	Planning and Housing		No	Yes
EX3280	Response to the Government's Draft Airports National Policy Statement	To inform Members of the key points in the Policy Statement and for Members to agree a response.	EX	01 May 2017	04/05/17 EX		25/04/17					Jenny Graham	Environment	Highways and Transport		No	No
ID3233	West Berkshire Forward Plan – 07 June 2017 to 30 September 2017	To agree the Forward Plan for the next four months.	ID	01 May 2017		04/05/17	25/04/17					Moira Fraser	Resources	Leader of Council, Strategy & Performance, Economic Growth	Corporate Directors and Heads of Service	No	Yes
ID3266	Annual Appointments to Outside Bodies	To agree the appointment of representatives on the Royal Berkshire Fire and Rescue Service, Local	ID	01 May 2017		04/05/17	25/04/17					Jude Thomas	Resources	Leader, Strategy & Performance, Economic Growth		No	Yes
EX3138	Provisional Financial Outturn Report - 2016/17	To inform Members of the provisional financial performance of the Council for 2016/17	EX	01 June 2017	15/06/17 EX		07/06/17					Shannon Coleman-Slaughter	Resources	Finance and Transformation		No	Yes
EX3267	West Berkshire ICT & Digital Services Strategy 2017-2020	To explain the Council's ICT and Digital Services Strategy for the next 3 years	EX	01 June 2017	15/06/17 EX		07/06/17					Kevin Griffin	Resources	Corporate Services and External Affairs		No	Yes
EX3272	Legal Shared Service	The purpose of this report is to seek an 'in principle' decision to consider a shared service for Legal Services	EX	01 June 2017	15/06/17EX		07/06/17					Sarah Clarke	Resources	Corporate Services and External Affairs		No	Yes
ID3234	West Berkshire Forward Plan – 18 July 2017 to 31 October 2017	To agree the Forward Plan for the next four months.	ID	01 June 2017		15/06/17	07/06/17					Moira Fraser	Resources	Leader of Council, Strategy & Performance, Economic Growth	Corporate Directors and Heads of Service	No	Yes

NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY¹

Notice of an imminent occasion when the public may be excluded from a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them.

¹ In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. At least 28 clear days before a private meeting² of a decision-making body, public notice³ must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice⁴ must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chair of the Overview and Scrutiny Management Commission.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
30 March 2017	EX3196	Staffing implications associated with savings put forward to deliver the 2017/18 Revenue Budget: approval to pay redundancy payments (Strand 4)	To seek approval to make the redundancy payments associated with the required staffing implications associated with savings to deliver the 2017/18 Revenue Budget.	Executive	Councillor James Fredrickson Robert O'Reilly	Report and associated appendices	(Paragraph 1 - information relating to an individual) (Paragraph 2 - information identifying an individual)

Andy Day
Head of Strategic Support
West Berkshire Council

Date: 15 February 2017

² A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

³ In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

⁴ In accordance with Regulation 5(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Individual Executive Member Decision

Sandbag Policy

Committee considering report: Individual Executive Member Decision on 23 February 2017

Portfolio Member: Councillor Jeanette Clifford

Forward Plan Ref: ID3219

1. Purpose of the Report

- 1.1 To gain approval of the sandbag policy in Appendix C which clarifies the Council's position regarding the supply of sandbags before and during a flood event.

2. Recommendation

- 2.1 Sandbags are no longer considered to be an effective means for dealing with floods, particularly flash floods, and it is therefore recommended that the Council will not issue sandbags to the public in the future. However, experience has shown that there is a general expectation among the public that the Council should help during a flood. Therefore, the proposed policy provides the ability for officers to use their discretion in exceptional circumstances or when dealing with requests from vulnerable people. It is recommended that the policy in Appendix C is adopted to make clear the Council's position on providing sandbags.

3. Implications

- 3.1 **Financial:** None.
- 3.2 **Policy:** The proposed policy contains a provision for supplying sandbags to safeguard vulnerable people (as defined in the policy) and community facilities, such as care homes, schools and surgeries.
- 3.3 **Personnel:** None.
- 3.4 **Legal: None** None. The Council has no legal duty to provide sandbags to the public.
- 3.5 **Risk Management:** None.
- 3.6 **Property:** The proposed policy contains a provision for supplying sandbags to protect Council buildings

4. Consultation Responses

Members:

Leader of Council: Councillor Roger Croft

Sandbag Policy

Overview & Scrutiny Management Commission Chairman:	Councillor Emma Webster
Ward Members:	
Opposition Spokesperson:	Councillor Alan Macro
Local Stakeholders:	Parish Councils, Local Flood Forums
Officers Consulted:	Carolyn Richardson

1. Executive Summary

- 1.1 The Council does not have a statutory duty to provide sandbags and it has generally not been our policy to do so. Householders and business owners are responsible for protecting their own property, but experience has shown that the public expects the Council to help when flooding is imminent
- 1.2 Sandbags are often used as a first defence for flooding, but according to research by the Environment Agency their effectiveness is questionable.
- 1.3 Whilst sandbags may seem inexpensive, the cost involved in filling bags, their deployment and disposal can amount to tens of thousands of pounds. Moreover, sandbags have numerous disadvantages; they are time consuming and labour intensive to make up, deliver and place, and the disposal of sandbags which have been contaminated with foul water is expensive.
- 1.4 Sandbags are no longer considered to be an effective means of dealing with floods, particularly flash floods, and therefore it is proposed that the Council will not issue sandbags to residents or businesses before or during a flood event. The Council will continue to encourage people to invest in flood protection products and make their own arrangements for sandbags. However, the proposed policy does allow Officers to use their discretion in exceptional circumstances or when dealing with requests from vulnerable people.

Background Papers:

Pitt, M. 2008. *The Pitt review: learning lessons from the 2007 floods*, DEFRA

Available from: http://archive.cabinetoffice.gov.uk/pittreview/thepittreview/final_report.html

Wards affected: All Wards.

The proposals contained in this report will help to achieve the Council Strategy aims and priorities by allowing for the supply of sandbags to vulnerable people and community facilities, and supporting and encouraging householders and business to make arrangement to protect their own property before and during a flood event.

Officer details:

Name: Stuart Clark
Job Title: Principal Engineer
Tel No: 2857
E-mail Address: stuart.clark@westberks.gov.uk

5. Appendices

- 5.1 Appendix A - Supporting Information
- 5.2 Appendix B – Equalities Impact Assessment
- 5.3 Appendix C – Sandbag Policy

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Sandbag Policy – Supporting Information

1. Introduction

- 1.1 The Council does not have a statutory duty to provide sandbags to the public and it has generally not been our policy to do so. Householders and business owners are responsible for protecting their own property, but experience has shown that the public expects the council to help if flooding is imminent.

2. Supporting Information

- 2.1 Sandbags are often used as a first defence for flooding, but their effectiveness is questionable at best. Research by the Environment Agency suggests that at best sandbags offer only a 40 percent chance of success in keeping water out (The Pitt Review, 2007).
- 2.2 Whilst sandbags may seem inexpensive, the costs involved in filling bags, their deployment and disposal quickly adds up. During the floods in 2013/14, with help from the army, West Berkshire Council made up and placed several thousand sandbags to homes that were at risk of flooding, but the total cost of providing these ran into tens of thousands of pounds, which was later funded by the Government through the Bellwin Scheme.
- 2.3 Sandbags have numerous disadvantages. Sandbags are very heavy and moving them can be an issue for most people, including Council operatives. Sandbags are time consuming and labour intensive to make up, deliver and place. And there is often not time enough to deliver them before a flash flood.
- 2.4 Viral and bacterial infections are often present in flood water due to it mixing with foul sewage. These germs are absorbed into sandbags which make their removal and disposal problematic. Contaminated sandbags have to be removed by trained operatives wearing protective clothing and taken to a licensed tip. In all cases, sandbags can only be used once and there is a significant land fill tax incurred for their disposal, also adding to the cost.
- 2.5 There were two recommendations in The Pitt Review, 2007, that made direct reference to the use of sandbags as a flood defence measure:

ES.49 'The Review was unable to obtain any significant evidence that sandbags were particularly effective during the 2007 summer floods in providing protection to individual houses'.

Es.52 'The general provision of sandbags should be phased out in favour of better products such as kite-marked flood barriers, airbrick covers and other forms of temporary defence'.

Note: The Council makes no recommendations with regards to specific property flood defence products or suppliers, however, accredited flood protection products are widely recognised by major insurers and can result in reduced premiums.

2.6 The Council will continue to encourage people to invest in flood protection products and to make their own arrangements for sandbags in advance of a flood event by contacting local suppliers such as builder’s merchants where they can purchase them and possibly have them delivered. In addition, the Council will continue to invest in flood defence works and to maintain flood defences that have been constructed since 2007, and apply for government grants for the installation of permanent property level defences in high risk areas where civil engineering solutions are not possible.

3. Conclusion

3.1 Sandbags are no longer considered to be an effective means of dealing with floods, particularly flash floods, and therefore it is recommended that the Council will not issue sandbags to residents or businesses before or during a flood event. However, the proposed policy does provide the ability for Officers to use their discretion for exceptional circumstances or when dealing with requests from vulnerable people, as defined in the policy.

4. Consultation and Engagement

1. Civil Contingencies Manager
2. Lambourn Valley Flood Forum
3. Pang Valley Flood Forum
4. Thatcham Flood Forum
5. Parish Councils

Background Papers:

Pitt, M. 2008. *The Pitt review: learning lessons from the 2007 floods*, DEFRA

Available from: http://archive.cabinetoffice.gov.uk/pittreview/thepittreview/final_report.html

Subject to Call-In:

Yes: No:

- | | |
|---|--------------------------|
| 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 Overview and Scrutiny Management Commission or associated Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision | <input type="checkbox"/> |
| Report is to note only | <input type="checkbox"/> |

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim:

P&S – Protect and support those who need it

The proposals contained in this report will help to achieve the following Council Strategy priority:

HQL1 – Support communities to do more to help themselves

Officer details:

Name: Stuart Clark
Job Title: Principal Engineer
Tel No: 2857
E-mail Address: Stuart.clark@westberks.gov.uk

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

Name of policy, strategy or function:	Sandbag Policy
Version and release date of item (if applicable):	Version 1
Owner of item being assessed:	Stuart Clark
Name of assessor:	
Date of assessment:	

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	To clarify the Council's position regarding the supply of sandbags during a flood event.
Objectives:	To provide guidance to Officers managing an emergency response to flooding
Outcomes:	The Policy provides transparency regarding the supply of sandbags, and permits Officer to use their discretion when dealing with exceptional circumstances or vulnerable people.
Benefits:	The Policy will help prevent any confusion or inconsistencies when dealing with requests for sandbags, and aims to encourage individuals to make their own arrangements for flood defences

<p>2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</p> <p>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)</p>		
Group Affected	What might be the effect?	Information to support this
Vulnerable people	The policy provides a degree of comfort to vulnerable people who are unable to protect their properties.	
Further Comments relating to the item:		

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage 2 Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name: Stuart Clark

Date: 03/11/2016

Please now forward this completed form to Rachel Craggs, the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.

Appendix C

West Berkshire Council Sandbag Policy

This document sets out West Berkshire Council's policy regarding the supply of sandbags during an emergency flood event.

Householders and business owners are responsible for protecting their own property. **West Berkshire Council does not have a statutory duty to provide sandbags** nor is it our policy to do so. However, the Council does have permissive powers in relation to flood defence and maintains a limited supply of sandbags for use to primarily protect vulnerable residents (*residents who as a result of age, disability or illness are unable to take protective actions to safeguard themselves or their property*). During a severe flood event, we will not be able to meet every request for sandbags, however we will handle all enquiries sympathetically but in strict accordance with the following priorities:

1. To prevent loss of life or serious injury (supply and placement, subject to health and safety considerations)
2. To maintain access for emergency services (supply and placement)
3. To protect vital facilities within the community e.g. care homes, schools, surgeries (supply only)
4. To protect Council buildings (supply and placement)
5. To safeguard vulnerable individuals (supply and placement)
6. To support local partners (supply only and recharge costs)

The council will consider providing help to residents who are in imminent danger of flooding where resources allow. However, we will not supply sandbags as a precautionary measure based on forecasts. Requests from commercial premises owners will only be considered in very exceptional circumstances and a charge will be made for any assistance that is given.

Where sandbags are provided the following conditions apply:

1. No guarantee can be given that sandbags will be delivered within a specific timescale.
2. The council will not accept responsibility for the quality or effectiveness of sandbags provided by the council.
3. All requests for sandbags will be assessed in terms of the health and safety of the crews making deliveries and the availability of personnel to produce sandbags.
4. Members of the public will not be allowed to collect sandbags from the council's depot.
5. We will supply sandbags free of charge on a needs basis. However, once issued the sandbags are deemed to become the property of the householder or receiving organization. West Berkshire Council will not accept responsibility for the collection and disposal of sandbags although exceptions will be considered where householders are elderly or disabled.
6. Sandbags will not be provided to protect gardens, garages or other outbuildings

The Council will encourage people to make their own enquiries for sandbags in advance of a flood event by contacting local suppliers such as builders merchants where they can purchase them or possibly have them delivered.

The Council will continue to support and encourage householders and businesses to develop flood action plans to prepare in advance of flood emergencies and flood warnings.

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