

Individual Decisions

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

30 June 2008

Ref:	Title	Portfolio Member	Page No.
ID1593	People Strategy	Councillor Anthony Stansfeld	3
ID1625	WBC Sustainable Procurement Policy	Councillor Graham Pask	17
ID1328	Newbury Parking Study – Zone W1 Review	Councillor Emma Webster	33
ID1618	Thatcham Parking Scheme	Councillor Emma Webster	39
ID1620	Speed Limit Review – May 2008	Councillor Emma Webster	49

Individual Decision

Title of Report:	People Strategy Refresh 2008-2012		
Report to be considered by:	Councillor Anthony Stansfeld	on:	30th June 2008
Forward Plan Ref:	ID1593		

Purpose of Report: To advise on the People Strategy Refresh for 2008-2012

Recommended Action: Ratify the refreshed People Strategy for 2008-2012 and ratify the decision to revise and re-launch the People Strategy in 2009-2010

Reason for decision to be taken: The People Strategy supports the Council Plan which is refreshed on an annual basis

List of other options considered: n/a

Key background documentation: People Strategy 2007-2011
Council Plan

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Supporting Information

1. Background

- 1.1 The People Strategy was introduced in 2007 for the period 2007-2011. This report refreshes the outcomes in the People Strategy and rolls out the timescale to 2008-2012. The outcomes for 2007 were achieved. The refreshed People Strategy for 2008-2012 is shown at Appendix B.

2. Proposals

- 2.1 The majority of outcomes in the People Strategy for 2008/09 are still relevant and it is proposed to retain these outcomes. Outcomes for 2009/10 onwards have not been included as the format of the People Strategy will be revised and re-launched in 2009/10.
- 2.2 CPA inspection and the new Use of Resources (UOR) guidance for CAA highlight the importance of workforce planning. As a result, the introduction of a strategic framework for workforce planning has been included in the People Strategy refresh.
- 2.3 A Senior Management Seminar on 3rd April 2008 invited managers to discuss the People Strategy themes and identify the three most important. The results of this exercise were that a “highly motivated workforce” and a “properly rewarded workforce” were regarded as the joint top priorities, followed by a “healthy workforce”. This exercise will help to prioritise the revised People Strategy outcomes for 2009/10 and the next four years.

3. Conclusion

- 3.1 The refreshed People Strategy is the result of consultation with managers at the Effective People Group, the trade unions and HR staff. The refreshed People Strategy will be published on the Council's website.
- 3.2 The People Strategy will be revised and re-launched in a new format in 2009/10.

Appendices

Appendix A: People Strategy for 2008-2009

Implications

Policy:	n/a
Financial:	n/a
Personnel:	People Strategy is a key HR document
Legal:	n/a
Environmental:	n/a
Equalities:	Equalities issues are included in the People Strategy
Partnering:	n/a
Property:	The outcome regarding mobile and flexible working will have implementations for property
Risk Management:	n/a
Community Safety:	n/a

Consultation Responses

Members:	
Leader of Council:	Consultation at Management Board
Overview & Scrutiny Commission Chairman:	n/a
Policy Development Commission Chairman:	n/a
Ward Members:	n/a
Opposition Spokesperson:	n/a
Local Stakeholders:	HR
Officers Consulted:	Corporate Board, Management Board, Senior Management Seminar, Effective People Group
Trade Union:	Trade Unions consulted through regular informal meetings between trade unions, Chief Executive and HR

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

APPENDIX A



People Strategy

Promoting organisational effectiveness in
support of the Council Plan 2008 – 2009

Contents

1. People Strategy Purpose
2. People Strategy Format
3. People Strategy Outcomes

1. People Strategy Purpose

Purpose

- 1.1. The People Strategy sets out how the Council will implement the Council Plan outcome of “Effective People”. Some of the sixteen Council Plan outcomes will be met by the Council working in partnership with other agencies; others will be delivered directly by Council staff and elected members. However, none of the outcomes can be delivered without the involvement of elected members and employees of the Council. HR research* shows that a combination of effective leadership and management, together with HR policies and procedures which support service aims, will deliver better performance for customers and clients. The people dimension is therefore critical to the success of the Council Plan.
- 1.2. The purpose of a People Strategy is to pull together the various strands of the Council Plan which affect the people who work for the Council. It is an umbrella document which brings together various projects and HR policy changes which will affect employees and improve organisational effectiveness. It will help stakeholders to see the bigger picture in relation to people management issues and track progress over time. Like the Council Plan, the People Strategy has been influenced by a consultation exercise with staff and trade unions.
- 1.3. The People Strategy sets out the type of workforce which will best support the Council Plan outcome of organisational effectiveness. The People Strategy sets out a number of action outcomes which will move the Council towards the type of workforce it needs in the future.

(* J Purcell, et al 'People and Performance - Unlocking the Black Box' CIPD 2003.)

2. People Strategy Format

- 2.1. The People Strategy has set out proposed actions against the seven identified outcomes since April 2007, to mirror the Council Plan. However, the content and structure of the People Strategy will be subject to a major review for April 2009, and the action points for years two, three and four (2009/10, 2010/11 and 2011/12) will be developed as part of that review.
- 2.2. The seven outcomes of the People Strategy are set out in section 2, together with key activities to support these outcomes in 2008/09.
- 2.3. The People Strategy is published on the HR intranet (Human Resources Home/People Strategy). The following supporting documents are published on the same page.
- 2.4. People Profile for West Berkshire Council 2008. This document sets out the profile of the current workforce in WBC.
- 2.5. Influences on the People Strategy 2008. This document outlines the internal and external influences that will affect organisational effectiveness over the next four years.
- 2.6. Analysis of the People Strategy 2007/08. This document analyses some of the people management successes achieved so far and discusses the next steps for the strategy.
- 2.7. Summary of Employee Attitude Survey Responses 2007. This document summarises the responses to the Employee Attitude Survey carried out in July 2007.

3. People Strategy Outcomes

A complete list of the activities and workforce development to support the outcomes of the People Strategy can be found at Appendix 1.

Over the next four years the Council will work progressively towards a workforce (including elected members where appropriate) with the following features:

- 3.1. **A well led and managed workforce** with managers who have the range of skills, knowledge and behaviours to meet the National Occupational Standards (NOS) for Management and Leadership (including safe recruitment) and with senior managers and elected members working well together to provide clear direction.

Key activity: Introduce a strategic framework, for Heads of Service, for workforce planning and workforce development

3.2. **A highly motivated workforce**, proud to work for the Council and positive about the way they are managed at work; with flexible HR policies that adapt quickly to changing organisational needs.

Key activity: Implement the Corporate and Service level action plans resulting from the Employee Attitude Survey conducted in 2007

3.3. **A high performance and productive workforce**, with learning embedded to ensure employees (and elected members) have the skills and knowledge needed to meet service objectives.

Key activity: Introduce 'blended learning', using e-learning alongside traditional training courses to increase learning opportunities across the Council

3.4. **A diverse workforce, which reflects the community it services in its diversity profile**; where employees understand and promote equality and diversity; and where equality is mainstreamed into management thinking.

Key activity: Assist Pathways to Employment clients to gain work placements in the Council.

3.5. **A healthy workforce** with low sickness absence; low stress levels; good work/life balance; and a supportive working environment.

Key activity: Maintain our low absence levels and introduce a new HR policy on managing sickness absence to reduce absence levels further.

3.6. **A flexible workforce**, which combines flexible working benefits for employees with increased accessibility to services for customers and clients, and a more efficient organisation.

Key activity: HR, Property Services and ICT to work with Vodafone on a major project to introduce mobile and flexible working (Programme Timelord).

3.7. **A properly rewarded workforce**, with a pay and grading structure and employee benefits that support recruitment and retention and link performance and reward.

Key activity: Undertake research benchmarking WBC with similar unitary authorities and use it to analyse our pay and grading structure.



Appendix 1

People Strategy Activities and Workforce Development Activities 2008/09

This appendix describes the people management activities and workforce development activities which will be undertaken to move the Council's workforce (including elected members where appropriate) towards each People Strategy outcome in 2008/09. The next review of the People Strategy (in 2009) will produce a full plan for four years.

The activities are identified against each of the seven outcomes;

- 1. A well managed and led workforce**
- 2. A highly motivated workforce**
- 3. A high performance and productive workforce**
- 4. A diverse workforce**
- 5. A healthy workforce**
- 6. A flexible workforce**
- 7. A properly rewarded workforce**

People Strategy 2008/09

1. A well managed and led workforce with managers who have the repertoire of skills, knowledge and behaviours to meet the National Occupational Standards for Management and Leadership with senior manager and elected members working well together to provide clear direction.

Activities	Workforce Development
<p>Introduce a strategic framework for workforce planning for Heads of Service</p> <p>Review success of using the National Occupational Standards (NOS) for Management and Leadership in the appraisal process for all managers, to form the core of managers' personal development plans (PDPs)</p> <p>Introduce a new HR policy for managers to use to successfully implement organisational restructures</p> <p>Develop the use of the National Occupational Standards for Management and Leadership in the recruitment for managers</p> <p>Develop an annual process of review and planning and a competency framework for portfolio holders, and explore ways to increase engagement of 'backbench' Councillors with Council activities</p>	<p>Introduce a strategic framework for workforce development (as a subset of workforce planning) for Heads of Service</p> <p>Embed new project management course for project sponsors and project managers</p> <p>Embed management induction for all new managers including the management development aspects of the DfES 'common core' for managers in the Children's workforce</p> <p>Review the member development programme including peer development of elected members using the IDeA</p> <p>Extend the Institute of Leadership & Management (ILM) course for middle and first line managers, and evaluate success of courses</p> <p>Seek to increase by 10% the number of managers with nationally recognised management qualifications (compared with 2007/08)</p>

2. A highly motivated workforce, proud to work for the Council and positive about the way they are managed at work; with flexible HR polices that adapt quickly to changing organisational needs.

Activities	Workforce Development
<p>Implement the Corporate and Service Level action plans resulting from the employee attitude survey conducted in summer 2007</p> <p>Introduce a rolling programme of reviewing HR</p>	<p>Provide Corporate Induction training for all employees (not schools) to include discussion of the organisational values of RESPECT, INTEGRITY and AMBITION</p>

People Strategy 2008/09

<p>policies</p> <p>Make HR policies, procedures and guidance available to employees, managers and elected members on the new HR Intranet site</p> <p>Undertake research into organisational culture with a view to increasing the motivation of the workforce</p> <p>Use the organisational values of INTEGRITY, RESPECT and AMBITION to promote the image of local government in the wider community as a great place to work</p>	<p>Provide training for managers and employees on appraisal and performance management</p>
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3. A high performance and productive workforce, with learning embedded to ensure employees (and elected members) have the skills and knowledge needed to meet service objectives.

Activities	Workforce Development
<p>Review all policies and conditions of employment which affect employee attitudes to learning to make sure they are positive and aligned (e.g. travel expenses, professional fees, etc)</p> <p>Introduce 'blended learning' using e-learning (from 'Learning Pool') alongside traditional training courses to increase learning opportunities across the Council</p> <p>Trial job analysis of professional, hard to recruit posts to identify percentage of time spent on highly skilled work. Consult on scheme to maximise use of productive time</p>	<p>Introduce a competency framework for certain posts to assist in training on skills and knowledge</p> <p>Actively encourage employee learning by introducing more NVQs where appropriate</p> <p>Provide training for teachers and support staff in schools to improve standards in schools</p> <p>Provide training for social care staff to meet statutory guidelines</p> <p>Provide support for professional qualifications in professional areas to support service delivery</p> <p>Provide relevant training on I.T for staff at all levels including training on new IT systems funded from capital projects</p>

People Strategy 2008/09

4. A diverse workforce, which reflects the community it services in its diversity profile; where employees understand and promote equality and diversity; and where equality is mainstreamed into management thinking.

Activities	Workforce Development
<p>Assist Pathways to Employment clients gain work or placements in the Council</p> <p>Monitor all six 'strands' of equality for existing employees and applicants for employment</p> <p>Increase the number of disabled employees working for the Council</p>	<p>Review training courses on 'valuing diversity' and research other approaches to diversity to explore best practice</p> <p>Continue to provide appropriate diversity training for elected members and staff</p>

5. A healthy workforce with low sickness absence; low stress levels; good work/life balance; and a supportive working environment.

Activities	Workforce Development
<p>Promote ways to promote a healthy workforce (e.g. link to travel plan, promote existing discounts on leisure venues, etc)</p> <p>Extend pilot on 'Lifestyle Medicals' and seek further funding if appropriate to extend pilot</p> <p>Maintain our low absence levels and introduce new HR policy on sickness absence to reduce absence levels (including training managers to be more approachable where appropriate)</p> <p>Introduce earlier referral to Occupational Health for any absence which is stress and/or work related</p> <p>Review effectiveness of the model policies for schools regarding managing absence (including the need to focus on getting long term cases back to work as soon as possible)</p> <p>Review the cost effectiveness of the external counselling service for staff and consider the business case for a confidential Employee Assistance Programme (EAP) helpline</p>	<p>Provide smoking cessation training for employees to support new Smoking Policy</p> <p>HR workshops for managers to introduce revised sickness absence management policy</p> <p>Provide training on health and safety for elected members, managers, head teachers and employees</p> <p>Provide regular training sessions for managers and head teachers on managing short term and long term absence</p>

People Strategy 2008/09

6. A flexible workforce, which combines flexible working benefits for employees with increased accessibility to services for customers and clients and a more efficient organisation.

Activities	Workforce Development
<p>HR, Property and IT to work together with Vodafone on a major project to introduce mobile and flexible working (including home working)</p> <p>Introduce new HR policies to support the mobile and flexible working project</p> <p>Produce guidance on buying and selling leave for Heads of Service</p> <p>Engage staff across all service areas in workshops to explore and implement mobile and flexible working</p>	<p>Introduce workshops for selected staff in each service run by HR and Vodafone to explore issues involved in mobile and flexible working and produce action points</p> <p>Include advice on managing a flexible workforce in the new induction course for managers</p> <p>Introduce learning interventions that could be delivered to employees via 'e-learning' if appropriate and introduce e-learning for staff on agreed topics where savings can be made</p> <p>Provide training for multi disciplinary agency teams to meet the DfES 'common core' of skills and knowledge for the Children's Workforce (including training on child protection, safe recruitment and protecting vulnerable adults)</p>

7. A properly rewarded workforce, with a pay and grading structure and employee benefits that support recruitment and retention and links performance and reward.

Activities	Workforce Development
<p>Introduce annual training to refresh expertise of panel members of the job evaluation scheme</p> <p>Explore web-based recruitment using a national job portal</p> <p>Reduce turnover to move towards the average for local government</p> <p>Embed new ways for rewarding and recognising staff</p>	<p>Provide relevant training for managers on linking performance and reward</p> <p>Provide regular training for HR officers, trade union representatives and managers on the Council's job evaluation system</p>

People Strategy 2008/09

Introduce a new career progression scheme for Administrative staff

Review the use of agency staff to cover vacancies

Review use of relocation scheme for effectiveness

Undertake research benchmarking West Berkshire Council with similar unitary authorities to analyse the pay and grading structure in more detail

Maintain intelligence on the market for pay for comparable job roles in the public and private sector and use market supplements where appropriate

Individual Decision

Title of Report:	West Berkshire Council Sustainable Procurement Policy		
Report to be considered by:	Councillor Graham Pask	on:	30 th June 2008
Forward Plan Ref:	ID1625		

Purpose of Report:

To implement the West Berkshire Council Sustainable Procurement Policy

Recommended Action:

To approve the West Berkshire Council Sustainable Procurement Policy

Reason for decision to be taken:

To provide a framework that develops the organisation in regards to its ability to procure goods, services and works in a sustainable way.

List of other options considered:

This policy has been through extensive consultation and has been adapted to consider concerns raised.

Key background documentation:

Procuring the Future Sustainable Procurement National Action Plan; June 2006

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Supporting Information

1. Introduction

'Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

Footnote: Sustainable Procurement should consider the environmental, social and economic consequences of: design; non-renewable material use; manufacture and production methods; logistics; service delivery; use; operation; maintenance; re-use; recycling options; disposal; and suppliers' capabilities to address these consequences throughout the supply chain.'

(Procuring the Future. Sustainable Procurement National Action Plan; June 2006 p10)

- 1.1 Council officers procuring goods, services and works will need to start to consider these factors each time they procure and over time will need to make this a natural part of their procurement processes. Our strategy must enable and empower officers to do this in a systematic, efficient, prescribed and measurable way. How fast this process proceeds and how far it goes are also areas of importance and the Strategy needs to provide these targets.

2. Getting started

- 2.1 In order to help councils start this process the *Procuring the Future* document introduces a Flexible Framework that considers;

- People
- Policy
- Strategy and communication
- Procurement process
- Engaging suppliers
- Measurement and results.

- 2.2 The Framework also defines 5 levels of success from Foundation level to Lead status.

- 2.3 The levels of success can provide an effective target mechanism for the council i.e. the South East Improvement and Efficiency Partnership (formerly SECE) have recently employed a Sustainability Officer (on part time secondment) and have set themselves a target of supporting the 74 authorities to reach a minimum of Foundation level by 2008. This seems a positive start, but as an organisation we must decide our own targets over a much longer timescale.

3. WBC Sustainable Procurement Policy

- 3.1 Please find attached the draft WBC Sustainability Policy (see Appendix A). The policy is based on the Flexible Framework outlined above and has provisionally been set so as to achieve Foundation level 1 by the end of 2008 and Practice Level 3 by 2010.
- 3.2 The format has been changed to come in line with the Council Plan format and clearly outline milestones year by year for each of the policy areas.

3.3 The actions needed to reach each of level of success are shown on the year by year targets i.e to achieve 'Foundation Status' in the People category West Berkshire Council complete the following actions

- West Berkshire Council must Sustainable Procurement Champion identified
- Key procurement staff have received training in sustainable procurement principles.
- Sustainable Procurement is included in part of a key employee induction programme.

4. CEO buy in and the identification of a Sustainable Procurement Champion

4.1 Two of the key actions which are crucial to implementing this policy involve obtaining the support of the Chief Executive and the identification of a Sustainable Procurement Champion. WBC are asked to identify this Champion, this has already been achieved with John Ashworth being identified as the Sustainable Procurement Champion.

5. WBC Procurement Sustainability Guidelines

5.1 In addition to the policy framework outlined WBC will need to publish guidelines to assist officers in their everyday work on how to achieve sustainable solutions in practical terms i.e. which window materials are seen to be more sustainable, aluminium or soft wood from managed forests? These documents will be developed in the near future and a library of best practice guides will need to be compiled.

6. Future costs

6.1 Organisational change may involve some costs in particular training may be an issue

6.2 Some sustainability choices may result in initial increased costs, particularly when a higher specification is chosen which may provide a better whole life cost. In practice these decisions may be similar to invest to save decisions. It may also be possible to make a clear business case for sustainability e.g. when the installation of smart metering leads to a proven reduction in energy usage.

6.3 Other sustainability choices may result in an increased premium as the goods may be in short supply e.g. 'Green' electricity. Where the principles of best value cannot be followed or the most economically advantageous tender may not be obtained or the procurement decision has a significant effect on budgets elected members will be consulted. The mechanism for involving members will be developed more fully in year one and two

7. Recommendations/Decisions

7.1 Members are asked to:

- Approve the West Berkshire Council Sustainable Procurement Policy
- To note that the WBC initial target should be to reach 'Foundation Level 1' by the end of 2008.
- To note that the WBC three year target should be to reach 'Practice Level 3'.
- To note that the WBC Sustainable Procurement Champion is John Ashworth.
- To consider how this policy will link with the wider Community and Council Plan especially the priority area of Cleaner and Greener

- To acknowledge that there may be some future costs in achieving Sustainability and for members to become engaged in sustainable procurement decisions where the principles of best value cannot be followed or where decisions to procure sustainable goods or services have a significant impact on budgets.

Appendices

Appendix A - West Berkshire Council Sustainable Procurement Policy
Appendix B - Priority areas of work identified by the Government Task Force

Implications

Policy:	This policy will support Council targets in Cleaner and Greener and our Sustainable Communities Strategy 'A Breath of Fresh Air'. It also supports the current targets for the South East Centre of Excellence.
Financial:	There will be financial costs in transforming the organisation i.e. training. Procurement activity for some goods and services may attract a higher initial cost but may produce lower whole life costs. Some 'Green' 'commodities will attract a premium due to short supply. Where the principles of best value cannot be followed or the procurement decision has a significant effect on budgets elected members will be consulted.
Personnel:	The 'People' part of this policy and guidelines that will follow will lead to WBC employees procuring goods and services in a more sustainable way.
Legal:	
Environmental:	It is hoped this policy will provide the necessary framework to develop the organisation in sustainable procurement
Equalities:	
Partnering:	
Property:	
Risk Management:	
Community Safety:	

Consultation Responses

Members:	Graham Pask, Laszlo Zverko
Leader of Council:	Graham Jones
Overview & Scrutiny Commission Chairman:	Brian Bedwell

Policy Development Commission Chairman: Irene Neill, Pamela Bale, Quentin Webb

Ward Members:

Opposition Spokesperson:

Local Stakeholders:

Officers Consulted: Cleaner and Greener Programme Group

Trade Union:

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

Sustainable Procurement Policy

“Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits to the organisation, society and the economy, whilst minimising damage to the environment.”



West Berkshire Council

Sustainable Procurement Policy

West Berkshire Council has a commitment to procure goods and services in a responsible way. The decision to specify or purchase any item needs to be based on the principles of best value but must also take into account the wider impact that the item bought, or service provided, has on the local community and the environment generally.

The following definition of Sustainable Procurement may help us when trying to understand this policy.

'Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.'

Footnote: Sustainable Procurement should consider the environmental, social and economic consequences of: design; non-renewable material use; manufacture and production methods; logistics; service delivery; use; operation; maintenance; re-use; recycling options; disposal; and suppliers' capabilities to address these consequences throughout the supply chain.'

(Procuring the Future Sustainable Procurement National Action Plan)

This policy seeks to provide a way of developing the organisation and its people, over time, in accordance with these principles. It is envisaged that this policy will develop and become more refined over time and will therefore be reviewed/revised on an annual basis to capture best practice elsewhere. This policy will also be supplemented by best practice guides for officers and members that will provide more in depth information on specific issues.

The policy will support West Berkshire Council's Cleaner and Greener priority area together with some of the aims included in the Sustainable Communities Strategy 'A Breath of Fresh Air'. This policy will also consider West Berkshire Council's response to climate change by supporting policies aimed at reducing the Council's carbon footprint by increasing the use of renewable energy and becoming more energy efficient.

Getting started

Sustainable procurement is very much a new concept to many organisations and consequently will involve a certain amount of change, therefore there is a need to adopt a stepped approach to implementation. West Berkshire Council's strategy is based upon the 'Flexible Framework' that identifies 5 key themes of People, Policy Strategy & Communications, Procurement Processes, Engaging Suppliers, Measurements & Results. It also identifies 5 levels of organisational competence from Level 1 Foundation to Level 5 Lead. Setting target levels over time allows each council the ability to dictate the pace of change within their own organisation.

The South East Centre of Excellence has indicated that it would like all the 74 authorities in the South East region to achieve Foundation Level 1 by April 2008, so this would seem to be a logical target for West Berkshire Council.

It is proposed that West Berkshire Council will attain 'Foundation Level 1' by 2008 and achieve 'Practice Level 3' by 2010. The following pages highlight what we need to do in the next three years within each of the 5 Themes.

People

West Berkshire Council will develop its people to become competent in sustainable procurement practices by achieving the following milestones

In year one,

- We will achieve 'Foundation Level 1' status.
- Sustainable Procurement Champion identified
- Key procurement staff have received training in sustainable procurement principles.
- Sustainable Procurement is included in part of a key employee induction programme.

In year two,

- We will achieve 'Embed Level 2' status.
- All procurement staff have received basic training in sustainable procurement principles.
- Key staff have received advanced training on sustainable procurement principles.

In year three,

- We will achieve 'Practice Level 3' status.
- Targeted refresher training on latest sustainable procurement principles.
- Performance objectives and appraisal include sustainable procurement factors.
- Simple incentive programme in place

Policy, Strategy and Communications

West Berkshire Council will develop and refine its policies and co-ordinate its strategies to include sustainable objectives. We will also communicate changes effectively and achieve the following milestones

In year one,

- We will achieve 'Foundation Level 1' status.
- Agree overarching sustainability objectives.
- Simple sustainable procurement policy in place endorsed by CEO.
- Communicate to staff and key suppliers.

In year two,

- We will achieve 'Embed Level 2' status.
- Review and enhance sustainable procurement policy, in particular consider supplier engagement.
- Ensure that it is part of a wider Sustainable Development Strategy.
- Communicate to staff, suppliers and key stakeholders.

In year three,

- We will achieve 'Practice Level 3' status.
- Augment the Sustainable Procurement Policy into a strategy covering risk, process integration, marketing, supplier engagement, measurement and a review process.
- Strategy endorsed by CEO.

Procurement process

West Berkshire Council will analyse what it buys and refine its procurement processes to improve sustainability by achieving the following milestones

In year one,

- We will achieve 'Foundation Level 1' status.
- Expenditure analysis undertaken and key sustainability impacts identified.
- Key contracts start to include general sustainability criteria.
- Contracts awarded on value-for-money, not lowest price.
- Procurers adopt Quick Wins.
- We will develop a protocol to involve and engage elected members in this process.

In year two,

- We will achieve 'Embed Level 2' status.
- Detailed expenditure analysis undertaken, key sustainability risks assessed and used for prioritisation.
- Sustainability is considered at an early stage in the procurement process for most contracts.
- Whole life cost analysis adopted.

In year three,

- We will achieve 'Practice Level 3' status.
- All contracts are assessed for general sustainability risks and management actions identified.
- Risks managed throughout all stages of the procurement process.
- Targets to improve sustainability are agreed with key suppliers.

Engaging Suppliers

West Berkshire Council will engage effectively with its suppliers to ensure they work with us to improve sustainability throughout our supply chain by achieving the following milestones

In year one,

- We will achieve 'Foundation Level 1' status.
- Key supplier spend analysis and high sustainability impact suppliers identified
- Key suppliers targeted for engagement and views on Procurement Policy sought.

In year two,

- We will achieve 'Embed Level 2' status.
- Detailed supplier spend analysis undertaken.
- General programme of supplier engagement initiated with senior management involvement.

In year three,

- We will achieve 'Practice Level 3' status.
- Targeted supplier engagement programme in place, promoting continual sustainability improvement.
- Two way communication between procurer and supplier exists with incentives.
- Supply chains for key spend areas have been mapped.

Measurements and results

West Berkshire Council will develop performance measures to assess the sustainability impact of the things we buy and manage these impacts effectively by achieving the following milestones.

In year one,

- We will achieve 'Foundation Level 1' status.
- Key sustainability impacts of procurement activity have been identified.

In year two,

- We will achieve 'Embed Level 2' status.
- Detailed appraisal of the sustainability impacts of the procurement activity has been undertaken.
- Measures implemented to manage the identified high risk impact areas

In year three,

- We will achieve 'Practice Level 3' status.
- Sustainability measures refined from general departmental measures to include individual procurers and are linked to development objectives.

Monitoring arrangements

The monitoring of the effectiveness of this policy, and the actions needed, will be performed jointly by the Corporate Contract and Procurement Manager and the Sustainability Champion with quarterly reports to the Cleaner and Greener Programme Group.

Most decisions to procure sustainable goods and services will naturally conform with best value and deliver the most economically advantageous

tender, however where these principles cannot be followed or the procurement decision has a significant effect on budgets elected members will be consulted.

Appendix B Priority areas of work identified by the Government's Sustainable Procurement Task Force

The Government's Sustainable Procurement Task Force has analysed Government spend and of the 174 Government spend areas has identified their priorities. Of these Government priorities the following are relevant to West Berkshire Council

- Construction (building and refit, highways and local roads, operations and maintenance)
- Health and Social Work (operating costs of hospitals, care homes, social care provision)
- Food
- Waste
- Pulp, paper and printing
- Energy
- Consumables - office machinery and computers
- Furniture
- Transport (business travel, motor vehicles)
- IT services/computer Services

The Task Force recommends that work on developing a procurement approach to these areas of spend.

These national priorities are not supposed to crowd out or prevent organisations from setting their own local/organisational priorities. Indeed the Task Force encourages organisations to set their own priorities as well.

West Berkshire Council is already working on developing more sustainable solutions in many of these 'priority' spend categories, particularly in Construction, Highways, Waste, Energy and Transport. It is also hoped that other key pieces of work will be identified as a result WBC's involvement in the Carbon Management Programme.

Individual Decision

Title of Report:	Newbury Parking Strategy Zone W1 Review		
Report to be considered by:	Councillor Emma Webster	on:	30 June 2008
Forward Plan Ref:	ID 1328		

Purpose of Report:

To inform the Executive Member for Highways, Transport & ICT of the responses received during the statutory and public consultation on the review and introduction of waiting restrictions within Zone W1 of the Newbury Parking Strategy and to seek approval of officer recommendations.

Recommended Action:

That the Executive Member for Highways, Transport & ICT resolves to approve the recommendations as set out in section 4 of this report.

Reason for decision to be taken:

To enable Zone W1 of the Newbury On Street Parking Strategy to be progressed to implementation.

List of other options considered:

Not applicable.

Key background documentation:

- Plans No. TM/81156/W1/021
- Residents Parking Policy and Guidance report dated 12th August 2004.

Portfolio Member:	Councillor Emma Webster
Tel. No.:	0118 941 1676
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Contact Officer Details

Name:	Andrew Garratt
Job Title:	Principal Traffic and Road Safety Engineer
Tel. No.:	01635 519491
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Supporting Information

1. Background

- 1.1 The Newbury On Street Parking Strategy encompasses the Town Centre of Newbury and its immediate environs. Due to the size of the area to be addressed it has been divided into eight 'zones'. The parking scheme for Zone W1 came into operation on 21st February 2005.
- 1.2 The scheme has been monitored since implementation to determine its effectiveness. This was achieved by an informal consultation with residents undertaken during July 2005, subsequent correspondence received from local residents and local businesses, comments from the traffic warden responsible for the area and officer observations.
- 1.3 From observation and correspondence it was evident that some of the restrictions needed to be adjusted and, in some areas, additional restrictions were required to address road safety concerns and resolve parking issues related to long term parking
- 1.4 Statutory consultation and advertisement of the revised proposals was undertaken between 28th February and 20th March 2008.

2. Responses to statutory consultation

- 2.1 At the end of the consultation and advertisement period three responses had been received.
- 2.2 A resident of Craven Road submitted a letter of objection containing 10 signatures objecting to the proposal to introduce a new parking restriction between Nos. 108 and 132, on the basis that it was unnecessary and considered that it did not have the support of local residents.
- 2.3 The other objection was also from a Craven Road resident and contained 16 signatures objecting to the proposal to amend the existing parking restriction between Nos. 86 and 102 and requested that the restriction on this length of road be retained and re-considered once Decriminalised Parking Enforcement has been introduced.
- 2.4 A response was also received from Thames Valley Police stating that they had no objection to the proposal.

3. Conclusion

- 3.1 The proposed parking restriction between Nos. 108 and 132 was intended to address the potential for displacement of vehicles caused by restrictions introduced elsewhere in the Zone. It is possible that this displacement will not occur and therefore, if the local residents do not fully support the scheme, there is no requirement to introduce the restriction.
- 3.2 The proposed amendment to the parking restriction between Nos. 86 and 102 was intended to prevent all day parking by non-residents and enable enforcement to be more easily undertaken. The majority of residents do not support this move and the retention of the existing restriction will not affect the overall strategy for Zone W1.

4. Recommendations

- 4.1 It is recommended that the existing waiting restriction between Nos. 86 and 106 is retained and that the proposed waiting restriction between Nos. 108 and 132 is not introduced. The remainder of the Order can be introduced as advertised.
- 4.2 That the respondents to the statutory consultation be informed accordingly.

Appendices

Not applicable

Implications

Policy:	The consultation is in accordance with the Council's Consultation procedures.
Financial:	The Statutory Consultation and advertisement procedure and implementation of the physical works will be funded from the approved Capital Programme.
Personnel:	None arising from this report.
Legal:	The sealing of the Traffic Regulation Order will be undertaken by Legal Services.
Environmental:	The proposals make best use of available road space for parking, balancing wherever possible the needs of residents and visitors. Consequently they provide environmental benefits for residents of the area.
Equalities:	None arising from this report
Partnering:	The Council is working in partnership with the Police to ensure that the project operates as it should.
Property:	None arising from this report.
Risk Management:	None arising from this report.
Community Safety:	None arising from this report.

Consultation Responses

Members:

- Leader of Council:** To date no response received from Councillor Graham Jones. However any comments will be verbally reported at the individual decision meeting.
- Overview & Scrutiny Commission Chairman:** To date no response received from Councillor Brian Bedwell. However any comments will be verbally reported at the individual decision meeting.
- Policy Development Commission Chairman:** N/A
- Ward Members:** Councillors Gwen Mason and Tony Vickers are happy to support the recommended action.
- Opposition Spokesperson:** Councillor Keith Woodhams supports the recommendations.
- Local Stakeholders:** Have been consulted as part of the public and statutory consultation process.
- Officers Consulted:** Mark Edwards, Mark Cole
- Trade Union:** Not applicable.

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"/>	

Individual Decision

Title of Report:	Thatcham Parking Strategy		
Report to be considered by:	Councillor Emma Webster	on:	30 th June 2008
Forward Plan Ref:	ID 1618		

Purpose of Report:

To inform the Executive Member for Highways, Transport and ICT of the responses received during the statutory and public consultation on the introduction of waiting restrictions within Thatcham and to seek approval of officer recommendations.

Recommended Action:

That the Executive Member for Highways, Transport and ICT resolves to approve the recommendations as set out in section 4 of this report.

Reason for decision to be taken:

To enable the Thatcham Parking Strategy to be progressed to implementation.

List of other options considered:

Not applicable.

Key background documentation:

- Thatcham Parking Study report dated June 2006.
- Plans Nos. TM/THAT/81370/1 - 9

Portfolio Member:	Councillor Emma Webster
Tel. No.:	0118 941 1676
E-mail Address:	ewebster@westberks.gov.uk
Contact Officer Details	
Name:	Andrew Garratt
Job Title:	Principal Traffic and Road Safety Engineer
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Supporting Information

1. Background

- 1.1 A Parking Study was undertaken in Thatcham during 2006, which reviewed the parking situation within the town and recommended a number of changes to address the problems identified.
- 1.2 The study formed the basis of the Thatcham Parking Strategy which was designed to address road safety concerns, resolve parking issues related to commuter, shopper and residents conflicts and review the suitability of the existing parking arrangements within the town.
- 1.3 Statutory consultation and advertisement of the proposals was undertaken between 24th April and 15th May 2008.

2. Responses to statutory consultation

- 2.1 At the end of the statutory consultation and advertisement period a total of nineteen responses had been received. A summary of the responses together with officer comments is detailed in Appendix A of this report.
- 2.2 The majority of responses were from residents of Coombe Court and Hartmead Road who were concerned about the possible consequences of the proposed restrictions for Coombe Court.

3. Conclusion

- 3.1 It is considered that the majority of the parking concerns expressed by the various elements of the local community have been satisfactorily addressed
- 3.2 From the responses received from residents of Coombe Court and Hartmead Road, there are conflicting comments regarding the level of parking problems in the area and a permit parking scheme may not have the full support of local residents. A secondary localised survey would clearly identify the parking problems experienced by these residents and establish the general consensus of opinion and clarify the level of local support for permit parking restrictions.
- 3.3 Requests resulting in a relaxation to a proposed restriction can be accommodated by amendments to Traffic Regulation Order (TRO) prior to it's Sealing.
- 3.4 It is considered that the following adjustments to the TRO will address the comments received during the consultation period and can be incorporated into the scheme without the need for re-advertisement.
 - (1) *A4 Bath Road at junctions with St. John Road* – Reduce the length of proposed 'No Waiting At Any Time' restriction from 15 metres to 10 metres.
- 3.5 Due to the nature of parking schemes it can often be difficult to accurately anticipate the consequences of change, such as where any displaced parking may occur. Therefore the parking restrictions will be monitored to determine their effectiveness and should any amendments be required these can be introduced as part of the review process, subject to the standard consultation procedure being followed.

4. Recommendations

- 4.1 It is recommended that the permit parking restrictions for Coombe Court be omitted from the final Order and a survey be undertaken with residents of Coombe Court and Hartmead Road to confirm the level of support for such a scheme. These restrictions could be introduced in a supplementary Order, subject to the results of the survey and would therefore not delay the introduction of the remaining elements of the scheme across the whole of Thatcham.
- 4.2 It is recommended that the remaining proposed restrictions be introduced as advertised, with the amendment as described in section 3.4 of this report.
- 4.3 That the respondents to the statutory consultation be informed accordingly.

Appendices

Appendix A - Summary of responses to Statutory Consultation.

Implications

Policy:	The consultation is in accordance with the Council's Consultation procedures.
Financial:	The Statutory Consultation and advertisement procedure and implementation of the physical works will be funded from the approved Capital Programme.
Personnel:	None arising from this report.
Legal:	The sealing of the Traffic Regulation Order will be undertaken by Legal Services.
Environmental:	The proposals make best use of available road space for parking, balancing wherever possible the needs of residents and visitors. Consequently they provide environmental benefits for residents of the area.
Equalities:	None arising from this report
Partnering:	The Council is working in partnership with the Police to ensure that the project operates as it should.
Property:	None arising from this report.
Risk Management:	None arising from this report.
Community Safety:	None arising from this report.

Consultation Responses

Members:

Leader of Council: Councillor Graham Jones is happy with the recommended action provided the Local Ward Members support the proposals.

Overview & Scrutiny Commission Chairman: Councillor Brian Bedwell is happy with the recommended action provided the Local Ward Members support the proposals.

Policy Development Commission Chairman: N/A

Ward Members: Councillors Ellen Crumly, Richard Crumly, Lee Dillon, Owen Jeffery, Terry Port and Keith Woodhams are happy to support the recommended actions

Councillor David Rendel has been unable to review the recommendations but is happy for Councillor Dillon to provide comment for his Ward.

To date no response received from Councillor Jeff Brooks. However any comments will be verbally reported at the individual decision meeting

Opposition Spokesperson: Councillor Keith Woodhams is happy with the recommended action provided the Local Ward Members support the proposals.

Local Stakeholders: Have been consulted as part of the public and statutory consultation process.

Officers Consulted: Mark Edwards, Mark Cole

Trade Union: Not applicable.

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"/>	

Summary of comments to Statutory Consultation

Appendix A

No. of Comments	Comments	Officer Comments
1	Thames Valley Police have responded that they consider the proposed restrictions on the A4 in the area of Francis Baily school will not achieve the required outcome, as they will be continually abused without a police presence and will become an enforcement burden.	The Local Authority is in the process of applying for Civil Parking Enforcement powers and we will be in a position to take over the responsibility for enforcement from the police by summer of 2009, using council employed parking attendants. It is considered that these restrictions are appropriate and will ensure better visibility for pedestrians and improve road safety.
1	Thatcham Town Council requested that the proposed double yellow lines be extended in Northfield Road to a point opposite Westfield Road.	<p>This request has been made to address a reported problem caused by delivery vehicles parking on the east side of Northfield Road between No. 75 and 83a while waiting for space to become available. Such a measure may only result in displacing the goods vehicles further along Northfield Road to a less suitable location. It is considered that the measures which will be introduced at the junction of Northfield Road and Sagecroft Road may provide additional road space to enable deliveries to the shop to be made.</p> <p>Alternative means to prevent parking on this length of grass verge will be investigated. This area can also be re-considered during the formal review of the parking restrictions, which will take place approximately 12-18 months after implementation</p>
11	<p>Residents objected to the proposed restrictions on Coombe Court and Hartmead Road on the basis that:</p> <ol style="list-style-type: none"> 1. Vehicles belonging to office workers located at Coombe Square would displace onto Hartmead Road and cause obstruction, road safety and visibility concerns for residents exiting their properties and put additional pressure on the available road space as a number of properties have no alternative off-road facility. 2. Residents would have to pay for permits to park on street to resolve a 	<ol style="list-style-type: none"> 1. The measures proposed for Coombe Court have been designed to address problems resulting from on-street parking by employees of Coombe Square. The businesses do employ measures to make maximum use of their available car park, but a small number of vehicles do park on street. <p>It is likely that some vehicles belonging to both residents and employees of local businesses may displace into Hartmead Road, however the introduction of junction protection markings along Hartmead Road has been included within the scheme. Access protection markings can be introduced as part of the overall scheme</p>

Summary of comments to Statutory Consultation

Appendix A

No. of Comments	Comments	Officer Comments
	<p>parking problem that does not exist.</p> <ol style="list-style-type: none"> 3. Further consultation was necessary with residents directly affected, to clarify the level of local support for a permit parking scheme. 4. There are no problems with the current parking arrangement as there is adequate alternative off-road parking to the rear of properties. 5. They wanted the restrictions to become effective from 4pm rather than the proposed 5pm as this would have a stronger influence on the daytime parking decisions by drivers who would park there without permit. 6. The restrictions penalised residents and requested that the businesses located in Coombe Square be permitted to park in the Kingsland Centre Car Park on The Moors as this would relieve any parking pressure on Coombe Court. 	<p>across those properties considered to be most effected by any displaced vehicles.</p> <ol style="list-style-type: none"> 2. The proposed restrictions have been designed to address concerns that have been raised by numerous residents of Coombe Court for a considerable period regarding extraneous parking. If restrictions are to be introduced there must be a method of identifying vehicles belonging to residents so that they can be exempt from restrictions and this can only be achieved by using a permit scheme. 3. Given the conflicting comments received from local residents it is recommended that a further consultation exercise is undertaken. In order not to unnecessarily delay the Thatcham Parking scheme, it is recommended that the junction protection measures are introduced and the limited waiting or permit parking scheme is deferred pending the results of the proposed additional consultation. 4. This conflicts with other information given by residents regarding a persistent parking problem. There is evidence that many of the garages are used and this does relieve pressure of the available on-street parking areas. A further consultation focussed on the problems of Coombe Court and Hartmead Road residents exclusively may be necessary to establish the level of support for the proposed scheme. 5. See comment 4. If the majority of residents support such a scheme then this could be proposed subject to consultation. 6. To relieve parking pressures on Coombe Court, the Car Parks Manager has agreed in principle for businesses to apply for a limited number of permits to park in the Kingsland Centre Car Park.

Summary of comments to Statutory Consultation

Appendix A

No. of Comments	Comments	Officer Comments
3	<p>Objection to the proposed restrictions on the A4 outside Francis Baily on the basis that:</p> <ol style="list-style-type: none"> 1. Traffic speeds will increase if parked vehicles are removed and the parked vehicles protect pedestrians on the footway. 2. There is no alternative for parents collecting or dropping off children, apart from parking at this location as many parents use this area on their way to or from work 3. The removal of recently introduced existing road markings would be a waste of money. 	<ol style="list-style-type: none"> 1. The signal controlled pedestrian crossings at either end of this length of the A4 have a direct effect on traffic speeds during peak hours rather than the presence of parked vehicles. The vehicles currently obstruct the cycle lane and create a road safety and visibility problem for pedestrians 2. No Waiting restrictions do enable drivers to stop for as long as is necessary to enable a person to board or alight from a vehicle. Parents would therefore be able to drop off children close to the school entrance on the A4 but would not be permitted to park or wait. Alternative parking areas are available in adjacent roads for those parents who are unable to walk or cycle their children to school. 3. It is considered that the existing 'Keep Clear' markings are excessive and need to be relocated. The markings will have to be removed and reflect the lengths described in the Traffic Order in order to be enforceable. Such amendments are a necessary part of road marking schemes and are undertaken in a cost effective manner.
1	<p>Resident of Hurford Drive raised road safety and obstruction concerns caused by potential displacement of vehicles into Hurford Drive if measures were introduced on Falmouth Way.</p>	<p>Access protection road markings will be introduced at appropriate locations in Hurford Drive and other roads leading off Falmouth Way to address any potential displacement issues.</p>
1	<p>Objection to the proposed restrictions on Skilman Drive in the area of Francis Baily as it is impractical to park elsewhere or walk their children to school.</p>	<p>The objector has misunderstood the proposal for Skilman Drive, as the intention is to introduce junction protection restrictions along the appropriate parts of it's length to prevent vehicles parking at these locations and creating visibility concerns.</p>
1	<p>A resident of The Grove requested an extension of the double yellow line on Park Lane up to the south side of the junction with The Grove to improve</p>	<p>An extension to the proposed restriction would further limit the on-street parking facilities available for Park Lane residents, a number of which have no alternative off-road facility. The Grove is unadopted highway leading to eight</p>

Summary of comments to Statutory Consultation

Appendix A

No. of Comments	Comments	Officer Comments
	visibility at the junction.	properties. It is not possible to protect every private entrance onto the public highway and any extension may only result in displacing vehicles to the north side of the junction.
1	A resident of Bath Road at the junction with St Johns Road objected to the proposal to introduce double yellow lines to protect the junction, as there was no alternative area to park his vehicle. There is a driveway for this property located in St Johns Road, but access is frequently obstructed across the existing access protection marking.	These measures have been proposed in order to improve safety and visibility at the junction with the A4. The proposed length of restriction advertised was for a distance of 15 metres. If this was reduced to 10 metres it would still provide a safe visibility splay without overly impacting on residents at the junction, although it is accepted that a small number of residents may not be able to park directly outside their property.
1	A resident of Herons Way requested additional parking restrictions, including permit holder restrictions, to prevent obstruction issues caused by parents parking when collecting or dropping children to school.	<p>Herons Way is the access road to the main entrance of Parsons Down Junior school. It is intended to introduce access protection markings to address the current obstruction issues in this road and monitor the situation. A permit parking scheme would need to have the full support of all residents of this road as a number of properties have no off-road facility.</p> <p>The scheme will be subject to a monitoring period and any additional parking restrictions could be introduced as part of the formal review.</p>
1	A resident of Hartmead Road requested a disabled parking bay to be included in the scheme to enable them to park outside their property. They are Blue Badge holders.	The Disabled Parking policy has now been approved and all requests for disabled parking bays in residential area will be considered and included where appropriate in a separate Traffic Order for these facilities. This request will therefore be included in this
1	Objection to the legality of the Traffic Order on the basis that Thatcham Park Church of England Primary School had been detailed under it's previous name in the Draft Order.	This can be amended prior to Sealing the Order and is not a significant change that would prevent enforcement from being undertaken.

Individual Decision

Title of Report:	Speed Limit Review May 2008		
Report to be considered by:	Councillor Emma Webster	on:	30 June 2008
Forward Plan Ref:	ID 1620		

Purpose of Report:

To inform the Executive Member for Highways, Transport & ICT of the recommendations of the Speed Limit Task Group following the speed limit review undertaken on 7th May 2008 and to seek approval of the recommendations.

Recommended Action:

That the Executive Member for Highways, Transport & ICT resolves to approve the recommendations as set out in section 3 of this report.

Reason for decision to be taken:

Speed limit review.

List of other options considered:

None.

Key background documentation:

- Criteria for speed limits
- Reports for Task Group
- Minutes of Task Group
- Appendix A – Ward Members comments

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Tel. No.:	0118 941 1676
E-mail Address:	ewebster@westberks.gov.uk

Contact Officer Details	
Name:	Andrew Garratt
Job Title:	Principal Traffic & Road Safety Engineer
Tel. No.:	01635 519491
E-mail Address:	agarratt@westberks.gov.uk

Supporting Information

1 Background

- 1.1 Each year the speed limit Task Group carefully considers the introduction or amendment of speed limits that have been requested by Members, Parish or Town Councils, members of the public or officers. These requests are assessed with regard to the Department for Transport Circular 1/2006 (setting local speed limits), the character and nature of the road, the recorded injury accident record and any available traffic survey data.
- 1.2 The Speed Limit Task Group, which met on 7th May 2008, is comprised of the following members:
- Councillor Graham Pask,
 - Councillor Keith Woodhams,
 - Andrew Garratt, Principal Traffic & Road Safety Engineer,
 - Neil Stacey, Senior Engineer Traffic Management
 - Chris Sperring, Principal Transport Policy Officer
 - Bob Bosley, Thames Valley Police Traffic Management Officer.
 - Julian Weal, Thames Valley Police Road Casualty Reduction Officer
- 1.3 The Task Group considered a total of 10 requests for an amendment or introduction of a speed limit at the following locations:
1. A329 Reading Road, Shooters Hill Pangbourne – Assessment of A and B road speed limits.
 2. B471 Whitchurch Road, Pangbourne – Assessment of A and B road speed limits.
 3. A 340 Tidmarsh Road, Pangbourne – Assessment of A and B road speed limits.
 4. Pangbourne Village Centre – Request for a 20mph speed limit zone.
 5. Crookham Hill, Thatcham – Request for lower speed limit.
 6. Clay Hill Road, Burghfield – Request for lower speed limit.
 7. Lambourn Road, Speen – Assessment of speed limit.
 8. Baydon Road, Lambourn – Assessment of speed limit.
 9. Priors Court Road, Chieveley – Request for a lower speed limit.
 10. Beenham Hill, Beenham – Request for 30mph speed limit.

2 Speed limit Process

- 2.1 If the recommendations contained in this report are approved then the individual sites will be taken forward to the statutory consultation stage, which means that the formal and public consultation of a speed limit can be undertaken. This will include consulting a wide range of statutory consultees together with the appropriate parish/town council, local members and local residents by the way of a notice published in the local newspaper, notices erected on site and publication on the Council's web site.

- 2.2 A report of any comments and objections received during the formal consultation together with an officer's recommendation will be presented to the Executive Member for Highways, Transport & ICT for Individual Decision. Should the proposal to introduce or change a speed limit be considered appropriate then that proposal will be implemented.

3 Recommendations

- 3.1 The Task Group considered all the above requests and recommended that the following are progressed to the statutory advertisement and consultation stage:
3. A 340 Tidmarsh Road, Pangbourne – Extension to the 30mph speed limit.
 4. Pangbourne Village Centre – Introduction of a 20mph speed limit zone.
 5. Crookham Hill, Thatcham – Introduction of a 40mph speed limit.
 6. Clay Hill Road, Burghfield – Introduction of a 50mph speed limit.
 7. Lambourn Road, Speen – Reduce the length of the 30mph speed limit.
 8. Baydon Road, Lambourn – Extend the 30mph speed limit order.
 10. Beenham Hill, Beenham – Introduction of a 30mph speed limit.
- 3.2 The Task Group recommended that no further action is taken on the following requests:
1. A329 Reading Road, Shooters Hill Pangbourne.
 2. B471 Whitchurch Road, Pangbourne.
 9. Priors Court Road, Chieveley. (Due to no available traffic data the request be referred to the November 2008 Speed Limit Review).
- 3.3 All the persons requesting the speed limit amendments will be informed of the Executive Member's decision.
- 3.4 Subject to there being no objections received to the statutory consultation for individual Traffic Regulation Orders for each speed limit, the advertised restrictions will be introduced.

Appendices

Appendix A- Ward Members comments

Implications

Policy:	None arising from this report.
Financial:	The recommendations will be funded from the Council's capital budget.
Personnel:	None arising from this report.
Legal:	The speed limit traffic regulation orders will follow the statutory consultation / advertisement procedure.
Environmental:	The proposed changes to the speed limits will improve road safety and therefore provide environmental benefits to local residents.
Equalities:	None arising from this report.
Partnering:	None arising from this report.

Consultation Responses

Members:	
Leader of Council:	To date no response received from Councillor Graham Jones. However any comments will be verbally reported at the individual decision meeting.
OSC Chairman:	Councillor Brian Bedwell has no reason to disagree with the ward members and therefore support the proposals.
P&L Committee Chairman (where appropriate):	N/A
Ward Members:	See Appendix A for Ward Members comments.
Opposition Spokesperson:	Councillor Keith Woodhams is a member of the Task Group and therefore supports the recommendations.
Advisory Members:	N/A
Local Stakeholders:	Will be consulted as part of the statutory consultation process.
Officers Consulted:	Mark Cole and Mark Edwards.
Trade Union:	N/A

SPEED LIMIT REVIEW – May 2008

	Speed limit Request	Ward Member	Comments
1	A329 Reading Road, Shooters Hill Pangbourne – Assessment of A and B road speed limits	Pamela Bale	Councillor Bale attended the Speed Limit Review and supports the recommendations.
2	B471 Whitchurch Road, Pangbourne – Assessment of A and B road speed limits	Pamela Bale	Councillor Bale attended the Speed Limit Review and supports the recommendations.
3	A 340 Tidmarsh Road, Pangbourne – Assessment of A and B road speed limits	Pamela Bale	Councillor Bale attended the Speed Limit Review and supports the recommendations.
4	Pangbourne Village Centre – Request for a 20mph speed limit zone	Pamela Bale	Councillor Bale attended the Speed Limit Review and supports the recommendations.
5	Crookham Hill, Thatcham – Request for lower speed limit	Terry Port	Councillor Port attended the Speed Limit Review and supports the recommendations.
		Owen Jeffery	Councillor Jeffery attended the Speed Limit Review and supports the recommendations.
6	Clay Hill Road, Burghfield – Request for lower speed limit	Royce Longton	Councillor Longton attended the Speed Limit Review and supports the recommendations.
		Carol Jackson-Doerge	Over the last few years this stretch of the road has seen an increase in the number of residents with new developments. Thus more children walking to school both down the hill to St Mary's and up the hill to Garlands. There is only a narrow pavement on one side of the road resulting in families walking in both directions on this side of the road. It is a Dangerous road and I would like to see the limit reduced to 30mph. Having spoken with residents there is great concern when walking children to school along this stretch
7	Lambourn Road, Speen – Assessment of speed limit	Paul Bryant	Is happy with the proposals put forward for Lambourne Road Speen.
		Marcus Franks	No comments received.

SPEED LIMIT REVIEW – May 2008

8	Baydon Road, Lambourn – Assessment of speed limit	Graham Jones	No comments received.
		Gordon Lundie	No comments received.
9	Priors Court Road, Chieveley – request for a lower speed limit	Hilary Cole	No comments received.
10	Beenham Hill, Beenham – request for 30mph speed limit	Keith Chopping	Fully supports the proposals.