

Notice of Meeting

Joint Public Protection Committee

A shared service provided by Bracknell Forest Council,
West Berkshire Council and Wokingham Borough Council

Monday, 14th March, 2022 at 7.00 pm

Venue: Wokingham Borough Council, Shute End, Wokingham,
RG40 1BN

To: Councillors Hilary Cole, John Harrison (Bracknell Forest Council), Rick Jones, Barrie Patman (Wokingham Borough Council), John Porter (Bracknell Forest Council) and Bill Soane (Wokingham Borough Council)

	Page No.
1 Apologies To receive apologies for any absence (if any).	1 - 2
2 Minutes and Matters Arising To approve as a correct record the Minutes of the meeting of this Committee held on 13 December 2021. To consider any outstanding issues from previous meetings.	3 - 10
3 Declarations of Interest Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration, and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members' Interests, the Monitoring Officer must be notified of the interest within 28 days.	11 - 12
4 Notice of Public Speaking and Questions To note that no applications have been received to speak in relation to any items not included on the agenda.	13 - 14
5 Forward Plan To detail future items that the Committee will be considering.	15 - 18

Public Protection Partnership Agenda - Monday, 14 March 2022 *(continued)*

- 6 **West Berkshire Water Safety Partnership Annual report 2021/22** 19 - 30
Purpose: To set out the activities of the West Berkshire Water Safety Partnership as agreed at the West Berkshire Council Executive meeting on the 15 July 2021.
- 7 **Air Quality Status Reports 2020 - Bracknell Forest Council** 31 - 44
Purpose: To inform the Joint Public Protection Committee of the submission and results of the annual air quality report for Bracknell Forest Council.
- 8 **Wokingham Exit Closure Report** 45 - 54
Purpose: To set out the final arrangements for Wokingham BC exiting the Public Protection Partnership including arrangements around Commissioned Services, to note the governance arrangements for agreeing the exit and to clarify and resolve some of the remaining issues arising from the decision by Wokingham BC to leave the Partnership.
- 9 **Public Protection Partnership Q3 of 2021/22 Performance and Service Update** 55 - 86
Purpose: To inform the Committee of the current performance and activity of the Public Protection Partnership in line with the operating model and business plan, provide an update on the work of the Case Management Unit and communication activity and inform Members about the Service's ongoing response to the Covid19 pandemic.
- 10 **Revised Performance Management Framework** 87 - 96
Purpose: To consider a revised methodology and data set for inclusion in the performance monitoring framework for the 2022/23 Financial Year and to provide assurance that the priorities set out in the Public Protection Service Delivery Plan 2021 to 2023 are being managed effectively and to ensure that strong performance is maintained for business as usual activity.

Contact Officer:

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Item 1 – Apologies for absence

Verbal Item

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

JOINT PUBLIC PROTECTION COMMITTEE

Minutes of the meeting held on Monday, 13 DECEMBER 2021

Councillors Present: Graham Bridgman (Substitute) (In place of Hilary Cole), John Harrison (Chairman), Rick Jones, Barrie Patman and Bill Soane

Councillors Present Remotely: John Porter

Also Present: Paul Anstey (Head of Public Protection and Culture), Moira Fraser (Principal Officer - Policy & Governance), Toby Green (Lead Officer - Training and Development), Sean Murphy (Public Protection Manager), Eric Owens (Service Director - Development & Regulation) and Gordon Oliver (Principal Policy Officer – Democratic Services & Scrutiny).

Apologies for absence: Councillor Hilary Cole

PART I

10 Minutes

The minutes of the previous meeting held on 1 November 2020 were approved as a true and correct record and signed by the Chairman.

11 Outstanding Actions from Previous Meetings

It was noted that Sean Murphy had provided further information on air quality around the M4 smart motorway as requested by Councillor Bill Soane.

12 Declarations of Interest

There were no declarations of interest received.

13 Notice of Public Speaking and Questions

No public questions were received.

14 Forward Plan

Councillor Graham Bridgman sought clarification about the dates for Items 3, 11 and 23. Sean Murphy undertook to review the items and confirm the dates for the Committee.

Members were asked to note that a response to the Bracknell Air Quality Status Report was still awaited from Defra.

15 PPP Delivery Plan Update (JPPC4136)

Sean Murphy presented the PPP Delivery Plan Update (Agenda Item 7). The Committee had received the strategic assessment for the service in June 2021, which set out local priorities - for Wokingham, these were only set up to the end of March as part of the Shared Service. The Delivery Plan provided some detail about how those priorities would be delivered. The Service reflected the National Intelligence Model, which was based on:

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prevention; intelligence gathering; and enforcement. Indicators were provided for each of the priorities set out in the Service Plan together with proposals for how these would be delivered. Although this was a high level plan, if it was approved, each aspect would be supported by a more detailed project delivery plan. It was highlighted that Covid Recovery was not included within the Delivery Plan, but it was referenced in the report. Members were asked to note that an additional priority had been added around Health and Safety at Work. Communications were seen as important and a running theme throughout the document. It was stressed that implementation of the Delivery Plan would be contingent upon the Service being able to return to business as usual activities.

The Chairman noted there were errors in the covering report relating to the equalities, environmental and health impacts – these should be positive rather than negative.

Councillor Rick Jones sought clarification about the difference between themes, priorities and projects. Sean Murphy explained that there were both horizontal and vertical priorities listed. Cross-cutting priorities included: e-crime; vulnerable adults and children; climate change; safer streets; and safeguarding. He noted that when the inter-authority agreement had been set up in 2017, a number of starting priorities had been agreed, which were the themes. These were fed into the priorities, and in turn to the projects, which were listed under each of the priorities. Each project would have its own delivery plan and objectives.

Councillor John Porter asked if action on overweight vehicles would extend to 7.5 and 3.5 tonne vehicles and Transit vans, and how these would be weighed. Sean Murphy explained that operations were targeted at all goods vehicles. Portable weigh-pads belonging to the Driver and Vehicle Standards Agency had been used on a recent operation, but usually, public weighbridges would be used and these were tested for accuracy on a regular basis. Action was also taken to enforce weight restrictions.

Councillor Porter asked whether all areas of Bracknell Forest, Wokingham Borough and West Berkshire could be made No Cold Calling Zones to protect vulnerable residents. Sean Murphy explained that cold calling was legal, so there needed to be clear reasons for any new restrictions (e.g. reported incidents), and such areas needed to be clearly defined. Local residents had to be surveyed on any proposal and new zones were usually created where at least two thirds of residents were in favour. Toby Green noted that there were quite a few No Cold Calling Zones in the PPP area, which had been instigated following requests from the Police and / or complaints from residents. These zones tended to have significant numbers of elderly / vulnerable residents. Zones could be part of a road, a full road, or several roads. These were denoted by signs and residents were given stickers they could display in their windows. It was noted that the last criminal action on cold calling was taken against a double glazing company, which had been charged with aggressive practices. Councillor Porter asked if the Zones were listed on the PPP website. Toby Green explained that each Zone had signs at each end and each house had a sticker and he thought that Zones were also listed on the PPP website.

Councillor Porter asked about enforcement against breeders who illegally clipped dogs' ears. Sean Murphy explained that this was a breach of the Animal Welfare Act and the PPP was responsible for enforcing this and could take enforcement against licensed / unlicensed breeders in the area. However, the RSPCA normally handed enforcement in relation to pets.

Councillor Graham Bridgman highlighted an error in the Delivery Plan relating to the second bullet point under Safer Streets on page 9. He also highlighted that the Domestic Abuse Board had suggested private housing rental agreements should be worded to

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exclude tenants if there was domestic violence, and the PPP may wish to consider this as part of its Delivery Plan. Furthermore, he highlighted that West Berkshire, Wokingham and Reading were in the process of adopting the Joint Health and Wellbeing Strategy and there were some common themes such as safeguarding, vulnerable adults and children, childhood obesity, alcohol and tobacco consumption, etc. He suggested that the PPP should work closely with Public Health colleagues to address these issues. Sean Murphy confirmed that he was aware of the content of the Joint Health and Wellbeing Strategy and action was already underway to address many of these issues in terms of education and enforcement. He stated that in Bracknell, the PPP was looking to expand its Public Health education remit and discussions had taken place with the Director of Public Health for Berkshire East.

Sean Murphy highlighted that the Delivery Plan only applied to Wokingham until 31 March. He confirmed that he had spoken to colleagues at Wokingham about how it would apply to services such as Trading Standards going forward, and he reassured Members that there would be a smooth transition.

The Committee **RESOLVED** to approve the plan subject to the proposed corrections.

16 Training and Development Plan (JPPC4139)

Toby Green presented the Training and Development Plan (Agenda Item 8). He noted that the role of regulatory services was extensive with hundreds of pieces of legislation to be enforced. Also, officers needed to carry out enforcement professionally and competently and in accordance with relevant standards and codes of practice. Furthermore, all staff needed to be aware of issues such as modern slavery, child sexual exploitation and county lines. Officers needed the best quality training to deliver the best quality service. He highlighted problems with recruitment of officers, which had been addressed by developing staff, including apprentices. The new Training and Development Plan sought to streamline and standardise training, while leaving flexibility to respond to changes in workload.

Councillor Graham Bridgman suggested that all abbreviations should be defined within the Plan (e.g. GRT defined as Gypsy, Roma and Traveller).

Councillor Rick Jones agreed that the Committee wanted skilled and fulfilled officers and training was vital to achieving this. He noted that the recommendation asked the Committee to agree the training plan and associated budget, but he could not find any budget statement other than a reference to £300 per head. Sean Murphy confirmed that this was the only reference and that training and development would have been covered when the budget was set for the service as a whole. He suggested that the Committee should be asked to approve the plan and to recognise the proposed spend per head.

Councillor Bridgman noted that the Committee did not have the powers to set budgets, but merely made recommendations to each of the respective Councils. Sean Murphy agreed and confirmed that the proposed budget was in the process of being approved by each of the Councils.

Sean Murphy noted that the plan sought to capture cross-cutting skills and soft skills. He highlighted that many of the staff had been developed by the service, with a steady stream of apprentices. Councillor Jones agreed and recognised the value of soft skills.

Councillor Bill Soane asked if Wokingham would be able to buy into training as part of the service in the future. Sean Murphy noted that the PPP already worked with other local authorities on training and indicated that he would have discussions with officers at

Wokingham about future joint working on training and would report back to Councillor Soane.

The Chairman commended the report and the concept of developing staff in the context of a difficult job market, and suggested that this was good for the service and for staff.

The Committee **RESOLVED** to agree the Training and Development Plan.

17 Public Protection Partnership Q2 2021/22 Performance Report (JPPC4070)

Sean Murphy presented the Quarter 2 2021/22 Performance Report (Agenda Item 9). It was structured to provide updates on cross-cutting issues around finance, HR / staffing, ICT, property, etc, then moved onto a team-by-team narrative, before providing an update on Covid activity. He noted that there had been recent changes to Covid restrictions, which were not reflected in the report, and this would involve additional work with event organisers and venues, as well as contact tracing. In addition to the narrative and examples of activities undertaken, the report also included a list of licensing hearings and legal actions.

Moira Fraser confirmed that the Service Director was in the process of reviewing measures of volume and performance indicators and a report would be brought to the Committee in March.

Sean Murphy concluded by highlighting the communications summary, which included some examples produced by the service, and details of website usage, which was receiving up to 6,000 visits per month.

The Chairman noted that the Plan B measures included Covid passes for certain venues and asked if this would result in significant additional work for the service. Sean Murphy confirmed that the regulations had only just been published and work was underway to identify affected venues and events. He noted that thresholds included 4,000 people standing, but some events were dynamic with throughput of people, which made it difficult to determine if a venue reached this threshold. Also, clubs and other venues may be affected if they had a dancefloor that was open beyond a certain time. He stated that the PPP would have enforcement responsibilities for the new restrictions.

Councillor Graham Bridgman indicated that he had been closely involved in the Covid response and that Sean Murphy had kept the Local Outbreak Engagement Board updated on the work of the PPP. He recognised the massive additional work that the service had been required to undertake in response to the pandemic. He noted that the report's recommendations included consideration of actions of areas of improvement, and asked what these were. Sean Murphy thanked Councillor Bridgman and commended the work of the team as a whole. He invited Members to highlight any actions that they felt to be missing or areas where more focus was needed.

Councillor Rick Jones thanked the service for their work. He had been impressed by the newsletters and had passed these onto residents. These had helped to make the service more visible to residents and feedback had been very positive. Sean Murphy indicated that there had been investment in communications and there was a lead officer for community engagement. He stressed the importance of communicating what the service did, and of getting intelligence from members of the public about what was concerning them.

Moira Fraser highlighted that the service was working with parish councils to explain to them about the work of the PPP.

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The Chairman also expressed his thanks to officers who had stepped up activity in response to the pandemic, and proposed to amend the report's recommendation such that the PPP be formally commended for the work that they had done.

Councillor Bridgman proposed that no further improvements were needed so the second recommendation should not apply.

The Committee **RESOLVED** to:

- Note the 2021/22 Q2 performance for the Public Protection Service.
- Note the role the Public Protection Service are playing across the Councils with respect to Covid-19 response.
- Commend the staff of the Public Protection Partnership for work that they have undertaken during the Covid-19 pandemic.

18 PPP Approach to Surveillance (JPPC4071 and JPPC4072)

Paul Anstey presented the report on the PPP Approach to Surveillance (Agenda Item 10). The report presented some practical examples of how certain pieces of legislation were being implemented and it gave an overview of some of the implications and sensitivities that needed to be managed. The PPP was regulated on how it managed information collected as part of its surveillance powers. The service also had to interact with the judicial system to gain certain permissions. The report set out how the appropriate checks and balances were made in relation to any information that the PPP held. He highlighted developments in relation to body-cams that were used in relation to execution of warrants and how these were used to protect staff.

The Chairman praised the clarity and usefulness of the report in bringing Members up to date with surveillance issues.

This item was for information only and Members were asked to note the report.

19 Date of the Next Meeting

It was noted that the next meeting would be on 14 March 2022 in Wokingham Borough Council.

(The meeting commenced at 7.00 pm and closed at 7.55 pm)

CHAIRMAN

Date of Signature

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Joint Public Protection Committee Actions Arising from Previous Meetings

Meeting Item	Action	Officer	Update
13 December 2021 Item 16 Training and Development Plan	PPP to discuss future joint working on training with Officers at Wokingham and would report back to Councillor Soane.	SM/ES	

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Item 3 – Declarations of Interest

Verbal Item

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Item 4 – Public Speaking and Questions

Verbal Item

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JPPC Forward Plan June 2022 to June 2023

No.	Ref No	Item	Purpose	Lead Officer	Comments
JPPC 13 June 2022 - WBC					
1.	JPPC4087	Public Protection Partnership Q4 2021/22 Performance Report	To consider the Quarter 4 Performance Report.	Sean Murphy/ Moira Fraser	
2.	JPPC4131	Review of the Contaminated Land Strategies	To consider and where appropriate update the Contaminated Land Strategies for both authorities.	Suzanne McLaughlin	
3.	JPPC4088	Noise Policy - Annual Review	To undertake the annual review of the policy and agree any changes.	Suzanne McLaughlin	
4.	JPPC4062	Public Protection Partnership Priorities 2022/23 to 2024/25.	To set out the proposed priorities for the Public Protection Service for 2022 to 2024 including the impact of any ongoing Covid recovery work.	Sean Murphy	
5.		Public Protection Partnership MK2	To set out how the Partnership will operate following the departure of Wokingham from the PPP.	Sean Murphy	
6.		PPP Investigations and Prosecutions	To inform the Board about how decision are made the operational approach to cost recovery employed by the Case Management Unit.	Alison Beynon	For Information Only
7.		Impact of the Environment Bill	To consider any operational and resource requirements arising from the enactment of the Bill for the Public Protection Service.	Sean Murphy	
8.	JPPC4138	Communications and Engagement Plan 2022/23 to 2024/25	To consider and if appropriate agree the two year strategy which will reflect the revised partnership arrangements.	Moira Fraser/ Lisa Norgate-Barnes	
19 September 2022 - WBC					
9.	JPPC4068	PPP Private Sector Housing Policy 2022/23 to 2024/25	To provide the Joint Public Protection Committee with an update on the work of PPP within Private Sector Housing and to highlight the high level priorities which we will undertake over the next 2 years.	Rosalynd Gater	
10.	JPPC4134	Public Protection Partnership -	To agree the annual PPP Food and Feed Plan.	Rosalynd	

No.	Ref No	Item	Purpose	Lead Officer	Comments
		Food and Feed Plan		Gater	
11.	JPPC4070	Public Protection Partnership Q1 2022/23 Performance Report	To consider the Quarter 1 Performance Report.	Moira Fraser	
12.	JPPC4133	PPP list of Fees and Charges 2023/24	To consider the PPP budget and list of Fees and Charges to be submitted to Bracknell Forest Council and West Berkshire Council budget setting cycle for consultation.	Sean Murphy	
13.		Business Plan 2022 to 2027	To update the business plan in light of the priorities agreed at the June meeting and revisions to the Inter Authority Agreement to reflect the new two authority partnership.	Sean Murphy	
JPPC 12 December 2022 - BFC					
14.		Public Protection Partnership Q2 2022/23 Performance Report	To consider the Quarter 2 Performance Report.	Sean Murphy/Moira Fraser	
15.		Training and Development Plan 2023	To agree the plan for the forthcoming year.	Toby Green	
16.		PPP Delivery Plan Update	To set out progress has been made against the PPPs agreed priorities as set out in the 2021 to 2023 Delivery Plan.	Sean Murphy	
17.	JPPC4064	Air Quality Status Reports	To set out the response received from DEFRA	Suzanne McLaughlin	
18.		Workforce Strategy 2022 to 2027	To review the Workforce Strategy in line with the revised Business Plan.	Sean Murphy	

No.	Ref No	Item	Purpose	Lead Officer	Comments
JPPC 13 March 2023 - WBC					
19.	JPPC4073	Public Protection Partnership Q3 2022/32 Performance Report	To consider the Quarter 3 Performance Report.	Sean Murphy/ Moira Fraser	
20.		Public Protection Partnership Priorities 2023/24 to 2025/26.	To consider and if appropriate amend the priorities for the partnership over the next three years.	Sean Murphy/ Damian James	
21.		Water Safety Partnership	To provide an annual update of the work of the Partnership.	Jon Winstanley	
JPPC June 2023					
22.		Public Protection Partnership Q4 2022/23 Performance Report	To consider the Quarter 4 Performance Report.	Sean Murphy/ Moira Fraser	
23.		Noise Policy - Annual Review	To undertake the annual review of the policy and agree any changes to the Policy.	Suzanne McLaughlin	
24.		Public Protection Partnership Priorities 2023/24 to 2025/26.	To set out the proposed priorities for the Public Protection Service for 2023 to 2025.	Sean Murphy	
25.		Communications Strategy 2023/24 to 2025/26	To review and if appropriate amend the two year strategy.	Moira Fraser/ Lisa Norgate-Barnes	

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West Berkshire Water Safety Partnership Annual Report 2021/22

Committee considering report:	Joint Public Protection Committee
Date of Committee:	14 th March 2022
Chair of Committee:	Councillor John Harrison
Date JMB agreed report:	28 February 2022
Report Author:	Jon Winstanley

1. Purpose of the Briefing

- 1.1 As agreed by West Berkshire Council's Executive on 15th July 2021, an annual report would be presented to the JPPC detailing the activities of the West Berkshire Water Safety Partnership.

2. Background

- 2.1 Following a tragic incident in March 2021, involving the loss of life of a young child in the Kennet and Avon Canal adjacent to Victoria Park in Newbury, West Berkshire Council Officers and representatives from the Canal and River Trust and emergency services came together to look at measures that could be implemented to prevent future loss of life from accidental drowning. A proposal from this group is the establishment of a Water Safety Partnership for West Berkshire.
- 2.2 On average, around 250 people lose their lives in accidental drownings in the UK every year, with hundreds more having near drowning experiences, sometimes suffering life-changing injuries. Children can be particularly at risk.
- 2.3 One of the striking characteristics of the data on accidental drownings is that a large proportion of victims did not leave home on the day they died intending to go into water of significant depth. Roughly 40% of deaths happen whilst people were out walking or running, in comparison to approx. 20% who lose their life whilst swimming. It shows the importance of everyone being aware of the risks posed by water. West Berkshire is home to a number of significant water courses and bodies, some of which extend through our urban areas, which can significantly increase the risk of accidental drowning.
- 2.4 The incident in March 2021 has emphasised the devastating impact water related tragedies can have on our communities. Through the Partnership key stakeholders have an opportunity to play a leading role in helping prevent future incidents of accidental drowning
- 2.5 The objectives of the partnership being to:
- Promote and develop water-safety education and initiatives within West Berkshire with particular emphasis on the most at risk groups identified through incident data and local knowledge;

- Proactively promote public awareness of water-related risks and ensure a consistent message through campaigns and communications;
- Share best practice and resources across the District (and beyond) highlighting a multi-agency approach to water safety;
- To be the focus group in responding to water related incidents in West Berkshire;
- Work with partner organisations to gather and improve data involving water incidents in West Berkshire in order to inform a targeted approach to water safety.

2.6 Partnership member organisations include:

- WBC Service Director Environment (Chair);
- WBC Officers (Public Protection, Environment and Communities & Wellbeing);
- Royal Berkshire Fire and Rescue Service;
- Canal and River Trust;
- Thames Valley Police;
- South Central Ambulance Service;
- National Health Service;
- Environment Agency;

2.7 The meeting has also been attended by representatives from Laura Farris' (MP) office and there are plans to invite representatives from other local unitary authorities as part of a knowledge sharing exercise.

3. Implications and Impact

Implication	Commentary
Financial:	None
Human Resource:	None
Legal:	None
Risk Management:	An objective of the partnership is to reduce the risk of accidental deaths from water related incidents.
Property:	None
Policy:	None
Consultation and Engagement	None

4. Current Status

4.8 The Water Safety Partnership meets every two months and the following actions have been completed over the last year:

- Terms of reference for the partnership have been written and agreed. These can be viewed in Appendix A;
- Joint audit and inspection has been undertaken along the Kennet and Avon Canal through Newbury by RBFRS, Canal & River Trust and WBC;
- Initial safety measures identified completed. Tree and root cutting carried out in the vicinity of Victoria Park and the sluice and to the west of Newbury. Further work planned adjacent to the Library car park in conjunction with the Town Centre Masterplan proposals;
- 2 x Water Rescue Cabinet on order for installation adjacent to the Canal in the vicinity of Victoria Park (delivery and installation has been held up during lockdown);



- Cabinet features rescue buoy with rope, solar powered beacon, and keypad entry to prevent vandalism;
- Water safety Incident database has been established for West Berkshire District. Database will be reviewed to identify hotspots for further intervention measures;
- Joint promotional activities around water safety week in May;
- Joint promotional activities around drowning prevention week in June;

- PR and promotional material around summer water activities linked to closure of swimming pools during lockdown;
- PR and promotional material around cold water shock and winter preparedness late Autumn;
- Working with RBFRS and Education colleagues have brought water safety awareness to schools KS3 and above [KS3+ Water Safety \(rbfrs.co.uk\)](https://rbfrs.co.uk)

5. Next Steps

5.1 Currently planned activities for 2022 include the following:

- Developing the water incident database to inform future campaigns. Considering if there is a particular risk geographically or amongst particular age groups that we should be targeting.
- Programme of assessing hotspots to establish where we should be focussing intervention measures including the roll-out of further water safety cabinets;
- Continuous monitoring and assessment of water related incidents;
- Comms plan for the year currently being developed a draft of which can be seen in Appendix B;
- Continued schools training programme;
- Liaison with suicide prevention group to look at Samaritans signs on appropriate bridges;
- Contact with Wild Swimming groups to see about rolling out coaching opportunities and targeting known areas in West Berkshire;
- Targeting marinas to ensure boat owners have correct accreditations and safety equipment. Potentially to be combined with boat safety week.

6. Conclusion

6.1 Although instigated as a result of a tragic event, there is a clear need for a multi-agency group to focus on water safety and reducing the risk of accidental drowning.

6.2 This group has been effective in the initial response to the incident in March, but also provides the longer term opportunity for individual members to present ideas, initiatives, research and updates on their individual work on water safety.

7. Appendices

7.1 Appendix A – West Berkshire Water Safety Partnership Terms of Reference.

7.2 Appendix B – Draft 2022 Comms Plan

Appendix A

West Berkshire Water Safety Partnership

Terms of Reference

Document History

Document Revision	Date	Reason for Change
V3	02/05/2021	Simplified

Terms of Reference

Name of Group: West Berkshire Water Safety Partnership (known as “WBWSP”)

Background: The group initially met in April 2021 in response to an incident on the Kennet and Avon Canal in Newbury that involved the death of a small child. The purpose of the group was to look at preventative measures for that particular incident, however it soon became clear that appetite exists for a wider Water Safety Partnership across the District.

WBWSP

Purpose: The purpose of the WBWSP is to work towards prevention of accidental drowning deaths in West Berkshire by working in partnership to ensure consistent guidance for the safe enjoyment and management of activities in, on and around water.

Aim: The aim of the WBWSP is to work to improve the safety of persons from water risks in West Berkshire with the intention to reduce accidental drowning deaths of people who live, work and visit the District.

Objectives	
1.	Improve fatality and incident data in West Berkshire by advocating Water Incident Database (“WAID”) and sharing WAID reports with partner organisations and local authorities.
2.	Promote and develop water-safety education and initiatives within West Berkshire with particular emphasis on the most at risk groups identified through incident data and local knowledge.
3.	Proactively promote public awareness of water-related risks and ensure a consistent message through campaigns and communications.
4.	Sharing best practice and resources across the District highlighting a multi-agency approach to water safety.
5.	To be the focus group in responding to water related incidents in West Berkshire.

Structure

All organisations (“members”) of the WBWSP sit on the **Main Group**. This group provides the opportunity for individual members to present ideas, initiatives, research and updates on their individual work. The main group includes a Chair, Vice Chair and administrative support. In addition to this main group, **subgroups** may be established to develop and deliver specific objectives. These subgroups will usually consist of members of the main group but may also include additional members as required.

The Chair and Vice Chair will rotate amongst the Partnership Members and are elected by the main group every 24 months at the April meeting.

The admin support for the group is provided by the current Chair’s organisation or another as agreed.

Membership

Each member shall be represented by a nominated representatives (or such replacement as notified to the Chair) who shall have responsibility to contribute to the WBWSP.

All invitations for new members to the WBWSP should go through the Chair.

All potential members for any WBWSP will be approved by the main group.

In order to retain full membership, each organisation is expected to attend at least two meetings in a 12 month period.

An organisation must be a full member of the WBWSP to lead a subgroup.

If it is not possible to attend the WBWSP meetings, updates can be sent to the Chair to be included in the main meeting.

Members of the WBWSP can also invite guests to a WBWSP meeting by letting the Chair know.

Role of members (through nominated representative)

The role of the members of the WBWSP includes:

- The attendance of meetings
- Providing updates of their own organisations (where appropriate)
- To be an advocate for the WBWSP and drowning prevention
- To contribute to the outputs of the WBWSP

Role of The Chair

The role of the Chair of the WBWSP includes:

- To provide leadership
- Lead, organise and conduct the WBWSP meeting, including holding a casting vote
- To ensure the WBWSP functions properly.
- To ensure the WBWSP is managed effectively.
- To represent the WBWSP as its figurehead
- Ensure the terms of reference are followed
- Ensure an annual report is submitted to the Leader’s Office West Berkshire Council for onward submission to the West Berkshire Health and Wellbeing Board, and (if applicable) represent the WBWSP at any West Berkshire Council committee.

Accountability/Governance

The WBWSP will report to the Joint Public Protection Committee as part of the Public Protection Partnership.

Media Protocols

All members of the WBWSP are encouraged to have a comms representative named and have a responsibility in the promotion of the work of the WBWSP.

All WBWSP members are asked to promote the use of the WBWSP brand where appropriate and use the WBWSP logo.

The members agree they shall not be permitted to use the other members Intellectual Property (including logo's) unless prior written consent of the member is provided. Such consent shall grant a non-exclusive, non-transferable, terminable licence to use the other members Intellectual Property for the purposes agreed in this WBWSP or meetings.

All press releases and press statements will be agreed by all members of the WBWSP with the Chair (or if unavailable, the Vice Chair) of the WBWSP responsible for final approval.

Review

This document and the WBWSP will be reviewed annually for continuous improvement. Any changes which would warrant an early review should go through the Chair where the issue will be raised at the next WBWSP meeting. If deemed appropriate, a review will take place.

Working Methods

The WBWSP main group meets quarterly.

Subgroups may be created to manage and prioritise individual objectives or specific areas to support the purpose of the WBWSP. These subgroups must be approved by the main group before creation.

Meetings

The WBWSP will meet formally every quarter (in person or via video conferencing); additional meetings being called as required.

All WBWSP meeting minutes will be produced following the meeting and shared with the partnership. At the following meeting the minutes will be agreed before being made available on the WBC website.

Any items that members wish to be placed on the agenda should be sent to the Chair 14 days in advance of the meeting.

The notice of a meeting with agenda and any accompanying papers shall be circulated at least 7 days in advance.

Agendas for meetings will be formed via:

- Incident information
- Items submitted by member organisations through the Chair
- Matters arising from the minutes of the previous meetings
- Correspondence received

All agendas should follow a consistent framework including:

- Welcome

- Minutes from previous meetings, accuracy and matters arising
- Review of Outstanding WBWSP Actions
- Review of Incidents since previous meeting.
- Agenda items
- AoB
- Date and Time of next meeting

In the absence of the Chair at a meeting, the Vice Chair will take responsibility for the group. If both the Chair and Vice Chair are unavailable, the meeting will be postponed until an appropriate time.

Sharing of information

All minutes, and information regarding the group will be publicly accessible through the webpage which is located at westberks?? Hosted by WBC

Correspondence

The WBWSP webpage will be maintained and updated by WBC. Members are encouraged to provide resources and information for the website.

Data Access

The WBWSP agrees to only use WAID data provided by The Royal Society for the Protection of Accidents (“RoSPA”) and WBWSP members.

Finances

Funding for the WBWSP will be provided through agreement at the WBWSP meetings with payment for campaigns, media and running costs being direct from partners. No WBWSP bank account will be established and as such financial responsibility will not be a requirement of the WBWSP but for individual partners.

Contingency Measures

Events when contingency arrangements come into force:

- Chair and/or Vice Chair incapacitated, unable to perform normal duties or resign

Contingency arrangements: Chair and/or Vice Chair unable to honour duties or resign:

- The Chair/Vice Chair will undertake both roles until the Chair/Vice Chair is able to resume duties or, if an absence of more than 6 months is expected a new Chair/Vice Chair is elected at the next WBWSP meeting.

Contingency arrangements Chair and Vice Chair unable to honour duties or resign:

The remaining members of the WBWSP will call a meeting at the earliest opportunity and elect a new Chair and Vice Chair

General Provisions

This WBWSP does not constitute or infer any contract or binding agreement on or between the members.

Nothing in this WBWSP is intended to, or shall be deemed to, establish any partnership or joint venture between the members, constitute either member as the agent of another member, nor authorise any of the members to make or enter into any commitments for or on behalf of the other members.

This WBWSP shall remain in effect until terminated by all members voting by agreement.

The members intend that any intellectual property rights created in the course of this WBWSP shall vest in the member whose employee created them.

Except as otherwise provided, the members shall each bear their own costs and expenses (along with any liabilities) incurred in complying with their obligations under this WBWSP.

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Draft 2022 Comms/PR Plan – West Berkshire Water Safety Partnership

Date	Item	Why important to Residents	Lead	Activity
26/04/22 to 02/05/22	NFCC - Be Water Aware Campaign	<p>The campaign targets the following:</p> <ul style="list-style-type: none"> • People undertaking activities near water - specifically people who are undertaking activities near water but have no intention of entering the water and may not realise the actions they can take to help themselves or help someone else who has entered the water • People undertaking activities in water - entering open water is very different to taking a dip in the pool but there many simple things people can do to remain safer in water • Away from home - At the moment we only know where drownings occurred but not where the person was from. Anecdotally, we do know you are at a greater risk of drowning if you are not familiar with the area <p>Interactive report National Water Safety Forum</p>	NFCC	

09/05/22 to 15/05/22	International Learn to Swim Week		Swim Teachers Association	
Sat 21/05/22	National Learn to Swim day	This little holiday was created in 2012 by 'Swimways', now known as 'Teach Me To Swim'. Its main goal was to provide the opportunity to raise awareness about the importance of water safety as well as teach both children and adults how to swim.		
21 – 27 May 2022	National Safe Boating Week	National Safe Boating Week will be held from May 21-27, 2022, reminding all boaters to brush up on boating safety skills and prepare for the boating season.	National Safe Boating Council	
18/06/22 to 25/06/22	Drowning Prevention Week	Drowning Prevention Week (DPW) aims to equip everybody across the UK and Ireland with the skills and knowledge, to make the right decisions about water safety.	Royal Life Saving Society UK	
12/09/22	Don't Drink and Drown Freshers 2022	Don't Drink and Drown is the Royal Life Saving Society UK's national campaign that encourages smart decision making whilst intoxicated around water.	Royal Life Saving Society UK	
21/11/22	Don't Drink and Drown Winter 2022	Don't Drink and Drown is the Royal Life Saving Society UK's national campaign that encourages smart decision making whilst intoxicated around water.	Royal Life Saving Society UK	

Air Quality Status Reports 2020 – Bracknell Forest Council

Committee considering report:	Joint Public Protection Committee
Date of Committee:	14 March 2022
Chair of Committee:	John Harrison
Date JMB agreed report:	28 February 2022
Report Author:	Suzanne McLaughlin
Forward Plan Ref:	JPPC4064(a)

1. Purpose of the Report

- 1.1 To inform the Joint Public Protection Committee of the submission and results of the annual air quality report for Bracknell Forest Council. This reports is for the monitoring data and action plan progress for the calendar year 2020.

2. Recommendations

The Committee:

- 2.1 **NOTES** the contents of the Report and the separate Air Quality Annual Status Report;
- 2.2 **NOTES** the feedback from the Department of Environment, Food and Rural Affairs (DEFRA) on the report, and
- 2.3 **NOTES** the progress on the measures to improve air quality set out in the report, and
- 2.4 **APPROVES** the ongoing and planned future measures to improve air quality set out in the report.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	<p>Work relating to Air Quality monitoring and reporting is funded from the general revenue budget allocated to the Public Protection Joint Committee. A number of proposals in the action plans continue to require additional funding to implement whilst others are relatively low cost and are covered from the Public Protection Partnership (PPP) revenue budget. Grant funding from DEFRA has been available annually.</p> <p>In addition West Berkshire Council (on behalf of the Partnership) has been awarded £259,406 from DEFRA to fund a project focused on behavioural change for the 448,000 residents who drive in the three boroughs by launching an anti-idling campaign.</p>
Human Resource:	<p>Staff who conduct this work are a shared resource under the Inter Authority Agreement (IAA). One benefit of the shared service is the ability to have staff that specialise in areas such</p>

	<p>as this and the service is fortunate to have a number of officers with significant expertise on environmental matters generally and air quality specifically.</p> <p>In 2020 the Covid restrictions reduced our ability to progress this work but we have focussed on submitting the reports and maintaining our monitoring programme.</p> <p>The fixed term to March 2023 Air Quality Officer post (funded from the DEFRA Grant) has been recruited to and the post holder (Jason Webb) joined the PPP in August 2021.</p>			
Legal:	<p>Under the Local Air Quality Management (LAQM) system local authorities are legally required to assess air quality in their area and designate Air Quality Management Areas (AQMAs) if improvements are necessary. Where an AQMA is designated, local authorities are required to produce an Air Quality Action Plan (AQAP) describing the pollution reduction measures it will put in place.</p>			
Risk Management:	<p>This is a legal requirement under the Environment Act 2005. Failure to comply with our statutory obligations could present the risk of challenge to the PPP partner authorities.</p>			
Property:	<p>There are no direct property implications arising from this report.</p>			
Policy:	<p>The Inter-Authority Agreement (IAA) identified Environmental Protection as one of the five Strategic Priorities for the Joint Public Protection Committee. Under this heading the Committee in turn identified air quality as a priority for 2020/21.</p> <p>Bracknell Forest Council – Bracknell Forest Council’s Climate Change strategy was completed and published in January 2021 and includes a target of net carbon zero by 2050.</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?		✓		No specific groups are affected by the contents of the proposals as there are no decisions being made. Poor air quality can be particularly harmful to the young, elderly, pregnant and those suffering ill health. Consideration to all these matters are given in this report and appendices and / or the national clean air strategy.

B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		No specific groups are affected by the contents of the proposals as there are no decisions being made. Poor air quality can be particularly harmful to the young, elderly, pregnant and those suffering ill health. Consideration to all these matters are given in this report and appendices and / or the national clean air strategy.
Environmental Impact:	✓			Under the Local Air Quality Management (LAQM) system local authorities are legally required to assess air quality in their area and designate Air Quality Management Areas (AQMAs) if improvements are necessary. Where an AQMA is designated, local authorities are required to produce an Air Quality Action Plan (AQAP) describing the pollution reduction measures it will put in place. These reports are therefore designed to have a positive impact on the environment.
Health Impact:	✓			Although there has been a reduction in air pollution since the 1970s, poor air quality is still the largest environmental risk to public health in the UK. It shortens lives and reduces quality of life, particularly amongst the most vulnerable, the young and old, and those living with health conditions. Ongoing monitoring and where appropriate the creation of action plans is designed to improve the quality of lives of our residents.
ICT or Digital Services Impact:	✓			None The Air Quality Status Report will be published on the PPP website.
PPP Priorities :	✓			The Inter-Authority Agreement (IAA) identified Environmental Protection as one of the five Strategic Priorities for the Joint Public Protection Committee. Under this heading the Committee in turn identified air quality as a priority for 2020/21.
Data Impact:		✓		None

Consultation and Engagement:

Local authorities are required to submit an Annual Status Report (ASR) to the Department for Environment, Food and Rural Affairs (DEFRA) each year and a template is provided.

4. Executive Summary

- 4.1 Local authorities are required to submit an Annual Status Report (ASR) to the Department for Environment, Food and Rural Affairs (DEFRA) each year and a template is provided. The overall aim of this document is to report on progress in achieving reductions in concentrations of emissions relating to relevant pollutants below air quality objective levels. It is also where local authorities identify new or changing sources of emissions.
- 4.2 On completion, local authorities are required to submit their report to the Secretary of State (DEFRA) for consideration, who will provide comments back in a timely manner and to which the local authorities are expected to have regard.
- 4.3 Core requirements of the ASR:
- To report progress on the implementation of measures in the local air quality action plan and other measures and their impact in reducing concentrations below air quality objectives.
 - To provide a summary of monitoring/modelling data (either locally retrieved and/or from the national network) in order to assess the air quality situation in your area and likelihood of air quality breaches, and to provide the necessary evidence base for the impact of air quality measures.
 - To report on significant new developments that might affect local air quality; and
 - To present information in a public-facing executive summary for the lay reader so that the local public can more easily engage with local air quality issues and measures taken to improve it.
- 4.4 Annually DEFRA set a deadline for submission and there are implications of late submission in respect of whether air quality grant bids will be favourably received. We again have completed and submitted these within the appropriate timescales.

The PPP understands the importance of DEFRA approving the reports as the data is used by third parties in planning applications, as well as in-house decisions by Highways and Transport and Planning colleagues. In addition the increased significance is recognised as identified actions are now intrinsically linked with Climate Emergency Plans and Environmental Strategies.

5. Reports submission

- 5.1 Air quality monitoring and improvement contributes to a number of principal priorities of the PPP, and continues to be identified as such in 2021-22 with synergies directly with climate change and environmental protection. In Summer 2019 all PPP local authorities made commitments with respect to climate change, and air quality

continues to be regularly in the news, alongside, the cross cutting climate change theme.

- 5.2 The Annual Status Report was completed in-house by the deadline and the report was submitted on the 30th June 2021.
- 5.3 It should be noted that the onset of the Covid pandemic had an impact on air quality due to reduced traffic movement and as a consequence indications are that the unit on Downshire Way Bracknell, saw at least a 35% reduction in measured NO₂ (Nitrogen Dioxide).
- 5.4 Notwithstanding this the results received for Bracknell Forest continues to show trends of a reduction of air pollution levels and a summary can be found in the Executive Summary at the beginning of the report.
- 5.5 Due to the size of the document it has not been included as an appendix to this report but it is available on the Public Protection Partnership website. <https://publicprotectionpartnership.org.uk/environmental-health/air-quality/air-quality-monitoring/>

6. Report appraisals and next steps:

- 6.1 The appraisal was provided to DEFRA on the 30th June 2021. The appraisal was finally accepted at the end of January 2022. The initial delay was due to a couple of minor errors in monitoring data submitted.
- 6.2 The report and conclusion have now been accepted and a summary of the comments received are detailed below.

7. Bracknell Forest

- 7.1 The local monitoring strategy has been updated during the present year and justifications have been given. The movement of monitoring locations is welcomed, allowing the Council to prioritise other areas of higher air pollution or closer to new developments as concentrations surrounding the AQMA have been below the Air Quality Objective. This demonstrates the Council's proactive and dedicated approach to improving air quality across Bracknell Forest.
- 7.2 The comments from last year's ASR have been addressed.
- 7.3 The Council has multiple measures in place that will help to tackle *PM_{2.5}. However, measures focus only on emissions from transport. Actions would also be possible on domestic emissions (through awareness campaigns for example). The Public Health Outcomes Frameworks were referred to, and this is encouraged to continue.
- 7.4 The report is a good source for members of the Public to find out about air quality in their area. The Council should continue their hard work.

(*Refers to a category of pollutant that is 2.5 microns or smaller in size)

8. Other air quality related matters of note

- 8.1 As mentioned previously the Public Protection Partnership (PPP) have been awarded £259,406 from DEFRA for an air quality project which aims to change the behaviour of those 448,000 residents who drive in the three boroughs by launching an anti-idling campaign.
- 8.2 The air quality project will involve all schools in the PPP area, engaging pupils in air pollution and anti-idling focused activities, educational sessions, and competitions. The project will further target idling hotspots across the boroughs such as taxi ranks and school drop-off-/pick-up locations, through the presence of increased signage and behaviour change measures. It is anticipated that this funded project will continue in Wokingham once they leave the partnership as part of the Traded Services arrangement.
- 8.3 The DEFRA funded project is due to be delivered by March 23, current progress since the award of the funding includes the recruitment of an Air Quality Officer to help deliver the project, opening of schools 'Bumper Sticker' anti-idling competition, and the awarding of the procurement of activities to supply PM2.5 monitors for schools, with monitoring starting in February 2022. Additional procurement has commenced for the behavioural change specialist.
- 8.4 The Air Quality Officer has also attended the Taxi Trade Liaison meetings to discuss ways in which the taxi trade are able to assist with the anti-idling campaign.

9. Concluding Observations

- 9.1 Air Quality continues to be a high profile area of work and the links with the sources of pollutants and health impacts becoming more apparent during the Covid pandemic. The authority must continue to not only monitor the levels of pollutants affecting its residents but ensure that we continue to progress actions set out within the action plan.
- 9.2 The evaluation provided by DEFRA is positive and the JPPC is asked to both note the reports and the DEFRA evaluation and endorse the proposals set out in the action plan.
- 9.3 The duty on local authorities to both monitor and improve air quality is not just a legal requirement but a public demand. The effects on health of poor air quality are indisputable and Councils have been given a range of tools to tackle the causes.
- 9.4 In simple terms the causes are known but the solutions are wide ranging. The proposals set out in the plans appended to this report seek to address several approaches ranging from raising awareness, changing human behaviour and matters of infrastructure.

10. Appendices

Appendix A - Annual Status Report Appraisal Report

Appendix B – [Bracknell Air Quality Report](#) (due to its size it's included on the website and is not attached to this report)

11. Background Papers:

11.5 Defra: National Clean Air Strategy 2019

11.6 <https://www.gov.uk/government/publications/clean-air-strategy-2019>

Subject to Call-In:

Yes: No:

Wards affected: All Wards

Officer details:

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Job Title: Principle Officer
Tel No: 01635 519851
E-mail: Suzanne.McLaughlin@westberks.gov.uk

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Local Authority:	Bracknell Forest Borough Council
Reference:	ASR21-1112
Date of issue	January 2021

Annual Status Report Appraisal Report

The Report sets out the Annual Status Report, which forms part of the Review & Assessment process required under the Environment Act 1995 and subsequent Regulations.

There are two Air Quality Management Areas (AQMAs) declared across Bracknell Forest Borough Council: AQMA “Area 1: The Bagshot Road (A322) Horse and Groom Roundabout Downshire Way AQMA” (Bracknell AQMA) and AQMA “Area 2: The Bracknell Road (B3348) and Crowthorne High Street, Crowthorne AQMA”.

The Council undertook automatic monitoring of NO₂ at one location during 2020, Downshire Way (in Bracknell AQMA). The annualised annual mean was 26.9 µg/m³. Based on the evidence provided, there were no 1-hour mean concentrations monitored greater than the Air Quality Objective (AQO) limit of 200 µg/m³ during the time the automatic monitoring station was in use as data capture was affected by to the Downshire Way road works. However, the data provided has been queried as this appears to have been replicated from the template example. Passive monitoring of NO₂ took place via diffusion tube monitoring at 28 locations. During 2020, there weren't any exceedances across the passive monitoring network.

The Council also measures PM₁₀ at one location in the Bracknell AQMA. The annual mean concentration was 18.35 µg/m³ and there weren't any occasions where the 24-hour mean objective limit was exceeded during the time the automatic monitoring station was in use.

The Council has robust QA/QC procedures, which were applied appropriately and accurately to the 2020 monitoring data, outlining the information clearly with respect to the laboratory used for analysis of the diffusion tubes. The national bias adjustment factor has been determined and applied as, due to roadworks in Bracknell town centre near the automatic monitoring site, local data was limited, i.e. less than required 90%. Therefore, for the purposes of the ASR 2020, the national bias adjustment factor of 0.81 was used. Annualisation of the automatic monitoring site was carried in accordance with LAQM.TG16 and no distance-correction was needed because low concentrations were measured at all sites not at relevant exposure. All calculations were clearly outlined and justified.

In the report, the Council has detailed measures and plans to continue to address air quality within its administrative boundaries. The main focus is stated to be within AQMA areas. The Council notes that they have achieved most of the AQAP measures already and will be

Local Authority:	Bracknell Forest Borough Council
Reference:	ASR21-1112
Date of issue	January 2021

concentrating gathering data to either revoke the AQMA's, or if not to look at producing a new AQAP. The council has been awarded a DEFRA AQ grant which will be used for behaviour change project on Anti-Idling. It will also be monitoring the PM_{2.5} at those schools which are located near to the AQMA, and an action plan will be produced for each one, if needed on how to reduce the PM_{2.5} so that it is within the required limits.

The impacts, opportunities and challenges brought by Covid-19 have been identified and well detailed. High impacts were identified using the matrix, both on the implementation of the AQAP and the potential revocation of any AQMA. Indeed, it has been noted that a full pandemic free year will be needed to see what impact the alternations to the Downshire Way have made and if any AQMA can be revoked.

On the basis of the evidence provided by the local authority the conclusions reached are considered likely to be acceptable for all sources and pollutants, however amendments need to be made before this report can be accepted, as per the following comments. Following the completion of this report when these comments have been addressed, Bracknell Forest Borough Council should submit an Annual Status Report in 2022.

Local Authority:	Bracknell Forest Borough Council
Reference:	ASR21-1112
Date of issue	January 2021

Commentary

The following comments must be addressed in order for the report to be accepted:

1. The values in tables A.5 and A.7 (Short-Term NO₂ and PM₁₀) for 2020 are wrong. As the Automatic Station couldn't measure for three months, the council was required to calculate percentiles to assess potential short-term exceedances. However, the values in both tables are the same as the 2019 value for short-term NO₂. Both the NO₂ and PM₁₀ percentiles need to be calculated and included in the report.
2. The Adjustment Factor displayed in table C.1 is wrong, however the one mentioned in the text and applied is right. Please can the table be updated for avoidance of doubt.

The majority of the rest of the report is well structured, detailed, and provides the information specified in the Guidance. The following comments are designed to help inform future reports.

1. Robust and accurate QA/QC procedures were applied for the diffusion tubes. The wrong diffusion tube tool was uploaded, but this was not a requirement.
2. Annualisation for the automatic site on Bracknell Downshire Way (NO₂ and PM₁₀) was carried out in line with TG(16) guidance for the annual means.
3. The Council has included discussion and presented the NO₂ trends observed in both of the AQMAs located within the Council's boundaries.
4. The local monitoring strategy has been updated during the present year and justifications have been given. The movement of monitoring locations is welcomed, allowing the Council to prioritise other areas of higher air pollution or closer to new developments as concentrations surrounding the AQMA have been below the Air Quality Objective. This demonstrates the Council's proactive and dedicated approach to improving air quality across Bracknell.
5. Most tables were filled correctly but a few details could be improved: Table 2.1 doesn't state the date of AQAP Publication. In Table 2.2, a couple of measures are missing the "Measure Status" and all are missing the "Estimated Cost of Measure".
6. The labels and location of some diffusion tubes within one or the other AQMA on the maps don't match the data in table A.2. Please can this be updated in next year's report for avoidance of doubt.
7. The comments from last year's ASR have been addressed.
8. The Council has multiple measures in place that will help to tackle PM_{2.5}. However, measures focus only on emissions from transport. Actions would also

Local Authority:	Bracknell Forest Borough Council
Reference:	ASR21-1112
Date of issue	January 2021

be possible on domestic emissions (through awareness campaigns for example).
The Public Health Outcomes Frameworks were referred to, and this is encouraged to continue.

9. The report is a good source for members of the Public to find out about air quality in their area. The Council should continue their hard work.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Annual Status Report adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Government, Scottish Government or DOE.

For any other queries please contact the Local Air Quality Management Helpdesk:

Telephone: 0800 0327 953

Email: LAQMHelpdesk@bureauveritas.com

Local Authority:	Bracknell Forest Borough Council
Reference:	ASR21-1112
Date of issue	January 2021

Appraisal Response

This Appraisal Response constitutes the re-appraisal of Bracknell Forest Council's 2021 ASR, which was re-submitted following the issues identified above.

The following comments required addressing to enable the report to be accepted:

1. The values in tables A.5 and A.7 (Short-Term NO₂ and PM₁₀) for 2020 are wrong. As the Automatic Station couldn't measure for three months, the council was required to calculate percentiles to assess potential short-term exceedances. However, the values in both tables are the same as the 2019 value for short-term NO₂. Both the NO₂ and PM₁₀ percentiles need to be calculated and included in the report.
2. The Adjustment Factor displayed in table C.1 is wrong, however the one mentioned in the text and applied is right. Please can the table be updated for avoidance of doubt.

Both comments have been addressed, and Tables A.5, A.7 and B.1 now contain the correct data.

The report can therefore now be accepted. The Council should proceed to submit their ASR in 2022.

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Wokingham Exit Closure Report

Committee considering report:	Joint Public Protection Committee
Date of Committee:	14 March 2022
Chair of Committee:	Councillor John Harrison
Date JMB agreed report:	28 February 2022
Report Author:	Sean Murphy

1.0 Purpose of the Report

- 1.1 To set out the final arrangements for Wokingham exiting the Public Protection Partnership and to note the governance arrangements for agreeing the exit.
- 1.2 To set out the arrangements that will be put in place with Wokingham Borough Council around Traded Services.
- 1.3 To clarify and resolve some of the remaining issues arising from the decision by Wokingham to leave the Partnership.

2.0 Recommendations

- 2.1 The Committee is asked to **NOTE** the report.
- 2.2 The Committee is asked to **APPROVE** the proposed branding set out at Section 7 below.
- 2.3 The Committee **RESOLVES** to receive a report on the implementation of PPP MK2 at its meeting in June 2022.
- 2.4 The Committee **RESOLVES** that the outstanding Wokingham food standards unrated inspection work will be concluded in Q1 of 2022/23.

3.0 Implications and Impact Assessment

Implication	Commentary
Financial:	<p>The parties have agreed a 'without prejudice' financial settlement. This will be going to meetings of the Executive at both West Berkshire and Wokingham later this month for final ratification.</p> <p>The Commissioned Services arrangement (which will be operated under Section 113 Local Government Act 1972) has been agreed with a contribution from Wokingham of £459K in year one based on cost recovery subject to Executive approval.</p> <p>It is being proposed that for the remaining services the Inter Authority Agreement (IAA) will include an annex to reflect the</p>

	<p>revised agreed percentages of 60% for West Berkshire and 40% for Bracknell Forest.</p>
Human Resource:	<p>Arrangements have been put in place to ensure an orderly handover of workload for those employees transferring or being to Wokingham Borough Council. A small number of staff will be transferring under the terms of TUPE and a further seven staff will be transferring to Wokingham after an 'expression of interest' selection process.</p> <p>Work is ongoing around a revised PPP structure to support the new service after the 01 April 2022. This is being undertaken in conjunction with the review of the Place Directorate at West Berkshire as the host authority.</p> <p>If the settlement agreement and the commissioned services are not agreed additional changes to the existing structure will be required.</p>
Legal:	<p>The existing Inter Authority Agreement (IAA) sets out the process for all parties to follow in the event of early termination by one party. The parties have agreed to a provisional Settlement Agreement reflecting the without prejudice offer from Wokingham. West Berkshire Council will consider the proposals at a meeting of the Executive on the 24 March 2022. Wokingham Council will consider the report at the Executive meeting of the 31st March 2022.</p> <p>A Section 113 Agreement between West Berkshire Council and Wokingham Borough Council is the proposed mechanism for dealing with the Commissioned Services going forward between the parties. This agreement would see employees continuing to be employed by West Berkshire Council under arrangements as set out in the original Inter Authority Agreement.</p> <p>The Joint Public Protection Committee will need to be re-constituted to reflect the changes in the partnership going forward. It is proposed that Wokingham Borough Council will be invited to attend the JPPC for relevant agenda items but will not be members of the JPPC.</p> <p>An annex to the IAA will be drawn up in respect of the ongoing partnership between West Berkshire Council and Bracknell Borough Council which will to reflect the 60/40 split between the two organisations.</p>
Risk Management:	<p>The project governance board and the Councils have been kept updated on risk and risk mitigation matters throughout the course of the last year.</p> <p>The risks have now been largely successfully mitigated and all but one member of staff have been found roles in the new structural arrangements in the PPP and Wokingham.</p>

	<p>The last remaining significant risk would be the failure of the parties to agree the draft settlement arrangements and / or to agree the terms of the S113 agreement for the new Commissioned Services. This is seen as unlikely.</p> <p>Officers feel that the management of risk with respect to these changes have been largely successful with costs and liabilities kept to an absolute minimum whilst maximising the job security for PPP and soon to be former PPP staff.</p>			
Property:	<p>There are property related issues that have arisen from the decision by Wokingham to leave the Partnership.</p> <p>Staff that were previously based at Shute End but who are staying with PPP have been asked to identify a new base at either Time Square, Bracknell or Theale Gateway. The vast majority have opted to be based at Time Square and contractual changes will now be made.</p> <p>Staff that are currently based at Shute End that will be providing services to Wokingham residents and businesses under the 'commissioned services' arrangements will remain at Shute End.</p>			
Policy:	<p>There are no direct policy implications arising from this report. Amendments will have to be made to a number of the PPPs existing plans, policies and strategies to reflect the change in circumstances and this will be incorporated into the annual review process.</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?		✓		The settlement and future trading arrangements of the PPP enable the services to continue to be provided across the whole community. The JPPC will consider any future policy changes and they will have their own EIA.
B Will the proposed decision have an impact upon the lives of people with protected characteristics,		✓		As above.

including employees and service users?				
Environmental Impact:		✓		
Health Impact:		✓		
ICT or Digital Services Impact:		✓		Branding on a range of documents and references to Wokingham BC will need to be amended on the PPP website and templates. Plans have been put in place to mitigate disruption from data migration projects and operational requirements for case management systems.
PPP Priorities :		✓		Due to careful planning and mitigation measures the PPP will be able to continue delivering a sustainable service.
Data Impact:		✓		Plans have been put in place to mitigate disruption from data migration projects and operational requirements for case management systems.
Consultation and Engagement:	Consultation has been ongoing between Legal Services in both authorities as well as Senior Managers and relevant Portfolio Holders.			
Other Options Considered:	N/a			

4.0 Executive Summary

- 4.1 After nineteen meetings since 2017 this will be the final meeting of the three authority Joint Public Protection Committee (JPPC) ahead of the withdrawal of Wokingham Borough Council (Wokingham BC) from the Inter Authority Agreement on the 31st March 2022. This report will therefore set out the final decision making path associated with the dissolution of the partnership and the proposals for the management of the Commissioned Services Arrangement. The report will also clarify some of the outstanding issues previously raised at JPPC meetings.
- 4.2 Since the notification from Wokingham BC of their decision to terminate the partnership, there have been detailed negotiations to minimise cost and disruption for all parties. The Management Team have also undertaken and completed a re-organisation process, due to take effect from April 1st 2022, and adapted the budget to manage the 34% reduction as a result of Wokingham BC leaving the Public Protection Partnership (PPP).
- 4.3 The negotiations around Wokingham BC's withdrawal have now concluded and an outline settlement has been reached which means all costs have been covered and a settlement which enables the retention of the existing management structure for just over 12 months has been achieved. A further sum is being allocated by Wokingham BC from existing Public Protection Partnership (PPP) funds to pay for a further year of the database required for the new Commissioned Services Agreement.

4.4 In parallel to this, a discussion about specific functions that the PPP could continue to provide Wokingham BC developed and a deal to run 'Commissioned Services' has also been completed. This reduces financial risks for all parties and requires final approval to enter into an amended legal agreement. The services that will be covered by this agreement include: Trading Standards, Food Standards, Animal Health, Intelligence, Case Management and Air Quality Monitoring.

5.0 Decision Making

5.1 A report setting out the future working arrangement for the Public Protection Partnership (PPP) will be discussed at the West Berkshire Council (as the host authority) Executive on the [24 March 2022](#). In addition to requesting Members' authority to conclude negotiations with Wokingham Borough Council the report will also summarise the financial status for the remaining authorities and how they impact on the future operational delivery of the Public Protection Partnership.

5.2 The report will also provide an update on the progress of the Traded/ Commissioned Services negotiations with Wokingham Borough Council and will seek authority to delegate the decision to enter into a Traded Services agreement (S113 Agreement) with Wokingham Borough Council to Officers.

5.3 The final element of the report will be to set out the proposals and means for agreeing an amended Inter Authority Agreement (IAA) between West Berkshire Council and Bracknell Forest Council.

5.4 Wokingham Borough Council will be considering these matters at its Executive meeting on the [31 March 2022](#) noting the progress of the repatriation of the Environmental Health and Licensing Services as well as considering the settlement arrangements.

6.0 Future Governance Arrangements

Joint Management Board (JMB)

6.1 The JMB is formed under the requirements of the Inter-Authority Agreement (IAA). Future requirements for the two authority partnership will be set out in the amended IAA. All Public Protection Partnership risks have and will continue to be managed through the JMB who meet every two weeks. After the 31st March 2022 it will comprise of the following officers:

- Assistant Director – Contract Services (Bracknell Forest)
- Service Director – Development and Regulation (West Berkshire)
- Head of Enforcement and Safety (Wokingham Borough)
- Public Protection Manager
- All PPP Strategic Managers
- Principal Officer Governance and Policy

6.2 From April 2022 all JMB meetings will have a two part agenda, separating the PPP management and the Commissioned Services management arrangements. The Wokingham Client Officer or their representative will attend the Commissioned Services element of the agenda which will oversee performance and risk. Officers

must continue to have an open and positive dialogue between all members of the JMB and the Wokingham Client Officer and the Public Protection Manager will remain a Member of the Wokingham Place Services Management Team. This will ensure the robust accountability is in place for the Commissioned Services and provide a clear link to Wokingham BC at corporate level.

Joint Public Protection Committee (JPPC)

6.3 The Joint Public Protection Committee (JPPC) has been established to oversee the strategic leadership of the Joint Public Protection Partnership. The purpose of the JPPC is to set the strategic direction of the shared service and to monitor the delivery of the shared service and to review the following:

- Standards of service delivery and performance;
- Fee income and costs (on a true cost delivery basis);
- Treatment of trading surpluses or deficits;
- The action plan for business growth and development.

6.4 As of the 1st April 2022 the JPPC will comprise of four Members, two from each partner authority. Members will usually be appointed at the Annual Council meeting of their authority. Membership of the JPPC will be as follows:

- Executive/Cabinet Member with responsibility for Public Protection Services from each Council;
- One additional Member appointed by each Council.

6.5 Each partner authority will nominate at least one named substitute Executive Member who may act as substitute for both the Executive and non- Executive member of the JPPC. The substitute Member(s) is entitled to attend all meetings of the JPPC but will only be classed as a member of the Joint Committee and vote when acting as a substitute. In addition at least one officer representing each partner local authority will attend the JPPC to advise Members.

6.6 The Chairmanship of the JPPC rotates between the two Councils on an annual cycle. The Chairmanship of the 2022/23 cycle will reside with West Berkshire Council. The quorum of a meeting of the JPPC will be three. At least one Executive Member from each Council must be present for the meeting to be quorate with respect to Executive Decisions. The Committee will continue to operate in accordance with West Berkshire Council's Constitution.

6.7 The amended IAA will outline all the governance arrangements and JPPC will be kept informed of all strategic and finance matters in the same way that other PPP Services are reported now e.g. Case Management. It will also be necessary for the JPPC to review and update a number of its key plans, strategies and policies in line with Wokingham's departure. These issues have been set out in the Forward Plan which has been brought to this meeting.

6.8 It is proposed that Wokingham Borough Council Members and Officers will be invited to attend the JPPC for relevant agenda items but will not be members of the JPPC and will therefore not be able to vote on any of the items.

7.0 Branding

- 7.1 Discussions have taken place to consider options for rebranding the service whilst still meeting the requirements of corporate standards in terms of sizing, clarity, colour blends etc. of the two authorities. Practical considerations in terms of the templates and what the logo would be used on (business cards, clothing, letterheads, forms, website, social media posts etc.) were also factored in to the discussions.
- 7.2 In addition to all of the technical elements of the logo, there is also quite a strong feeling that keeping close to the original branding has advantages online because of the increased publicity the PPP has been able to generate over the last two years.
- 7.3 It is therefore proposed that the following logos will be used going forward:



- 7.4 It is proposed that the Trading Standards Service that will operate across the three local authority areas will retain the branding that is in the current Inter-Authority Agreement. This will avoid the need for duplication of forms, paperwork etc. The branding is as follows and will be accompanied by the three local authority logos:



8.0 IT

- 8.1 While the PPP will be moving to a new integrated IT system to manage its cases early in the new financial year Wokingham BC Commissioned Services will be hosted on the existing system for a further twelve months during which time the data will be transferred to the PPP single system.

- 8.2 The PPP will work with Wokingham BC ICT to determine the best approach to data, record keeping and processing between 1st April 2022, the commencement date for Commissioned Services and 30th September 2022.

9.0 Food Standards and Food Hygiene inspections

- 9.1 As part of the negotiations the PPP is proposing that they will meet all the Food Standards Agency requirements in terms of the Covid Recovery Plan (High Risk and Unrated) but that this would need to be balanced against other trading standards services pressures. It is therefore proposed that the final food standards unrated work will be finalised in Q1 of 2022/23.
- 9.2 Food Safety work which will be returning to Wokingham will be brought in line with the Food Standards Agency recovery plan at the point of transfer.

10.0`Concluding Observations

- 10.1 The decisions taken by Wokingham to leave the Partnership on the 31st March 2022 have naturally required a great deal to be delivered in a relatively short period of time. This has all taken place whilst the service has had to manage the impact of Covid and maintain vacancies to mitigate some elements of risk associated with staffing. It has also meant a number of staff being put at risk of redundancy as we worked together with Wokingham colleagues to balance our services with our budgets. Ultimately we were able to complete this process with one agreed redundancy.
- 10.2 At the time of writing some final steps to transition are being taken which include:
- Re-allocation of Wokingham work to staff transferring to Wokingham;
 - Finalising TUPE transfers;
 - Transferring equipment and other assets;
 - Re-branding of PPP Mk2; and
 - Finalising all relevant legal agreements.
- 10.3 In line with the previously expressed sentiment of this Committee there has been a significant level of cooperation between all the parties to achieve the outcome that has been achieved, an outcome considerably better than that which might have been. The decision by the parties to work together to deliver the Commissioned Services will mean a further five year commitment to work together for the common good of our residents and businesses. These services will be delivered in the spirit of co-operation that has existed since the first shared service in 2010 and the last five years of the PPP.
- 10.4 Looking forward for PPP there is work to be done to re-balance the service following key departures to Wokingham but the service retains many key positives including a wealth of technical and operational expertise. The new service will be focussed on delivering against the priorities of the Councils and this Committee as a new two authority service working with our Wokingham partners on areas of common interest.

10.5 Finally the Joint Management Board and I would like to thank all our colleagues in PPP for all their hard work and commitment since 2017 and wish those colleagues joining Wokingham our best wishes.

11.0 Background Papers:

1.1 None

Subject to Call-In:

Yes: No:

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Wards affected: All Wards

Officer details:

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Public Protection Partnership Q3 of 2021/22 Performance and Service Update

Committee considering report:	Joint Public Protection Committee
Date of Committee:	14 March 2022
Chair of Committee:	John Harrison
Date JMB agreed report:	28 February 2022
Report Author:	Sean Murphy
Forward Plan Ref:	JPPC4073

1. Purpose of the Report

- 1.1 To inform the Committee of the current performance of the Public Protection Partnership in line with the operating model and business plan, provide an update on the work of the Case Management Unit and communication activity and inform Members about the Service's ongoing response to the Covid19 pandemic.
- 1.2 To inform the Committee about any current activity within the Service.

2. Recommendations

The Committee:

- 2.1 **NOTES** the 2021/22 Q3 data for the Public Protection Service.
- 2.2 **NOTES** the update on service delivery.
- 2.3 **NOTES** the continued role the Public Protection Service are playing across the Councils with respect to Covid19 response.
- 2.4 **RESOLVES** to make any adjustments to service priorities for the coming period.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	<p>During Q3 the service continued to receive additional grant funding (circa £300k for the year) to support its response to the pandemic. The funding was to support work around business advice, local tracing, outbreak management and investigation and events as well as support for various licence holders through the engagement of the licensing liaison officers.</p> <p>As at the end of December 2021 Officers are predicting an underspend of the PPP revenue budget of circa £100k which is largely due to staff redeployed to Covid grant funded work and the difficulty recruiting professionally qualified agency staff combined with maintaining vacancies to mitigate risks associated with the Wokingham exit.</p>

Human Resource:	<p>There are no direct personnel implications arising from this paper.</p> <p>The Joint Management Board continues to review staff vacancies and appointments at its biweekly meetings.</p>			
Legal:	<p>There are no direct legal implications arising from this report. The Inter-Authority Agreement charges the Joint Public Protection Committee with the responsibility to oversee service delivery and performance including financial performance. This report addresses this responsibility.</p> <p>With respect to Covid19 the Service is the primary enforcement body for all three councils with respect to legal controls regulating businesses and events.</p>			
Risk Management:	<p>We will continue to manage risk in line with the prevailing situation and corporate policies. The risk register is regularly scrutinised by the Joint Management Board (JMB) which meets fortnightly. The JMB considers the red risk action plans at these meetings. The service maintains both a Strategic and Operational Risk Register.</p> <p>In terms of operational delivery risks, the most significant risk arises from the decision by Wokingham Borough Council to leave the shared service arrangement. These risks have largely been mitigated through effective joint working to deliver the transfer of services and to develop the new commissioned services. This information is set out in a further report to this meeting.</p>			
Property:	<p>There are no direct property implications arising from this report.</p>			
Policy:	<p>There are no direct policy implications arising from this paper. It should be noted that the Inter-Authority Agreement (IAA) places a responsibility on the Joint Public Protection Committee (JPPC) to determine service policies and priorities and also to maintain oversight of performance. This report addresses that requirement by setting out the current performance levels and the approach to ongoing service recovery.</p> <p>The Committee received an update on the Delivery Plan against the agreed objectives at the December 2021 meeting.</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?		✓		No implications
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		No implications
Environmental Impact:	✓			There has been an unquantifiable environmental impact from the new service arrangements as travel has been significantly reduced. Longer term it is anticipated that this impact will be maintained as new ways of working are embedded in service delivery.
Health Impact:	✓			The proposals create no direct health impacts on staff. They do however set out community based health protection measures.
ICT or Digital Services Impact:	✓			<p>The use of ICT on service delivery has been transformational. Telephone conferencing, MS Teams and Zoom have all been employed in the day today running of the service.</p> <p>Following the expiry of the emergency Coronavirus regulations that permitted remote meetings, Council's decision making public meetings must now take place in person at a single, specified, geographical location, with a physical presence at that location. This has led to the introduction of hybrid meetings with decision makers being present in the physical venue while still permitting other attendees to join remotely.</p> <p>The JPPC will continue to meet in accordance with the decisions made by West Berkshire Council, as the host authority, about meeting arrangements. The Licensing Committees will be conducted under the meeting arrangements of their individual authorities.</p>

PPP Priorities :	✓			These set out how the Service has maximised the use of resource to deliver against the JPPC priorities particularly around health protection, protection of vulnerable people and environmental protection on a risk led basis. The priority relating to effective and efficient service delivery has been at the core of arrangements.
Data Impact:		✓		None
Consultation and Engagement:	There is regular engagement with staff as well as senior officer and Member briefings in each of the three authorities that form the PPP.			

4. Executive Summary

- 4.1 The Committee is mandated by the Inter-Authority Agreement (IAA) to keep under review the Performance of the Public Protection Service. Throughout the year the Committee will receive updates on aspects of performance and any additional workload resulting from the impact of the Covid19 pandemic.
- 4.2 The Committee will also receive an update on the Service Recovery Programme which is under constant review as the impact of Covid19 on demand varies with prevailing infection rates and controls.

5. 2021/22 Quarter 3 (October to December) Performance Summary

- 5.1 This report shows progress against key strategic areas of the business; Finance, HR, ICT, Property, Legal and Risk. The Quarter 3 measures of volume summary can be found at Appendix A to this report.

Finance

- 5.2 With respect to the Covid19 response for 2021/22 grant support has been secured in the order of £300K to cover compliance, outbreaks, local contact tracing and events and gatherings assessment and compliance.
- 5.3 As at the end of December 2021 the Service is predicting an under-spend of circa £100K which is largely due to staff redeployed to grant funded work and the difficulty recruiting professionally qualified agency staff combined with maintaining vacancies to mitigate risks associated with the Wokingham exit.
- 5.4 As the Committee is aware the Service received a grant of £259K for a two year air quality project with aims of engaging the public with a view to reducing vehicle emissions and the monitoring of PM2.5 across the PPP areas. Procurement of equipment is now complete and monitoring equipment is being deployed in line with the terms of the grant funding. An application has been made for funding to take the project into phase two.

Customer and Business Satisfaction Rates

- 5.5 The Inter Authority Agreement requires the PPP to maintain high levels of customer and business satisfaction. The Service has been looking at a number of ways to improve data capture on customer satisfaction for businesses and residents interacting with the service. Work is ongoing to make improvements to the way customers are surveyed.
- 5.6 Once the methodology is embedded it will be used to inform processes and procedures. The satisfaction levels for those areas surveyed during Quarter 3 are set out below. A selection of compliments received by the Service are set out in Appendix C.

PPP CUSTOMER SATISFACTION FEEDBACK 21/22 Q3	Strongly Agree %	Agree %	Neither Agree nor Disagree %	Total % of Satisfied Customers
Combined PPP Customer Delivery	88.24	11.70	0.00	99.94
Commercial Premises	49.31	36.11	2.78	85.42
Trading Standards	77.27	17.05	4.55	94.32

Human Resources:

- 5.7 The key staffing updates are:
- The Service currently has a number of funded vacancies. It has been agreed that these vacancies will be considered on a case by case basis pending the exit of Wokingham Borough Council from the Partnership in order to minimise the financial risk for all parties.
 - Since the last Committee meeting the following posts have been recruited to: a vacant Environmental Health Officer post to conduct Food Safety work and also a Customer Services Technical Officer.
 - The ongoing work associated with the Covid pandemic has meant that a number of Officers have had to undertake a significant number of out of hours work this year around local contact tracing, outbreak response and compliance. At the time of writing these services are under review as the government has announced an end to the last remaining Covid restrictions.
 - There are a number of temporary staff currently engaged by the service. These are either grant funded for Covid19 response including events, local contact tracing, licensed sectors support, isolation support calls (West Berkshire) and events. These roles will now
 - end with the end of restrictions and withdrawal of funding. It is planned to maintain some support for events and some community hub support in West Berkshire.
 - There are also additional temporary staff covering vacancies / recovery in a range of areas including food safety, licensing, investigations, case management and management support.

ICT

- 5.8 There have been some unforeseen delays in the migration to the new system. Issues have been experienced by the contractors in respect of the second data transfer. The PPP has had to invoke the failure clause in the contract. It is now anticipated that the go live date will be pushed back to the third week in April. The issues are being closely monitored by JMB. This will impact on external users for example the Taxi Trade who will be kept informed of progress.
- 5.9 Contractual arrangements have been put in place for the retention of the premise database for use by officers for the Wokingham BC element of the commissioned service. This data will be transferred to the new PPP single system in 2022/23.
- 5.10 A regular staff bulletin on the move to the single system is distributed and 14 days of training on the new system have been set up to train different groups of staff on the various aspects of the system. These are being delivered through February and March 2022.

Property

- 5.11 The key property highlights are as follows:
- Both Bracknell Forest and West Berkshire Councils are currently developing their post pandemic office and working arrangements. The service is effectively operating from its office in Theale which has been rearranged to create a more flexible workspace.
 - Staff that were based at Shute End who are not transferring to Wokingham are having their bases moved to either Times Square or Theale Gateway. Some PPP staff who are engaged in the delivery of 'commissioned services' will remain based at Shute End.

Risk Management

- 5.12 The Committee is asked to note that:
- The Joint Management Board which meets fortnightly, maintains both a Strategic and an Operational Risk Register which is reviewed during these meetings.
 - Subject to the final sign off of the new arrangements for the 'commissioned services and settlement arrangements with Wokingham the operational and financial risks have now been largely mitigated. This is dealt with elsewhere on this agenda.
 - During the process of Wokingham bringing environmental health and licensing services in-house a number of staff have agreed to take up roles with Wokingham (in addition to the posts transferring under TUPE). This has led to some gaps and imbalances within the PPP Mk2 service. JMB and Service Managers are working to re-balance the service to ensure it is structured to deliver against the Strategic Assessment priorities and Work Plan approved by this Committee. A report will be brought to the June 2022 Committee.

6. Service Delivery Update

6.1 The key measures of volume data is set out in Appendix A to this report and the key highlights in terms of team activity is set out below

Covid Response and Impact

6.2 As the Committee will be aware the service has played a significant role in the operational response to Covid since March 2020. In July of 2021 the vast majority of controls enforced by the service were removed leaving us with an advisory role as well as role with respect to outbreaks, local contact tracing and isolation calls and community support hub (West Berkshire).

6.3 However in December 2021 we saw the significant emergence of a new strain of Covid in the form of Omicron. With this came a significant increase in infections leading to a rise in contact tracing and outbreak work and ultimately led to the implementation of Plan B bringing the service back into the realm of compliance work.

Since the last report to Committee the Service has:

- Carried out seven day per week contact tracing in West Berkshire and weekend contact tracing in Bracknell and Wokingham tracing handling up to 300 cases per week.
- Monitored and responding to the CV19 risk setting notifications working with other subject area specialists on a seven day per week basis including Christmas and New Year.
- Carried out monitoring checks on premises affected by Plan B measures including provision of signage and advice.
- Advised relevant settings on the implementation of rules on Covid Certification.
- Advised on a large number of pre-Christmas events and attended a number of events to monitor compliance and advise accordingly.
- Provided the Community Hub Service and conducted isolation calls for West Berkshire.
- Attended and advising incident management team meetings in response to outbreaks.
- Attending internal monitoring meetings and regular attendance at Local Outbreak Board in West Berkshire.
- Provided Plan B implementation guidance for member of Berkshire East Health Protection Board.

6.4 Following the announcements about the cessation of restrictions Officers are making the necessary changes to resourcing levels to reflect the current requirements.

Communication and Engagement

6.5 Since the last report to Committee:

- 123 Facebook posts were generated in Quarter 3 (a slight reduction when compared to the 132 in Quarter 2). The top post related to Abandoned Puppies which had a reach of 21,753.
- There has been a slight increase in the number of tweets put out from 96 in Quarter 2 to 104 in Quarter 3. The top post related to joint working with TVP in Bracknell which had a reach of 7,116.
- 34 new articles were put onto the website which was visited 19,560 times. The number of visits has remained relatively static over the first three quarters of the year.
- A number of team members attended Media Training in December 2021 and this should ensure that more staff will have the skills to start generating press releases and to conduct media interviews as the service focusses its communication output on priority areas.
- Member's Bulletin No10 (Appendix D) has been produced and shared with all Members of the three PPP authorities.
- There has also been a strong focus on internal communication especially around the changes driven by the Wokingham departure. This has included joint communication with Wokingham colleagues.
- The service is also supporting the West Berkshire Water Safety Partnership to organise a series of events across 2022. This work is covered elsewhere on the agenda. We are looking to organise similar events in Bracknell Forest if this is deemed appropriate.

Community and Trading Standards (including Customer Services)

6.6 During Quarter 3 the Team has been very busy and some of the highlights are set out below.

- Successful operation in detecting and seizing illegal tobacco, involving a sniffer dog and officers across the team.
- Roll out of the new out of hour's stray dog collection service across the Partnership.
- Ongoing delivery of Operation Poplar, (an operation scoping out the extent of unlicensed puppy trading) resulting in several ongoing investigations.
- Food standards inspections underway in line with Food Standards Agency (FSA) recovery plan.
- Animal Health and Welfare inspections continuing with on farm visits.
- Warrant executed in December resulting in a significant seizure of counterfeit laptop batteries and other PC accessories for trademark investigation.

- Age restricted products test purchasing exercises continuing with a focus on alcohol. Further test purchasing planned.
- Scams work/fraud prevention continuing with more money recovered on behalf of the victims. Work also includes a significant number of public warnings through a range of media including web, radio and television.
- National initiative identifying emerging issues with illegal disposable vape project completed – 19 premises visited across PPP leading to seizures at two premises. Both currently under investigation.
- Revised procedures around the use of the noise ‘app’ and training for officers involved in noise nuisance investigations implemented.
- Hundreds of community based service requests, including assisted burials, smoke and odour complaints, pest control advice & enforcement, fly tipping, derelict buildings complaints, noise pollution and other community reports being responded to and resolved as business as usual by the team across PPP.
- Completed six months of local community larder in Thatcham.
- The focus on enviro-crime continues with a significant number of fly-tipping investigations in Bracknell and case management support for West Berkshire. In Q3 there was an operation in each of both Bracknell and West Berkshire to identify illegal waste transit and overloaded vehicles. More are planned for 2022.

Commercial (Food Safety and Health and Safety)

6.7 In addition to delivering much of the Covid response set out above the Commercial Team have:

- Been delivering the recovery plan for food hygiene inspection work which is underway but still hampered by the loss of two Environmental Health Officers, and two Food Contractors; we have managed to replace the food contractors and with a reduced input day to day into Covid compliance work we have redeployed officers back to inspection work. There are officers from this team still dealing with Covid work.
- Throughout the many lockdowns the PPP has still been receiving reports of accidents in the workplace which we investigate to ascertain if there were breaches of the Health and Safety at Work Etc. Act 1974, and whether we need to take formal action against those responsible. Now that premises are reopening we are seeing more accident notifications coming through and this has resulted in some complex investigations. Some of these ultimately end in Court as prosecutions, others will be actioned by taking formal notices (for example Improvement Notices) or information action with the premises.
- Officers have been heavily involved with the health and safety risks posed by the use of hotels across the areas as asylum and bridging facilities. This is a change of the use of the hotels and it presents specific risks, both to staff and to the occupants. The team have been working with the hotels, and with the Royal Berkshire Fire and Rescue Service and the Home Officer to control the health and safety risks.

Licensing (Including Applications and Licensing Governance)

6.8 Licensing application numbers are beginning to increase following the opening up of this sector. There has also been an increase in applications to vary licences in order to diversify the nature of business to future proof them. Officers continue to participate in the Safety Advisory Group (SAG) and review and attend a range of events along with the Commercial Team and EQ colleagues. In addition to the business as usual activity the team has undertaken the following:

- The fees, including the taxi vehicle and operator fees were considered in all of the Authorities. It was agreed, save for the fees that had to be consulted on, that they would be recommended to full Council for approval as part of the budget setting process.
- Statutory consultation on taxi vehicle and operator fees were undertaken during quarter three in Bracknell Forest and West Berkshire and the outcomes reported back to the January and February Licensing Committee meetings.
- The revised Statement of Gambling Principles which had been consulted on in each of the three authorities were brought back to the Committees for final sign off before being put before Full Council for approval. All have now been adopted and published as was required prior to the end of January 2022.
- Revised Hackney Carriage Tariffs (increase of circa 5%) in West Berkshire have now been implemented with members of the trade sent notification and tariff boards put up on ranks.
- A request to review the Hackney Carriage Tariffs in Wokingham was submitted in December 2021. A proposal was taken to the January Licensing and Appeals Committee meeting and the outcome of the ensuing consultation will be reported back in the Quarter 4 report.
- The Taxi and Private Hire Liaison Groups have continued to meet to discuss items of concern to the trade and is showing an improvement in the relationship between the authorities and the trade.
- Licensing Officers and the Applications Team Technical Officers are working together to ensure a more streamlined service with better customer delivery –it is envisaged that the new IT system will bring further benefits for all elements of the trade to help with this including an online facility to apply check and upload documents.
- Licensing Liaison Officers (LLOs) continue to work across the Authorities as the first point of contact for the trade-hospitality and taxi/private hire, answering queries or feeding these back to obtain answers as well as checking statutory notices, assisting in monitoring events, and will continue to do this until the end March 2022.
- LLOs also assisted Officers with the late night safety project by handing out posters in relation to drink spiking and other risk areas which is part of a community safety, police and PPP 'safer streets' initiative across the three authorities. These were well received by the hospitality industry in the run up to Christmas and this partnership work will continue in the new year.

- A major joint initiative with Thames Valley Police around Child Sexual Exploitation has been undertaken in hotels in Newbury whereby officers went out with police to see if the licencees had any concerns over a young person being with an older individual wishing to book a room etc. In addition this initiative was extended to testing under age sales at the bar.
- A joint partnership operation with TVP, WBC road safety and PPP, Operation Holly, was conducted before Christmas in relation to drink driving, including checking vehicles for compliance in various areas for example- road worthiness, overweight, correctly licensed etc.
- Meetings in relation to home to school transport were initiated to ensure closer working relationships to protect the safety of vulnerable children.
- The following licensing panel meetings have taken place in quarter 3:

Type of Application	Premise	Outcome
Bracknell Forest		
New Club Premises Certificate	Crowthorne Rugby Football Club, The Nest, Lower Broadmoor Road, Crowthorne, RG45 7HA	Certificate Granted
West Berkshire		
Vary an Existing Premise Licence	Aldi Foodstores, London Road, Newbury, RG14 1LA	Variation Granted
Review of Premise Licence	Pinchington Hall, Crookham Hill Crookham Common Thatcham RG19 8DQ	Licence Revoked
Review of Premise Licence	Newbury Real Ale Festival, Land between Northcroft Leisure Centre & Newbury Cricket Club, Northcroft Lane, RG14 1RS	New Additional Conditions Imposed
Wokingham		
None		

Private Sector Housing

6.9 In addition to business as usual activity the team has also undertaken the following work during Quarter 3.

- The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 introduced a fit and proper person test for mobile home site owners or the person appointed to manage the site. The purpose of the fit and proper person test is to improve the standards of park home site management. Officers have been working with the sector to ensure that applications are made, and are processing the applications prior to putting onto the register. Work will also be done with those sites who have not applied to ascertain if they are one of the properties exempted, and if not to ensure they comply.

- The team are working on the recovery plan for HMO (Houses of Multiple Occupancy) inspections. Due to Covid restrictions, we are dealing with a backlog of visits. We are working on a plan to regularise this over the next few months.
- The team recently organised and co-hosted the first of a new series of West Berkshire Landlord Forums. These will be extended to Bracknell where a new Landlord Forum is also being developed and will be launched shortly.
- The team has launched a major project to look at commercial to residential conversions. The working group looking at this also includes colleagues from Building Control and Royal Berkshire Fire and Rescue Service.

Environmental Quality

6.10 The team have continued to undertake work to protect the health and wellbeing of our residents through focused projects, planned inspection programmes and responding to complaints. Some key activity undertaken during Quarter 3 included:

- The Defra funded air quality project is now underway. The PM2.5 monitoring tender process was carried out in Q3 and the monitoring will commence in early Q4.
- The anti-vehicle idling behavioural change work tender preparation commenced in Q3 with this work due to commence in Q4. In Q3 the bumper sticker competition was carried out with primary schools and the winning entry will be announced and printed in early Q4.
- Another application for DEFRA Air Quality grant was submitted in Q3 for the three authorities for PM2.5 monitoring within our Air Quality Management Areas. The outcome should be known by the end of Q4.
- The air quality monitoring programme was reviewed in Q3 for the commencement of the 2022 (calendar year) programme.
- Pollution Prevention and Control compliance inspection programme is progressing very well in Q3 and the remainder to be completed in early Q4.
- Private Water Supply Risk Assessment work is progressing well as well as re-risk assessments. In addition two team members are now certified following successful accreditation in private water supply training.
- Q3 saw an increase in sampling due to the decrease in Q2 when other team work (reactive nuisance complaints and licensing consultations) took a priority.
- The team continue to deal with an increase in complex and/or high profile nuisance cases. Abatement notices have been served, breaches investigated and ensuing Licensing Reviews were attended as Responsible Authority for the prevention of public nuisance.
- We continue to use agency staff to assist the team with some Development Control application work and in Q3 this support also covered the commencement of the Contaminated Land Strategy Reviews.

- Significant progress has been made in the Pollution Prevention and Control inspections for 2021/22 with over 80% completed by end of Q3.

Joint Case Management Unit (CMU)

6.11 The unit continues to be busy working across PPP, Oxfordshire Trading Standards & Fire Service and Royal Berkshire Fire and Rescue Service. Cases are now moving through the Courts as the backlog of cases starts to ease in both the Magistrates Court and the Crown Court. The financial investigation team is extremely busy working on a number of level 2 and 3 cases for PPP and Reading Borough Council.

Recent PPP cases –

- **Statutory nuisance case** connected to breaches of an abatement notice served in relation to the burning of various waste materials. The burning caused smoke resulting in a nuisance to residents in the nearby vicinity and two breaches of the abatement notice were witnessed by PPP Officers and a nearby resident. The defendant was found guilty in absence after a trial at Reading Magistrates Court and was fined £1000 for each offence and ordered to pay the full costs of bringing the case.
- **Garden Work case** - Two week trial at Reading Crown Court was listed to start on 17/1/2022. Guilty pleas were entered to fraud offences and offences relating to aggressive practices under the Consumer Protection from Unfair Trading Regulations 2008 on day 1 of the trial. Rogue trader case involving a father and son cold calling and offering garden works. The works were either not fully completed or money was taken and no work was done. This case involved 15 consumers, some of which were vulnerable. Both defendants will be sentenced in March 2022.
- **Local builder** received a sentence of 10 months imprisonment suspended for 12 months, 120 hours unpaid work and ordered to pay compensation of £24,480 to homeowner. The defendant entered guilty pleas at Reading Crown Court to three counts contrary to the Consumer Protection from Unfair Trading Regulations 2008. Specifically the prosecution case alleged that the amount charged in relation to work carried out at the home of a vulnerable consumer was excessive, it was charged twice in some circumstances, some of the work was unnecessary, and the actual work undertaken was not to a professional standard.
- **Local builder** sentenced to a community order consisting of an unpaid work condition of 40 hours and is ordered to pay compensation of £12,000. Following an investigation by the PPP the defendant pleaded guilty to one count of knowingly or recklessly engaging in a commercial practice that contravened the requirements of professional diligence contrary to the Consumer Protection from Unfair Trading Regulations 2008 at Reading Crown Court. The defendants company undertook to build a loft conversion at the home of a consumer. The Company failed to complete the build, despite having been paid by the homeowner. Preparatory work was completed, such as demolition of the roof structure, installation of new structural steel beams and new roof timbers. Attendance at site was erratic followed by no attendance on site at all for over a month resulting in the homeowner having to make the decision to engage alternative contractors to finish the work at further expense.

PPE Case Company entered guilty pleas at Reading Magistrates Court to offences under the Consumer Protection from Unfair Trading Regulations and offences under the Personal Protective Equipment (Enforcement) Regulations 2018. This was in relation to selling facemasks which did not comply with the requirements they had to meet and were advertised in a manner which was misleading. Facemasks were being offered for sale described as providing 'ultimate protection', as 'medical surgical masks' or being 'bacterial filter masks' with 'excellent filtration properties' The company had imported the masks and could not provide any form of conformity assessments to support these claims. The company were fined a total of £2400 and ordered to pay £3000 towards the cost of the case within 28 days.

7.0 CONCLUDING OBSERVATIONS

- 7.1 This has been another busy period for the Service against a backdrop of a fourth Covid wave and the project to deliver the Wokingham in-house service and build the PPP Mk2. The service request levels have now started to fall back to more normal levels and the work has shifted to recovery and a more pro-active approach to deliver against the priorities of the Committee and the Councils.
- 7.2 At the time of writing the Government has announced the ending of nearly all remaining covid controls and restrictions with the final restrictions around travel to be removed later in the spring. The impact of this will be the removal of many of the covid work streams the service has led on or delivered over nearly two years. We will continue to support event organisers and businesses where they seek support and will have some limited involvement in managing outbreaks in risk settings.
- 7.3 Looking ahead the concentration will be on embedding the PPP Mk2 service delivery arrangements and recovery. The next report to the Committee will update on these important matters.

APPENDIX A – 2021/22 Measures of Volume Summary

APPENDIX B – PPP Digital Update up until December 2021

APPENDIX C - Service Compliments

APPENDIX D – Members Bulletin No 10

PPP Quarter 3 Measures of Volume for the 2021/22 Financial Year

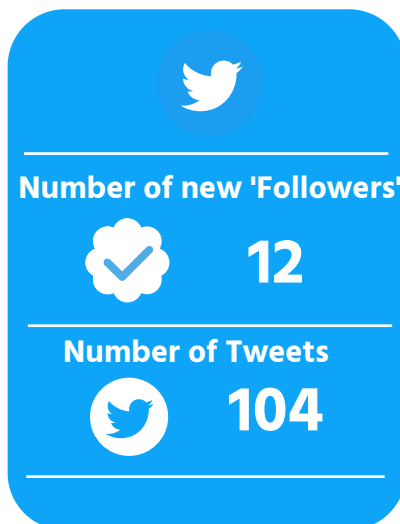
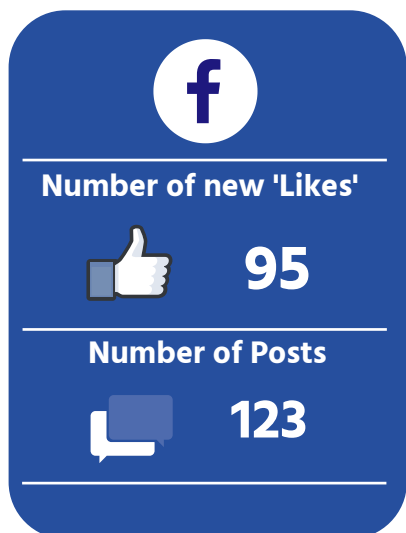
	Q1 2021/22	Q2 2021/22	Q3 2021/22	Comments
Covid – Advice	131	33	10	
Covid - Enforcement	89	13	7	
Bonfire	142	90	43	
Dogs	90	70	75	
Envirocrime (Inc abandoned vehicles)	89	92	60	
Food Related	316	273	267	
Health and Safety	52	44	44	
Housing	267	177	301	
Licensing	312	353	348	
Noise	560	556	272	
Other	286	288	220	
Pest	199	144	109	
Planning	226	220	229	
Public Health Funeral	7	10	6	
Licensing Consultation Responses	14	56	93	
Fly Tipping	27	20	14	
Animal Health	23	27	17	
Door Step/Scam/No cold calling zones	57	42	29	
Food Standards	29	32	13	
Misleading Description	7	15	1	
Other	29	29	9	
Unsafe goods	11	11	14	
What are my rights? (Business)	35	19	26	
What are my rights? (Consumer)	292	248	186	
Trading Standards Notifications of civil issues	1271	1284	741	
Weight Restrictions	68	60	44	
Grand Total (Inc Covid)	4694	4206	3085	

PPP Quarter 3 Measures of Volume for the 2021/22 Financial Year

FOI's, Service Complaints / Comments, Member / MP enquiries

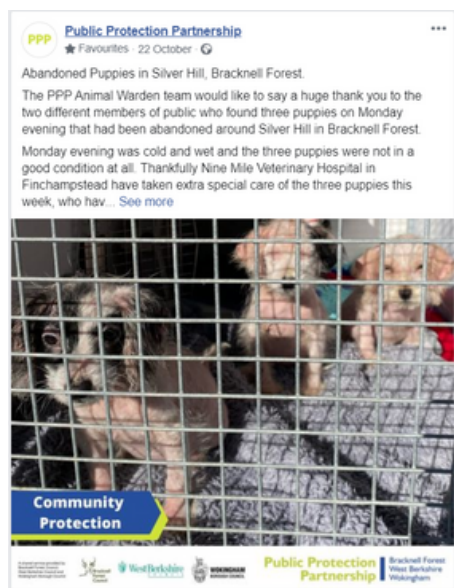
Authority	Quarter 1			Quarter 2			Quarter 3			Total to Date		
	FOI	Service Complaint / comments	Cllr/MP/ Board	FOI	Service Complaint / comments	Cllr/MP/ Board	FOI	Service Complaint / Comments	Cllr/MP/ Board	FOI	Service Complaint / Comments	Cllr/MP/ Board
Bracknell Forest	41	6	7	29	3	5	24	2	5	94	11	17
West Berkshire	38	7	25	42	7	11	33	5	2	113	19	38
Wokingham	16	4	10	23	13	6	24	3	4	63	20	20
Total	95	17	42	94	23	22	81	10	11	270	50	75

PPP Social Media Summary Q3



Top Facebook and Twitter Post of the quarter

Abandoned Puppies - Reach 21,753



Partnership Working with TVP in Bracknell - Reach 7,116



Public Protection Partnership @PublicPP_UK

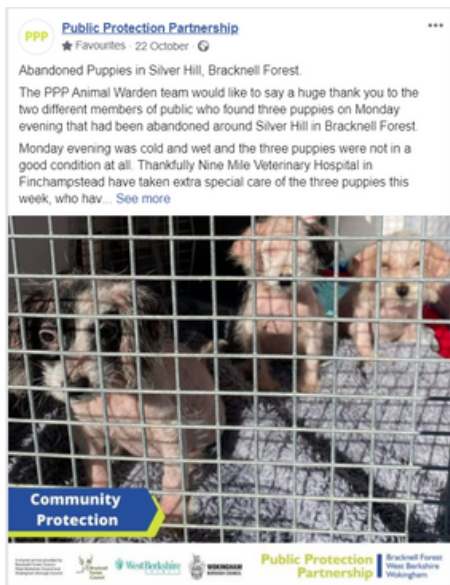
Our officers are conducting a joint operation today with @TVP_Bracknell and @DVSAgovuk conducting vehicle checks in the Bracknell area.

We're checking for any waste carriers operating without a licence and overloaded vehicles. pic.twitter.com/zDshNY0BvX

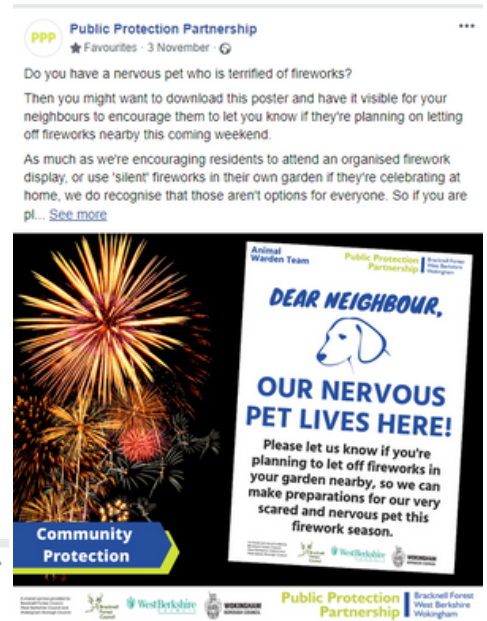
	New Likes	Reach	No. Posts
October	63	57,020	37
November	36	69,717	50
December	-4	-	36

Top Performing Facebook Posts in Q3

Abandoned Puppies - 21,753



Nervous Pet Poster - Bonfire Night Reach 9,154



Scam text warning - 8,511



	New Followers	Impressions	No. Tweets
Oct	6	5,242	34
Nov	3	11,800	42
Dec	3	-	28

Top Performing Twitter Posts in Q3

Partnership Working with TVP in Bracknell - Reach 7,116



Public Protection Partnership

@PublicPP_UK

Our officers are conducting a joint operation today with @TVP_Bracknell and @DVSAgovuk conducting vehicle checks in the Bracknell area.

We're checking for any waste carriers operating without a licence and overloaded vehicles. pic.twitter.com/zDshNY0BvX

Abandoned Puppies - Reach 1,233



Public Protection Partnership

@PublicPP_UK

Abandoned Puppies in Silver Hill, #BracknellForest

Help us to put a stop to illegal puppy farms and the mistreatment of dogs. Report any concerns, if you have doubts about a breeder or feel pressured to buy.

For more information see below:

<https://publicprotectionpartnership.org.uk/news-articles/abandoned-puppies-in-silver-hill-bracknell-forest/> ... pic.twitter.com/fjVNYAIUcs

Parcel Scams over Christmas - Reach 647

Public Protection Partnership @PublicPP_UK

Be wary of parcel delivery scam texts over the Christmas period



<https://www.bbc.co.uk/news/business-59760326> ...

#scamaware #parcel #scam #tradingstandards

Month	Visitors	Page Views	Articles Published
Oct	7,052	13,126	14
Nov	7,098	13,888	13
Dec	5,410	-	7

Social Platforms Traffic

Number of views to website from social media posts.

	Facebook	Twitter
Oct	805	50
Nov	599	42
Dec	207	23

APPENDIX C – Examples of Recent Service Compliments

- Thank you again for all your help and taking the time to cover all aspects during our call today. And thank you for chasing me for responses with the aim of resolving my issues. You are providing an impressive and thorough level of service which is enormously reassuring. I am so so grateful.
- “In that case please can I thank you once again for all your support this season. If there were an award for UK No1 Event EHO it would be you 😊.”
- The boiler has been installed today and everything seems to be working now. I would like to thank you for helping us with this matter no words can describe how thankful we are.
- We had a visit from Mick on Monday morning and he was a great help. He's experienced, proactive and very kind and understanding. We were so relieved to speak to someone who really wants to help with an infestation and who knows how to deal with it. He had a plan made before he left. I hope you will pass on our thoughts to his manager. He is real credit to his department.
- Had a wonderful experience regarding the return of my parents lost dog. The man I spoke with explained the process thoroughly and was very empathetic in regards to the situation. He gave us advice moving forward to prevent our boy going missing again which was very insightful and informative. We felt he was concerned and was very helpful in the process of us being reunited with our dog. Thanks again for all of your help, we are very grateful to have our boy home.
- Thank you so much for help, care and advice! I am so grateful for you coming out, inspecting and giving advice and suggestion. We will be purchasing hygrometer and maintaining the guidelines given by yourself and Dean. Many thanks have a good day
- Thank you again for your amazing support and dedication. I am so grateful, and my faith in public services has increased enormously! It's made me feel a lot safer.
- I just wanted to drop a line to say thank you for everything. Your mediation has put everything and everyone in action to get the works done. I'm extremely grateful and wanted to thank you.
- I would really like to thank you for your support with finally resolving the issues we had in our home. We really just can't Thank you enough as a family. You have been so kind and attentive and you thrive to help people has been next to none. I can see you really put your all into what you do and you can tell you really want to help people. You have been so polite and fair to both parties which was something I really admired and think is important. I'm just truly grateful that environmental health are there to help and support people in similar and worsen situations than mine.....You are very good at your job

and honestly I hope it gives you comfort to hear that what you're doing for people. Because it can really take its toll on people and become life changing. A home is important for family's to be happy, safe and feel like home and today having the boiler works completed it feels just like that again.

- Wow! Well done. Many thanks from the whole street. People keep asking me what's going on. Now I shall sing your praises!
- Not sure whether you ever hear from 'the sharp end' about the Hub - so I thought I would tell you. When I had to self-isolate because my son tested positive, I had a lovely, helpful phone call from them. Now that I have tested positive myself, I have had a follow-up email. If I were without other support, I would be left in NO doubt as to where to turn. West Berkshire is very fortunate to have this facility - and it is due in no small measure to the energy and commitment of people like you.
- Have a Wonderful Christmas. You deserve it because you work so hard for us. (Support with Confidence Member)
- Bracknell-Forest Primary School - Thank you - highly enjoyable especially for youngest children . We'd love to have a repeat visit to see if they've improved in the summer but realise that may be a bit selfish! Thank you

PPP Member's Briefing Bulletin #10

Public Protection Partnership

Bracknell Forest
West Berkshire
Wokingham

COVID-19

Test & Trace

PPP continues to operate a 7 day a week local contact tracing service in West Berkshire – and covers for Bracknell Forest and Wokingham at weekends and public holidays. These are the cases referred from the National Service where they haven't been able to get full details regarding contacts.

Due to the Omicron variant the case list coming through to this area has been extremely high, we have brought in additional support and we have tried to pull back officers for recovery work such as food inspection work since the New Year.

In terms of numbers in the last quarter of 2021 we had 1185 cases referred from the National system, of those 750 were in December when Omicron was circulating widely in our local communities, before officially becoming the dominant strain within England; and 113 in the quarter preceding.

Continuity of support for all business sectors impacted by Covid was provided by PPP every day over the festive period, in partnership with Public Health Consultant colleagues.

As part of our local service we emphasise the welfare elements that we can assist with during the calls, and

have followed up where we believe the cases are in a vulnerable state and we have been unable to confirm their safety.

Isolation Safety calls

For West Berkshire, PPP work with the Community Hub to ensure those people who have to isolate have the help and support that is needed, both emotional support and for physical items including food and medication. For quarter 3 of 2021 22 there were a staggering 10,980 calls made, plus 290 people contacting the Hub directly. During that period we arranged 200 food parcels to be delivered to those in need.

Food Inspection Recovery Work

Food Inspections

We are gradually moving officers back to work on the food inspection recovery plan from Covid work. As we have discussed previously in house officers took on a lot of the enforcement and educative role with Covid, as well as being heavily involved weekdays and weekends with contact tracing and monitoring for outbreaks across the 3 LAs.

Reactive work in food has proved high since Covid and reopening and officers are ensuring they respond to members of the public and the business community with the queries and complaints about premises that

are coming through. We continue to employ food authorised contractors so that we can manage the workload.

For food inspection recovery work we are following the plan laid out by the Food Standards Agency. We are concentrating on the highest risk premises and inspecting these when we can. This has its problems as it is these premises who also have many vulnerable groups and we need to carefully balance the need for us to inspect, with our duty not to introduce further risks to the premises by acting as vectors of the virus.

There is a lot of activity with new food premises. During the pandemic we saw a threefold increase in new business start-ups. Many of these were home caterers. Now, we need to contact the premises to ascertain if they did open and to give them a priority rating for inspection – based on their food safety risks. High risk premises are assigned for inspections as a priority.

Joint Operations

Op Holly in Newbury Took Place in December

Thames Valley Police, Public Protection Partnership, along with partners from the Driver and Vehicle Standards Agency (DVSA), set up at a designated check site on Hambridge Road in December to pull in motorists based on information from a spotter stationed further up the road.

The results are as follows:

- 44 vehicles stopped
- 34 negative breath tests
- 1 Pass (34)
- 17 vehicles checked for waste carriers licence – all were compliant
- 1 x Immediate Prohibition (sidelight bulb)

- 3 x TW14 mobile phone
- 1 x Delayed Prohibition (Exhaust/CV Boot)
- 2 x Overweight (5.7% gross & 15% gross)
- 1 x TW14 Insecure Load
- 10 x TW14 Seatbelt
- 1 x No VEL (Report)
- 1 x TW14 Tyre below legal limit
- 3 x insecure loads
- 1 x TW14 No front number plate



Bracknell Vehicle Action Day

A multi partner operation took place in November around the Bagshot Road area of Bracknell. Thames Valley Police, Public Protection Partnership and the Driver and Vehicle Standards Agency (DVSA) all took part in spot checks on commercial vehicles and vehicles transporting waste. The operation was organised by the Public Protection Partnership.

The aims of the operation, from a Public Protection, perspective were:

- Identify any waste carriers operating without a licence
- Identify any overloaded vehicles
- Educate those we talk to about vehicle loaded weights
- Educate those we talk to about waste carriers

licences and best practice.

- Enforcement action where required

Of the vehicles checked all bar two were issued with some form of penalty notice from one of the agencies involved. We were also pleased that so many of the vehicles were licensed to carry waste, however there were four that did not have a licence.

A summary of the day is as follows:

- 1 driver who was arrested was 3 ½ times over the legal drink driving limit and also had no insurance or mot on his van
- 1 vehicle seized for no insurance
- 15 fixed penalty notices issued
- 4 vehicles transporting waste without waste carriers licence
- 4 vehicle drivers were served notices by Drivers Standards Agency and had to remain on site until defects were rectified
- A licenced waste carrier who's vehicle was 1 tonne over weight, and was also required to have 3 of the vehicle's 6 tyres replaced
- A large flatbed vehicle carrying turf that was 30% over weight.



Drink Spiking Awareness Campaign

The Public Protection Partnership and Thames Valley Police launched a campaign in December to raise awareness with the public, and support local venues tackle the issue of drinks spiking. Whilst spiking incidents aren't common there is a national increase in the number of people reporting cases.

The campaign involved:

- Set of #BeSpikeAware posters for venues to display
- Social media coverage of #BeSpikeAware campaign
- Our Licensing Liaison Officers going out and meeting licensees raising awareness of the campaign and giving out the posters

What is drink spiking?

Drink spiking can be defined as adding a substance to someone's drink without their knowledge. The aim may be to incapacitate someone enough to rob or sexually assault them.

Campaign aims

- Raise awareness with venue staff on how to spot signs of drink spiking, how to identify when drinks have been spiked, what action to take and when to contact the Police
- Raise awareness with general public on how to protect themselves and their friends and spot the signs of drink spiking
- Raise awareness of the seriousness of drink spiking and the possible penalty for a conviction, up to ten years in prison



One of our Licensing Liaison Officers handing out #SpikeAware posters to a landlord.



One of the social media graphics used in the campaign

Case Management Unit Updates

Statutory nuisance case relating to breaches of an abatement notice served in relation to the burning of various waste materials. The burning caused smoke resulting in a nuisance to residents in the nearby vicinity and two breaches of the abatement notice were witnessed by PPP Officers and a nearby resident. The defendant was found guilty in absence after a trial at Reading Magistrates Court and was fined £1000 for each offence and ordered to pay the full costs of bringing the case.

Rogue trader case - Two week trial at Reading Crown Court trial was listed to start on 17/1/2022 – Guilty pleas were entered to fraud offences and offences relating to aggressive practices under the Consumer Protection from Unfair Trading Regulations 2008 on day 1 of the trial. Rogue trader case involving father and son cold calling and offering garden works. The works were either not fully completed or money was taken and no work was done. This case involved 15 consumers, some of which were vulnerable. Both defendants will be sentenced in March 2022.

Rogue builder received a sentence of 10 months imprisonment suspended for 12 months, 120 hours unpaid work and ordered to pay compensation of £24,480 to homeowner. The defendant entered guilty pleas at Reading Crown Court to three counts contrary to the Consumer Protection from Unfair Trading Regulations 2008. Specifically the prosecution case alleged that the amount charged in relation to work carried out at the home of a vulnerable consumer was excessive, it was charged twice in some circumstances, some of the work was unnecessary, and the actual work undertaken was not to a professional standard.

Rogue builder gets community order consisting of an unpaid work condition of 40 hours and is ordered to pay compensation of £12,000. Following an investigation by the Public Protection Partnership (PPP) the defendant pleaded guilty to one count of knowingly or recklessly engaging in a commercial practice that contravened the requirements of professional diligence contrary to the Consumer Protection from Unfair Trading Regulations 2008 when he appeared at Reading Crown Court. The defendant's company undertook to build a loft conversion at the home of the consumer. The Company failed to complete the build, despite having been paid by the homeowner. Preparatory work was completed, such as demolition of the roof structure, installation of new structural steel beams and new roof timbers. Attendance at site was erratic followed by no attendance on site at all during for over a month resulting in the homeowner having to make the decision to engage alternative contractors to finish the work at further expense.

Environmental

New Environment Act 2021

On 9th November 2021, the long-awaited Environment Act was finally given royal assent. The Act has widely been deemed an opportunity for the UK to control environmental protection at home, from action on air pollution, protecting the state of our rivers and reducing biodiversity loss. The Environment Act 2021 amends the Environment Act 1995 to strengthen the local air-quality management framework to enable greater co-operation at local level. The SoS will be required to review Air Quality Strategy at least every five years. The Act amends the Clean Air Act to give local authorities more powers to reduce pollution for domestic burning through smoke control areas. It was hoped that the Act would include action to reduce legal limits for air pollution to be in line with

World Health Organisation (WHO) guidelines by 2030 at the latest, but this has not been the case despite the House of Lords putting pressure on taking a more ambitious approach. Currently the UK legal limits for PM2.5 are double what the WHO recommends. We understand that the SoS is under a legal obligation to set a new legally binding target for particulate matter PM2.5 as well as one extra air quality target. The Act does not define what that target has to be, but the government has been suggesting that they are considering an exposure reduction target, alongside a concentration reduction target. It is expected that new air quality targets are to be set under the Act but in secondary legislation. We expect some public consultation in early 2022 as the targets must be set by 31st October 2022.

Air Quality Grant Work Update

Progress on the Defra funded air quality grant work undertaken by PPP will see major forward developments in the early months of 2022, as various procurement activities providing materials and personnel for the grant will see their completion. This will provide PPP with the equipment required to undertake pollutant monitoring at those schools located closest to the 7 AQMAs across the three boroughs, and with expertly produced materials to help drive the behaviour change aspects of the project. Once monitoring has begun, and materials including signage, banners, leaflets, and presentations are received, our Air Quality Officer will be engaging with pupils from local schools to discuss the health effects of air pollution, and how preventing idling will have a positive impact on air quality.



Winning design of Air Quality Bumper Sticker

Communication Summary

PPP Social Media Summary Q3

f

Number of new 'Likes'

95

Number of Posts

123

t

Number of new 'Followers'

12

Number of Tweets

104

Wi-Fi

Number of Visitors'

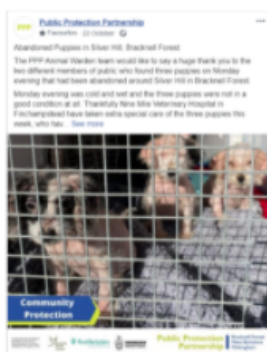
19,560

Number of Articles

35

Top Performing Facebook Posts in Q3

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Nervous Pet Poster - Bonfire Night Reach 9,154



Scam text warning - 8,511

Website www.publicprotectionpartnership.org.uk

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HEALTH AND SAFETY WORK

Asylum Hotels

This is a growth area for the team as we are the enforcing authority under the Health and Safety at Work etc Act 1974 for those premises. As the hotels are being used for purposes other than their intended use they present a set of unique and high risk issues that we are working together with the Royal Berkshire Fire and Rescue Service, the Home Office and the premises to mitigate.

Event Safety

We have always been involved with event safety. Working with organisers to ensure events are organised and executed safely for the public and employees in terms of health and safety and food safety. Since Covid our role has expanded into ensuring all events are complying with Covid regulations and are considering the risk of Covid in their event planning. This has meant a great increase to workload as previously we would have concentrated our efforts on the larger higher profile events, however with Covid all events and gatherings were seen as high risk.

All 3 areas events:

Jul, Aug Sept 2021 - 124 events held

Oct, Nov, Dec 2021 - 95 events held

73 Confirmed events on the books already for 2022, and that's without Newbury Racecourse who are confirming their events in February.

PPP work with events organisers through SAG meetings (Safety Advisory Groups) to ensure the events are planned and safely run. The SAG groups

are voluntary however we have powers under Health and Safety and Food Safety to ensure safe events.

Events plans and enquiries for The Queens Jubilee are coming in thick and fast across the boroughs. With a variety of resident's street parties, Parish council events, Food & Music festivals and Family fun days.

The Greenham trust celebrates its 25th Anniversary in 2022 and we have a number of events coming through to mark this. There has been a marked increase in the number of sporting events coming to PPP for support with planning and risk assessments. The public's desire to attend outdoor events has been fuelled by the pandemic and some of the area's largest event organisers have packed schedules of events for 2022. PPP are working with them to deliver carefully planned, safe and successful events across the boroughs.

HOUSING WORK

Landlord Forum

The Public Protection Partnership (PPP) Environmental Health Private Sector Housing Team are in the process of establishing a web based information and events resource (hosted on the PPP website) for all those who own/manage/rent properties in the Private Rented Sector. We are also running a series of free to attend online web events throughout the year which include topics of interest with some content delivered by third party speakers from various internal and external agencies & stakeholders, e.g. Department of Work & Pensions (DWP), Royal Berkshire Fire & Rescue Service, Thames Valley Police, Shelter, Citizens Advice Bureau (CAB), Landlord Associations & Lettings Agents.

The first event, being run online (via Zoom) will now take place on Thursday 10th February 2022 hosted by

West Berkshire Council's Housing team with guest speaker from the DWP. If you know anyone that would be interested in attending then please direct them to the Eventbrite link to register for this initial event at <https://www.eventbrite.co.uk/e/ppp-landlord-forum-webinar-tickets-252991011927>

If you have any questions or suggestions at any time, feel free to contact us at:

PPPlandlordforum@westberks.gov.uk

Caravan Site Fit & Proper Regulations

As reported previously the Fit & Proper Person Regulations came into force in July 2021. The team have since responded to a total of 33 applications for sites across the 3 local authority areas, 18 are currently under assessment, which includes awaiting further supporting information. For 3 sites, licence transfers are being progressed alongside the fit and proper person process. At 15 sites fit and proper persons have been determined and entered on the respective registers.

Commercial to Residential Conversion Project

The project is well underway and information gathering on each site listed has been undertaken. Inspection of sites on a risk assessed basis will now be undertaken.

Consultations & Compliance

Gambling Commission publishes Compliance and Enforcement Report

The Gambling Commission has published its [annual Compliance and Enforcement Report](#) – a document featuring the findings of the regulator's extensive casework against licence holders and detailing where the industry needs to raise standards.

This report covers the financial year 2020 – 2021, a period during which Commission casework led to the suspension of five operator licences and the revocation of licences for one operator and nine personal management licence holders.

It also saw a total of £32.1 million being paid by 15 gambling businesses as a result of fines or regulatory settlements – more than any previous year.

The Alcohol Licensing (Coronavirus) (Regulatory Easements) (Amendment) Regulations 2021

Members are reminded that regulations which came into effect on 16 September 2021 temporarily increase the allowance for Temporary Event Notices (TENS) permitted in the 2022 and 2023 calendar years.

For the duration of 2022 and 2023, the number of TENS that a premises user can give will increase from 15 to 20 per calendar year and the maximum number of days a temporary event may be held at a premises will increase from 21 to 26 days per calendar year. A single premise can have up to 20 TENS applied for in one year, as long as the total length of the events is not more than 26 days, for events taking place in 2022 and 2023 only.

Consultation to extend licensing hours for Queen's Platinum Jubilee

The government have announced that they will seek to extend licensing hours across England and Wales to mark Her Majesty The Queen's Platinum Jubilee this year. The celebrations will include a 4-day bank holiday weekend from Thursday 2 June until Sunday 5 June to allow the nation to celebrate this historic milestone.

To support the celebrations, the Home Office will shortly launch a public consultation on extending licensing hours for pubs, clubs and bars from the

normal 11pm to 1am on Thursday 2, Friday 3 and Saturday 4 June.

The extension of licensing hours will be subject to a month's public consultation, giving the public the opportunity to submit their views on the proposals as well as seeking the views of specific stakeholders, including the police, licensing authorities and alcohol awareness groups.

The public consultation will ask for an extension of licensing hours for premises already licensed for the sale of alcohol for consumption and premises already licensed for the provision of regulated entertainment.

The consultation will focus on whether licencing hours should be extended and the scope of a licensing hours order, including the dates, times, geographical extent and licensable activities to which it should apply.

Positive Feedback Regarding our Service

"Had a wonderful experience regarding the return of my parents lost dog. The man I spoke with explained the process thoroughly and was very empathetic in regards to the situation. He gave us advice moving forward to prevent our boy going missing again which was very insightful and informative. We felt he was concerned and was very helpful in the process of us being reunited with our dog. Thanks again for all of your help, we are very grateful to have our boy home. Emilie & Maria."

Who to Contact

Trading Standards:

Concerned residents or anybody with information about coronavirus related scams are being asked to contact Trading Standards directly via:

TSadvice@westberks.gov.uk

Environmental Health:

Environmental Health matters are to contact us by emailing: ehadvice@westberks.gov.uk

Licensing:

Bracknell Forest Licensing matters are to contact us by emailing: Licence.All@Bracknell-Forest.gov.uk

West Berkshire Licensing matters are to contact us by emailing: Licensing@westberks.gov.uk

Wokingham Licensing matters are to contact us by emailing: Licensing@wokingham.gov.uk

Keeping in Touch With Updates

 [@PublicProtectionPartnershipUK](https://www.facebook.com/PublicProtectionPartnershipUK)

 [@PublicPP_UK](https://twitter.com/PublicPP_UK)

 www.publicprotectionpartnership.org.uk

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Revised Performance Management Framework

Committee considering report:	Joint Public Protection Committee
Date of Committee:	14 March 2022
Chair of Committee:	Councillor John Harrison
Date JMB agreed report:	28 February 2022
Report Author:	Alison Beynon/ Rosalynd Gater/ George Lawrence

1. Purpose of the Report

- 1.1 To consider a revised set of Key Performance Indicators (Appendix A) and Measures of Volume (Appendix B) for inclusion in the performance monitoring framework for the 2022/23 Financial Year.
- 1.2 To provide assurance that the priorities set out in the [Public Protection Service Delivery Plan](#) 2021 to 2023 are being managed effectively and to ensure that strong performance is maintained for business as usual activity.

2. Recommendations

- 2.1 To **AGREE** a revised of Key Performance Indicators (KPIs) and Measures of Volume (MoV) to support performance management for the 2022/23 financial year.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	There are no specific financial implications from this report but it should be noted that the Public Protection Service aims to ensure, wherever possible, that there is a balance and consistency across the partnership areas when delivering services.
Human Resource:	There are no specific personnel implications from this report. It should be noted that levels of staffing and the nature of that staffing i.e. permanent or temporary appointments, all have an impact on the Public Protection Service's ability to deliver.
Legal:	There are no specific legal implications from this report. The Inter Authority Agreement (IAA) sets out the legal basis for the Public Protection Partnership (PPP) and the Joint Public Protection Committee (JPPC) is responsible for setting strategic direction and overseeing financial and service performance. The production and consideration of this report is a requirement under the IAA. The functions delegated to the Joint Committee by the Councils have their basis in statute. In this respect many are statutory

	duties placed on the Councils. In some areas (such as food safety and standards, health and safety etc.) there is a high level of prescription about how elements of the service are delivered.			
Risk Management:	<p>The main risks for the Public Protection Service, in relation to performance, is ensuring resource and finance is distributed appropriately across the partnership areas and in line with the agreed percentages, allowing for natural fluctuations in demand.</p> <p>The ability to manage multiple sites and ICT infrastructure is also under regular review. The PPP maintains both a Strategic and Operational Risk Register. Key areas of concern are reported to the Joint Management Board (JMB) and action plans are in place to limit any risks.</p>			
Property:	There are no property implications arising from this report.			
Policy:	The Inter-Authority Agreement (IAA) places a responsibility on the Joint Public Protection Committee (JPPC) to determine service policies and priorities and also to maintain oversight of performance.			
	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?	✓			<p>Ongoing management and reporting of performance could have the impact of reducing inequality.</p> <p>Any inequality issues reported or identified during this process of gathering the information will be addressed and reported as part of the quarterly performance reporting cycle.</p>
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		<p>Any inequality issues reported or identified during this process of gathering the information will be addressed and reported as part of the quarterly performance reporting cycle.</p>
Environmental Impact:	✓			Environmental Protection is one of the keep priorities identified in the Delivery Plan and ongoing performance management should help to reduce any negative impact on the environment.
Health Impact:	✓			There are a number of strands within the Delivery Plan aimed at improving health

				outcomes for residents. Ongoing reporting on performance should help to improve health outcomes for residents.
ICT or Digital Services Impact:		✓		Branding on a range of documents and references to Wokingham BC will need to be amended on the PPP website and templates.
PPP Priorities :	✓			Ongoing monitoring of performance will help to underpin both PPP priorities and business as usual activities.
Data Impact:		✓		Data is handled in accordance with the Councils data protection policies and the prevailing legislation.
Consultation and Engagement:	Staff have been engaged in the development of this framework. Members at Bracknell attended a priorities workshop.			
Other Options Considered:	N/a			

4. Background

- 4.1 At the 12 June 2017 Joint Public Protection Committee (JPPC) meeting Members agreed a template for performance monitoring based on the then Business Plan which required the Committee to be updated on an annual basis on a range of performance issues. Prior to this performance monitoring was based on legacy arrangements from each of the three partner authorities (Bracknell Forest, Wokingham Borough and West Berkshire Councils). In addition the Inter Authority Agreement (IAA) sets out the financial governance requirements for the Public Protection Partnership (PPP).
- 4.2 At the 18 September 2018 JPPC meeting Members agreed that Key Performance Indicators (KPIs) pertaining to three areas set out in the IAA (Schedule 5) were no longer necessary as they were covered by the work linked to the Core Priorities. These were:
- Decreasing the level of detriment suffered by residents;
 - Increasing levels of compliance in critical areas; and
 - Preventing residents from harm through expanding the use of social media and key communication channels.
- 4.3 The Committee agreed that only two Key Performance Indicators outlined in the IAA should be specifically retained namely:
- Effective budget management and use of resources, and;
 - Maintain high levels of customer and business satisfaction.
- 4.4 A revised Delivery Plan which set out the planned output of the service under the themes of Prevention, Intelligence and Enforcement to address issues of priority and concern was adopted at the 13 December 2021 JPPC meeting. It was also agreed that the priorities would be applied from April 2022 to the new two authority shared service and where appropriate to the Traded Services provision with Wokingham.

- 4.5 As part of this work it was also agreed that the performance monitoring framework would be reviewed to ensure that it supported the revised [Delivery Plan](#) and the [PPP Strategic Assessment](#) which was agreed by the JPPC in June 2021.
- 4.6 It should be noted that the PPP Joint Management Board (JMB) will continue to review performance information on a monthly basis. Quarterly reports will be presented to the Joint Public Protection Committee.

5. Concluding Observations

- 5.1 With the implementation of the new two authority service, the introduction of new IT software, the Traded Service agreement with Wokingham Borough Council and the adoption of the revised Delivery Plan and Strategic Assessment it was deemed to be a prudent time to revisit the performance framework for the service. The Management Team therefore considered the existing key performance indicators and measures of volume to ensure that the framework supported the revised focus and associated decision making of the Service.
- 5.2 It is proposed that the revised framework will come into effect for the 2022/23 reporting cycle.

6. Appendices

- 6.1 Appendix A – Revised Key Performance Indicators
- 6.2 Appendix B – Revised Measures of Volume.

7. Background Papers:

- 7.1 None

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 Wards

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Ref	Function	Key Performance Indicators Title
A1	All PPP	% of service users satisfied with the Public Protection Partnership Service
A2	All PPP	Management of budget to within 1% of baseline
A3	All PPP	Management of income to within 5% of budget
A4	All PPP	Amount of money recovered/saved and loss prevention through intervention by PPP Trading Standards activities
A5	All PPP	% of FoI requests completed within statutory timescales
A6	All PPP	% of employees who have had an appraisal in last 18 months
C1	Community	% of reported envirocrime incidents appropriately responded to in 10 working days
C2	Community	% of reported door step crime incidents appropriately responded to in 1 working day
C3	Community	% of reported product safety concerns appropriately responded to in 10 working days
C4	Community	% of reported noise cases (non Commercial) appropriately responded to in 10 days
C5	Community	% of general Trading Standards requests responded to within 10 days
CE1	Compliance and Enforcement	% of Private Hire operators inspected
CE2	Compliance and Enforcement	% of premises that are broadly compliant for food safety
CE3	Compliance and Enforcement	% of high risk food standards and hygiene inspections carried out
CE4	Compliance and Enforcement	% of applications for new premises licences and licence variations responded to within the timescales specified by the Licensing Authority
CE5	Compliance and Enforcement	% of licensing applications processed within statutory timescales or 5 days
CE6	Compliance and Enforcement	% of licensing complaints/requests for advice dealt with appropriately within 10 working days
CE7	Compliance and Enforcement	% of TEN's and Late TEN's processed for consultation within 1 working day
CE8	Compliance and Enforcement	% of Premise licensing applications (New and Variations) processed within statutory timescales
CE9	Compliance and Enforcement	% of Taxi licensing applications and renewals (Hackney/Private Hire Drivers and Vehicles) processed within statutory timescales
CE10	Compliance and Enforcement	% of general licensing applications and renewals processed within statutory timescales
P1	Programme	% of local authority pollution prevention and control (LAPPC) inspections carried out
P2	Programme	Submit Bracknell's Annual Status Report to Defra in accordance with their timetable
P3	Programme	Submit West Berkshire's Annual Air Quality Status Report to Defra in accordance with their timetable
P4	Programme	Submit Wokingham's Annual Air Quality Status Report to Defra in accordance with their timetable
P5	Programme	Number of traders visited as part of test purchase exercises of age restricted products
P6	Programme	% of traders visited as part of test purchase exercises for age restricted products identified as non-compliant
P7	Programme	Number of second hand car dealers inspected
P8	Programme	% of car dealers visited were found to be compliant
P9	Programme	% of poorly performing premises (rated 0 or 1 on the FHRS) that meet satisfactory compliance by their next full inspection visit
P10	Programme	Number of premises visited in Tenants Fees project
P11	Programme	% of premises visited in the tenants found compliant
P12	Programme	% of licensed caravan sites inspected
P13	Programme	% of planning consultations responded to within the local planning authority's timescales
P14	Programme	% of reported food safety incidents appropriately responded to in 10 working days
P15	Programme	% of reported air quality concerns appropriately responded to in 10 working days
P16	Programme	% of reported commercial noise incidents appropriately responded to in 10 working days
R1	Response	% of reported private sector housing concerns appropriately responded to in 10 working days
R2	Response	% of reported health and safety at work concerns appropriately responded to in 10 working days
R3	Response	% of reported other incidents/concerns appropriately responded to in 10 working days

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Ref	Function	Measure Title
A1	ALL PPP	Number of Freedom of Information (Fol) requests processed
A2	ALL PPP	Number of Councillor/MP Enquiries responded to
CMG1	Case Management and Governance	Number of open PPP and Wokingam Investigations (All)
CMG2	Case Management and Governance	Number of PPP and Wokingham Legal Actions Concluded
CMG3	Case Management and Governance	Number of new PPP and Wokingham RTA / RTRA prosecutions
CMG4	Case Management and Governance	Number of open PPP and Wokingham cases in the court system
CTS1	Community and TS	Number of animal feed establishments inspected
CTS2	Community and TS	Number of RTA / RTRA Checks
CTS3	Community and TS	Amount of money recovered for victims of mass marketing scams
CTS4	Community and TS	Number of mass marketing scams education events held
CTS5	Community and TS	Number of community engagement patrols / events completed
CTS6	Community and TS	Number of members in the Support with Confidence scheme
CTS7	Community and TS	Number of service requests and trading standards consumer complaints
CTS8	Community and TS	Number of door step crime incidents reported
CTS9	Community and TS	Number of reported flytipping cases
CTS10	Community and TS	Amount of loss prevented or recovered as a result of Trading Standard interventions
CTS11	Community and TS	Number of stray dogs collected
CTS12	Community and TS	Number of stray dogs reunited with 7 days
CE1	Compliance and Enforcement	Number of premises licensed under the Licensing Act 2003
CE2	Compliance and Enforcement	Number of all other licenced premises where there are PPP regulatory controls
CE3	Compliance and Enforcement	Number of non-premise licences/consents issued
CE4	Compliance and Enforcement	Number of Temporary Event Notices (TENs) applications received
CE5	Compliance and Enforcement	Number of licensed HMOs
CE6	Compliance and Enforcement	Number of licensed caravan sites

Ref	Function	Measure Title
CE7	Compliance and Enforcement	Number of taxis and private hires vehicles
CE8	Compliance and Enforcement	Number of taxis and private hire drivers
CE9	Compliance and Enforcement	Number of private hire operators
CE10	Compliance and Enforcement	Number of NEW dual / private hire / school drivers
P1	Programme	Number of PPP and Wokingham businesses with a regulatory liability for PPP
P2	Programme	Number of food establishments liable for food hygiene and food standards inspections
P3	Programme	Number of food hygiene and standards audit / inspections conducted
P4	Programme	Number of Pollution Prevention and Control (PPC) premises
P5	Programme	Number of private water supplies
P6	Programme	Number of private water samples taken
P7	Programme	Number of RIDDOR accidents for LA enforcement liability
P8	Programme	Number of food samples taken (programmed and reactive)
P9	Programme	Number of air quality monitoring sites
P10	Programme	Number of HMO audits / inspections
P11	Programme	Number of caravan site audits / inspections
P12	Programme	Number of planning applications requiring consultation
P13	Programme	Number of infectious disease notifications processed