

Notice of Meeting



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Executive

Thursday 18 November 2021 at 5.00pm

in the Council Chamber, Council Offices,
Market Street, Newbury

Note: This meeting can be streamed live here: <https://www.westberks.gov.uk/executive/ive>

Date of despatch of Agenda: Wednesday 10 November 2021

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Democratic Services Team on (01635) 519462

e-mail: executivecycle@westberks.gov.uk

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



Agenda - Executive to be held on Thursday, 18 November 2021 (continued)

To:	Councillors Steve Ardagh-Walter, Dominic Boeck, Graham Bridgman, Hilary Cole, Lynne Doherty, Ross Mackinnon, Richard Somner, Jo Stewart and Howard Woollaston
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Agenda

Part I

	Pages
1. Apologies for Absence To receive apologies for inability to attend the meeting (if any).	5 - 6
2. Minutes To approve as a correct record the Minutes of the meeting of the Executive held on 14 October 2021.	7 - 14
3. Declarations of Interest To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' Code of Conduct .	15 - 16
4. Public Questions Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution. Please note that the list of public questions is shown under item 4 in the agenda pack.	17 - 20
5. Petitions Councillors or Members of the public may present any petition which they have received. These will normally be referred to the appropriate Committee without discussion.	21 - 22

Items as timetabled in the Forward Plan

	Pages
6. Environment Strategy Progress Report (EX4121) Purpose: To present the first progress report on the Environment Strategy covering the first year of the Strategy from July 2020 to July 2021.	23 - 60

Agenda - Executive to be held on Thursday, 18 November 2021 (continued)

7. **Hackney Carriage Tariffs (EX4140)** 61 - 86
Purpose: To feedback on the statutory consultation in relation to the hackney carriage table of fares and to determine whether or not to modify the hackney carriage fare scale, following the Delegated Officer Decision on 8 September 2021, to vary the current fare scale by an increase of 5%, in light of the objection received (and not withdrawn) during the consultation period.
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8. **Social Value Policy (EX4153)** 87 - 106
Purpose: To seek approval from the Executive to adopt the West Berkshire Social Value Policy which would formalise the approach to implementing Social Value in the District in line with the 2012 Public Services (Social Value) Act.
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9. **Contract Award for the Drug and Alcohol Behaviour Change Service (EX4112)** 107 - 114
Purpose: To award the contract for the supply/provision of the Drug and Alcohol Behaviour Change Service following a tender process.
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10. **Members' Questions** 115 - 116
Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.

Please note that the list of Member questions is shown under item 10 in the agenda pack.
11. **Exclusion of Press and Public** 117 - 118
RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. [Rule 8.10.4 of the Constitution refers.](#)

Part II

12. **Contract Award for the Drug and Alcohol Behaviour Change Service (EX4112)** 119 - 130
(Paragraph 3 – information relating to financial/business affairs of particular person)
Purpose: To award the contract for the supply/provision of the Drug and Alcohol Behaviour Change Service following a tender process.

Sarah Clarke
Service Director: Strategy and Governance

West Berkshire Council Strategy Priorities

Council Strategy Priorities:

PC1: Ensure our vulnerable children and adults achieve better outcomes

PC2: Support everyone to reach their full potential

OFB1: Support businesses to start, develop and thrive in West Berkshire

GP1: Develop local infrastructure to support and grow the local economy

GP2: Maintain a green district

SIT1: Ensure sustainable services through innovation and partnerships

If you require this information in a different format or translation, please contact Stephen Chard on telephone (01635) 519462.



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Item 1 – Apologies for absence

Verbal Item

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DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

EXECUTIVE

MINUTES OF THE MEETING HELD ON THURSDAY, 14 OCTOBER 2021

Councillors Present: Steve Ardagh-Walter, Dominic Boeck, Hilary Cole, Lynne Doherty, Ross Mackinnon, Richard Somner, Joanne Stewart and Howard Woollaston

Also Present: Susan Halliwell (Executive Director - Place), Joseph Holmes (Executive Director - Resources), Andy Sharp (Executive Director (People)), Jake Thurman (Group Executive (Cons)), Councillor Adrian Abbs, Councillor Graham Bridgman, Councillor Jeff Brooks, Councillor Carlyne Culver, Councillor Lee Dillon, Councillor Owen Jeffery, Councillor Alan Macro, Councillor Steve Masters, Councillor Erik Pattenden, Shiraz Sheikh (Service Lead - Legal and Democratic) and Gillian Steele (Democratic Services Officer)

PART I

30. Minutes

The Minutes of the meeting held on 2 September 2021 were approved as a true and correct record and signed by the Leader.

31. Declarations of Interest

There were no declarations of interest received.

32. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

- a) A question standing in the name of Ms Alison May on the subject of carbon neutrality would receive a written response from the Portfolio Holder for Environment and Waste.
- b) A question standing in the name of Mr Gareth Beard on the subject of electric vehicle charging points was answered by the Portfolio Holder for Environment and Waste.
- c) A question standing in the name of Mr Nigel Foot on the subject of waterway maintenance would receive a written response from the Portfolio Holder for Environment and Waste.
- d) A question standing in the name of Mr John Gotelee on the subject of insurance for the football club building was answered by the Portfolio Holder for Internal Governance, Leisure and Culture.
- e) A question standing in the name of Mr Paul Morgan on the subject of the Council's contracts with Alliance Leisure and/or Alliance Building Services was answered by the Portfolio Holder for Finance and Economic Development.
- f) A question standing in the name of Mr Alan Pearce on the subject of the LRIE steering group membership was answered by the Portfolio Holder for Finance and Economic Development.

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- g) A question standing in the name of Ms Paula Saunderson on the subject of the Local Flood Risk Management Delivery Plan was answered by the Portfolio Holder for Planning and Transport.
- h) A question standing in the name of Mr John Gotelee on the subject of the LRIE regeneration plans was answered by the Portfolio Holder for Planning and Transport.
- i) A question standing in the name of Mr Alan Pearce on the subject of the LRIE regeneration contract with St Modwen Developments Ltd was answered by the Portfolio Holder for Finance and Economic Development.
- j) A question standing in the name of Ms Paula Saunderson on the subject of the LLFA project for the Northbrook Stream was answered by the Portfolio Holder for Planning and Transport.
- k) A question standing in the name of Ms Paula Saunderson on the subject of the LLFA was answered by the Portfolio Holder for Planning and Transport.

33. **Petitions**

There were no petitions presented to the Executive.

34. **Update on Wokingham Exit from the Public Protection Partnership (EX4115 & EX4145)**

The Executive considered a report (Agenda item 6) which provided an update on the progress of the project for the withdrawal of Wokingham Borough Council (Wokingham) from the Public Protection Partnership (PPP) in line with the requirements of the Inter Authority Agreement (IAA) (EX4145).

The report also clarified the approach being taken on 'Traded Services', which was essentially the agreement between West Berkshire Council (the Council) and Wokingham to maintain a contractual relationship for elements of the public protection service and reduce the overall financial risks for all parties (EX4115).

Councillor Hilary Cole summarised the current situation and West Berkshire Council's negotiating position that Wokingham's decision should not be detrimental to the continuing functioning of the PPP and the services it provided to residents.

Councillor Adrian Abbs said that he had spoken to contacts in Wokingham who suggested that some of the report's content might be out of date regarding the services being leased back from the PPP. He sought clarification that services to West Berkshire would not be impacted by the departure of Wokingham from the PPP. He noted that Members in Wokingham seemed to be under the impression that they were not taking any costs. Councillor Cole said that she was not aware of any recent changes to the arrangements. She also noted that it was always the case that Wokingham wanted to handle some services themselves rather than through the PPP and that this was the reason for their departure. Councillor Abbs asked that the Council would look into the information received from Wokingham Members.

Councillor Jeff Brooks expressed regret that Wokingham had felt the need to depart the PPP and sought reassurance that efforts would be made to ensure relationships remained good between Wokingham and the JPPC throughout the protracted negotiations and beyond. Councillor Cole noted the aim was to complete the process by the end of the financial year and to maintain a good working relationship with Wokingham.

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Councillor Lee Dillon sought reassurance that Councillor Cole was in regular contact with her Wokingham counterpart to ensure negotiations were as smooth and swift as possible. Councillor Cole said that she had not recently spoken personally with Wokingham, but that officers were in regular contact.

Councillor Richard Somner expressed regret that Wokingham wished to leave but accepted their right to do so providing they accepted the associated costs resulting from their decision. He expressed his support for the recommendations in the report.

RESOLVED to:

1. Agree to the principle of pursuing two years of efficiency loss compensation as detailed at 5.4.
2. Agree to consider the proposed revenue investment bids as detailed at 5.7 within the Council's budget setting process.
3. Support the negotiation parameters for Traded Services, as listed at 5.14.

35. Voluntary and Community Sector Support (EX4148)

Councillor Graham Bridgman summarised the report (Agenda item 7) which detailed the outcome of engagement with the Voluntary and Community Sector (VCS) and set out recommendations for VCS support in West Berkshire.

Councillor Bridgman thanked Sam Shepherd for the work that had gone into the report. He noted an amendment to the report; there was a reference to the contract funding being agreed at an Executive meeting in September 2020 but it was in fact October 2020.

Councillor Bridgman particularly noted that section 4.3 of the executive summary linked into a variety of strategies and vision statements, in particular the Berkshire West Joint Health and Wellbeing Strategy which was due for discussion at Council in December 2021.

Councillor Lynne Doherty added her thanks to Councillor Bridgman's.

Councillor Erik Pattenden thanked the VCS for their work. He noted that many of the services covered in the report were previously covered by Empowering West Berkshire, who had their funding cut six years ago. He asked why it had taken so long to put replacement support for the voluntary sector in place. Councillor Bridgman explained that it had taken time to get funds in place. Councillor Pattenden also noted the low participation in the consultation and queried what measures had been taken to ensure the proposals were meeting the needs of all the voluntary organisations in West Berkshire. Councillor Bridgman accepted the participation percentage was low but noted that a few responses from large organisations could be considered a good representation if those few represented a large portion of the sector and so the raw percentage participation could be misleading. He also stated that there was no way to force participation and it was necessary to work with the responses received. He felt sufficient engagement was received to produce a useful proposal and hoped that more groups would engage as the public became more aware of the proposals.

Councillor Jo Stewart added her experience over the last few months from being on the Mental Health Action Group of the importance of the voluntary sector. She understood concerns about the engagement with the consultation but noted how closely the Council had worked with those groups which did engage to produce proposals which met their needs.

RESOLVED that:

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- a) The Council would provide specialist safeguarding support and an awareness raising programme to support the VCS in West Berkshire (as set out in paragraphs 6.12 - 6.13 of the Report).
- b) "General VCS Support" would be procured in West Berkshire to include support for voluntary organisations and community groups in fund raising, business management, organisational development, sector communication, advocacy and networking.
- c) A contribution would be provided to the Volunteer Centre West Berkshire to facilitate volunteer brokerage amongst the VCS in West Berkshire (as set out in paragraph 6.11 of the Report).

36. **SEMH/Autism Secondary Resource Provision - Consultation (EX4089)**

The Executive considered a report (Agenda item 8) which proposed: (1) the transfer of the former primary school site in Theale (the former site) to WBC from the Oxford Diocese Trustees (the Diocese) and (2) the long term future use of the Site as the location of a provision for secondary aged children with SEMH/ASD needs.

Councillor Dominic Boeck noted the opening of two new primary schools at the start of the current academic year, Highwood Copse and Theale Primary. He also outlined the benefits of creating additional local SEMH and Autism provision at the old Theale Primary School site in terms of costs and quality of provision.

Councillor Erik Pattenden was happy to support the proposal as there was a clear need for the additional provision. However, he wanted to know why it had taken so long to develop proposals and why the Council had waited until there was a vacant school property to make use of. Councillor Boeck explained that suitable premises were hard to come by and creating them from scratch was far more costly than reusing something which was already there.

Councillor Alan Macro was also in favour of the proposals as there was a clear need and some students had long journeys out of the area to get the support they needed. He asked that the existing modular buildings, which were nearing the end of their planning permission, be taken out of use in the near future. Councillor Boeck said that he would pass on the request to officers to ensure it was expedited when the project moved forward. Councillor Macro also asked that local social groups such as the Holy Trinity Church continue to be allowed to use the site for social events as they were important to the local community. Councillor Boeck thought it likely that it would not be possible to use the site during its development and was not certain that it would remain a suitable site for social events once the development was completed. He agreed to look into whether it would be possible.

Councillor Lee Dillon noted that one of the options in the report involved the company he worked for but had not declared the interest as it was not the option favoured by the Executive and so unlikely to be taken up. He agreed that it was beneficial to have provision within the district but was concerned that due to the geography of the West Berkshire area, students living close to the borders might find the journey to the new site longer than when they were travelling out of the area and so wanted to know what percentage of students might have longer journeys. Councillor Boeck pointed out that SEN children have very individual needs and so distance was not always the deciding factor when deciding which facility was best for each student. Some students might not be able to get the right support at the closest site. Councillor Dillon also asked if there would be capacity to sell places to other authorities. Councillor Boeck said that it was not a part of the current funding model but they were always open to new opportunities.

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Councillor Owen Jeffrey expressed his support for the proposals but also his disappointment that it had not been put in place sooner. Councillor Doherty pointed out that there were already similar existing facilities, such as Engaging Potential and that the demand for SEN provision had outgrown what was already in place rather than there having been no investment in provision prior to the new proposal.

Councillor Jo Stewart was pleased to see such support for the proposals. She noted the additional value of having good SEN provision for young adults as it would put them in a better position to be ready to transition successfully to Adult Social Care, if they needed it, later on.

Recommendations (Vote to be taken in Part 2):

It was recommended that the Executive resolve to delegate to the Service Director for Strategy and Governance, in consultation with the Head of Finance & Property and the Head of Education, having first consulted the Executive Portfolio Holder for Children, Young People and Education and the Executive Portfolio Holder for Finance and Economic Development to enter into appropriate legal documentation for the acquisition of the former site from the Diocese, subject to agreement and for the purposes described below:

- a) Subject to transfer of the former site to WBC, the site be allocated for the purposes of a provision for secondary aged children with SEMH/ASD needs.
- b) That the SEMH/ASD be the primary and sole purpose for the former site, but the design development ensure efficient use of the former site.

37. **Public Health Nursing Service 0-19 (up to 25 years for young people with special educational needs and disabilities) Contract Award Report (EX4111)**

The Executive considered a report (Agenda item 9) which proposed to award the contract for the supply/provision of Public Health Nursing Service 0-19 (up to 25 years for young people with special educational needs and disabilities) following a tender process.

Councillor Graham Bridgman explained that this contract was brought to Executive due to the levels of expenditure involved. He also pointed out an amendment to the Part 1 report; there was mention of an Appendix C document to follow but it had subsequently been decided that this was not needed.

Councillor Alan Macro asked for assurance that, as the contract included other authorities, there would not be issues in the future similar to those being experienced by the JPPC with Wokingham's exit. Councillor Bridgman explained that the relationships between local health trusts were different to those between local authorities and that similar issues were unlikely.

Councillor Macro also sought reassurance that the Council was happy with the performance of the current contract holder before offering them this new contract. Councillor Bridgman felt that these were questions for Part 2.

Councillor Macro pointed to examples of the service not meeting expectations for some families. Councillor Bridgman did not have the necessary details to answer the question but committed to following this up and working with officers to provide an answer.

Councillor Macro noted the bid documents mentioned "local authority specific elements" of the service and he asked for clarification of what these were for West Berkshire Council. Councillor Bridgman did not have the details of those elements to hand but committed to finding out and providing a response in writing after the meeting.

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Councillor Carlyne Culver queried why this contract was being put through the West Berkshire Council procurement process rather than being handled by the NHS and how much time and money was being spent on the tendering process rather than funds going to front line services. Councillor Bridgman explained that local authorities were responsible for the provision of some public health services; many of which were funded via grants which must be used for public health purposes. The services were commissioned jointly through the Berkshire West Clinical Commissioning Group but it was essentially a local authority function. Councillor Bridgman also noted that any contract would be required to go through a tendering process regardless of whether it happened at local government level, national government level or within the NHS so there was no way of avoiding some funds being spent on that process somewhere to ensure the contract provided value for money.

Councillor Richard Somner noted that not all providers could provide the same service and the tendering process was also about finding a provider who could meet the specific needs of the contract.

Recommendations (Vote to be taken in Part 2):

- 1) To award the contract for the provision of Public Health Nursing Service 0-19 (up to 25 years for young people with special educational needs and disabilities) to the successful bidder
- 2) To delegate authority to Service Director Communities and Wellbeing to award the contract for the provision of Public Health Nursing Service 0-19 (up to 25 years) services to the successful bidder in consultation with the Head of Finance and the Portfolio holder for Public Health and Wellbeing
- 3) To delegate authority to the Service Lead Legal & Democratic Services in consultation to finalise the terms of the agreement as set out in the tender documents and to make any necessary drafting or other amendments to the terms of the agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the agreement.

38. Members' Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

- a) A question standing in the name of Councillor Jeff Beck on the subject of the Zero Carbon Tour was answered by the Portfolio Holder for Environment and Waste.
- b) A question standing in the name of Councillor Claire Rowles on the subject of the Health & Social Care Levy was answered by the Portfolio Holder for Adult Social Care.
- c) A question standing in the name of Councillor Dennis Benneyworth on the subject of a potential County Deal would receive a written response from the Leader of the Council.
- d) A question standing in the name of Councillor Carlyne Culver on the subject of the use of glyphosate by Council staff and its contractors was answered by the Portfolio Holder for Environment and Waste.
- e) A question standing in the name of Councillor Alan Macro on the subject of air pollution levels on West Berkshire's roads was answered by the Portfolio Holder for Environment and Waste.
- f) The question standing in the name of Councillor Erik Pattenden was withdrawn.

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- g) A question standing in the name of Councillor David Marsh on the subject of the impact of the new Highwood Copse Primary School on pupil numbers in existing local schools was answered by the Portfolio Holder for Children, Young People and Education.
- h) A question standing in the name of Councillor Steve Masters on the subject of the Property Investment Fund was answered by the Portfolio Holder for Finance and Economic Development.
- i) A question standing in the name of Councillor Claire Rowles on the subject of the Holiday Activities and Food Programme was answered by the Portfolio Holder for Children, Young People and Education.
- j) A question standing in the name of Councillor David Marsh on the subject of the impact of the new Highwood Copse Primary School on the budgets of existing local schools was answered by the Portfolio Holder for Children, Young People and Education.
- k) A question standing in the name of Councillor Steve Masters on the subject of improving energy efficiency in social housing was answered by the Portfolio Holder for Housing, Strategic Partnerships and Transformation.
- l) A question standing in the name of Councillor David Marsh on the subject of the necessity of the new Highwood Copse Primary School was answered by the Portfolio Holder for Children, Young People and Education.
- m) A question standing in the name of Councillor Steve Masters on the subject of the Council's Joint Venture with Sovereign Housing was answered by the Portfolio Holder for Housing, Strategic Partnerships and Transformation.
- n) A question standing in the name of Councillor David Marsh on the subject of the absence of solar panels on the new roof at the John Rankin School was answered by the Portfolio Holder for Finance and Economic Development.
- o) A question standing in the name of Councillor David Marsh on the subject of promoting active travel was answered by the Leader of the Council.

39. **Exclusion of Press and Public**

RESOLVED that members of the press and public be excluded from the meeting for the under-mentioned item of business on the grounds that it involves the likely disclosure of exempt information as contained in Paragraphs(s) * of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the [Local Government \(Access to Information\)\(Variation\) Order 2006](#). [Rule 8.10.4 of the Constitution also refers](#).

40. **SEMH/Autism Secondary Resource Provision - Consultation (EX4089)**

(Paragraph 3 – information relating to financial/business affairs of particular person)

The Executive considered an exempt report (Agenda Item 12) concerning SEMH/ Autism Secondary Resource provision. The report proposed (1) the transfer of the former primary school site in Theale (the former site) to WBC from the Oxford Diocese Trustees (the Diocese) and (2) the long term future use of the Site as the location of a provision to meet the needs of secondary aged children with SEMH and ASD needs.

RESOLVED that the recommendations in the exempt report be agreed.

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41. **Public Health Nursing Service 0-19 (up to 25 years for young people with special educational needs and disabilities) Contract Award Report (EX4111)**

(Paragraph 3 – information relating to financial/business affairs of particular person)

The Executive considered an exempt report (Agenda Item 13) to award the contract for the supply/provision of Public Health Nursing Service 0-19 (up to 25 years for young people with special educational needs and disabilities) following a tender process.

RESOLVED that the recommendations in the exempt report be agreed.

(The meeting commenced at 5.00pm and closed at 7.00pm)

CHAIRMAN

Date of Signature

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Item 3 – Declarations of Interest

Verbal Item

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Item 4:

Public Questions to be answered at the Executive meeting on 18 November 2021.

Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(a) **Question submitted by John Gotelee to the Portfolio Holder for Finance and Economic Development:**

"In the interests of averting a planning fiasco far greater than St Modwen would it be better to abandon any plans for regeneration of the LRIE and just reinstate the football pitch and clubhouse until such times as you have personnel with the expertise and ability to put forward a competent, comprehensive, masterplan following a logical and structured approach that can pass both policy and planning rules?"

(b) **Question submitted by Graham Storey to the Portfolio Holder for Housing, Strategic Partnerships and Transformation:**

"Given the changes announced in the budget, will the council reverse its long standing refusal to directly fund and build homes for social rent, to address the acute shortage of social housing in West Berkshire?"

(c) **Question submitted by Simon Pike to the Portfolio Holder for planning and transport:**

"Does the Council have any plans to update its 'Supplementary Planning Document: Part 5 - External Lighting', which dates from 2005, does not contain any guidance that can be used as a planning condition, and describes obsolete lighting technologies?"

(d) **Question submitted by Alison May to the Portfolio Holder for Public Protection / Adult Social Care:**

"Violence against women participating in politics encompasses all forms of intimidation and aggression resulting in significant societal and democratic consequences. How will West Berkshire Council lead by example in addressing such challenges?"

(e) **Question submitted by Darius Zarazel to the Portfolio Holder for Internal Governance, Leisure and Culture:**

"At the last Planning & Highways Committee meeting on the 25th of October, Newbury Town Council resolved to ask whether the WBC Executive could conduct a final public consultation on the Monks Lane Sports Hub application, reference 21/02173/COMIND.

The reason given is that, as the new amended application has been validated, and the full costs associated with building and operating the Sports Hub is now known, the public should have a final opportunity to have a say as to whether they agree with the proposals."

Item 4:

Public Questions to be answered at the Executive meeting on 18 November 2021.

Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(f) **Question submitted by Vaughan Miller to the Portfolio Holder for Internal Governance, Leisure and Culture:**

"Since you have chosen to remove the high protective net which was installed to prevent balls from being kicked into the Kennet are you planning to prevent ball games being played on the new open recreational pitch?"

(g) **Question submitted by Paul Morgan to the Portfolio Holder for Internal Governance, Leisure and Culture:**

"Councillor Woollaston is quoted as stating that the Council is intending to borrow funds from the Public Works Loan Board (PWLB) for the Monks Lane Sports Hub proposal (assuming that it gets the go ahead).

Can the Council please provide full details of the arrangements including:

- *The amount the Council plans to borrow from the PWLB for this proposal and be clear regarding what capital items it will cover, upfront and ongoing.*
- *The period of time it will be repaid over.*
- *The interest rates (variable or fixed).*
- *When the principal sum will be repaid.*
- *The process / governance which needs to be followed by West Berkshire Council before any PWLB borrowing contract is entered into."*

(h) **Question submitted by John Gotelee to the Portfolio Holder for Finance and Economic Development:**

"What do you estimate would be the financial consequences to the taxpayer of failure to be able to build houses / flats on the Faraday Road football pitch?"

(i) **Question submitted by Graham Storey to the Portfolio Holder for Housing, Strategic Partnerships and Transformation:**

"Does the fact that over 1860 applications to the new Housing Register have been rejected since January indicate that the social housing policy is not meeting the Council's objective of 'Enabling every resident to have access to a home that meets their needs?'"

(j) **Question submitted by Simon Pike to the Portfolio Holder for planning and transport:**

"Will the Council follow the recommendation of the Institute of Lighting Professionals in its guidance note 01/21 'The Reduction of Obtrusive Light' that 'Local Planning Authorities specify the following environmental zones for exterior lighting control within their Development Plans'? (there are five zones: urban, suburban, rural, natural and protected)."

Item 4:

Public Questions to be answered at the Executive meeting on 18 November 2021.

Members of the Executive to answer questions submitted by members of the public in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(k) **Question submitted by Vaughan Miller to the Portfolio Holder for Finance and Economic Development:**

“Could you please confirm the total costs of preparation of Faraday Road Football Ground to be reopened as a recreation pitch, inc. demolition of the burnt down clubhouse, removal of fences, site clearance, resurfacing works, etc.”

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Item 5 – Petitions

Verbal Item

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Environment Strategy Progress Report

Committee considering report:	Executive on 18 November 2021
Portfolio Member:	Councillor Steve Ardagh-Walter
Report Author:	Jenny Graham
Forward Plan Ref:	EX4121

1 Purpose of the Report

The purpose of this report is to present the first progress report on the Environment Strategy covering the first year of the Strategy from July 2020 to July 2021.

2 Recommendation

It is recommended that the Executive approve the Annual Progress Report on the Environment Strategy (as included in Appendix C) for publication on the Council’s website.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	There are no direct funding implications as a result of this report. Projects and actions already underway have existing budgets. Teams across the Council will use the budget setting process to plan for future programmes and secure funding for them.
Human Resource:	There are no direct HR implications as a result of this report. The Environment Delivery Team has had additional resource approved in order to help deliver the projects within the Environment Strategy Delivery Plan
Legal:	There are no direct Legal implications as a result of this report.
Risk Management:	A high-level risk register has been developed for the Environment Strategy. This will be kept up to date each month and added to the website. It is kept under review by the Environment Delivery Project Board.

Property:	There are no direct property implications as a result of this report.			
Policy:	This first annual report aims to demonstrate how the Environment Strategy is being delivered and will play a part in informing and shaping relevant Council policies and plans across the organisation. This is already happening and with relevant training of staff and Members this influence and understanding will become more effective.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		No impact directly as a result of the annual report and more widely this will need to be dealt with on a project by project basis through the PMM process to ensure delivery does not have a negative impact on equalities.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		No impact directly as a result of the annual report and more widely this will need to be dealt with on a project by project basis through the PMM process to ensure delivery does not have a negative impact upon the lives of people with protected characteristics.

<p>Environmental Impact:</p>	<p>X</p>			<p>The purpose of the annual report is to demonstrate the delivery of the Environment Strategy which seeks to have a positive impact on the environment in numerous ways. It has a primary target of achieving carbon neutrality by 2030 and has a vision which can be found in section 4 of the Environment Strategy. As the projects within the Delivery Plan are implemented there will be consideration in the detailed planning stages as to whether there are unintended negative environmental impacts that require mitigation.</p>
<p>Health Impact:</p>	<p>X</p>			<p>The projects and activities within the Delivery Plan that have been delivered and have a focus on carbon reduction will have health benefits from a reduction in air pollution. Some projects delivered to date are not purely focused on outcomes that reduce carbon and also seek to improve health and wellbeing as a key benefit.</p>
<p>ICT Impact:</p>		<p>X</p>		<p>There is not a significant ICT impact.</p>
<p>Digital Services Impact:</p>		<p>X</p>		<p>There is not a significant impact on Digital Services.</p>

<p>Council Strategy Priorities:</p>	<p>X</p>			<p>The main Council Priority to which the projects and actions within the Delivery Plan contribute is maintain a green district. They do this in so many ways but will have a key focus on reducing carbon.</p> <p>Other priorities from the Council Strategy that the Environment Strategy helps to deliver are:</p> <p>Support businesses to start, develop and thrive in West Berkshire. Projects within the Delivery Plan seek to support businesses to be more efficient (especially impacting on energy and waste) and to develop in a green and sustainable way.</p> <p>Develop local infrastructure, including housing, to support and grow the local economy. The Delivery Plan includes active travel infrastructure, green and blue infrastructure and influencing the environmental standards of other infrastructure, including housing.</p>
<p>Core Business:</p>	<p>X</p>			<p>As a result of projects delivered the Council will see some of its core business processes improved as the Environment Strategy starts to have an impact.</p> <p>For example, the development of a Social Value Policy that includes environmental factors will impact positively on our procurement outcomes and how they can align with the Environment Strategy and bring environmental benefits.</p>
<p>Data Impact:</p>		<p>X</p>		<p>It is not envisaged that there will be any data impacts.</p>

Consultation and Engagement:	<p>The Environment Advisory Group have been presented with the highlights of the annual report and are kept up to date with projects throughout the year.</p> <p>Environment Board have had the opportunity to comment.</p> <p>Various teams have been consulted within the Council and specifically officers who attend the Environment Delivery Project Board.</p> <p>Other specific consultation has been with:</p> <p>Cllr Steve Ardagh-Walter Council Member for Thatcham, Colthrop & Crookham and Executive Portfolio: Environment, Cllr Richard Somner Council Member for Tilehurst South & Holybrook and Executive Portfolio: Planning and Transport, Jon Winstanley Service Director- Environment and Sue Halliwell Interim Chief Executive Officer.</p>
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4 Executive Summary

- 4.1 The purpose of this report is to present the first Annual Progress Report for the Environment Strategy. It specifically covers the period from the approval of the Strategy in July 2020 through to July 2021. It is, however, part of the continuous story of how the Council is addressing climate change and environmental issues in West Berkshire.
- 4.2 The Annual Progress Report is included in Appendix C and sets out actions and achievements under each strategic objective of the Environment Strategy with a specific case study for each one. The report also demonstrates how the Council has listened to feedback it has received throughout the year in a 'You asked, we did' section.
- 4.3 An important part of the report is to provide an update on the Council's carbon footprint and also to report on the carbon emission data for the District. Both these data sets have seen carbon emissions reduce.
- 4.4 The Council's carbon footprint has reduced by 16% (from 2019/20 to 2020/21). This is not surprising when this period has been affected by the national lockdowns caused by the coronavirus pandemic. It is difficult to determine what proportion of the reduction is directly attributable to circumstances caused by COVID-19. It is likely that next year (when reporting on a more 'normal' year) will provide some further insight but it is hoped that the positive impacts of changes in behaviour as a result of COVID-19 may last into future years and be built on by further actions taken and projects delivered.
- 4.5 The District emissions (not taking into account areas where we have no influence) are provided via data published by government and are not so up to date. The Environment Strategy gave a baseline year for these emissions of 2017 which saw 5.7 Per Capita Carbon Dioxide emissions (tonnes). The latest data available is for 2019 and shows a 5% reduction on 2017. When more up to date data is available we will publish this on our website. The period we have been able to report does not include anything post the

Council's declaration of a Climate emergency or for the period where momentum has been gathering nationally in relation to addressing climate change.

5 Supporting Information

- 5.1 We have made a strong start building on previous work and some important milestones have been reached during the period of July 2020 to July 2021, a summary of these can be found in Figure 2 within the Annual Progress Report (Appendix C): *Environment Strategy Highlights July 2020- July 2021*.
- 5.2 There are two key strands of action:
- 1) reducing the Council's own carbon emissions with actions from across the organisation contributing to this,
 - 2) engaging with key stakeholders and encouraging and facilitating action in local communities to help reduce carbon emissions within the District.
- 5.3 Internally, we have expanded the Environment Delivery Team, significantly raised the profile of the Environment Strategy and Delivery Plan and liaised with key teams to start to establish a more coherent approach to carbon reduction within key projects. Highways are already progressing well, with one particular project saving 6.72 tonnes of carbon. In addition, streetlights have been replaced with more efficient LEDs and there is progress with the electrification of the Council fleet. Solar PV has been installed on 6 council owned buildings so far with plans to roll out a programme of further renewable energy generation. Linked to this, plans to develop a solar farm on Council land were announced in early 2021 and progress on delivery will be reported in future annual progress reports and through our [dedicated webpage](#). The Council will continue to build on its commitment and gain momentum in having an impact by introducing carbon reduction training for all staff and specific training for certain teams that can have a particular impact.
- 5.4 Externally, carbon reduction in the District is being addressed by fostering productive relationships with local residents, community groups, schools and businesses. We have established a West Berkshire Parish Climate Forum where ideas for local climate and environmental action can be shared and taken forward. In partnership with GWR and with Growth Deal Funding from the Thames Valley Berkshire LEP cycle hubs have been delivered at Newbury station to encourage sustainable commuting and we have made some great progress in terms of active travel, including starting work on 4 key routes within the LCWIP (Local Cycle and Walking Infrastructure Plan). This will make it safer and more convenient for residents to walk, cycle or scoot around West Berkshire. We have also had a focus on improving biodiversity, with our successful wild flower verge project which has received positive feedback time and time again and will be expanded over the coming years.
- 5.5 Additional background and supporting information is included in the Annual Progress Report in Appendix C.

6 Other options considered

- 6.1 There is a commitment to report on an annual basis on progress delivering the Environment Strategy. Future reporting periods could be from first approval of the Environment Strategy (July 2020) or it could be aligned to the financial year for future reporting years which is how much of the Council's reporting is structured. Discussions around this can be had at Environment Board.

7 Conclusion

- 7.1 The annual report demonstrates the action that has taken place to set up and deliver projects within the first year of the Environment Strategy. This has been against a backdrop of setting up a new team, expanding the team and working mainly in periods of lockdown conditions. This first year of the Environment Strategy delivery builds on previous work and projects and, although it has benefitted from specific resource and additional momentum, it is part of the ongoing story of how the Council is responding to the challenges of climate change and protecting our environment.
- 7.2 The Council's carbon emissions and those recorded for the District are decreasing. The Council's figures have undoubtedly been impacted by the lockdown conditions but it is hard to determine the split between COVID-19 impact and other impacts.
- 7.3 However, there are projects that will have contributed towards the reduction in the Council's carbon emissions and there will be actions from businesses, landowners, local communities and residents that have been reducing emissions across West Berkshire and making a difference to our environment. It is worth celebrating successes such as:
- Our award winning and the UK's first Community Municipal Investment, which provided £1m of investment for several impressive environmental projects including a £520k Solar PV project on 6 council facilities;
 - Incorporating carbon reduction considerations in our Highways Asset Management Plan which has resulted in carbon savings by using 'warm asphalt' and recycled road materials.
 - Local businesses looking to increase their environmental action and reduce their emissions even as they deal with the impacts of COVID-19, showing a recognition of the benefits of a green recovery.
 - The flurry of local environmental initiatives from the communities in West Berkshire from tree and bulb planting to engaging with programmes like the [Greening Campaign](#) and running significant events such as Hungerford's Electric Vehicle Day organised by HEAT (Hungerford Environmental Action Team).
- 7.4 Actions will continue to be delivered through focusing on the Environment Strategy Delivery Plan. An important exercise of attributing carbon impacts to actions and projects is underway and will help to inform the prioritisation of the Delivery Plan.
- 7.5 The recommendation in section 2 seeks the approval of the first Annual Progress Report (Appendix C) for the Environment Strategy and agreement for it to be published on the Council's website.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – First Annual Progress Report on the Environment Strategy

Background Papers:

The Environment Strategy was approved by the Executive in July 2020 – the papers relating to that decision can be found [here](#) and the [published strategy](#) is on the website.

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council’s position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Wards affected: The Environment Strategy has impacts across the District

Officer details:

Name: Jenny Graham
 Job Title: Environment Delivery Manager
 Tel No: 01635 519623
 E-mail: Jenny.Graham@westberks.gov.uk

Document Control

Document Ref:	EX4121 ES Annual Progress Report	Date Created:	05.10.2021
Version:	1.0	Date Modified:	
Author:	Helen Ramsey / Adrian Slaughter / Megan Dalgarno / Jenny Graham		
Owning Service	Environment Department		

Change History

Version	Date	Description	Change ID
1.0	05.10..2021	Version for circulation for comments	
2.0	20.10.2021	Version taking into account comments from Corporate Board	HR / JG
3.0	09.11.2021	Tw eaks following Operations Board	JG

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Executive to make:	To approve the Environment Strategy Annual Progress Report.
Summary of relevant legislation:	N/A
Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Name of Budget Holder:	There are a number of budget holders relating to various actions and projects within the ES Delivery Plan.
Name of Service/Directorate:	Environment Department, Place Directorate
Name of assessor:	Jenny Graham
Date of assessment:	05/10/2021
Version and release date (if applicable):	

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To approve the first Annual Progress Report of the Environment Strategy
Objectives:	The overall objective is to report against the first year of delivery of the Environment Strategy and its aim of achieving net zero carbon across the District.
Outcomes:	Carbon reduction is linked into the Council strategy framework and influences plans, policies and decisions across the organisation. Local communities, businesses, schools and other organisations across West Berkshire are engaged in climate action and contributing to the district target of carbon neutrality by 2030.
Benefits:	Reduced carbon emissions and the associated environmental and public health benefits.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?		
Group Affected	What might be the effect?	Information to support this
Age	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Disability	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Gender Reassignment	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.

Environment Strategy Progress Report

Marriage and Civil Partnership	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Pregnancy and Maternity	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Race	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Religion or Belief	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Sex	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Sexual Orientation	None	Progress with delivering the aims of the Environment Strategy for West Berkshire would be unlikely to have any more impact on a person with a protected characteristic than on anyone else.
Further Comments:		
The Environment Strategy seeks to deliver a wide range of projects and actions. It is considered appropriate that a review of equalities takes place as part of the project		

development and project management stages of relevant actions and projects. This will ensure that, at a more detailed level, individual actions are in line with equalities legislation.

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>The proposed decision is to approve the Annual Progress Report so is not relevant to areas of inequality. However, the projects included in the Delivery Plan will evolve there will need to be careful assessment on where investment goes to ensure that actions benefit as many people in the district as possible e.g. rural/urban compromise on infrastructure, sustainable transport solutions, environmental enhancements etc. This can be picked up through the Project Management Methodology associated with these projects individually and oversight through the Environment Board will be key.</p>	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>The decision to approve the Annual Progress Report will not have an impact. However, as above, there will need to be careful consideration about the future projects that are progressed to deliver the Environment Strategy. There are views expressed in the original consultation on the strategy that would suggest some solutions to climate change are unpopular and may cause some adverse impact. This will need to be evaluated against the gains the majority may experience e.g. infrastructure will be desirable to some but not all, reducing car travel is difficult for some rural communities, businesses may not want to see green initiatives push up the cost of trading etc.</p>	

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not for the Annual Progress Report but need to be mindful of impacts of individual projects as they are progressed.
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Jenny Graham

Date: 05.10.2021

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Place
Service:	Environment Department
Team:	Environment Delivery Team
Lead Officer:	Jenny Graham
Title of Project/System:	Environment Strategy Annual Progress Report
Date of Assessment:	10.05.2021

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><small>Note – sensitive personal data is described as “ data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</small></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><small>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</small></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><small>Note – will it have an interactive element which allows users to communicate directly with one another?</small></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Environment Strategy Progress Report

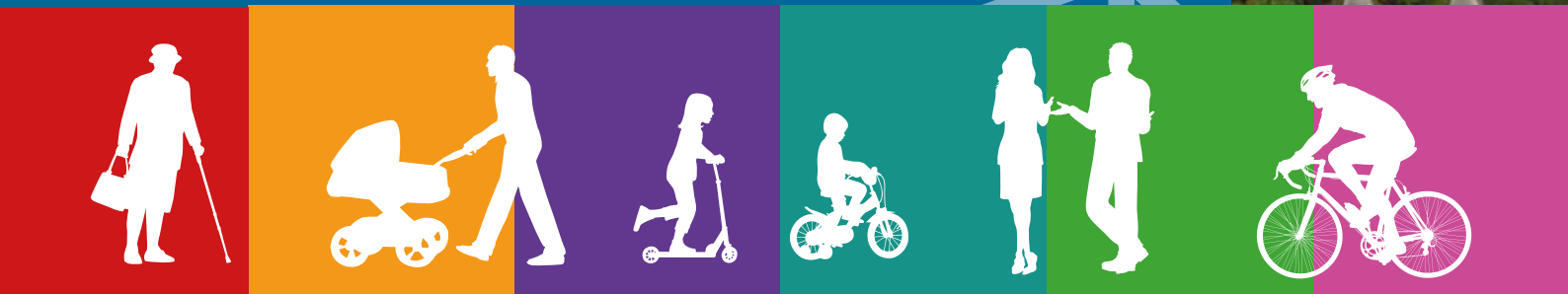
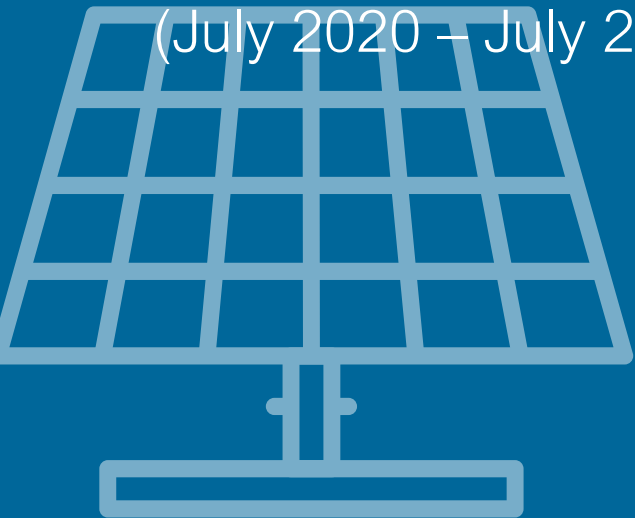
	Yes	No
Note – does your system or process involve circumstances where an individual's input is "scored" or assessed without intervention/review/checking by a human being? Will there be any "profiling" of data subjects?		
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Note – this could include biometrics, "internet of things" connectivity or anything that is currently not widely utilised		

If you answer "Yes" to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Environment Strategy Annual Progress Report

Environment Strategy

Annual Progress Report
(July 2020 – July 2021)



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1. Introduction

- 1.1 The challenge we all face with regard to climate change is recognised across the globe, taking no action is not an option for any responsible organisation.

We are the first generation to feel the effect of climate change and the last generation who can do something about it.” —President Obama

- 1.2 On 2nd July 2019, West Berkshire Council (WBC) unanimously declared a **Climate Emergency**. As part of this commitment to act, we have set a target of **carbon neutrality** for the Council and the District by 2030. We recognise this is an ambitious target and we will need support from our partners and our communities in order to achieve it.
- 1.3 Following the declaration and building on the work already underway, an **Environment Strategy** was written and published in July 2020. This inaugural

annual report on delivery of the Environment Strategy will highlight the actions, achievements and progress from July 2020 to July 2021. It forms part of our commitment within the **Environment Strategy Delivery Plan** to keep everyone informed, as well as to describe the measures we still need to take on our journey towards carbon neutrality.

- 1.4 This report also compares the Council's **baseline carbon footprint** (from 2019/20) with the latest data for 2020/21 and provides the most up to date published figures indicating the emissions across West Berkshire District.

Please note, words in bold can be found in our glossary along with a number of other useful terms. The glossary was created as a result of feedback received during our public consultation earlier this year (Spring 2021).

2. Background Information

- 2.1 The Environment Strategy, developed after an extensive period of consultation, describes the vision for West Berkshire's environment and specifically how the District needs to respond to climate change.
- 2.2 Our Environment Strategy Delivery Plan provides a framework of actions, timescales and responsibilities to show how we intend to achieve the aims within the Environment Strategy. These actions have been categorised in accordance with the strategic objectives from the Environment Strategy: Carbon Neutral by 2030; Responsible Economic Growth; Healthy Communities; Resilient to Climate Change and Working with our Communities and Partners.
- 2.3 We are committed to continuous improvement and it's important to note that the Delivery Plan, whilst building on the work from the past, will evolve as we develop partnerships and new opportunities for action arise. The Delivery Plan will act as a basis for us to work from. With this in mind, the plan will remain 'live' and be continuously developing between now and 2030.
- 2.4 During this first year of the Environment Strategy, an Environment Delivery Team has been set up to help to deliver and coordinate these actions as well as engage and work with residents, partners, schools, businesses and community groups.
- 2.5 Figure 1 summarises the journey from the declaration of the climate emergency through to the approval of the Environment Strategy Delivery Plan. In addition, the Environment Delivery Project Board has been established involving representatives from key service areas. Its role is to ensure the actions within the Delivery Plan are reported on regularly and progress is monitored accurately.

2.6 Figure 1: The journey from Declaration to Delivery Plan



3. The First Year

- summary of actions and achievements

3.1 The first year of delivery of the Environment Strategy has seen action across the Council and within the communities of West Berkshire. This has built upon previous work to improve the environment. Some projects have been delivered in full, others have been started and there has been an element

of establishing new groups and ways of working which will assist the journey towards being carbon neutral. Figure 2 provides a summary of the first year. This is followed by a 5 page summary of actions and achievements against each strategic objective of the Environment Strategy, including case studies.



Figure 2: Environment Strategy Highlights July 2020 - July 2021

CARBON NEUTRAL BY 2030



67% of short term actions in progress, on track

22% of short term actions complete

Our progress so far:

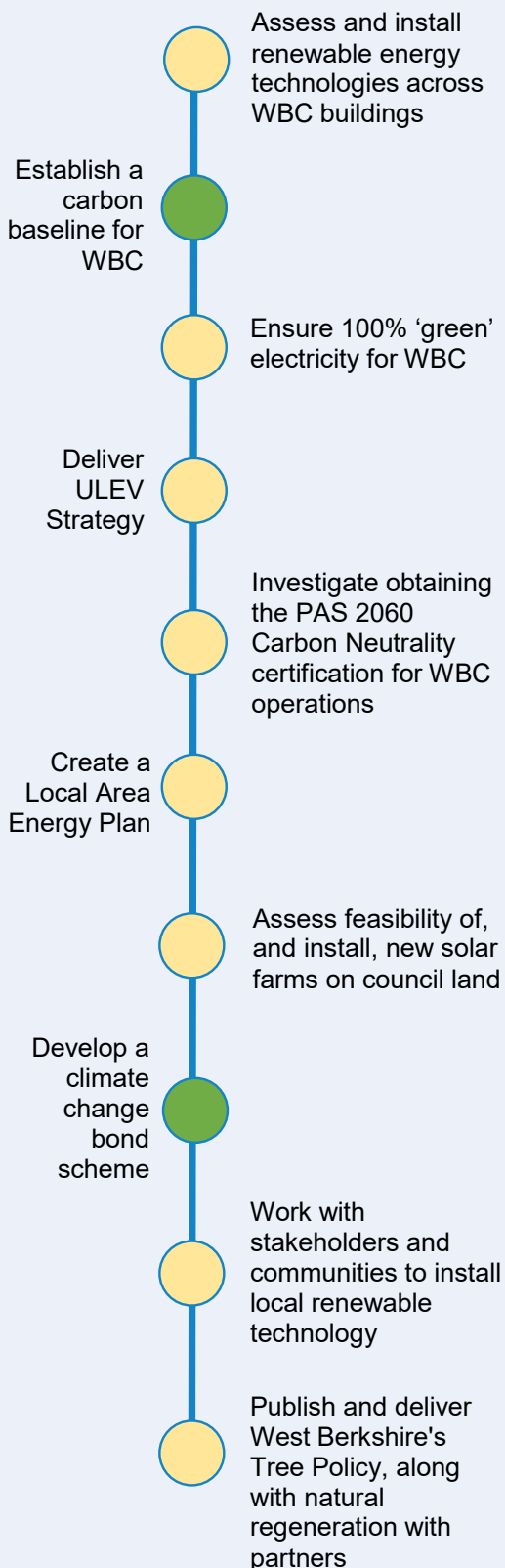
- Our carbon baseline was published in September 2020 and quantifies the greenhouse gas (GHG) emissions generated by the Council's assets and activities, as well as the GHG emissions associated with the district as a whole. The baseline will work as a bench mark against which we will track progress going forward.
- In September 2020, we published our [Ultra Low Emission \(ULEV\) Strategy](#) and we have since begun implementing projects across the District. This includes installing charge points and starting to engage with the taxi trade regarding views on EVs. We will seek to improve the accessibility of charging infrastructure in future years.
- In March 2021, we announced plans for a [solar farm near Grazeley](#). Plans will see more than 45,000 solar panels installed on up to 75 acres of land we already own. This would generate enough electricity each year to power the equivalent of approximately 4,400 homes.
- In April 2021, the Council switched to a 'Blue' energy source, which is sourced from nuclear energy. Although nuclear is generally considered clean energy, we will be aiming to move to renewable energy as the sole source of our electricity as soon as we can.
- In July 2021, we engaged expertise to research and develop a Local Area Energy Plan. We have partnered with consultants WSP to help implement this project.
- In summer 2021, we developed a plan for a Natural Solutions Delivery Partnership with local expert organisations, aiming to deliver carbon sequestration and improve biodiversity in the District.
- We have formed a Social Value Policy Task Group and drafted a Social Value Policy. Once adopted it will be used in procuring goods and services and, along with bringing about social and economic benefits, will enhance the environmental benefits of the Council's work through seeking to work with those who are serious about reducing carbon and supporting environmental improvements in West Berkshire.

CASE STUDY: Community Municipal Investment (CMI)

In July 2020, we launched the UK's first CMI (also known as Climate Bonds), offering a unique way to invest in West Berkshire's green projects. In October 2020, we achieved our goal of raising £1 million. Overall, 640 investors contributed nationwide, with 23% of total investment coming from District residents. [Read more here.](#)

The CMI has funded several of our environmental projects, including a £520k Solar PV project on 6 council facilities, including a school, leisure centre, care facility, and council offices. The remaining £0.5m has been used for a variety of schemes, such as:

- Berkshire, Buckinghamshire, Oxfordshire Wildlife Trust Capital Improvements, e.g. our [Wild Verge project](#).
- Urban Tree Planting
- New footpaths and rural access schemes
- Active travel infrastructure improvements
- Tree planting and habitat creation as part of flood alleviation projects
- Energy efficiency upgrades for traffic signals and street lighting



= In progress, on track

= Complete

This list is a summary. To see our full list of actions, [click here.](#)

RESPONSIBLE ECONOMIC GROWTH



100% of short term actions in progress, on track

Our progress so far:

- Work on developing the policies for the Local Plan Review has happened throughout the first year of the Environment Strategy and will continue with the Review representing the opportunity for high environmental standards to be set. We need new housing, new and improved infrastructure and facilities to be provided in a way that reflects the climate emergency.
- One of the grounds for fighting a significant planning appeal was the lack of carbon reduction measures and renewable energy generation on site. Whilst the outcome of the appeal is unknown there was a strong case put forward that the development should have done a lot more to address the climate crisis.
- Discussions have started in connection with the next Local Transport Plan (LTP) which will be key in reflecting the aims of the Environment Strategy and setting the local scene to support Government agendas such as the decarbonisation of transport. The LTP will link closely with the Local Plan Review.
- In order to influence policy and engage in relevant consultations, we have started discussions with the Countryside Climate Network and Coalition for the Energy Efficiency of Buildings. By becoming members of expert groups, we will be able to have a stronger voice over environmental concerns and be able to collaborate with others.
- During summer 2021, we began working with relevant stakeholders to relaunch the [Eco Schools programmes](#) in West Berkshire. We will be offering schools bespoke support to raise environmental awareness and reduce their carbon emissions.

CASE STUDY: Highways Asset Management Plan (HAMP)

Our HAMP provides guidance on the delivery of highway maintenance services, which considers the local environment.

As part of this, in July 2021 the Council's Highways Team, in conjunction with our contractor Volker Highways and our asphalt supplier Hansons, resurfaced a section of the A4.



This project was completed with carbon reduction in mind:

- The road was resurfaced using 'warm' asphalt comprising 8% recycled asphalt from old road schemes. This material is manufactured at lower temperatures and also saves 2.4 kg per tonne of carbon compared to conventional asphalt.
- Work was conducted overnight - fewer cars waiting in traffic causes less CO₂ as well as reduced disruption to residents
- The project used 2,800 tonnes which equates to a CO₂ saving of 6.72 tonnes
- We also trialled asphalt with 30% recycled materials for a small section of the road and will be using the results to influence what materials we use in the future to resurface the roads in the District.

Reflect environmental aims with the Local Plan



Develop the next Local Transport Plan for the district



Work with local Education providers to increase climate change awareness in schools




Lobby for high environmental standards and engage with consultations



Refresh the Highways Asset Management Plan taking into consideration the Environment Strategy



 = In progress, on track

This list is a summary. To see our full list of actions, [click here](#).



= In progress, on track
 = Complete

This list is a summary. To see our full list of actions, [click here](#).

80% of short term actions in progress, on track

Our progress so far:

- In January 2021, we launched a public consultation into the 'School Streets' initiative using funds from the Department for Transport Emergency Active Travel Fund. This scheme involves prohibiting vehicle movement on the roads outside a schools' main entrance at the start and end of the school day, helping to reduce congestion, improve air quality, and make it safer to walk, scoot or cycle to school. This consultation provided us with the opportunity to propose this scheme in Calcot. [Read more here](#). Linked with this, in March 2021, we were awarded a DEFRA Air Quality grant. One use of this funding is a project to change the behaviour of residents who drive by launching an anti-idling campaign. One focus will be around schools.
- In March 2021, a new cycle hub opened on the South side of Newbury Railway Station, with an additional hub opening on the North side of the Station later this year. In total, these cycle hubs can accommodate 300 bikes. They also offer a bike repair stand as well as the security of CCTV and motion sensor LED lighting to make it as convenient as possible for people who want to commute by bike and train.
- In June 2021, we approved our [Local Cycling & Walking Infrastructure Plan](#) (LCWIP) which will provide a long term, strategic approach to identifying cycling and walking improvements for the District. The plan covers Newbury and Thatcham as well as incorporating the LCWIP established for the eastern area settlements including Calcot, Pangbourne, Purley-on-Thames and Theale.
- Four of the key routes within the LCWIP are in the process of being designed, this work includes linking key cycling corridors. These will contribute to the coherent network of improved walking and cycling infrastructure within West Berkshire. We aim to make active travel in West Berkshire, safer and more accessible for adults and children.
- We have worked hard to continue providing road safety training, making the Road Rangers and Safer Steps programmes available online. We have delivered Covid-safe Bikeability cycle training for both school students and families. We also held public events, including our Cycle and Wellbeing event at Linear Park in July 2021, to encourage our residents to cycle more.

CASE STUDY: Cycle Storage in our Schools

In June 2021, we used the allocated £140,000 from our Capital Budget to upgrade storage for bicycles at some of our schools. The Willink, The Downs, Denefield, Kennet, Little Heath, Westwood Farm, Calcot, and Hungerford all benefitted from the new secure and covered cycle storage units. We'll be approaching more schools shortly to roll out this offer to as many as possible.

Cycling is a great way to start the day, boosts wellbeing and helps the environment too. We hope the new storage will make this active travel choice easier, and will be complemented by our other active travel initiatives across the District.



RESILIENT TO CLIMATE CHANGE



100% of short term actions in progress, on track

Our progress so far:

- We have been working hard to update our current [Flood Risk Management Strategy](#) for the District to ensure that improving our resilience to climate change is a key driver of our work to protect our communities. We have drafted a new strategy for the time period 2021-2026 which was prepared ready for a public consultation.
- We have been working closely with our communities via our Flood Forums, these include Pang Valley, Lambourn Valley and Thatcham. We are maintaining close links with the Environment Agency to ensure the effective design and implementation of local flood defence schemes.
- We are in the early stages of discussing amendments to our Sustainable Drainage Systems policy to give more emphasise to creating developments that are able to cope with changes in climate (including heat and water shortages).
- At the end of March 2021, we opened four new recycling banks, in partnership with our waste contractor Veolia. This trial allows residents to recycle more plastic pots, tubs and trays which currently cannot be collected at kerbsides. This will help us assess how well the public engage with this scheme and to look into the continued availability of markets for these materials going forward. [Read more here](#).
- In summer 2021, we updated our Delivery Plan to specifically address heatwaves, as these are becoming more frequent. We will work in conjunction with our Public Health and Emergency Planning Teams to ensure our residents are well informed about heatwaves so they can take the necessary actions to protect themselves.

CASE STUDY: Wildflowers and Wild Verges in West Berkshire

In March 2021, we began our wildflower project to enhance roundabouts and verges at three West Berkshire locations. The 'Tesco' roundabout on the A339 Sandford Link, the roundabout on the junction of the A4/B4000 Stockcross Road, and the verge at Cow Lane in East Ilsley all benefitted from the laying of specialist wildflower turf.



The flowers bloomed from late spring producing a beautiful display! We also partnered with our local Wildlife Trust (BBOWT) to run the [West Berkshire Wild Verge project](#). This involves improving biodiversity along these wild spaces and changing our approaches to verge maintenance, including verge and hedgerow cutting.

“The wild flower planting on the Tesco Roundabout in Newbury is absolutely beautiful. I am very impressed with it. It cheers me up every time I drive past it. Thank you very much.” West Berkshire Resident

Review and update our Flood Risk Management Strategy with influence from the Environment Strategy



Undertake feasibility assessment of highway verges for Wild Flower projects



Work with partners to develop Natural Flood Management projects



Reuse, recycle and compost at least 60% of municipal waste we handle by 2030




Review our Sustainable Drainage policy to ensure it reflects the aims of the Environment Strategy



Further reduce the frequency of hedgerow cutting in areas where this does not affect safety



 = In progress, on track

This list is a summary. To see our full list of actions, [click here](#).

WORKING WITH OUR COMMUNITIES AND PARTNERS



57% of short term actions in progress, on track

Our progress so far:

- In January 2021, we expanded our Environment Delivery Team and as a result we have been able to improve access to environmental information on our website. We have also been busy setting up new public engagement projects.
- In February 2021, we started back up our monthly environment newsletter (after a short pilot in summer 2020). This keeps subscribers up to date on our projects across the District. [You can sign up here.](#) We have also explored new ways of improving our engagement, including utilising local media outlets, such as Newbury Weekly News, to reach more local residents.
- In March 2021, we ran a 6 week online survey to ask residents for their feedback on the [Delivery Plan](#). In total, 113 residents completed the survey. Over 96 percent of respondents agreed it was important that we are acting on environmental issues. We have also updated the Delivery Plan as a result of some of the suggestions, you can read more about them in the 'you asked, we did' section of this report.
- In May 2021, we established the West Berkshire Parish Climate Forum to improve our communications with our local communities. We meet regularly to discuss local work and how we can better support climate action. This forum has enabled us to launch new projects with our Parish and Town Councils, including the [Greening Campaign](#).
- In June 2021, we launched our Countryside Campaign encouraging everyone to enjoy our open spaces, respect other users, and to dispose of their rubbish correctly. The campaign aimed to ensure that our parks and open spaces were places residents could be proud of.
- Our Waste Team worked with local Town Councils to provide 'recycling on the go' litter bins for recycling plastic bottles and cans. They also installed new CCTV at selected fly tipping 'hotspots' to help reduce this blight on our communities.

CASE STUDY: Green Community Energy Switch

In October 2020, we launched a 'Community Switch' scheme for West Berkshire residents. The scheme works by negotiating more competitive energy prices for the group of residents who have registered their interest. Reputable energy firms then compete to be the provider and the lowest price wins.

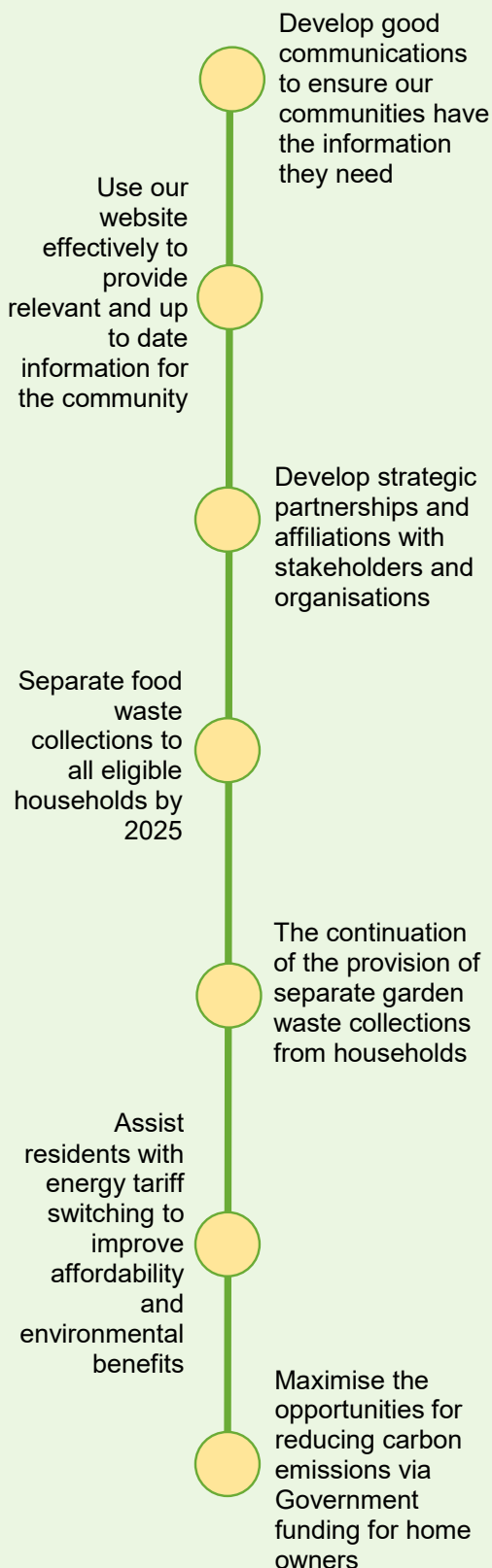
Big Community

Switch

100%
RENEWABLE
ENERGY!

Over 12,403 households across West Berkshire have registered with this scheme. In the May 2021 auction, residents who signed up were able to save an average of £270 per year against standard tariffs by switching supplier.

Not only does this benefit residents but it also helps reduce carbon emissions within the District, as all tariffs are 100% renewable. In May 2021, the estimated CO₂ savings from residents switching to renewable energy was 112 tonnes, the equivalent of 112 return flights from Paris to New York!



= In progress, on track

This list is a summary. To see our full list of actions, [click here.](#)

4. You asked....we did

4.1 During the Spring of 2021 the Council engaged with West Berkshire residents and communities as the Delivery Plan was developed. This engagement process resulted in a range of helpful suggestions to be put forward and also

gave the opportunity for questions to be asked. The following highlights some of those questions and sets out some answers or actions that have been taken as a result.

“Can you explain what the technical terms mean?”

We have created a glossary of terms used throughout our Environment Strategy, Delivery Plan, and Annual Report. You can find it as an Appendix to this annual report and here on our website.

“Are you working with experts and environmental organisations?”

We are already working on projects with the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT), for example we are working together on our [Wild Verges project](#). We are also seeking to work with BBOWT, Natural England and other local relevant organisations to form a Natural Solutions Delivery Partnership which will help implement projects using valuable local expertise. We are also looking to become members of the Countryside Climate Network as well as other expert organisations.

“How much are you expecting your actions in the Delivery Plan to cost?”

It is very complex to estimate the total cost of the work needed to get us to carbon neutrality as some of the work is long term and budgets are set annually. However, we have been working with teams across the Council and are aiming to add an additional column into the Delivery Plan to show the estimated cost soon.

“Will you be calculating the carbon emission reductions for actions in the Delivery Plan?”

Our aim has always been to measure carbon savings so we can monitor progress towards becoming carbon neutral. As this is a big project requiring experts, we decided that we would commission it at the same time as getting started on our own environmental work, so action wasn't being delayed. We are working with consultants on the anticipated carbon savings for relevant actions and this will be added as new information within the Delivery Plan soon.

“How will you be keeping residents and local communities updated?”

You can keep updated on our environmental work and projects across the District by signing up to our monthly [environment newsletter here](#). To improve community engagement, we have established the West Berkshire Parish Climate Forum, where we regularly meet to discuss how we can support local climate action. We have also improved engagement with local media outlets, such as Newbury Weekly News, to reach more local residents.

“What are you doing to make it easier for electric vehicle drivers?”

There are already a number of electric vehicle charge points across the District. Some are on residential streets to assist those with no off-street parking and some are being delivered in public car parks. [You can find out more here](#). The new charge points installed in a number of car parks in early summer 2021 will be available to use in early December 2021. If you have suggestions for suitable locations please email EV@westberks.gov.uk to let us know your thoughts. Our [Ultra Low Emission Strategy](#) also lays out our aims for the coming years and includes a list of all charging points in West Berkshire correct at September 2020.

“What are you doing to improve water quality?”

In West Berkshire, the water is monitored and managed by Thames Water and the Environment Agency. In response to your questions, we have added in a new action to our Delivery Plan aiming to work in conjunction with these organisations to protect our blue spaces.

“As our climate is changing, why haven’t you included anything about heatwaves?”

It is important that we prepare for changes in extreme weather events as a result of climate change. The Council does take action and provide good information for residents around heatwaves. The Environment Strategy provides a further opportunity to strengthen this and make the clear link with climate change. Therefore, we have now added the following new action into our Delivery Plan: ‘Work in conjunction with Public Health and Emergency Planning to use new opportunities to publicise information around Heatwaves’.

“How will your environmental targets impact planning and developers?”

Having environmental targets in place is one thing, but we need to make sure they are implemented across the Council. Planning and Developers can be impacted through suitable policies being included in our Local Plan Review. We have also committed to providing training for planners on carbon reduction measures that they can deliver through their work.

“How can I find out more information on your actions in the Delivery Plan?”

We have added webpage links into our Delivery Plan where suitable so you can find out more about particular projects. We will be sure to keep adding links as projects are started.

“You haven’t mentioned litter, what are you doing to tackle this?”

Although West Berkshire ranks highly in public surveys on litter, we understand we can always do more. We have therefore added a new action into the Delivery Plan aiming to reduce litter and promote education on the impacts of littering.

5. Update on the Council's carbon footprint

- 5.1 An early action following the approval of the Environment Strategy was to establish the Council's own carbon footprint. A specialist contractor was hired to assist in quantifying the **greenhouse gas (GHG) emissions** generated by:
- The Council's assets (e.g. buildings) and
 - The Council's activities (e.g. business travel),
- 5.2 For the purposes of this report, we have defined the Council's **operational control** as a boundary to isolate our carbon emissions, therefore, if the Council has control of an asset, then it has been included within our calculations.
- 5.3 Those GHG emissions that extend beyond our control are categorised in different scopes. These are as follows:
- **Scope 1 emissions** (aka direct) come from sources that are owned or controlled by the Council e.g. our vehicles
 - **Scope 2 emissions** (aka indirect) come from the consumption of electricity etc. used in our buildings
 - **Scope 3 emissions** (aka indirect) come from goods/ other indirect services that the Council utilises but are not directly responsible for, e.g. investments, activities of our contractors
- 5.4 It is mandatory to report on Scope 1 and 2 emissions and Scope 3 emissions are optional. As part of the Council's Scope 3 emissions, we have included the Scope 1 and 2 emissions from our largest contractors (by contract value) in delivering the Waste and Highways Service Contracts within West Berkshire.

- 5.5 West Berkshire Council's carbon reporting cycle aligns with the financial year, i.e. 1st April to 31st March, annually. Therefore, activity data within the period 1st April 2019 – 31st March 2020 was collected for the initial calculation of the Council's annual carbon emissions in order to form a baseline. To ensure consistency the financial year will be used on an annual basis for collection of data and comparisons will be made against the baseline to track progress. This first annual report provides data for 2020/21 so that a comparison can be made for the first year.
- 5.6 Using the data available the Council's carbon emissions (or carbon footprint) are calculated using the following formula:

$$\text{ACTIVITY DATA X EMISSIONS FACTOR} = \text{EMISSIONS (TCO2E)}$$

- Activity data is data associated with West Berkshire Council's activities (e.g. diesel consumption in litres).
- The emission factors are the amount of GHG emissions associated with the activity data (e.g. the emissions from the combustion of a litre of diesel).
- CO₂e stands for **tonnes of CO₂ equivalent** and is a metric measure that is used to compare emissions from various greenhouse gases on the basis of their GWP **Global Warming Potential** by converting amounts of other gases to the equivalent amount of CO₂.

Table 1: West Berkshire Council's Carbon Footprint 2019/20 to 2020/21

Emissions Scope	Emissions Source	2019/20		2020/21:		difference CO ₂ e (tonnes)	% difference from 19/20 to 20/21
		CO ₂ e (tonnes)	% of total emissions	CO ₂ e (tonnes)	% of total emissions		
1	Stationary Combustion (e.g. energy use)	3,502	30%	3,219	33%	-283	-8
	Mobile Combustion (e.g. vehicles)	664	6%	354	4%	-310	-47
	Sewage Processing	38	0%	38	0%	0	0
	Refrigerants	108	1%	82	1%	-26	-24
	Total Scope 1	4,312	37%	3,693	38%	-619	-14
2	Purchased electricity	3,496	30%	2947	30%	-549	-16
	Total Scope 2	3,496	30%	2,947	30%	-549	-16
3	Contractor Emissions	2,575	22%	2397	25%	-178	-7
	Leisure Centres	1,229	11%	691	7%	-538	-44
	Business Travel	8	0%	0	0%	-8	100
	Total Scope 3	3,811	33%	3,089	32%	-722	-19
All Scopes		11,620	100%	9,729	100%	1,891	16

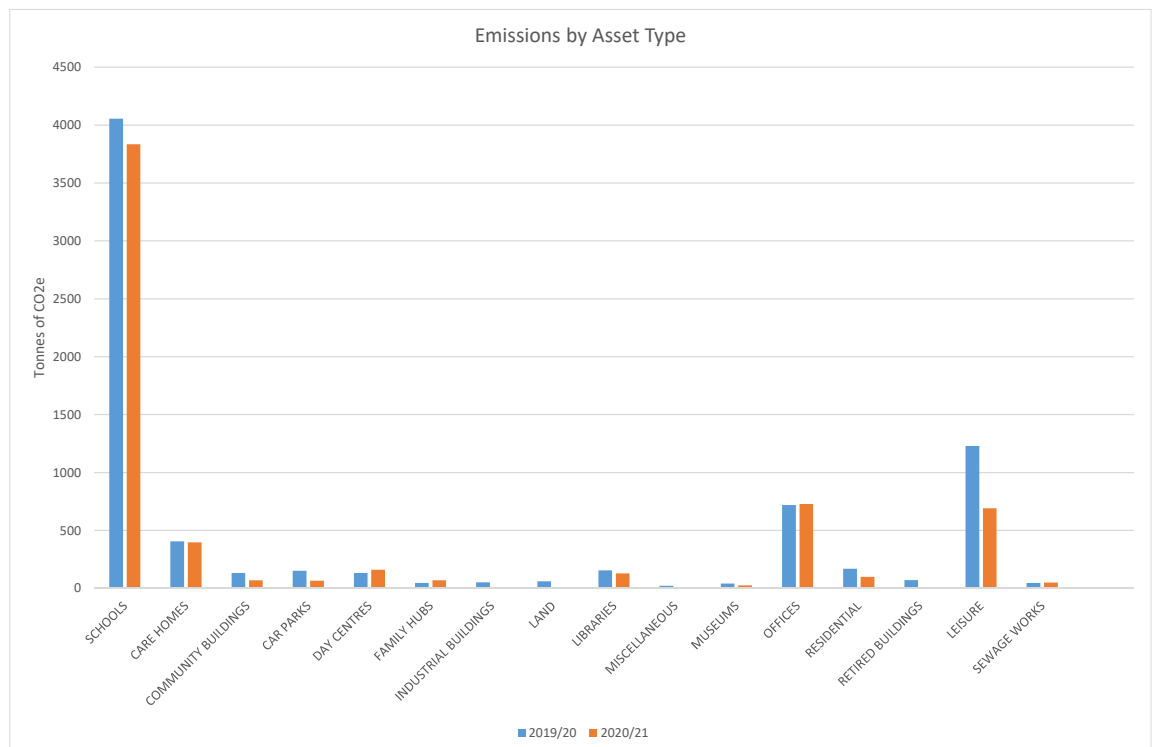
5.7 Table 1 shows the data for the 2019/20 baseline and data for 2020/21 with the percentage differences calculated for each scope.

5.8 As can be seen from the table above, the overall reduction in the Council's carbon footprint from 2019/20 to 2020/21 is 16%. Figure 3 below shows

the changes in emissions in relation to the Council's assets reported by asset type.

5.9 Most of the changes shown in figure 3 have been reductions in CO₂e between 2019/20 and 2020/21. Given the time of disruption due to COVID-19 that this covers, it is not a surprise that there has

Figure 3: Change in carbon emissions by asset type 2019/20 – 2020/21



been a reduction in carbon emissions. Some examples are described below:

- Emissions from schools has decreased by 222 tonnes, most likely due to the periods of lockdown when schools were either closed or operating in a minimal way compared to normal with just children of key workers in attendance.
- Community buildings have also seen a reduction (63 tonnes) which is likely to have been impacted in a similar way with activities and clubs not operating during the lockdown periods.
- Leisure Centres were also impacted severely and the reduction in emissions for these was 538 tonnes.
- Care homes are an asset that had to continue to function throughout the lockdowns – there was still a reduction of 9 tonnes for this asset type.

5.10 Currently, we don't have all the necessary evidence to effectively differentiate between reductions that resulted from our carbon reduction activities and those that happened from other changes due to COVID-19.

5.11 An asset type which saw an increase in CO₂e was 'offices'. Whilst the Council offices remained functioning for a skeleton of staff from when the first lockdown was announced, most staff were not using the offices so this result is surprising and required some further investigation. The additional ventilation of the buildings needed to help protect those staff in the office would have made the buildings less efficient. Also, the largest of the Council's office buildings at Market Street had a problem with the water heating which took a while to fix. During this time an immersion heater was used which is not

an efficient way to heat water and would have had a negative impact on carbon.

5.12 There are areas of the Delivery Plan for the Environment Strategy that focus on the Council's assets and improving energy efficiency, updating heating systems and generating renewable energy. This needs to be a priority for the Council to reduce its carbon impact. Projects can be complex and take time but with each one comes additional learning which will enable the speed of delivery of future projects to be accelerated.

6. Update on the District's emissions

- 6.1 The carbon emissions for the District as a geographical area are reported using data published by the Government. Each year the Government provides data at local authority level which is 'per capita carbon dioxide emissions in tonnes'. They produce two sets of this data – a 'full set' and a 'sub set'. Both sets of data report on the overall emissions from the following activities: transport, industry & commercial, domestic and agriculture. The 'sub-set', however, removes data over which the local authority has no control. For example, in relation to transport this would remove the travel associated with the strategic road network (M4 and A34) as these roads are managed by National Highways (formerly Highways England) and not the Local Highway Authority.
- 6.2 At the time that the Environment Strategy was written the latest figures from government were for 2017 and therefore formed our baseline figure for the District. Table 2 shows this baseline for the full set and sub set data along with figures for 2018 and 2019 which are now available.
- 6.3 The reduction in emissions for the full set is nearly 8% from 2017 through to 2019 with a corresponding 5% reduction for the sub set of data. This data will not reflect any impact of COVID-19 due to it being for a period not affected by the pandemic.
- 6.4 Greater action is needed across the District to reduce emissions and the Council recognises its role in encouraging action and influencing communities, businesses and residents as well as ensuring the policies and plans it sets align carbon reduction aims. Actions within the Delivery Plan highlight the need to work with businesses, local communities and landowners and farmers to help all those who live and work in West Berkshire to have a positive impact and help to address the climate crisis. Further work in these areas will be progressed as we continue on this journey towards net zero.

Table 2: Full Set and Sub Set Per Capita Carbon Dioxide emissions (tonnes) for West Berkshire

	Full Set	Sub Set
2017	7.9	5.7
2018	7.7	5.6
2019	7.3	5.4

7. Conclusion

7.1 The first year of delivery for the Environment Strategy has seen teams established and expanded, processes put in place for governance and monitoring and the development of the Delivery Plan. The good work that was already in full flow has continued and new actions and projects have been added with some already complete. All of this has happened against a backdrop of national lockdowns and local action to help deal with the impacts of the coronavirus pandemic. It has not been a 'usual' year!

7.2 This next period of recovery and renewal presents opportunities for the Council to help communities and businesses to focus on a green recovery which will be more sustainable for all. It also presents an opportunity for reflection and change within the Council as an organisation to build on the learning from COVID-19 and the way in which staff and practices have had to adapt. This should help to further reduce the Council's carbon footprint and enable the organisation to support others and draw on its own experiences and learning.

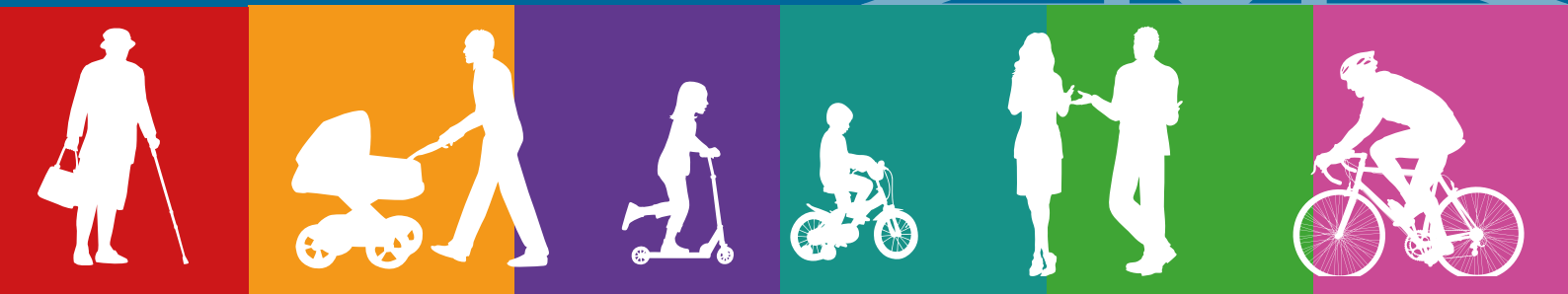
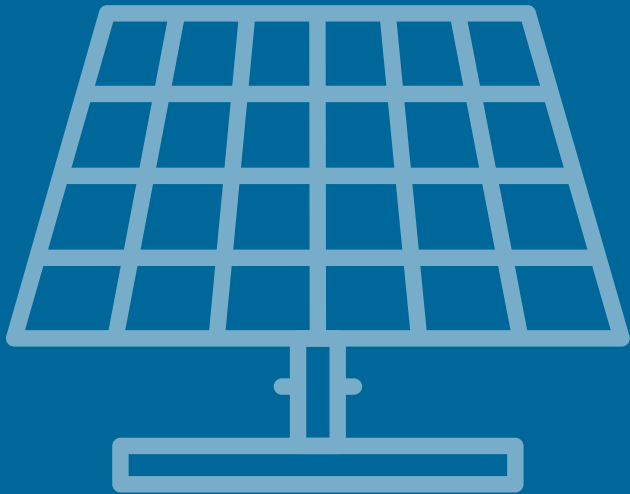
Glossary

This glossary provides an explanation of terms used in this annual report along with some additional terms which may also be of general interest relating to climate change and our environment.

Abbreviation	Term	Explanation
	Anaerobic Digestion	A process in which organic matter is broken down by micro-organisms in an oxygen free 'tank' to produce fuels.
AONB	Area of Outstanding Natural Beauty	Area of countryside designated for conservation in recognition of its national importance.
	Baseline	A fixed point of reference used as a starting point for comparison purposes.
	Biodiversity	The variety of plant and animal life.
	Carbon budget	The maximum amount of greenhouse gases that can be emitted over a certain period.
CCS	Carbon capture and storage	Trapping carbon at its emission source, and then storing it long term.
CO2e	Carbon Dioxide Equivalent	A term used to describe different greenhouse gases in a common unit. For any greenhouse gases and their amount, it is the amount of carbon dioxide which would have the equivalent warming impact.
	Carbon footprint/carbon audit	The total greenhouse gas emissions caused by a person/event/organisation/product, expressed as the carbon dioxide equivalent.
	Carbon neutral/ carbon neutrality	The act of reducing a person's/events/organisations/products carbon footprint to zero through energy efficiency measures and external emission reductions projects.
	Climate change	The long-term shift in the planets weather patterns and temperatures.
CCA	Climate Change Act 2008	Provides the framework for the UK's climate change policy
	Climate Change Bonds	Fixed income bonds, linked to climate change solutions.
	Climate Emergency Declaration	The Declarations vary for each organisation. The Council's Declaration is set out in the Introduction section of the Environment Strategy.
	CO2 emissions within the scope of influence of Local Authorities	The UK produces a breakdown of carbon dioxide emissions by Local Authority area as a subset of its annual inventory of greenhouse gas emissions. The emissions deemed to be within the scope of Local Authorities exclude large industrial sites, railways, motorways and land-use.
CCC	Committee on Climate Change	Independent body to advise the government on climate change.
CIL	Community Infrastructure Levy	A charge which can be levied on new developments within the Local Authority's area. It helps deliver required infrastructure.
	Delivery Plan	The Council's plan on how the objectives of the Environment Strategy will be achieved.

	Economic Development Board	Newly formed Economic Board which will oversee the Economic Development Strategy, implementing an action plan to fulfil its objectives.
EU ETS	European Union Emissions Trading System	The first and largest greenhouse gas emissions trading system in the world. It works on a 'cap and trade' principle where allowances are set. Allowances are auctioned off or allocated for free. Emitters must ensure they have enough allowances to meet their emissions or purchase more. Those who reduce their emissions and have spare allowances can sell off their credits.
GWP	Global Warming Potential	The potential of a Greenhouse Gas to trap additional heat in the atmosphere relative to Carbon dioxide. Specifically, it is a measure of how much energy the emissions of 1 tonne of a gas will absorb over a given period of time, relative to the emissions of 1 tonne of carbon dioxide. The larger the GWP, the more that gas warms the Earth compared to CO ₂ over that time period.
	Green energy	Definitions would usually mean the gas or electricity were from 100% renewable sources.
GHG	Greenhouse gases	Gases in the atmosphere that absorb and re-emit heat. They occur naturally in the Earth's atmosphere but human activity increases these, leading to increased warming and climate change.
GDP	Gross Domestic Product	The total monetary/market value of the finished goods and services produced within a country's borders in a specific time period.
	Health and Wellbeing Board	A partnership that brings together West Berkshire's leaders of the health and social care system.
KPIs	Key Performance Indicators	A measurable value/outcome to gauge how well an organisation is meeting its key objectives.
LULUCF	Land Use, Land Use Change and Forestry	A greenhouse gas sector defined by the United Nations Framework Convention on Climate Change.
LCWIP	Local Cycling and Walking Infrastructure Programme	Sets out the Council's long-term approach to developing local cycling and walking networks
	Local Plan	The plan is part of the overall Development Plan for West Berkshire, setting out our local planning policies.
LTP	Local Transport Plan	Aims to deliver effective transport solutions for all by increasing choice and minimising congestion.
NAEI	National Atmospheric Emissions Inventory	The Inventory is compiled by Ricardo. It is the standard reference inventory for the UK and includes emission estimates for a wide range of important pollutants.
	Nature Recovery Plan	The plan defines the objectives and key actions required to improve biodiversity and wildlife in the district
	Net zero	There is no commonly agreed definition. However it is the intention that the activities of the Council should result in no net impact on the climate from greenhouse gas emissions.
	Per capita	The district's emissions divided by the number of people to give a value per person. This can be useful in comparing other areas of differing population size.

	Operational Control	A method of providing a boundary for an organisation to isolate its carbon emissions. This method describes where an organisation has functional operational control of an asset it will be included in calculations.
	Scope 1 Emissions	aka direct emissions, come from sources that are owned or controlled by an organisation, e.g. vehicles
	Scope 2 Emissions	(aka Energy indirect) come from the consumption of electricity used in an organisation's buildings
	Scope 3 Emissions	(aka other indirect) emissions come from goods/ services that an organisation utilise but are not directly responsible for e.g. investments.
SME	Small medium enterprises	Small or medium businesses are generally defined as businesses with less than 250 employees.
SuD	Sustainable drainage systems	Systems designed to manage the drainage of surface water.
	Thames Valley Berkshire Local Enterprise Partnership	An organisation bringing together business, public sector, education and community together to drive the local economy.
	Thames Valley Local Resilience Forum	A Forum to help prepare, respond and recover from emergency incidents.
	The National Adaptation Programme	This sets out the actions that the UK government and others will take over the next five-yearly cycle to adapt to the challenged of climate change.
ULEV	Ultra low emission vehicle	A vehicle that emits no more than 75g/km CO ₂ , based on the NEDC test, at the tailpipe. This includes pure electric, hydrogen, range-extender and plug in hybrid vehicles.
	Whole life carbon	The emissions created for every stage of an item/ buildings production, use and disposal.



Hackney Carriage Tariffs

Committee considering report:	Executive on 18 November 2021
Portfolio Member:	Councillor Hilary Cole
Date Portfolio Member agreed report:	21 October 2021
Report Author:	Moira Fraser
Forward Plan Ref:	EX4140

1 Purpose of the Report

- 1.1 To feedback on the statutory consultation in relation to the hackney carriage table of fares.
- 1.2 The Executive is asked to determine whether or not to modify the hackney carriage fare scale, following the Delegated Officer Decision on 08 September 2021 to vary the current fare scale by an increase of 5%, in light of the objection received (and not withdrawn) during the consultation period.

2 Recommendations

The Executive is asked to:

- 2.1 **CONSIDER** the objection received during the statutory consultation; and
- 2.2 **DETERMINE** any modifications to be made to the table of fares at Appendix D in light of the objection; or
- 2.3 **DETERMINE** no modifications are to be made to the table of fares at Appendix D having taken into account the objection; and
- 2.4 **CONFIRM** a date of 19th November 2021 for the table of fares, with or without modification, to come into effect.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The cost of placing the public notices was around £700 which was met from within existing budgets. There are no other specific financial implications arising from this report. There is a potential for licensing income to reduce should the decision made have a detrimental impact on the number of drivers and

Hackney Carriage Tariffs

	operators working in the district. This will be monitored and managed through the Joint Management Board.
Human Resource:	None
Legal:	<p>The procedure for setting fares and public notice requirements are stipulated within section 65 of the Local Government (Miscellaneous Provisions) Act 1976.</p> <p>The statutory process for consultation under s.65 has been followed.</p> <p>Section 65 of the of the Local Government (Miscellaneous Provisions) Act 1976 requires that where objections are duly made during the statutory consultation period, and are not withdrawn, the Council has to:</p> <ul style="list-style-type: none"> i) Decide whether or not to make modifications to the table of fares in Appendix D after consideration of the objections; ii) Set a date, <i>no later</i> than 14 December 2021, on which the table of fares at Appendix D will come into force with or without modification. <p>In addition to having regard to the objections, other decision-making considerations apply, namely due regard should be given to how the decision may affect people who are protected under the Equality Act 2010 pursuant to the Public Sector Equality Duty. See equalities information below.</p> <p>Legal Services have been consulted.</p>
Risk Management:	There would be a risk of challenge to the decision should the statutory process not be followed.
Property:	None
Policy:	None

Hackney Carriage Tariffs

	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		<p>Nationally young women are one of the largest groups to use taxis. Other groups, such as those who are disabled and those who are elderly may also use taxis more frequently.</p> <p>Any change to fares suggested could impact these groups financially, but equally there needs to be a viable taxi trade to provide a taxi service for these groups and all residents/visitors to West Berkshire.</p> <p>The review of the current fares is seeking to protect the public from excessive fares but at the same ensuring that this remains a profitable sector and therefore retaining drivers and operators to provide the service to those who rely on it.</p> <p>No comments relating to equalities were received during the consultation. No comments on the proposed increase to the fares were received from members of the public.</p>
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		See above
Environmental Impact:		X		A well-functioning taxi sector will assist with promoting public transport in the district.

Health Impact:		X		None
ICT Impact:				None
Digital Services Impact:		X		The revised table of fares (with or without modification) will be published on the Councils website along with the Public Protection Partnership Website.
Council Strategy Priorities:		X		The provision of a viable taxi trade in the district will support a number of the priorities in the Council Strategy, in particular they are associated with supporting businesses to start, develop and thrive in West Berkshire.
Core Business:		X		Providing support to the taxi trade forms part of the business as usual for the Public Protection Partnership.
Data Impact:		X		None
Consultation and Engagement:	In making this decision Members will be cognisant of the comments made during statutory consultation process undertaken in accordance with section 65 of the Local Government (Miscellaneous Provisions) Act 1976.			

4 Executive Summary

- 4.1 The Local Government (Miscellaneous Provisions) Act 1976 section 65 gives a Local Authority the power to determine the table of fares for the hire of hackney carriages. This legislation also prescribes a statutory consultation process and a means of ensuring objections are properly considered in relation to a Local Authority's adoption of or variation to a table of fares prior to the table coming into effect.
- 4.2 The current table of fares has not been varied since 2013. There have been ongoing discussions with the trade about potentially increasing the fares to offset their rising costs. It should be noted though that increasing the fares is not universally supported by the trade. To provide some additional context a comparison with a selection of other authorities of the cost of a two mile fare as at July 2021 is included in Appendix E.
- 4.3 Options for amending the tariffs were discussed at the 21 June 2021 Licensing Committee meeting. Members decided at this meeting that they would like the trade to be informally consulted (non-statutory) and their views established prior to considering whether or not any changes should be taken forward for statutory consultation. The

Hackney Carriage Tariffs

Council received 35 responses to the non-statutory consultation and the outcome is set out in Appendix B.

- 4.4 The question as to whether or not the fares should be increased produced mixed results, albeit that around 77% of the respondents to the non-statutory consultation did support the fares being increased. The findings of the consultation were presented to the Licensing Committee at a special meeting on the 06 September 2021. The Committee noted the findings and recommended that the Service Director (Development and Regulation) vary the table of fares for hackney carriage tariffs based on a 5% increase and proceed with statutory consultation.
- 4.5 On 08 September 2021 the Service Director (Development and Regulation) signed off a delegated officer decision to commence statutory consultation on the table at Appendix D, having considered the Licensing Committee's observations.
- 4.6 As an objection to the varied table of fares has been received (see Appendix A) and not withdrawn the matter must be considered further to decide whether or not to modify the table of fares before it comes into effect and to set a further date for the table to come into effect. The objection was discussed by Members of the Licensing Committee at the meeting on the 08 November 2021.
- 4.7 They determined to recommend to the Executive that the revised table of fares come into operation on the 19 November 2021. The Committee noted that the majority of the trade supported this proposal, that they had not had an increase in the tariffs since 2013, that costs had increased significantly over the last eight years, that Covid had had a severe impact on this sector and that drivers would not have to implement the increase should they not wish to.
- 4.8 The table of fares must come into operation by the 14 December 2021 i.e. no later than two months after the last date for making objections (14 October 2021) with or without modification. The Licensing Committee recommended an implementation date of the 19 November 2021.

5 Supporting Information

Introduction

- 5.1 The process of setting a fare increase is complex and a balance needs to be struck between the legitimate aims of the taxi trade to maintain profitability in the face of increasing costs, while protecting the public from excessive fares.
- 5.2 Local authorities have a statutory power to set the maximum fares that licensed hackney carriages (taxis) can charge for a journey. Under section 65 of the Local Government (Miscellaneous Provisions) Act 1976, local authorities have the power to "...fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a "table of fares") made or varied in accordance with the provisions of this section."

Hackney Carriage Tariffs

5.3 Any changes to the current table of fares must be subjected to a statutory consultation process. Where objections to the proposed table of fares are received and not withdrawn, decisions are required as to whether or not to modify the revised table of fares and to set an implementation date.

5.4 The Department for Transport's 'Taxi and private hire vehicle licensing: best practice guidance' (March 2010) includes some guidance around taxi fares at paragraphs 52 to 54. It notes that it is "*good practice to review the fare scales at regular intervals*". The guidance emphasises that "*Fare scales should be designed with a view to practicality*" and goes on to state;

"The Department also suggests that in reviewing fares authorities should pay particular regard to the needs of the travelling public, with reference both to what it is reasonable to expect people to pay but also to the need to give taxi drivers sufficient incentive to provide a service when it is needed. There may well be a case for higher fares at times of higher demand."

5.5 The trade are not obligated to charge the maximum fare. This means that hackney carriage drivers are within their rights to negotiate the fare down provided that the final agreed fare is no more than the maximum set. The best practice guidance confirms;

"Taxi fares... in principle are open to downward negotiation between passenger and driver. It is not good practice to encourage such negotiations at ranks, or for on-street hailings... But local licensing authorities can usefully make it clear that published fares are a maximum..."

"There is a case for allowing any taxi operators who wish to do so to make it clear... that they charge less than the maximum fare..."

Background

5.6 The current table of fares as set out in Appendix C was agreed in 2013. Since then the fares have been reviewed and a number of discussions have taken place with the trade about potential adjustments to these fares. The trade have had mixed views on any changes to the table of fares.

5.7 Options for amending the tariffs were discussed at the 21 June 2021 Licensing Committee meeting. Members decided at this meeting that they would like the trade to be consulted (non-statutory) and their views established prior to considering whether or not any changes should be taken forward to statutory consultation. Thirty five responses were received to this non-statutory consultation (see Appendix B for the outcome).

5.8 The question as to whether or not the fares should be increased produced mixed results. Eight respondents did not answer this question. The comments received would indicate that perhaps this was because they felt that the fares should not be increased at all. Eighteen of the 35 respondents stated that they would like to see an increase of circa 5% and nine respondents indicated that they would like to see an increase of circa 10%. These nine responses included a response from CABCO, on behalf of their 71 drivers, who have indicated that because the fares have not been increased since 2013 and costs have risen considerably over this time they would like to see the fares increased by circa 10%.

Hackney Carriage Tariffs

- 5.9 The findings of the consultation were presented to the Licensing Committee at a special meeting on the 06 September 2021. The Committee noted the findings and recommended that the Service Director (Development and Regulation) agree that a statutory consultation be undertaken on a variation to the table of fares for hackney carriage tariffs based on a 5% increase.
- 5.10 The Service Director (Development and Regulation), in coming to their decision, considered the recommendation of the Licensing Committee. The Licensing Committee took a number of factors into consideration on 06 September 2021 including the fact that inflation between 2013 and 2021 equated to circa 17.5%, the fact that the Covid-19 pandemic had meant that over the last year the trade had lost about 80% of their business and that some members of trade were concerned that a significant increase to fares could result in a further loss of business.
- 5.11 They noted that that any proprietor or driver of a licensed hackney carriage could lawfully charge lower fares if they so wished, but the fare could not exceed the tariffs set by the Council or charge for items not appearing on the table of fares. Overall, the Licensing Committee felt an increase was justified in the circumstances, and that a 5% increase could be easily calculated, was workable for taxi meters and would be a compromise of the range of opinions from the taxi trade.
- 5.12 The Service Director agreed with the observations of the Licensing Committee, and based on the recommendation from the Licensing Committee and their reasoning, decided a 5% increase in fares would be appropriate. The Service Director also noted that any variation would be subject to statutory consultation before coming into effect.
- 5.13 The Service Director decided the statutory consultation would run from the 16 September 2021 to the 14 October 2021 (which exceeds the statutory requirement of a minimum of 14 days), that a public notice be placed in the Newbury Weekly News and in the Reading Chronicle on the 16 September 2021 (triggering the start of the consultation), that the consultation be placed on the Public Protection Partnership's website, a note be displayed at the Market Street Council Offices from the 16 September 2021 and that a copy of the proposals be sent to all trade representatives, to encourage participation in the statutory consultation.
- 5.14 The Table of Fares decided on 08 September 2021 is set out in full in Appendix D to the report. The summary is set out below:
- | | |
|----|---|
| T1 | £3.00 initial distance (flag) / initial 69.1 seconds/ 352 yards
£0.20 per unit / 146.7 yards |
| T2 | £4.50 initial distance (flag) / initial 69.1 seconds/ 352 yards
£0.30 per unit/ 146.7 yards |
| T3 | £6.00 initial distance (flag) / initial / f 69.1 seconds/ 352 yards
£0.40 per unit / 146.7 yards |
- 5.15 It was noted that as an objection was received during the statutory consultation period and not withdrawn the objections would be considered at the 08 November Licensing Committee. The Licensing Committee are well placed to consider the objection from their knowledge of the taxi trade in West Berkshire and taxi licensing, to assist the

Executive with their consideration of the objections. While the final decision could, constitutionally, be taken by the Service Director it has been determined that it would be more appropriate for this decision to be made by the Executive in light of the objection.

Decisions to be taken

- 5.16 During the consultation the Council received one objection to the variations. The objection is set out in full in Appendix A to the report. The consultee who objected does not want any increase to fares at this time and suggests deferring the decision a year. In essence the objection to the 5% increase was based on the current economic climate, the ongoing Covid pandemic and the fact that the majority of the trade has been well looked after by central and local government with the provisions of loans and grants during the pandemic.
- 5.17 As an objection has been received and not withdrawn the Executive is required to decide whether or not the revised table of fares should be modified before it is implemented and decide the date for implementation. These decisions cannot be deferred under the statutory process.
- 5.18 The objector has commented that given the financial toll that the Covid -19 pandemic had had on many residents “now is the wrong time to be considering a rise”. They were concerned that increasing the fares could lead to a further diminution in passenger numbers.
- 5.19 The Executive will also need to decide a date for the table of fares as set out at Appendix D to come into effect, with or without modification. This must be by 14 December 2021 in accordance with the requirements under s.65 Local Government (Miscellaneous Provisions) Act 1976. Officers are proposing that this be the 19 November 2021 which should give the trade sufficient time to have their meters recalibrated, whatever is decided, following the meeting of the Executive on 18 November 2021.
- 5.20 The Licensing Committee recommended that the Executive make no modifications to the table of fares at Appendix D and confirm a date of 19th November 2021 for the table of fares to come into effect.

6 Options

- 6.1 The Executive can either
- (a) Modify the table of fares at Appendix D; or
 - (b) Approve the revised table of fares at Appendix D as drafted, without modification, leading to an increase in fares across the tariffs of 5%.

7 Other options considered

- 7.1 The options are outlined above in accordance with the statutory framework.
- 7.2 Other options, such as not introducing an increase or varying the table of fares by circa 10%, have been considered at earlier stages in the process and rejected. However, the

Hackney Carriage Tariffs

specifics of any modification now to the table of fares set at Appendix D, are for the Executive to determine, taking into account all the information referred to in this report and Appendices.

- 7.3 The only decisions that can be taken now are as outlined above. There are no restrictions or limitations on when or how often the Council reviews the table of fares after decisions to be made on 18 November 2021. Future changes by way of decrease or increase to fares, or amendments to the tariff model or method of calculation of fares, can take place at the Council's discretion in line with the process under s.65 Local Government (Miscellaneous Provisions) Act 1976.

8 Appendices

- 8.1 Appendix A – Table of Objection Received During the Statutory Consultation
- 8.2 Appendix B – Outcome of the Non-Statutory Consultation
- 8.3 Appendix C – Current Tariff Scale (2013)
- 8.4 Appendix D – Table of Fares varied on 08 September 2021
- 8.5 Appendix E – Comparison data of a two mile journey

Background Papers:

Local Government (Miscellaneous Provisions) Act 1976
<http://www.legislation.gov.uk/ukpga/1976/57>

[Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice Guidance \(March 2010\)](#)

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Wards affected: All

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Version	Date	Description	Change ID
1			
2			

Responses to the West Berkshire Council Consultation on Proposed Changes to Hackney Carriage Tariffs

Representing	Comments
Trade	<p>I would like to formally object to the proposed increases to hackney carriage rates for the following reasons:</p> <ul style="list-style-type: none"> • With the pandemic ongoing at present and the risks of a subsequent influenza pandemic on the horizon, now is the wrong time to be considered a rise. Each and every rise sees a fall in the number of passengers. • The UK economy and the local economy is already fairly frail. • Locally Bayer pulled out of town and with Vodafone also relocating a lot of staff to Paddington, the local trade is suffering. • Therefore the loss of any passengers due rate increases will be detrimental to the trade. • I would also add that this pandemic has affected us all, however the majority of the trade has been well looked after by central and local government with the provisions of loans and grants, therefore, I feel that this is another reason why it would be inappropriate for the trade to be requesting more money from the general public. • Lastly, whilst I accept we haven't had a rise since 2013, I would ask that you consider deferring a decision for 12 months or until we as a country know what is happening surrounding the pandemics.

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Outcome of the Non-Statutory Hackney Carriage Tariffs Consultation with the Taxi Trade

Background

West Berkshire Council is committed to balancing the legitimate aims of the taxi trade to maintain profitability in the face of increasing costs, while protecting the public from excessive fares. The current hackney carriage fare scale was agreed in 2013 and adjustments have been discussed at a number of meetings of the Taxi Trade Liaison Group as well as at Licensing Committee meetings over the past few years.

As a result of these ongoing discussions a report was taken to the [Licensing Committee on the 21 June 2021](#) where it was agreed that, as it had been difficult to get consensus from the trade, an initial non-statutory consultation should be undertaken with them to establish a preferred option. The preferred option would then be subjected to the statutory consultation process.

The Trade were asked to respond to three questions:

1. How many tariffs do you think are required?
2. What timescales do you think should be applied to Tariffs 1 and 2?
3. Which of the two fare options do you think should be included in the statutory consultation?

Background to Question 1

The current scheme comprises three tariffs

Tariff 1	Which is applied between 06:00 and 22:00 Monday to Saturday (excludes bank holidays and public holidays, Boxing Day and Christmas Day)
Tariff 2	Which is applied between 22:00 and 06:00 Monday to Saturday, on Sundays, bank holidays and public holidays, between 06:00 and midnight on Boxing Day, between 19:00 and midnight on Christmas Eve and New Year's Eve and for any journey with five or more passengers between 06:00 and 22:00 Monday to Saturday
Tariff 3	Which is applied to journeys commencing on Christmas Day until 06:00 on Boxing Day and journeys commencing between midnight and 06:00 on New Year's Day.

It has been suggested by some members of the trade that Tariff 3 might no longer be needed and should therefore be removed from the table of fares.

Background to Question 2

Another issue that has been raised is whether the unsociable hour's element of the tariffs should remain at 22:00 or if that should be changed to 23:00 i.e. Tariff 1 should be applied between 06:00 and 23:00 and Tariff 2 between 23:00 and 06:00. The consultation therefore asked the trade if the unsociable hour's element of the fares should remain at 22:00 or if it should start at 23:00

Background to Question 3

It had been agreed at the Taxi Trade Liaison Group meetings that it would be useful to apply a more logical approach to the tariff setting based on tenths of a mile of this was workable. The options the trade were consulted on comprised a flag charge (which included two units), the units cost broken down into tenths of a mile and waiting times were factored in too. Tariffs 2 and 3 (if needed) would be set as a factor of Tariff 1.

Two options were consulted on. The first was an increase of circa 5% and the second of circa 10%. The option not to increase the fees was not offered as an option. A number of respondents did not select an option but instead commented that they did not want to see the fees increased.

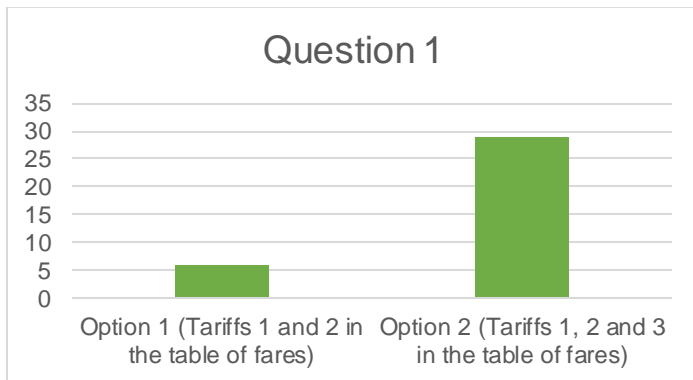
Who we Consulted

- A link to the online consultation survey was sent to all members of the West Berkshire Taxi Trade via email. The consultation was open for comments from members of the West Berkshire Taxi Trade from the 28 June 2021 to the 26 July 2022.
- In addition a meeting was held with a representative from the taximeter providers to ascertain if the options set out in question 3 could be accommodated on the meters.

What you Told Us

The Council received 34 responses to the online survey and an additional response was sent directly to the team via email.

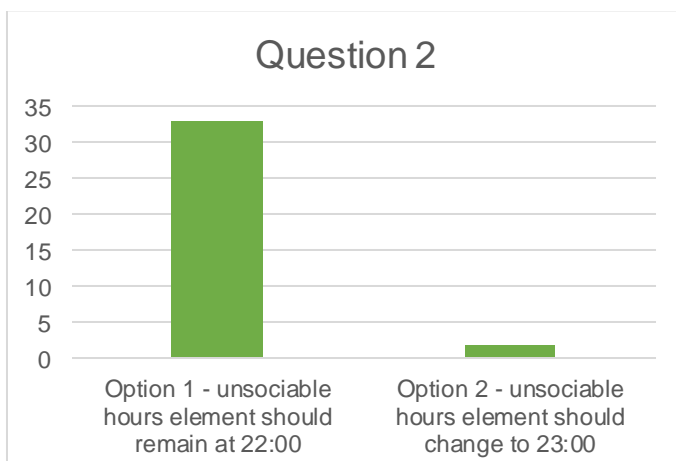
Question 1 - How many tariffs do you think are required?



Summary of Comments Received

We still need an effective charge for Christmas day and New Year's day. Just giving them a price isn't going to be enough
Tariff 3 shouldn't be removed as it only applies on New Year's Eve , Christmas Day, I believe drivers working on those days should earn some extra because drivers working on those festive rather than spend time with family. West Berkshire taxi users always appreciate that they are getting service on festive days
Tariff 3 is for exceptionally anti-social hours. It's a fair reward for working Christmas day / Boxing day and New Year's Eve. Without it customers will suffer. Especially on New Year's Eve. There will be less taxis out working on this night of extreme demand.
All three tariffs
Why should we not have extra to work Christmas day? Take T3 away there is no incentive to work Christmas day or New Year's Eve, it would be like working a normal Sat/Sun. Any other job you get extra to work these shifts.

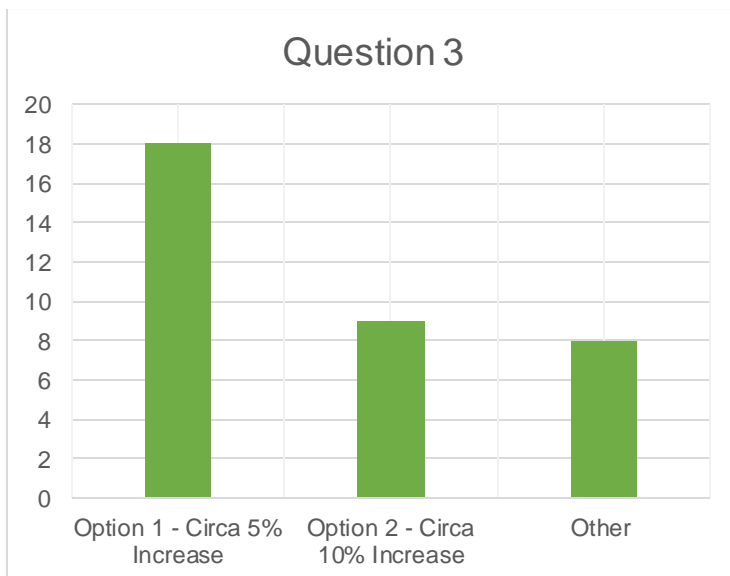
Question 2 - What timescales do you think should be applied to Tariffs 1 and 2?



Summary of the comments received

Unsociable hour's element of Tariffs to remain as is. The extension to 23.00 would have the effect of reducing any fare increase negotiated by the trade.
Keep it as it is now a lot of drivers work very hard
These times are madness. We need to look at tariffs when it's busy like trains and Uber do not do tariffs from years ago that are designed around the dark ages of pubs closing at 11pm. The entire thing needs upgrading to suit today's worlds. Why does a driver in a multi seater dealing with 8 drunk people get paid the same as someone in a normal car after 10pm again makes no sense move double the people for same money
I think this option works well
I personally would like to see the time change to 00.00 Midnight and Sundays as Tariff 1 and Tariff 2 at the agreed change over time to be agreed
Last time this was changed the whole of the trade went on strike to get it back to 22.00, why change something that works ok.

Question 3 - Which of the two fare options do you think should be included in the statutory consultation?



Summary of the comments received

Keep the tariffs at the same rates. Given the year that's been had if there was an increase in price we would lose custom
I wouldn't make any changes to current tariffs at this time! Let the nation heal and get back to work after a pandemic!!

Please note that this response (Option 2) is fully supported by all 71 drivers currently working on the Cabco circuit. A list of these drivers can be provided if required. Cabco is the main provider of taxis in West Berkshire. We have owned office premises (mortgage applicable), permanent staff, pensions liability and all other ancillary costs associated with running a business of this nature. Unlike other businesses we cannot pass on any increased business costs to our customers due to the nature of the tariff system. These can often be substantial and have included;

- Minimum Wage Increase
- Staff Pension Contributions
- Cost of Credit Card Machines/Charges
- Bounce Back Loan repayment, without which we would not still be operating as WBC did not believe we were deserving of any support.

The Independent and smaller operators do not have these concerns and should bear in mind that any increases are the maximum amount chargeable and they can charge less if they so wish. -We have not had any increase since April 2013.

Keep the fares at the same rates so we don't lose customers

Neither it's a crazy idea! Whoever come up with these tariffs has no real idea about the taxi trade in my opinion they are so out of date now. I would also like to raise a point at this moment on electric cars at this point I haven't seen very many wheel access vehicles in this range of electric cars? If West Berks and looking for a greener future can someone explain to me what electric car I can go and purchase and plate as a taxi as with where access the options are very limited. I believe this needs looking at ASAP.

Personally I'm happy to leave it at option 1

Since 2013 through 2020 compounded inflation rose 17.2%. If we add another 2% (it's going to be more) for 2021 that gives up 17.54%. So even with Option 2 the trade is 7.54% worse off than in 2013. Why no 17% option because that's what we are down by?

Neither I had sent what would work within the taximeter, I believe there is so much more to discuss to ensure all are satisfied. Clock Calendar Meters, Multi Seat Vehicle Rates, dates and times

T3 should start at £6.00. That way you have a proper- time, time and a half, and double time. Like we used to have and worked well.

Meeting with the Taximeter Representative

It was noted that increases needed to be considered in terms of the limitations of what could be accommodated on the meters. At least two of the makes of meters currently used in the district could only support units in round numbers (multiples of 10p). It would therefore be preferable to adjust the distances and keep the currency where they are.

The proposal put forward was as follows

- T1 £3.00 initial distance (flag) / initial 69.1 seconds/ 352 yards
£0.20 per unit / 146.7 yards
- T2 £4.50 initial distance (flag) / initial 69.1 seconds/ 352 yards
£0.30 per unit/ 146.7 yards
- T3 £6.00 initial distance (flag) / initial / f 69.1 seconds/ 352 yards
£0.40 per unit / 146.7 yards

Cross over speed of 9.34mph

What We Are Proposing To Do

The outcome of the non-statutory consultation will be sent to all members of the West Berkshire taxi trade and will be published on the Public Protection Partnership website.

The outcome of this initial consultation will be taken to a Special Licensing Committee meeting on the 06 September 2021 where Members will be asked to discuss any potential adjustments to the table of fares. If they are minded to make any changes they will need to agree which of the options they will propose that the Head of Public Protection should include in a statutory consultation. The Head of Public Protection will then make a decision in accordance with the procedure for setting fares and public notice requirements as stipulated within section 65 of the Local Government (Miscellaneous Provisions) Act 1976.

If changes are to be made the Council will publish a notice setting out the proposed changes in local newspapers (Newbury Weekly News and Reading Chronicle) which will explain that readers will have at least fourteen days from the date of the first publication of the notice to object to the change. Notices will also be displayed at the Council Offices and will be placed on the Council's website and information will be emailed to the Trade.

If no objection to the variation is received within the consultation period or if all objections are withdrawn, the revised fares will come into operation on the date of the expiration of the consultation period specified in the notice or the date of withdrawal of the last objection whichever date is the later.

If objections are received the matter will be discussed by Members at the 08 November 2021 Licensing Committee meeting and a final decision will then be made on how to proceed in accordance with any stipulations set out in the Council's Constitution and

in the legal framework. A further date would need to be set to determine when the new table of fares, with or without modifications following consideration of the objections, would come into force. This date is required to be no later than 2 months after the consultation period.

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Hackney Carriages – Table of Fares effective from 18 April 2013

Customers should be aware that these charges are the **MAXIMUM** to be charged and any lesser fare agreed prior to commencement of the journey. Where the taxi is used for pre-booked journeys the fare shall be calculated from the point in the district at which the hirer commences his/her journey) (Local Government (Miscellaneous Provisions) Act 1976 sec. 67)

<p>Tariff 1 Applies for any hiring when the journey commences between 06:00 and 22:00 Monday to Saturday, other than Bank Holidays, Public Holidays, Boxing Day or Christmas Day. Initial distance not exceeding 377.1429 yards or part thereof Initial waiting time 81 seconds or a combination of time and distance £2.80 For each subsequent 123.2493 yards completed or part thereof 15p Waiting time: for every period of 27 seconds or part thereof 15p</p>	<p>Waiting Time Per Hour T1 = £20.00 T2 = £30.00 T3 = £40.00</p> <p>TAXI PLATE NUMBER</p>
<p>Tariff 2 Applies for any hiring when the journey commences between 22:00 and 06:00 Monday to Saturday. Applies for any hiring when the journey commences on Sundays, Bank Holidays or Public Holidays. Applies for any hiring when the journey commences between 06:00 and midnight on Boxing Day. Applies for any hiring when the journey commences between 19:00 and midnight on Christmas Eve or New Years Eve. For any journey with 5 or more passengers which commences between 06:00 and 22:00 Monday to Saturday. Initial distance not exceeding 377.1429 yards or part thereof Initial waiting time 72 seconds or a combination of time and distance £3.80 For each subsequent 106.8431 yards completed or part thereof 20p Waiting time: for every period of 24 seconds or part thereof 20p</p>	
<p>Tariff 3 Applies for any hiring when the journey commences on Christmas Day until 0600hrs on Boxing Day. Applies for any hiring when the journey commences between midnight and 06:00 on New Years Day.</p> <p>Initial distance not exceeding 377.1429 yards or part thereof Initial waiting time 81 seconds or a combination of time and distance £4.80 For each subsequent 123.2493 yards completed or part thereof 30p Waiting time: for every period of 27 seconds or part thereof 30p</p>	<p>Any comments should be made to: West Berkshire Council Council Offices Market Street Newbury, Berkshire RG14 5LD Quoting the above Taxi Plate Number</p>

If a Hackney Carriage is booked by telephone, facsimile, e mail or other electronic means a booking fee may be charged by prior arrangement only.
 London Congestion Charge (or similar in any other place), or any Tolls, will be applied for any journey where such charges or tolls are incurred.
Fouling will be charged.

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WEST BERKSIRE COUNCIL HACKNEY CARRIAGE FARE CHART effective 19 November 2021
FARES FOR DISTANCE AND TIME

All distance and time charges include uncompleted parts thereof

Tariff 1		Tariff 2		Tariff 3		Extra Charges
Rate for the first mile: £5.00		Rate for the first mile: £7.50		Rate for the first mile: £10.00		Where there are five or more passengers in a vehicle the meter will be switched to Tariff 2
Rate for each mile thereafter: £2.40		Rate for each mile thereafter: £3.60		Rate for each mile thereafter: £4.80		
Hiring when journey commences between 06:00 and 22:00 Monday to Saturday (excludes bank holidays and public holidays, Boxing Day and Christmas Day)		Hiring when journey commences between 22:00 and 06:00 Monday to Saturday, on Sundays, bank holidays and public holidays, between 06:00 and midnight on Boxing Day, between 19:00 and midnight on Christmas Eve and New Year's Eve		Hiring when the journey commences on Christmas Day until 06:00 on Boxing Day and journeys commencing between midnight and 06:00 on New Year's Day.		Taxi Plate Number:
£3.00	Maximum Charge up to 352 yards or 69.1 seconds or a combination of time and distance	£4.50	Maximum Charge up to 352 yards or 69.1 seconds or a combination of time and distance	£6.00	Maximum Charge up to 352 yards or 69.1 seconds or a combination of time and distance	
20p	For each subsequent 146.7 yards or every 28.8 seconds or part thereof	30p	For each subsequent 146.7 yards or every 28.8 seconds or part thereof	40p	For each subsequent 146.7 yards or every 28.8 seconds or part thereof	Waiting Time Per Hour T1 = 25.00 T2 = 37.50 T3 = 50.00

Cross Over Speed 9.34MPH

Where the hackney carriage is used for pre-booked journeys the fare shall be calculated from the point in the district at which the hirer commences their journey in accordance with the Local Government (Miscellaneous Provisions) Act 1976 section 67. If a hackney carriage is booked by telephone, text, email or other electronic means a booking fee may be charged by prior arrangement only

If the journey takes the taxi outside the West Berkshire Council area the driver MUST still charge in accordance with the above scales unless they have agreed otherwise with the hirer before the journey has started. **These are the maximum fares chargeable and any lesser fare agreed before commencement of the journey still applies.**

Congestion Charge, ULEZ, or any tolls will be applied for any journey where such charges or tolls are incurred. **These charges would not appear on the meter.**

The driver must carry an assistance dog at no extra charge – Equality Act 2010, section 168

Any complaints about a taxi or a driver should be directed to Licensing@westberks.gov.uk quoting if possible the taxi plate number and or the driver's badge number

Authority	Position	2 Mile Fare
London Heathrow	1	£11.40
Guildford	6	£7.60
Reading	15	£7.20
Wiltshire	30	£7.00
Vale of White Horse	33	£6.90
Swindon	57	£6.70
West Berkshire		£6.65
Basingstoke and Dean	61	£6.60
Oxford	97	£6.40
Wokingham	108	£6.40
Bracknell Forest	163	£6.00
Slough	184	£6.00
Windsor and Maidenhead	233	£5.80
Middlesbrough	356	£4.30
<i>Lowest fee listed</i>		

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Social Value Policy

Date of Committee:	Executive on 18 November 2021
Portfolio Member:	Councillor Ross Mackinnon
Date Portfolio Member agreed report:	22 September 2021
Report Author:	Karen Felgate
Forward Plan Ref:	EX4153

1 Purpose of the Report

This report is seeking approval from the Executive to adopt the West Berkshire Social Value Policy which formalises the approach to implementing Social Value in the District in line with the 2012 Public Services (Social Value) Act.

2 Recommendations

- 2.1 The Executive approves the adoption of the West Berkshire Council Social Value Policy.
- 2.2 The Executive grants delegated authority to Executive Director Resources to agree minor changes to the adopted Social Value Policy.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	The West Berkshire Social Value Policy will set out the methodology by which West Berkshire Council spends public money to secure social, economic and financial benefit from public procurement processes to deliver services
Human Resource:	N/A
Legal:	The Public Services (Social Value) Act 2012 sets out the responsibilities for local Councils when procuring service contracts subject to public procurement regulations. Procurement Policy Statement (6/20) has now set specific requirements for Local Authorities to consider the following priorities:

Social Value Policy

	<p>(a) Creating new businesses, jobs and skills</p> <p>(b) Tackling climate change and reducing waste</p> <p>(c) Improving supplier diversity innovation and resilience</p>			
Risk Management:	Please refer to risk table in section 5.17 below.			
Property:	N/A			
Policy:	<p>Public Contract Regulations 2015</p> <p>Public Services (Social Value) Act 2012</p> <p>National Procurement Policy Statement 06/20</p>			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			The policy will help to positively impact upon inequality through better spending of public money for the benefit of disadvantaged groups.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			The policy will help to positively impact upon the lives of people with protected characteristics through better spending of public money for the benefit of disadvantaged groups.

Social Value Policy

Environmental Impact:	X			<p>The following environmental outcomes have been identified:</p> <ul style="list-style-type: none"> • Reducing carbon emissions to help achieve carbon neutrality by 2030 and beyond • Seeking to reduce air pollution or eliminate where possible • Contributing to the protection, restoration and enhancement of West Berkshire's natural environment • Resource efficiency and up to date processes for re-use and recycling • Encouraging local innovation and skills to help tackle climate change in West Berkshire
Health Impact:	X			<p>The following health outcomes have been identified:</p> <ul style="list-style-type: none"> • Supporting the reduction of social exclusion, isolation and inequalities • Generating education, training and employment opportunities for people in the community with disabilities • Designing services which take account of different needs • Generating positive health outcomes for local people
ICT Impact:		X		
Digital Services Impact:		X		

Social Value Policy

Council Strategy Priorities:	X			<p>The Social Value Policy will help to achieve all six Council priorities:</p> <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start, develop and thrive in West Berkshire • Develop local infrastructure, including housing, to support and grow the local economy • Maintain a green district • Ensure sustainable services through innovation and partnerships
Core Business:	X			<p>The Social Value Policy will enhance third party services through effective tendering and contract management and therefore improve the core business of the Council.</p>
Data Impact:	X			<p>Data impact will be addressed on a contract by contract basis and as part of each procurement process.</p>

Social Value Policy

Consultation and Engagement:	<p>Ross Mackinnon -Council Member for Bradfield and Executive Portfolio Holder: Finance and Economic Development</p> <p>Tony Linden - Council Member for Tilehurst Birch Copse</p> <p>June Graves - Head of Service Commissioning and Procurement</p> <p>Sam Robins - Economic Development Officer</p> <p>Paul Coe - Service Director ASC</p> <p>Jenny Graham Environment Delivery Manager</p> <p>Helen Ramsey – Environment Delivery Officer</p> <p>Vicki Murphy – Procurement Officer</p> <p>Shiraz Sheikh – Service Lead Legal and Democratic Services</p> <p>Claire Say - Principal Lawyer -Property & Procurement</p> <p>Katharine Makant – Economy Manager</p> <p>Sue Butterworth - Programme Support Officer - Healthy Communities</p>
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4 Executive Summary

- 4.1 The 2012 Public Services (Social Value) Act places an obligation upon all Councils to consider how they can secure social, economic and environmental benefits from the procurement of public contracts. A recent Procurement Policy Statement (6/20) has now set specific requirements for Local Authorities to consider the following priorities:
- (a) Creating new businesses, jobs and skills
 - (b) Tackling climate change and reducing waste
 - (c) Improving supplier diversity innovation and resilience
- 4.2 In early 2021, a Members Task and Finish Group was set up to develop a West Berkshire Social Value Policy and oversee the implementation of the policy.
- 4.3 The West Berkshire Social Value Policy sets out the principles which will allow social value principles to be embedded in West Berkshire contracts. The policy focuses upon 'additionality' or added value to ensure that additional economic, social or environmental benefits are achieved through the lifetime of a contract.

Social Value Policy

- 4.4 An evaluation methodology and model evaluation questions have been included in an Appendix to the policy as guidance for officers in the procurement and contract management of Social Value
- 4.5 The recommendation is that The Executive approves the adoption of the Social Value Policy.

5 Supporting Information

Introduction

- 5.1 This report is seeking permission from Executive to approve the adoption of the West Berkshire Council Social Value Policy. The policy ensures that the Council meets its requirements under the Public Services (Social Value) Act 2012 and that the principles of the Act are incorporated into all aspects of our commercial and procurement activity.
- 5.2 Procurement Policy Statement (6/20) has now set specific requirements for Local Authorities to consider the following priorities:
 - (a) Creating new businesses, jobs and skills
 - (b) Tackling climate change and reducing waste
 - (c) Improving supplier diversity innovation and resilience
- 5.3 To maximise the opportunity Social Value has to contribute to the delivery of the Council Strategy, 2020-2023; the proposal is to go beyond the requirements of the Act and require that 10% of the overall evaluation score for Social Value is considered on all Council procurements, where it is possible to do so.
- 5.4 The Appendix to the policy includes an evaluation methodology and model evaluation questions for guidance to assist officers in the application of the policy.
- 5.5 The policy will be used by all services across the Council with guidance from Commissioning and Procurement. It will also serve as a guide for bidders to understand the purpose of Social Value when bidding for services, taking into consideration the additional social, environmental and economic benefits that that can be secured from Council spend. The Social Value Policy is designed to be a flexible and live document and may be amended from time to time to reflect changes in government or local policy.

Background

- 5.6 The Public Services (Social Value) Act 2012 came into force in January 2013. The Act sets out the responsibilities for local Councils when procuring service contracts subject to public procurement regulations to take into account the “economic, social and environmental wellbeing of the relevant area” in its procurement activity.
- 5.7 The National Procurement Policy Statement 6/20, requires all public bodies to give due regard to the use of social value in procurement. The statement highlights that the requirement for Local Authorities to use their spending power to drive sustainability in the supply chain and support the requirement for community resilience and wealth. The

Social Value Policy

effect of the Covid-19 pandemic on local communities in the District has impacted most significantly on disadvantaged groups as well as the local economy.

- 5.8 Councils are now requested to actively consider the provision of social value through external contracting arrangements and undertake a greater level of scrutiny around the delivery of social value considerations.
- 5.9 Social Value requires the Council to think about how it achieve outcomes in a more integrated way at the pre-procurement stage. This will require even more emphasis on pre-market engagement and category planning to ensure strategic objectives are achieved through the procurement process. Consideration will need to be taken around long term costs and benefits to the community or the environment and the local economy, rather than thinking about services in isolation or in the short term.

Methodology

- 5.10 There are a range of metrics available for public organisations to use to evaluate Social Value. A national framework for measuring Social Value is the TOMs Framework (TOMs: Themes, Outcomes and Measures).
- 5.11 A Task and Finish Members Group was set up to consider all the options for Social Value delivery in West Berkshire. Regard has been given to some aspects of the TOMs framework in the development of this policy. However the principles and evaluation processes have been modified to specifically reflect the requirements of West Berkshire Council and enable a best fit into our Constitution and Council Strategy aims.
- 5.12 The resulting methodology, which is attached as an appendix to the policy, enables a range of qualitative and quantitative questions that can be posed to third party suppliers as part of the technical procurement process. It will also enable contract managers to embed these as key performance indicators as part of the contract management process to ensure that the Social Value agreed metrics are maintained. Examples of good practice questions and answers have been included in the methodology to help guide service areas to develop their metrics and for suppliers to understand the context by which the policy will be driven.
- 5.13 A key element of the policy is focused around 'additionality' or 'added value'. Additionality enables extra economic, environmental and/or social benefits to be achieved from West Berkshire contracts with third party providers that would have not have generally been included as essential criteria in the specification.
- 5.14 For example, a building contract may require the contractor to consider using local labour; 'local' will be defined in the pre-tender work in conjunction with potential stakeholders such as suppliers at a 'Meet the Buyer' event. Alternatively it may consider opportunities for the use of supported employment options in relation to a building contract for people from disadvantaged groups. Questions will be developed as part of the tender evaluation criteria to score the responses and the metrics will then be included in the ongoing monitoring of the contract as key performance indicators (KPI's).
- 5.15 The West Berkshire Social Value Policy is a live document and there will be continuous learning as part of the implementation of the policy. Where third party suppliers are struggling to meet a Social Value KPI; this will be the subject of contract monitoring

Social Value Policy

meetings between the service area and the supplier. In exceptional cases it may be necessary to revise a KPI with mutual consent. Where work has been carried out with the supplier to ensure the KPI is achievable and delivery is still not improving, then the contract conditions will apply and the supplier will be managed in accordance with the provisions in the contract.

5.16 The policy will be reviewed six months after implementation to consider its effectiveness and consider any potential areas for change that may have been identified during the initial six month period.

Risk Management

5.17 The following risks have been identified with mitigation measures.

Identified Risk	Impact	Mitigation
Scoring mechanism may discourage bidders, particularly voluntary organisations and small businesses from bidding on procurements	<ol style="list-style-type: none"> 1. Reluctance in market, particularly VCSE and SME's to bid in procurement processes. 2. Lack of bids for services and knock on inability to deliver services effectively 	SME's and voluntary sector included in pre-tender consultation events/workshops.
Not adopting a Social Value Policy	<ol style="list-style-type: none"> 1. West Berkshire is non-compliant with legislation. 2. Limiting chances for disadvantaged groups to benefit from services procured by West Berks. 3. Lack of guidance on Social Value to inform strategic decision making 4. Limited opportunities to obtain best value for communities from procurement spend 	Adoption of Social Value Policy
Insufficient Member support and/or officer resource available to implement the Social Value Policy	Policy is not able to be implemented due to Member support/lack of resources	Members are keen to see Social Value Policy adoption

Social Value Policy

Identified Risk	Impact	Mitigation
		Task and Finish Group attended by Members and officer representatives from across the Council to formulate the policy
Lack of awareness of Social Value across the Council and externally	Social Value policy is not used by service areas	<p>1. Communications plan is being developed to ensure that the Social Value Policy is promoted both internally and to external stakeholders.</p> <p>2. Service area buy in will be established through attendance at corporate meetings to promote the policy</p>
Third Party Suppliers are unable to meet requirements in Social Value Policy	Policy fails due to unrealistic Social Value targets	<p>1. Pre-tender work and 'Meet the Buyer' events will be undertaken with third party suppliers including SME's and the voluntary sector to ensure that Social Value requirements are realistic and achievable</p> <p>2. Council are committed to investing in greater support to voluntary sector</p>

Policy Review

5.18 The Social Value Policy is a live document. We will work closely with our partners to further build upon our Social Value offer and refine the metrics used to measure outcomes. This is a learning process for all parties. A review will take place 6 months after implementation to establish whether any changes need to be made to ensure the policy is meeting objectives.

6 Other options considered

Do nothing. This is not an option. Consideration of social value in procurements over the Find a Tender (FTS – formerly OJEU) levels is now mandatory. Public authorities are recommended to consider Social Value in all procurements where it is possible to do so. The Council does already take account of Social Value principles in procurement and contract management; this policy sets out a formal framework by which Social Value should be implemented in all future procurements.

7 Conclusion

- 7.1 It is recommended that The Executive approves the adoption of the West Berkshire Social Value Policy. This will help to ensure that the approach by which the Council spends public money and carries out procurement process is targeted towards disadvantaged groups and minorities as well as for economic and environmental benefit to the District.
- 7.2 It is also recommended that The Executive grants delegated authority to Executive Director Resources to agree minor changes to the adopted Social Value Policy.

8 Appendices

- 8.1 West Berkshire Social Value Policy

West Berkshire Council Social Value Policy



INTRODUCTION

The goal of this policy is to generate greater positive economic, environmental and social outcomes for West Berkshire from the public contracts the Council commissions and tenders. It aims to achieve this by providing the principles that will allow Social Value considerations to be embedded in our procurement contracts. Finally, it enshrines a firm commitment to place Social Value at the heart of our procurement practice.

WHAT IS SOCIAL VALUE?

The Public Services (Social Value) Act 2012 (“the Act”) places an obligation upon all Councils to consider how they can secure social, economic and environmental benefits at the pre-procurement stage of public services contracts. We want to go beyond that by asking that Social Value be demonstrated in all of our procurements, where relevant and proportional.

Reinforcing the work already started on Social Value nationally through the 2012 Social Value Act; the government has issued a new National Procurement Policy Statement that sets requirements for local authorities to consider the following national priority outcomes alongside any additional local priorities in their procurement activities:

- creating new businesses, new jobs and new skills
- tackling climate change and reducing waste
- improving supplier diversity, innovation and resilience

Social value outcomes must be considered at the pre-procurement stage of a tender, they must be relevant and proportional to the contract in question and Councils must continue to observe equal access for suppliers.

The Act does not provide a definition of Social Value itself, so this policy will lay out West Berkshire Council’s local definition and the approach we choose to take. For us, Social Value is about maximising the wider benefit to be gained through meeting our 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 Council, but also to West Berkshire, it’s residents and the economy, whilst minimising the damage to the environment.

By adopting a Social Value Policy here in West Berkshire, we recognise there is significant scope to do things differently and make positive changes for the district as a whole by encouraging the creation of job opportunities for local people, supporting young people into apprenticeships and ensuring that local suppliers (and in particular SME businesses) are represented in the Council’s supply chain. Many opportunities also exist to innovate and generate environmental benefits in support of the delivery of the new Environment Strategy 2020 -2030.

The scope of this policy and the level of resulting change that could come as a consequence of having it in place cuts across all social, environmental and economic boundaries and is very much in line with the direction of travel overall of West Berkshire Council’s ambitions for the district.

“we recognise there is significant scope to do things differently and make positive changes for the good of the district as a whole.”

PRINCIPLES

This policy creates a link between the strategic priorities of the Council and our procurement practice in order to ensure that our spending compliments those priorities and helps to deliver key outcomes. It is closely aligned with the Council Strategy, Economic Development Strategy and Environment Strategy, with a particular focus on the Council's aims of supporting everyone to meet their full potential, supporting businesses to start, develop and thrive and maintaining a green district.

We will realise Social Value in our procurement practises according to the following principles:

- Consider the Social Value Policy in all procurements
- Take a proportional and relevant approach to applying Social Value considerations
- Apply it in a way that generates positive outcomes without also creating barriers for SME and third sector suppliers
- Ensure transparency and equality of treatment in the application of the Social Value considerations

COVID-19

The severe impact of Covid-19 upon national public health and the economy has worsened or exacerbated issues in many of the areas in which this policy aims to make positive contributions, such as employment and social inequality. Although the aims of the policy were highly relevant before the pandemic, it is now more important than ever to ensure that our procurements lead to the most beneficial possible local outcomes.



PURPOSE OF THE POLICY: GOALS AND PRIORITIES

The purpose of this policy is for the Council's contracts to, where possible, contribute towards the following key areas:

ECONOMIC

- Creating employment opportunities for local people
- Creating training and education opportunities for local people
- Supporting local micro, small and medium enterprises by increasing their opportunities to access our direct and indirect spend

ENVIRONMENTAL

- Reducing carbon emissions to help achieve carbon neutrality by 2030 and beyond
- Seeking to reduce air pollution or eliminate where possible
- Contributing to the protection, restoration and enhancement of West Berkshire's natural environment
- Resource efficiency and up to date processes for re-use and recycling
- Encouraging local innovation and skills to help tackle climate change in West Berkshire

SOCIAL

- Supporting the reduction of social exclusion, isolation and inequalities
- Generating education, training and employment opportunities for disadvantaged groups excluded from the workplace.
- Designing services which take account of different needs including disadvantaged groups
- Engaging the local voluntary and community sector
- Generating positive health outcomes for local people



IMPLEMENTING SOCIAL VALUE IN A PROCUREMENT

The key deliverables that the Council wishes to achieve are set out in the contract specification or scope of services or works. Inclusion of social value criteria in a tender process will add further economic, environment and social benefits to the service. This is known as 'Additionality' or 'Added Value' and would not have occurred without the inclusion of social value as part of the tender evaluation criteria.

For example, a specification may require a building contractor to be carbon neutral by 2030. If the contractor commits to reaching that requirement by this date this would not be added value. However if that contractor makes a voluntary commitment to be carbon neutral by 2025, this would be considered added value.

When it has been established that Social Value considerations should apply to a contract, the procuring officers should begin by thinking about the broad strategic themes that apply to it. From here relevant and proportionate outcomes should be identified that the procurement could contribute towards, and these should be embedded in the tender as questions.

For example, under the broad theme of 'promoting local employment' a relevant outcome might be more local people in employment. A practical question relating to this outcome is the number of local employees hired on a contract. In this example you would need to use a standardised definition of 'local'.

Flexibility and discretion is needed for procuring managers to be able to consider Social Value in a proportionate and transparent way. Therefore all decisions around weighting and indicators should be made on a case by case basis with a focus on achieving positive outcomes without creating barriers for suppliers.

The following steps should act as a guide for considering Social Value outcomes in a tender:

Step 1:
Identify Council strategies and category plans relevant to the procurement

Step 2:
Identify relevant Social Value outcomes

Step 3:
Add evaluation questions to the tender

Step 4:
Define the weighting of those questions and publish as part of tender documentation

Step 5:
Tender evaluation process

Step 6:
Review and ongoing monitoring of outcomes and benefits

REDUCING BARRIERS FOR SMEs (Small Medium Enterprises)

It is paramount that in implementing the Social Value Policy we do not make the bidding process onerous for SMEs or third sector organisations. The following should be considered to support small, medium and third sector suppliers:

- All information requested to underpin the bid should be relevant and necessary, avoiding requesting onerous amounts of information if possible
- Social Value evaluation questions should consider the size of the contract and not be written in a way that excludes smaller suppliers from providing effective answers
- Pre-tender consultation process and meet the buyer events to give bidders a chance to understand requirements of the tender as well as help shape the specification
- Examples of best practice to be shared with bidders

IN SUMMARY

Third parties (such as suppliers) will be monitored as part of ongoing contract management by service areas on the delivery of the Social Value commitments that they have made to the Council. These commitments will be set out as key performance indicators. Any challenges forecast in the delivery of these commitments will initially be subject to discussion between service departments and the suppliers to see if there are any measures that can be put in place to aid the realisation of the agreed commitments. It may be necessary

in some instances to review the Social Value agreed outcome and amend to a suitable alternative before moving to more formal processes such as action plans or default notices.

We will work closely with our partners to further build upon our Social Value agreed outcome and amend to a suitable alternative before moving to more formal processes such as action plans or default notices.

We will work closely with our partners to further build upon our Social Value offer and refine the metrics used to measure outcomes. This is a learning process for all parties and the West Berkshire Social Value Policy is a live document. We will regularly review our Social Value methodology continuing to involve our partners as it evolves.



APPENDIX ONE

EVALUATING SOCIAL VALUE

- 1.** Social value is 'Added Value or 'Additionality' that would not have occurred without the inclusion of social value as part of the tender evaluation criteria. This forms the basis of the evaluation criteria. Model evaluation questions are included below as guidance.
- 2.** All tender processes, where relevant and proportionate should incorporate social value evaluation criteria within the tender evaluation process.
- 3.** It would usually be the case that Social Value will be attributed to up to 10% of the evaluation criteria in a tender process (if applicable). In exceptional circumstances a higher weighting may be used, with sign off from the Procurement Board.
- 4.** Where appropriate Social Value outcomes are to be published in the tender documentation, included as contract KPI's and be reviewed as part of the contract management process.

APPENDIX TWO: EXAMPLE SOCIAL VALUE QUESTIONS

The following example questions are meant as a non-exhaustive guide for addressing Social Value in a tender only where appropriate, proportionate and does not result unequal treatment.

ECONOMIC THEMES / TENDER QUESTIONS & SCORING

ECONOMIC	Priority Area	Sample Question/s	Sample Scoring
	<ul style="list-style-type: none"> ● Creating employment opportunities for local people 	<p>Please provide details of how you will work to increase the opportunity for local people to apply for employment opportunities.</p> <p><i>*Local refers to people who reside within West Berkshire</i> (500 words maximum)</p>	<p>Score range 0-2 A POOR response will show that the organisation have not considered, or will make no attempt to support people from West Berkshire to engage with the employment opportunities offered on the contract.</p> <p>Score range 3-4 A GOOD response will show that the organisation have a plan in place and are committed to draw from the local employment market. They may have undertaken this support in other areas can show how they will deliver this through the contract.</p> <p>Score range 5 An EXCELLENT response will show that the organisation will show a commitment to create additional employment opportunities for local people and improve this over the life of the contract.</p>
	<ul style="list-style-type: none"> ● Creating employment opportunities for local people 	<p>Please provide details of any new apprenticeships that you will offer on this contract that will be available to local people.</p> <p><i>*Local refers to people who reside within West Berkshire</i> (500 words maximum)</p>	<p>Score range 0-2 A POOR response will show that the organisation has not considered offering apprenticeships as part of this contract and is unable or unwilling to explore the possibility.</p> <p>Score range 3-4 A GOOD response will show that the organisation have considered apprenticeships on the contract and are supportive, but they may not have specified vacancies in mind. Better answers may include some consideration of how they will engage with local apprenticeship stakeholders.</p> <p>Score range 5 An EXCELLENT response will show that specific new apprenticeship vacancies are planned as part of the workforce on the contract, and the organisation will have a clear plan in place for how to engage local stakeholders and to make these opportunities accessible for local people</p>

ENVIRONMENTAL THEMES / TENDER QUESTIONS & SCORING

ENVIRONMENTAL	Priority Area	Sample Question/s	Sample Scoring
	<ul style="list-style-type: none"> ● Reducing carbon emissions to help achieve carbon neutrality by 2030 and beyond 	<p>Will you be implementing or contributing to a carbon offsetting scheme related to this contract? What steps is your organisation taking to reduce carbon emissions? (Please provide details) <i>(500 words maximum)</i></p>	<p>Score range 0-2 A POOR response will show that the organisation will not be implementing any carbon offsetting as part of this contract and do not express any plans to develop a scheme.</p> <p>Score range 3-4 A GOOD response will show that the organisation has a plan in place and a firm commitment to offset some of the carbon emissions related to delivery of the contract. The plan should provide some insight into the activities being offset and the approach for doing so</p> <p>Score range 5 An EXCELLENT response will show that the organisation have a detailed plan in place to offset a significant proportion of the carbon emissions related to delivery of the contract. They will have detailed their internal process for doing so, or where this is not appropriate or feasible they will provide a detailed plan for using a bona fide carbon offsetting scheme.</p>
<ul style="list-style-type: none"> ● Resource efficiency and up to date processes for re-use and recycling 	<p>Do you have a waste reduction and/ or recycling policy which has been implemented and will be utilised as part of this contract, if so, please provide the details. <i>(500 words maximum)</i></p>	<p>Score range 0-2 A POOR response will show that the organisation does not have a waste reduction/ recycling policy and it has no plans to implement one as part of the contract.</p> <p>Score range 3-4 A GOOD response will show that the organisation has a waste reduction and recycling policy in place and it demonstrates how this will be applied to the contract in question with consideration given to reducing waste at source.</p> <p>Score range 5 An EXCELLENT response will provide a comprehensive policy. It will demonstrate how the bidder strives to reduce waste at source and the end destination of each waste stream may be described. Careful thought has been given on how this will be applied to the contract in question to ensure that as little waste as possible is created.</p>	

SOCIAL THEMES / TENDER QUESTIONS & SCORING

SOCIAL	Priority Area	Sample Question/s	Sample Scoring
	<ul style="list-style-type: none"> Supporting the reduction of social exclusion, isolation and inequalities 	<p>Please provide details of any schemes that your organisation will implement to reduce exclusion, inequality or isolation for vulnerable groups as part of the delivery of the contract. Feel free to reinforce this with examples of similar initiatives undertaken. <i>(500 words maximum)</i></p>	<p>Score range 0-2 A POOR response will show that the organisation does not have any plans for implementing a relevant initiative as part of the contract, or the plans provided lack detail.</p> <p>Score range 3-4 A GOOD response will show that the organisation has a detailed plan in place to implement such initiatives in the contract with a clear understanding of how to address inequality or isolation for vulnerable groups, including how they will resource such initiatives.</p> <p>Score range 5 An EXCELLENT response will show that the organisation have made a firm commitment and have a highly detailed plan in place to embed and support such initiatives in the contract. They may have allocated a dedicated resource towards this and may provide relevant examples of other initiatives they have implemented successfully.</p>
<ul style="list-style-type: none"> Engaging the local voluntary and community sector 	<p>How will your organisation actively engage or support local voluntary and community groups as part of this contract? <i>(500 words maximum)</i></p>	<p>Score range 0-2 A POOR response will show that the organisation does not have any plans to widely engage with local voluntary or community groups. There will be little or no exploration of the value of consultation and no plans to offer support to such groups.</p> <p>Score range 3-4 A GOOD response will show that an organisation has some plan in place to consult with local voluntary and community groups, they may either plan to support groups with resources or staff time, or actively engage them as part of the contract. The organisation may be seeking to encourage wider participation in these activities – but work is not yet fully embedded..</p> <p>Score range 5 An EXCELLENT response will show how the organisation is committed to work closely with local voluntary and community groups as part of this contract. There will be a clear, detailed plan in place for active engagement and support, and there may be dedicated resource in place.</p>	

Contract Award for the Drug and Alcohol Behaviour Change Service

Committee considering report:	Executive on 18 November 2021
Portfolio Member:	Councillor Graham Bridgman
Date Portfolio Member agreed report:	28 October 2021
Report Author:	Karen Felgate
Forward Plan Ref:	EX4112

1. Purpose of the Report

To award the contract for the supply/provision of the Drug and Alcohol Behaviour Change Service following a tender process.

2. Recommendations

2.1 The Executive resolves to:

- (1) award the contract for Drug and Alcohol Behaviour Change Service to the successful bidder.
- (2) delegate authority to the Service Lead Legal & Democratic Services to finalise the terms of the agreement as set out in the tender documents and to make any necessary drafting or other amendments to the terms of the agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the agreement.

3. Implications

- 3.1 **Financial:** A total annual price for service delivery was requested within which providers were asked to provide indicative costs for delivery of each element of provision. Providers had to demonstrate through their pricing schedule and technical responses that they could make all elements of the service work within the financial envelope. There is provision within this service for a further five year extension. Decision and governance for that would be requested at a later stage once service is embedded and future requirements are known.
- 3.2 **Policy:** Health & Wellbeing Strategy, Council Strategy and West Berkshire Vision. Principles of these will be used to inform the service's aims, objectives, delivery and outcomes.
- 3.3 **Human Resource:** There are TUPE implications for West Berkshire Council as a result of the remodelling of the service.
- 3.4 **Legal:** The contract award process should be in accordance with the Public Contract Regulations 2015 with contracts in place prior to commencement.

- 3.5 **Risk Management:** A market engagement event was carried out prior to going out to tender to understand the market appetite for the new service model delivery. This event also helped to inform the specification. Public consultation was undertaken to inform the impact of the saving made as a result of this service remodelling.
- 3.6 **Property:** The service will be delivered from 1 Station Road, Newbury and the Waterside Centre premises plus other community outreach locations across the District including GP services and pharmacies.
- 3.7 **Other:** N/A

4. Other options considered

Permission to go out to tender was sought from Procurement Board. The procurement options were set out in the procurement strategy.

Executive Summary

This report provides an update to The Executive on the outcome of the tender evaluation for a provider to deliver the Drug and Alcohol Behaviour Change Service. This report seeks sign off from The Executive to award the contract.

5. Introduction/Background

- 5.1 This contract is for the provision of services known as the Drug and Alcohol Behaviour Change Service.
- 5.2 Following the submission of the procurement strategy report we received the bids from two contactors.
- 5.3 This service has now been remodelled as a result of a savings proposals which were approved by The Executive in January 2019. Stakeholder and public consultation was also undertaken to inform the savings and remodelling of the service. This new forthcoming contract will incorporate shared care, needle exchange and supervised consumption services. Integrating this provision will generate efficiencies through reduced WBC management and administration.

6. Proposal

- Tender Process

The tender process was undertaken to appoint a provider with a proven track record in delivery of alcohol and drug change behaviour programmes for young people and adults.

The specification also required delivery of supervised consumption, needle exchange and shared care in the community.

A market engagement event was carried out to help inform the specification and to understand the appetite for delivery of the new service model.

The incumbent provider later decided not to bid for the contract.

- Advertisement

The tender was advertised on the In-tend e-procurement portal as an open tender process. The advertisement was published on 28th April 2021 and also published on Contracts Finder as well as Find a Tender Service (FTS).

The proposed contract commencement date is 1st April 2022 and the initial contract term is for five years with a potential extension provision of five years.

- Selection/Award Criteria

The tenders were evaluated on 30% price and 70% quality/technical criteria.

- Pricing Strategy

A saving required to meet Public Health savings targets was taken from the overall budget up front prior to going out to tender.

7. Conclusions

7.1 The Executive resolves to:

- (1) award the contract for Drug and Alcohol Behaviour Change Service to the successful bidder.
- (2) delegate authority to the Service Lead Legal & Democratic Services to finalise the terms of the agreement as set out in the tender documents and to make any necessary drafting or other amendments to the terms of the agreement which are necessary to reach final agreement but do not materially affect the intent and substance of the agreement.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	People
Service:	Public Health and Wellbeing
Team:	Public Health
Lead Officer:	Matt Pearce
Title of Project/System:	Contract Award Drug and Alcohol Behaviour Change Service
Date of Assessment:	9 th September 2021

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

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

What is the proposed decision that you are asking the Executive to make:	Contract Award Drug and Alcohol Behaviour Change Service
Summary of relevant legislation:	Public Contract Regulations 2015
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Karen Felgate
Date of assessment:	9 th September 2021

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

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	Provision of provision of an integrated Adults, Children & Young People Drug and Alcohol Behaviour Change Service
Objectives:	Remodelling of the service to achieve savings targets which were approved by Executive in 2019-20. A competitive tender process was approved to deliver the required level of saving.
Outcomes:	Remodelling will seek to provide an improved, recovery focused, evidence based, and cost-effective integrated service for adults, children and young people. The remodelled service will deliver key outcomes and minimise the number of young people remaining in treatment longer than required and improve transition to the adult's service.

Benefits:	Integrated service provision for Adults Children & Young People in West Berkshire. The new provider is offering a more up to date service that offers a good range of interventions and access to wider opportunities
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2 Note which groups may be affected by the proposed decision. 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
Age	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Disability	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Gender Reassignment	N/A	
Marriage and Civil Partnership	N/A	
Pregnancy and Maternity	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Race	Positive	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Religion or Belief	N/A	
Sex	N/A	
Sexual Orientation	N/A	

Further Comments relating to the item:

N/A

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision 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 Two 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:	

Name: Karen Felgate

Date: 9th September 2021

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

Item 10:

Member Questions to be answered at the Executive meeting on 18 November 2021.

Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(a) **Question submitted by Councillor Adrian Abbs to the Portfolio Holder for Planning and Transport:**

"Why is the planning department of West Berkshire Council not testing the applicability of CS15 given it is one of our major tools in the fight against climate change and as a result, by not demanding net zero homes, we simply add to the problem we will need to tackle with every application that is approved?"

(b) **Question submitted by Councillor Jeff Brooks to the Portfolio Holder for planning and transport:**

"Given that the previous Portfolio Holder, Hilary Cole, confirmed that CIL charges would not have been levied to residents if they had filled in their Planning paperwork correctly, in particular two cases which have been referred to in previous Council meetings, will the current Portfolio Holder now cancel those charges with immediate effect - reimbursing and/or cancelling all charges in such cases?"

(c) **Question submitted by Councillor Lee Dillon to the Portfolio Holder for Planning and Transport:**

"The signs within a District can very quickly show the level of pride that a Local Council has in its area. Will the Portfolio holder explain what he is doing regarding the dreadful state of Highways signs across the District as we understand that the cleaning and replacement of these has been de-prioritised in recent years and has therefore led to a very poor state of affairs?"

(d) **Question submitted by Councillor Alan Moore to the Portfolio Holder for Planning and Transport:**

"Why is it that nearly 12 years after Newbury Racecourse proposed a Car Club for their residents on the new strategic housing development – which is over a mile long - there is not one parking space allocated on the site by them for a Car Club car?"

(e) **Question submitted by Councillor Tony Vickers to the Portfolio Holder for Planning and Transport:**

"While the Request for Tenders issued by this Council to seek interest in taking on the existing Newbury Car Club only asked for bidders to commit to between just 5 and 8 vehicles in a contract of between 3 and 6 years, the successful bidder Enterprise has said their aim is for 50 vehicles – all EVs - within 5 years, located right across the District. Why was there such a gap between this Council's ambitions and those of Enterprise and what will you be doing to close the gap?"

Item 10:

Member Questions to be answered at the Executive meeting on 18 November 2021.

Members of the Executive to answer questions submitted by Councillors in accordance with the Executive Procedure Rules contained in the Council's Constitution.

(f) **Question submitted by Councillor Andy Moore to the Portfolio Holder for Planning and Transport:**

"As the new 500-place multi-storey car park behind the West Berkshire Council Market Street offices are soon to be handed over to the Council, what changes in arrangements for its use are envisaged in the light of the post-Covid changes we are experiencing in travel and work habits?"

(g) **Question submitted by Councillor Erik Pattenden to the Portfolio Holder for Children, Young People and Education:**

"Why have you arranged food vouchers for the Christmas holiday but let over 3500 children in West Berkshire go without vouchers for the October half term?"

(h) **Question submitted by Councillor Adrian Abbs to the Portfolio Holder for planning and transport:**

"Would the Council accept that the lack of enforcement officers has led to the regrettable situation in Lambourn where a 7-8 year-old apparent illegal conversion and occupation of a stable has now resulted in Western Area Planning being forced to pass an application for lawful occupation to the dismay of the residents of Lambourn?"

(i) **Question submitted by Councillor Jeff Brooks to the Portfolio Holder for Planning and Transport:**

"Can the Portfolio Holder explain why, ten months after the Speed Review Task Group met and agreed to recommend the reduction of the speed limit on the A4 from Henwick Lane to Lower Way from 40MPH to 30MPH, the Council has still not gone out to Consultation on the matter?"

(j) **Question submitted by Councillor Tony Vickers to the Portfolio Holder for Planning and Transport:**

"Whose job in this 'crossroads of southern England' - which is our District - is it to ensure that drivers of long-distance HGVs, of which the country is so short, have decent facilities to use on the job?"

(k) **Question submitted by Councillor Adrian Abbs to the Portfolio Holder for Internal Governance, Leisure and Culture:**

"When deciding on the proposed Sports Hub (based at Newbury Rugby Club) which other locations were considered and rejected?"

(l) **Question submitted by Councillor Jeff Brooks to the Portfolio Holder for Leisure and Culture:**

"Given that it will be the Platinum Jubilee celebrations during the weekend of 3rd June 2022, and the public will be encouraged to plan and enjoy Street Parties on 5th June - to be known as the Jubilee lunch - will the Council enter into the spirit of this magnificent occasion by waiving fees for street closures to interested residents?"

Executive – 18 November 2021

Item 11 – Exclusion of Press and Public

Verbal Item

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Agenda Item 12.

Document is Restricted

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