

Notice of Meeting

Joint Public Protection Committee

A shared service provided by Bracknell Forest Council
and West Berkshire Council

Monday 12 June 2023 at 7.00pm

Venue: Bracknell Forest Council, Time Square, Market Street,
Bracknell, RG12 1JD

Note: This meeting will be streamed live here:

<https://www.westberks.gov.uk/jointpublicprotectioncommitteelive>

To: Councillors Phil Barnett (West Berkshire Council), Lee Dillon (West Berkshire Council) Guy Gillbe (Bracknell Forest Council) and Kandy Jefferies (Bracknell Forest Council)

Part I

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1 Election of the Chairman To elect a Chairman of the Joint Public Protection Committee for the 2023/2024 Municipal Year.	1 - 2
2 Apologies To receive any apologies for absence.	3 - 4
3 Appointment of the Vice Chairman To appoint a Vice-Chairman of the Joint Public Protection Committee for the 2023/2024 Municipal Year.	5 - 6
4 Minutes To approve as a correct record the Minutes of the meeting of this Committee held on 13 March 2023.	7 - 12
5 Outstanding Actions From Previous Meetings To consider any outstanding matters from previous meetings.	13 - 16

Public Protection Partnership Agenda - Monday, 12 June 2023 (continued)

- 6 **Declarations of Interest** 17 - 18
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.
- 7 **Notice of Public Speaking and Questions** 19 - 20
To note those agenda items which have received an application for public speaking.
A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.
The Partnership welcomes questions from members of the public about their work.
Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Partnership or an item which is on the agenda for this meeting. For full details of the procedure for submitting questions please contact Democratic Services.
- 8 **Forward Plan** 21 - 24
To detail future items that the Committee will be considering.
- 9 **Public Protection Partnership Service Update and Q4 Outturn for 2022/23 (JPPC4194)** 25 - 66
Presentation from the Service Lead (Public Protection) and the Strategic Managers setting out the activity of the Service during the 2022/23 Municipal Year.
To update the Committee on the work of the Service in Q4, to report the end of year performance outturn and to seek authority to carry forward the revenue under-spend from 2022/23.
- 10 **PPP Community Engagement Approach 2023/25 (JPPC4197)** 67 - 92
To review and if appropriate amend the approach to community engagement in light of any technological advances and procedural changes that can be used to enhance communication and engagement, and to ensure that the current plan reflects the newly agreed Priorities of the Public Protection Partnership (PPP).

Public Protection Partnership Agenda - Monday, 12 June 2023 *(continued)*

- 11 **Update on the DEFRA Air Quality Grant (JPPC4308)** 93 - 110
To provide Members with an update on the progress with the DEFRA Grant, including the Particulate Matter (PM2.5) at schools project.
- 12 **JPPC Terms of Reference** 111 - 128
To consider and if appropriate recommend any changes to the Terms of Reference to Council for inclusion in the Constitution.

Contact Officer:

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Item 1 – Election of Chairman

Verbal Item

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JPPC – 12 June 2023

Item 2 – Apologies for absence

Verbal Item

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JPPC – 12 June 2023

Item 3 – Appointment of the Vice-Chairman

Verbal Item

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JOINT PUBLIC PROTECTION COMMITTEE

Minutes of the meeting held on

MONDAY 13 MARCH 2023

COUNCIL CHAMBER COUNCIL OFFICES MARKET STREET NEWBURY

Present: John Harrison (Vice-Chairman), John Porter, Thomas Marino (Chairman) and James Cole

Also Present: Russell Davidson (Senior Scientific Officer), Sean Murphy (Public Protection Manager), Clare Lawrence (Executive Director - Place), Jon Winstanley (Service Director (Environment)), Councillor Dorothy Hayes (Bracknell Forest Council), Moira Fraser (Public Protection Partnership), Kevin Gibbs (Bracknell Forest Council), Damian James (Chair of the PPP Joint Management Board) and Stephen Chard (Democratic Services Manager)

PART I

32 Minutes

The Minutes of the meeting held on 26 January 2023 were held as a true and accurate record and signed by the Chairman.

33 Matters Arising

Item 2: Sean Murphy reported that he had met his corresponding officer from Bracknell Forest Council to ensure that linkages were being made between the PPP and the work being undertaken by Bracknell Forest Council's Welfare Steering Group.

Councillor James Cole noted that the update for Item 1 in relation to the Water Safety Partnership's position on defibrillators was contradictory and asked for clarification. Moira Fraser responded that the Water Safety Partnership Annual Report would be presented later in the meeting and would clarify.

34 Declarations of Interest

Councillor Tom Marino declared a personal interest in Agenda Item 8 by virtue of the fact that both his partner and his brother were employees of Thames Water. As his interest was personal and not prejudicial or a disclosable pecuniary interest, he determined to remain to take part in the debate.

35 Notice of Public Speaking and Questions

No public questions were received.

36 Forward Plan

The Forward Plan was noted.

37 Water Safety Partnership Annual Report 2021/22 (JPPC4193)

Jon Winstanley presented the report (Agenda Item 7), which detailed the activities of the West Berkshire Water Safety Partnership in 2021/22.

Jon Winstanley noted that the Partnership had been formed in 2021 after a tragic incident involving the loss of life of a young child in the Kennet and Avon Canal in Newbury. The Partnership included representatives of West Berkshire Council, the Canal and River Trust, as well as the emergency services. Representatives of the office of Laura Farris MP, as well as Newbury Town Council, had additionally attended, and there were plans for neighbouring local authorities, including Bracknell Forest Council, to attend as part of a knowledge sharing exercise.

The Partnership had met regularly over the past year and had formed an action plan that was regularly updated. A Communications Strategy had also been adopted. The Partnership had particularly targeted its efforts on areas where water safety had been highlighted as a risk.

Jon Winstanley responded to Councillor James Cole's point on Item 1 of the Matters Arising, noting that the Health and Wellbeing Board were happy with the current coverage of defibrillators, but the Water Safety Partnership did suggest putting them in water safety cabinets, of which there were three in West Berkshire.

Councillor James Cole asked who was meant to use the water safety cabinets, noting that they were currently locked. Jon Winstanley responded that a telephone number was available on the cabinet and an individual could call the Royal Berkshire Fire and Rescue Service, who would provide a code to unlock the cabinet. Councillor Cole pointed out an issue should the individual not have a phone with them. This needed to be considered.

Councillor Cole noted that paragraph 4.3 stated that the Partnership had provided advice to Sutton Estates on discouraging swimming at Speen Moors, and asked for clarification on what that entailed. Jon Winstanley responded that the Partnership had provided advice on signs to direct swimmers to appropriate places.

Councillor Cole asked whether 'water safety risk' included the risk of drinking it, specifically the risk of drinking polluted water while swimming. Jon Winstanley responded that it was not covered as part of the Water Safety Partnership but the Partnership would encourage people to report water pollution to the Environment Agency who were responsible for managing pollution.

Councillor John Harrison asked whether there was a published number of water safety incidents for Bracknell Forest. Sean Murphy responded that he was not aware of the numbers, but that the Water Safety Partnership had run events within Bracknell Forest in advance of them participating more closely. Sean Murphy stated that he would obtain and share those figures. It was noted that a representative had been identified from Bracknell Forest Council to join the Partnership.

Councillor Harrison noted that there were a number of occasions during lockdown of large groups of teenagers congregating around ponds and lakes, and that there was an issue of buoyancy aids being thrown into the water. Councillor Harrison therefore concurred with the idea of locked cabinets, but agreed that the lack of mobile phone access could be an issue. Sean Murphy responded that the issue could be raised with other agencies working within Berkshire to see if more cabinets could be installed within Bracknell Forest.

RESOLVED that:

- The content of the report be noted.

- The Terms of Reference be updated to include Bracknell Forest Council and Officer.

38 Review of the West Berkshire Council Contaminated Land Strategy (EX4131(b))

Sean Murphy and Russell Davidson introduced the report (Agenda Item 8) which provided an opportunity for the Committee to consider and adopt the updated strategy drafted under the Environmental Protection Act 1990 in relation to contaminated land which would allow West Berkshire Council to discharge the duties placed on it by the Act.

Sean Murphy highlighted two changes that would be made to the Strategy prior to it being published. The first was to update the Equality Impact Assessment so that it recognised the impact that contamination could have on residents, in particular young people. The second was to note as a concern the high price of implementing mitigation measures such as a potential impact on the viability of affordable housing.

Russell Davidson noted that the report was the corresponding West Berkshire iteration to the Bracknell Forest one presented to the Committee in 2022.

Russell Davidson noted that the 2023 revision reviewed the Council's aims and objectives, as well as progress made in implementing the strategy. While updates were made to the relevant action plans and procedures, no significant changes to West Berkshire Council's strategy were being proposed.

There was only a small number of significantly contaminated sites. 179 potentially contaminated sites had been removed as they were either not considered to be contaminated or had remedial works carried out on them. This included 32 that were high priority sites. A further 52 high priority contaminated sites had been re-assessed to be of a lower risk following investigative work. The development of contaminated sites was managed through planning conditions imposed by Development Control.

The Chairman noted that in addition to the amendments referenced by Sean Murphy, the layout and presentation of the report would also be updated prior to publication.

The Chairman then proposed an additional recommendation that the Contaminated Land Strategy be reviewed every five years moving forward. The additional recommendation was agreed.

Councillor James Cole asked what was defined as a "relevant non-human" under Section 6.2.1 of the updated Contaminated Land Strategy. Russell Davidson responded that "relevant non-human" refers to property such as land or buildings. The Chairman asked whether domesticated animals should be included. Sean Murphy asked that that point be taken away to consider. *(Post meeting note: Officers checked the guidance and confirmed that the guidance stated that non-human referred to animals, plants, rivers or property. An explanatory note was added to the CLS prior to it being published).*

Councillor Dorothy Hayes noted that the Contaminated Land section was contributed to by all six Berkshire councils, and whether the Council was covered from a legal perspective with regards to the London Road site. Sean Murphy responded that the Bracknell Forest Contaminated Land Strategy was approved in September 2022, and that the point would be raised with Bracknell Forest Officers. Damian James responded that the strategy went through to the Executive Committee and would be followed up on. *(Post meeting note: Damian James had contacted Councillor Hayes and clarified the position in respect of the London Road site).*

RESOLVED that:

- The Committee considered the revised Contaminated Land Strategy.

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- The Committee approved the Strategy subject to the amendments agreed at the meeting.
- The Committee delegated authority to the Public Protection Manager, in consultation with the Chairman of the JPPC, to make any minor amendments to the Strategy prior to it being published.
- The Contaminated Land Strategy would be reviewed every five years.

39 Public Protection Partnership Priorities 2021 to 2023 - Refresh (JPPC4192)

Sean Murphy presented the report (Agenda Item 9) which set out the emerging priorities to the Committee and sought approval to update the Strategic Assessment approved by the Committee in June 2021 and to extend it until 31 March 2024.

Sean Murphy noted that the existing Strategic Assessment cross-cutting priorities; eCrime, Climate Change and Environmental Protection, Protecting Vulnerable Adults and Children, Safeguarding, and Safer Streets; would be retained. In addition, Protecting and Improving Health would be added as a cross-cutting priority.

Proposed new priority areas were Licensing, Cost of Living, and Service Improvement Priorities.

Changes were also proposed in order to broaden existing priorities. This would cover Health and Safety Enforcement, Tackling Fraud, and Impact of Nuisance on Residents and Communities.

Councillor John Harrison asked whether trophy hunting and the importation of overseas animal products could be included under the Animal Welfare point. Sean Murphy responded that it had been recently raised and a bill was under consideration to ban such importation, and that he would see what issues fell under local authority enforcement.

Councillor John Porter raised concerns about the significant number of unlicensed HMOs (houses in multiple occupation) and asked what could be done to combat them. Sean Murphy responded that a number were being investigated with Housing Officers, but that identifying them was a lengthy and complex process. Councillor Porter asked whether it could be added to the PPP website to make the definition clearer for residents. Sean Murphy responded that he would pick up the issue and advised that members of the public were encouraged to come forward to report any concerns. He agreed that local Member intelligence would be a useful asset in this area.

Councillor James Cole asked if the PPP should be planning for a future pandemic. Sean Murphy responded that resources and information had been kept, such as processes and procedures, and that they would be available for review should a similar situation arise again. He also explained that officers had been involved in a West Berkshire scrutiny review on this topic.

Councillor Cole asked whether the changes to priorities, such as from 'noise' to 'nuisance' constituted an expansion that required additional resources. Sean Murphy responded that priorities were always subject to change, some of which could be unforeseen. He stated that benefits of the shared service were increased resilience and the ability to be more adaptable to changing priorities. However, it was recognised that resources were still limited and the need to prioritise would remain.

Councillor Cole asked whether the PPP had an obligation to ensure the security of the site of the former Institute for Animal Health facility at Compton. Sean Murphy responded that the responsibility was with the land owner in the first instance. However, he would consider the Council's remit beyond the PPP and involvement from partner organisations.

RESOLVED that:

- The Committee considered the emerging priorities as set out in the report.
- The PPP Strategic Assessment of June 2021 be updated to reflect these emerging priorities.
- The updated Strategic Assessment would form the basis of the PPP priorities for 2023/24.

40 Training and Development Plan - Update (JPPC4189)

Moira Fraser presented the report (Agenda Item 10), which provided the Committee with an update on the existing Training and Development Plan and sought approval for the Plan.

Moira Fraser noted that only minor changes were made to the Plan, aligning it to the professional bodies associated with the service and to the Service Plan and Workforce Strategy. The governance arrangements were updated, and an update was included on the apprenticeship programme. Moira Fraser noted that the recruitment of suitably qualified professional staff remained a significant risk to the service, and a three pronged approach was being taken to mitigate the risk; the appraisal and Continuing Professional Development (CPD) route, the apprenticeship scheme, and the internal training programme.

Apprentices were also available to existing officers and officers could be supported to undertake a professional qualification.

The Training and Development Plan was a live document that would continue to be updated as and when appropriate.

Councillor John Harrison commended the plan. He made the point that the route of higher education and/or a graduate scheme might not be the best career plan for all young people, and the alternative of getting into work via an apprenticeship and learning a professional skill presented a good alternative.

Moira Fraser noted that the Council had attended local schools to raise the profile of Council wide apprenticeships. She added that not all apprenticeships were in manual work, and were available to people of all ages.

RESOLVED that:

- The Committee considered the Training and Development Plan.
- The Committee approved the Plan.

41 Last meeting of Municipal Year

The Chairman noted that as Councillors John Porter and James Cole would not be standing in the May elections this would be their last meeting. He took the opportunity to thank them for their contributions and for the support they had given him as Chairman.

The Chairman also thanked officers for their excellent work.

(The meeting commenced at 7.00pm and closed at 8.00pm)

CHAIRMAN

Date of Signature

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Joint Public Protection Committee Actions Arising from Previous Meetings

Ref	Meeting Item	Action	Officer	Update
1.	14 March 2022 West Berkshire Water Safety Partnership Annual report 2021/22	Jon Winstanley to raise the possibility of installing defibrillators alongside the water safety cabinets with the partnership	JW	<p>The WBC Health and Wellbeing Board are happy with the current coverage, if any further defibs are felt necessary they would require initial capital investment, electric supply and on-going maintenance provision.</p> <p>However there was consensus at the Water Safety Partnership meeting held on the 30 January 2023 that Defibs should be provided at locations where we have water safety cabinets.</p> <p>This will continue to be reviewed</p>
2.	26 January 2023 Regulation of Investigatory Powers	Officers agreed to look into how wider elected member oversight of the regulations could be delivered.	SM	This will be covered in the PPP induction for members in both authorities post the May elections.
3.	13 March 2023 Water Safety Partnership Annual Report	Sean Murphy to provide Councillor Harrison with data on the number of water safety incidents in the Bracknell area over the last year	SM	MF has contacted Paul Thomas (thomasp@RBFRS.co.uk) at the RBFRS for the data

Ref	Meeting Item	Action	Officer	Update
4.	13 March 2023 Water Safety Partnership Annual Report	Water Safety Partnership Terms of Reference to be Updated to include Bracknell Forest Council as an attendee.	JW	JW will update the ToR. Stephen Chaown and Damian James have been invited to attend future meetings.
5.	13 March 2023 West Berkshire Council Contaminated Land Strategy	Sean Murphy to update the comments on equality on the covering report	SM	Have suggested that some wording is added as for information onto the minutes (MF to update the cover report for the next iteration in 2028)
6.	13 March 2023 West Berkshire Council Contaminated Land Strategy	Russell Davidson to update the CLS prior to publication to include an explanation as to what non-human receptors in 6.2.1 (a) are.	RD	RD has checked the guidance and confirmed that the guidance states that non-human refers to animals, plants, rivers or property. An explanatory note was added to the CLS prior to it being published.
7.	13 March 2023 Public Protection Partnership Priorities 2021 to 2023 – Refresh	Seam Murphy to consider any implications for the PPP resulting from the enactment of the Hunting Trophies (Import Prohibition) Bill and update the Committee.	SM	
8.	13 March 2023	Rosalyn Gater to look at the Houses of Multiple Occupancy information on the	RG	LNB has sent the website text to RG for updating.

Ref	Meeting Item	Action	Officer	Update
	Public Protection Partnership Priorities 2021 to 2023 – Refresh	PPP website to make sure that it is up to date and is as informative as it could be. Lisa Norgate - Barnes to produce social media posts to highlight what HMOs are and how to report concerns	LNB	Will circulate a few posts once the website wording is agreed.
9.	13 March 2023 Public Protection Partnership Priorities 2021 to 2023 – Refresh	Sean Murphy agreed to investigate whether, in terms of the Compton site, there was anything within the PPPs remit or perhaps the wider council in terms of securing the site and making it safe and report back to Cllr Cole	SM	
10.	13 March 2023 Public Protection Partnership Priorities 2021 to 2023 – Refresh	Moir Fraser to ensure that the changes to the priorities are reflected in the Strategic Assessment and publish the updated version of that document.	MF	Changes have been made to the document which has been published on the PPP website. Officers are in the process of re-writing the Strategic Assessment which will be brought to the Committee early in the new year.

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Item 6 – Declarations of Interest

Verbal Item

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JPPC – 12 June 2023

Item 7 – Public Speaking and Questions

Verbal Item

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JPPC Forward Plan October 2023 to October 2024

No.	Ref No	Item	Purpose	Lead Officer	Comments
JPPC 02 October 2023 – WBC					
1.	JPPC4251	Public Protection Partnership Q1 2023/24 Performance Report	To consider the Quarter 1 Update and Performance Report.	Moira Fraser	
2.	JPPC4252	Revenue Budget 2024/25 Including Proposed Fees and Charges Schedule	To set out the draft revenue budget for 2024/25 including fees and charges and to seek approval for the draft budget and draft fees and charges schedule prior to submission to Bracknell and West Berkshire Councils in accordance with the Inter-Authority Agreement (IAA).	Sean Murphy	
3.	JPPC4366	Enforcement Approach to Age Restricted Products 2023-2025.	To consider the existing approach and update Members on any changes being made to the system.	George Lawrence	
JPPC 11 December 2023 – BFC					
4.	JPPC4275	Public Protection Partnership Q2 2023/24 Performance Report	To consider the Quarter 2 Update and Performance Report.	Sean Murphy/Moira Fraser	
5.	JPPC4277	PPP Delivery Plan Update 2023-2025	To set out progress has been made against the PPPs agreed priorities as set out in the 2021 to 2023 Delivery Plan.	Sean Murphy	
6.	JPPC4278	Air Quality Status Reports	To set out the response received from DEFRA	Suzanne McLaughlin	
JPPC 11 March 2024 – WBC					
7.	JPPC4333	Public Protection Partnership Q3 2023/24 Performance Report	To consider the Quarter 3 Update and Performance Report.	Sean Murphy/Moira Fraser	

No.	Ref No	Item	Purpose	Lead Officer	Comments
8.	JPPC4334	Public Protection Partnership Priorities 2024/25 to 2026/27.	To consider and if appropriate amend the priorities for the partnership over the next three years.	Sean Murphy/ Damian James	
9.	JPPC4335	Water Safety Partnership	To provide an annual update of the work of the Partnership.	Jon Winstanley	
10.	JPPC4368	Service Plan 2024/25	To identify the relevant details of the Inter Authority Agreement (IAA) and sets out how the PPP intends to operate through the delivery of the Service Plan	Sean Murphy	
JPPC June 2024 – BFC (Date TBC)					
11.	JPPC4369	Election of the Chairman and Appointment of the Vice-Chairman for the 2024/25 Municipal Year.	To elect a Chairman from West Berkshire Council and a Vice-Chairman from Bracknell Forest Council for the 2024/25 Municipal Year.	Verbal Item	
12.	JPPC4370	JPPC Terms of Reference	To note the terms of reference of the Committee.	Moira Fraser	
13.	JPPC4371	Public Protection Partnership Q4 2023/24 Performance Report	To consider the Quarter 4 Update and Performance Report.	Sean Murphy/ Moira Fraser	
14.	JPPC4372	PPP Strategic Assessment 2024 - 2027	To review and where appropriate update the existing document.	Sean Murphy	
JPPC October 2024 – WBC (Date TBC)					
15.		Public Protection Partnership Q1 2024/25 Performance Report	To consider the Quarter 1 Update and Performance Report.	Moira Fraser	
16.		Revenue Budget 2025/26 Including Proposed Fees and Charges Schedule	To set out the draft revenue budget for 2024/25 including fees and charges and to seek approval for the draft budget and draft fees and charges schedule prior to submission to Bracknell and West Berkshire	Sean Murphy	

No.	Ref No	Item	Purpose	Lead Officer	Comments
			Councils in accordance with the Inter-Authority Agreement (IAA).		

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Public Protection Partnership Service Update and Q4 Outturn for 2022/2023

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 June 2023
Chair of Committee:	To be appointed at the meeting
Date JMB agreed report:	22 May 2023
Report Author:	Sean Murphy
Forward Plan Ref:	JPPC4194

1. Purpose of the Report

- 1.1 To update the Committee on the work of the Service in Q4 and to report the end of year performance outturn.
- 1.2 To seek authority to carry forward the revenue under-spend from 2022/223.

2. Recommendations

The Committee:

- 1.1 **NOTES** the 2022/23 Q4 data for the Public Protection Service.
- 1.2 **NOTES** the update on service delivery.
- 1.3 **AGREES** that the Bracknell Forest/ West Berkshire under-spend of £148k be carried forward to the 2023/24 financial year.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	<p>The 2022/23 budget for the Public Protection Partnership was agreed at the September 2021 JPPC meeting.</p> <p>Throughout 2022/23 the Service continued to receive additional grant funding arising from the Homes for Ukraine Scheme as well as support for larger investigations. This income alongside other grants and a rebate on pension contributions contributed to the underspend set out at 1.10 below.</p> <p>There is now a clearly identified long term structural loss of licensing income in the order of £100K per annum from the 2019 base. Had it not been for the carry forward, vacancies and the additional grant funding the outturn would have been an over spend. Addressing the licensing income shortfall has been identified as a priority for 2023/24 in the Service Plan which was agreed at the January 2023 JPPC meeting.</p>

	<p>The base revenue budget for 2023/24 (agreed at the October 2022 JPPC meeting) stands at £3.3M with a projected licensing income of £600K along with other income totalling around £300K.</p> <p>In addition the service secured significant grant funding including £90K – Homes for Ukraine, £270K investigations, £129K Defra Air Quality, approx. £40K new duties and significant public health and community safety funding.</p>
<p>Human Resource:</p>	<p>There are no direct personnel implications arising from this paper other than to note that there are still a number of vacancies at all levels of the service at year end.</p> <p>A great deal of work is going on to re-balance the service through the delivery of a workforce strategy focussed on a ‘grow our own’ ethos by investing in apprenticeships, post graduate professional qualifications and post-entry training for both new and existing officers. This workforce strategy is underpinned by the Training and Development Plan.</p> <p>A major challenge is that vacancies are not evenly spread across the service with areas such as licensing, private sector housing and investigations facing challenges whilst agency costs become increasingly prohibitive.</p> <p>Recently we have had some success with recruitment but the overall landscape remains challenging and the outlook is not positive. The way through will be our commitment to Apprenticeships and Training.</p>
<p>Legal:</p>	<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>Risk Management:</p>	<p>We will continue to manage risk in line with the prevailing situation and corporate policies. The service maintains both a strategic and operational risk register.</p> <p>The strategic 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</p> <p>The operational risk register is routinely monitored by the Principal Policy Officer Group with concerns being escalated to the Joint Management Team.</p> <p>Successful recruitment, and in particular those to permanent professionally qualified posts remains the greatest risk across</p>

	<p>PPP. Another significant risk is the ongoing challenges of implementing the new cloud based single IT system.</p> <p>Finally, as set out in the finance section the loss of income particularly from licensing is also a key risk to the Service.</p>			
Property:	There are no direct property implications arising from this report.			
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 revised service priorities were agreed at the March 2023 JPPC meeting. The Delivery Plan 2023 to 2025 will be agreed at the December 2023 JPPC meeting which will assist with monitoring progress against the priorities whilst providing context about how the priorities are being delivered on a day to day basis.</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 continues to be 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 and initiatives.
ICT or Digital Services Impact:	✓		<p>The use of ICT on service delivery has been transformational. Telephone conferencing, MS Teams and Zoom are all embedded in the day to day running of the service.</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 :	✓		<p>This information sets out how the Service has maximised the use of resources to deliver against the JPPC priorities which were agreed at the March 2023 JPPC meeting and are set out below:</p> <ol style="list-style-type: none"> 1. Alcohol and Tobacco Harm Reduction 2. Animal Welfare 3. Cost of Living 4. Environmental Protection 5. Food Safety and Standards 6. Health and Safety Enforcement 7. Housing Standards in the Private Rental Sector 8. Impact of Nuisance on Residents and Communities 9. Improved Air Quality 10. Licensing 11. Nutrition and Childhood Obesity 12. Service Improvement 13. Tackling Fraud 14. Unsafe Consumer Goods
Data Impact:		✓	None

Consultation and Engagement:	<p>There is regular engagement with staff as well as senior officer and Member briefings in each of the authorities that form the PPP. Induction training for new Licensing Committee Members will take place at the start of the new Municipal Year. Member Development sessions for all Members on the work of the Public Protection Partnership will take place throughout the year.</p> <p>Regular staff briefings and two whole team away days were conducted in 2022/23. The next whole team away day which will be focussing on safeguarding will take place in September 2023.</p> <p>The team have been engaged in a number of engagement events throughout the year including supporting Water Safety Partnership events in West Berkshire and Bracknell, landlord forums, attendance at school careers events, Thatcham Community Larder, presentations to schools particularly around vaping, participation in the Young Health Champions conference and partaking in violence against women/ask Angela joint partnership work with Thames Valley Police/ Community Safety Team /street pastors.</p> <p>Regular meetings also take place with the taxi trade in both authorities.</p>
Other Options Considered:	<p>None. It is a requirement of the IAA to report on the performance of the service.</p>

Executive Summary

- 1.4 The Committee is mandated by the Inter-Authority Agreement (IAA) to keep under review the Performance of the Public Protection Service. Throughout the financial year the Committee has received updates on aspects of performance and any emerging issues and priorities.
- 1.5 This report sets out the Quarter 4 (January 2023 to March 2023) and year end data including the financial outturn. Under the terms of the IAA any underspend can be carried forward. The Committee is asked to consider a proposal to carry forward the 2022/23 under-spend of £148k.
- 1.6 This report shows progress against key strategic areas of the business; Finance, HR, ICT, Property, Legal and Risk. The Quarter 4 and Year End performance data can be found at Appendix A to this report.

Finances and Resources

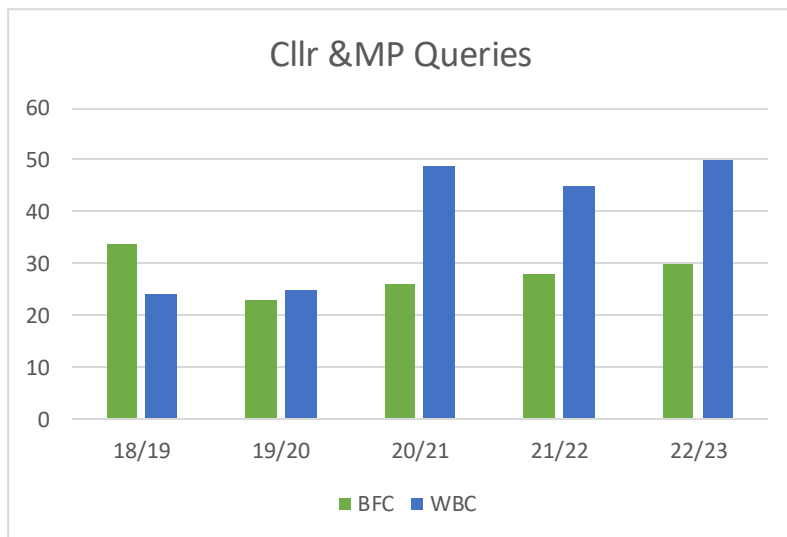
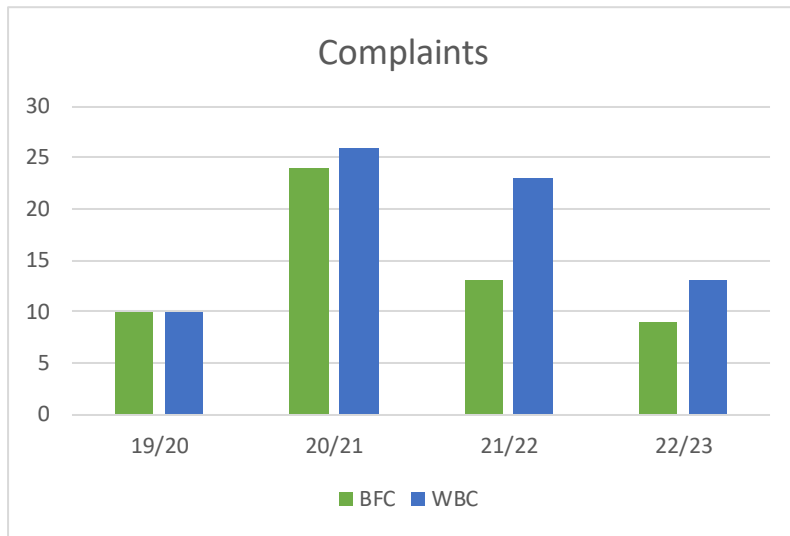
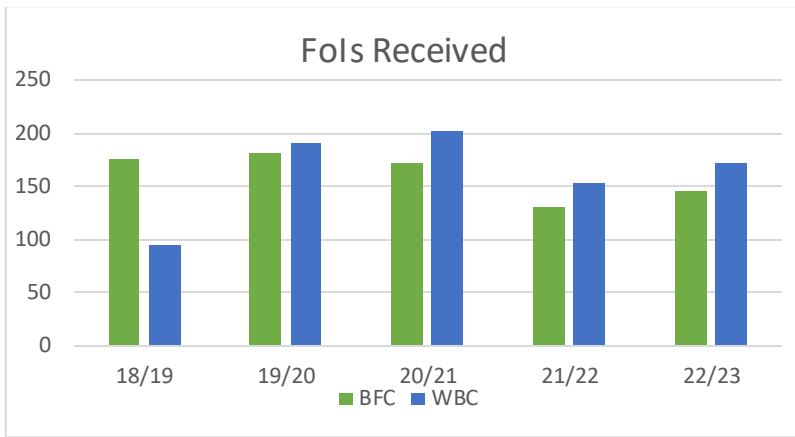
- 1.7 At the Joint Public Protection Committee (JPPC) meeting in September 2018 it was resolved that only two of the original Key Performance Indicators (KPIs) set out in the Inter Authority agreement would be retained. The first being 'Effective budget management and use of resources'. By using Project Management Methodology and the National Intelligence Model the Tactical Tasking Group and Joint Management Board have the ability to scrutinise resources to ensure the delivery is in the highest priority areas.

- 1.8 In terms of income during 2022/23 the Service secured in the order of £90K of grant funding for Homes for Ukraine work. This included Accommodation Checks and Welfare Checks and a contribution for the Public Protection Manager who oversaw the scheme for the first 12 months. Other grant funding included the Defra Air Quality project, and grants for level 2 and level 3 criminal investigations, database clear up, public health etc.
- 1.9 As of the 31 March 2023 the Service had an under-spend of £148K which is largely due to injections of grant funding to support investigations and the Homes for Ukraine Scheme and a pension rebate.
- 1.10 A summary of the performance indicators is set out in the table below:

Target	Q1	Q2	Q3	Q4	2022/23 Outturn
Revenue Budget (over/under) Target: 1%	(£100k)	(£100k)	(£80k)	(£148k)	(£148k) (4%)
Income (over/under) Target 3%	-	-£170k	-£150k	-£98k	-£98k 10.8%

Customer and Business Satisfaction Rates

- 1.11 The second KPI that was retained following discussions at the September 2018 meeting was that the PPP was required 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. All paperwork issued by the service now comes with a QR code that links to a short on-line survey.
- 1.12 During Q4 84.5% of respondents to these surveys described the service received as 'excellent' or 'good' and 15.5% as fair. There were no negative ratings. The year-end position is that 80% of users are satisfied with the Public Protection Partnership which exceeds the 75% target.
- 1.13 During Q4 the team dealt with a total of 100 Freedom of Information requests which took over 64 hours to process. The team also processed 22 queries from councillors, and the local MPs. Eight service complaints were received.
- 1.14 Comparator Data for the Past Years is set out in the graphs below:



Human Resources:

1.15 One of the key transformational challenges for the service in 2023/24 will be balancing the budget while delivering on an effective workforce strategy. The recruitment of qualified and experienced officers is problematic and likely to get worse and the use of agency staff is unsustainable in the context of the budgetary constraints.

- 1.16 The management team are therefore in the process of reviewing the service to create a structure that will deliver for the residents of all partner authorities for the next four years. A great deal of work is being undertaken to re-balance the service through the delivery of a workforce strategy focussed on a 'grow our own' ethos where we are investing in apprenticeships, post graduate professional qualifications and post-entry training for both new and existing officers.
- 1.17 A major challenge is that vacancies are not evenly spread across the service with areas such as licensing, private sector housing and investigations facing severe difficulties and high agency costs. However, in the last few weeks we have successfully recruited a Licensing Officer, 2 x Investigators, a two year contracted Lead Officer – Community Safety and Public Health and a Graduate Environmental Health Officer for the Housing Team. We are currently seeking to recruit a further Licensing Officer and an Environmental Crime Enforcement Officer.
- 1.18 We are also pleased to report that we have now successfully recruited to all four of the Trainee Regulatory Compliance Officer Posts within the service to support the 'grown our own' approach. All four employees are now in post and enrolled on the Level 4 Regulatory Compliance Officer courses funded through the Apprenticeship Levy.
- 1.19 In addition two Officers have started the Level 6 Apprenticeship in Trading Standards and another officer will be starting the Level 6 Apprenticeship in Environment Health in September 2023. We are also working towards having two officers enrol on professional Environmental Health qualifications. A number of Officers are also enrolled on leadership apprenticeships / courses.
- 1.20 The key staff training updates in Q4 are:
- Two officers from Environment Health completed and passed the three day Petroleum Licensing training course which will mean they will be able to provide support in 2023/24 and beyond to colleagues in Trading Standards . In future inspections for Petroleum Licensing and Pollution Prevention and Control for petrol vapour recovery for the same premises will be able to be carried out by one officer which will save resource.
 - Two Officers (including one of the apprentices) completed the Professional Licensing Practitioner's Qualification.
 - The Chartered Management Degree Foundation Course has also been completed by one of our Officers.
 - One Officer Completed a Level 4 Apprenticeship in Intelligence Analysis.

ICT

- 1.21 Officers are continuing to meet with the contractor regularly to resolve outstanding issues and they are allocating appropriate resources to resolve issues until we are satisfied. It is recognised that this process has taken longer than originally envisaged. We are also working with both West Berkshire and Bracknell Forest Councils
- 1.22 on how we preserve legacy data that we need that has not been transferred.
- 1.23 The Wokingham Trading Standards Data has now also been transferred to the new single system.
- 1.24 We are also participating in the Windows365 roll out at West Berkshire.

Property

The key property highlights are as follows:

- 1.25 Both Bracknell Forest and West Berkshire Councils have implemented arrangements built around a model of hybrid working. The 'home worker' hybrid status extends to all staff regardless of which building they are based in.
- 1.26 Hybrid working is proving effective. Staff are required to be in the office an average of two days per week. This will be monitored as it is seen as desirable that staff do work together on a regular basis.
- 1.27 Regardless of where staff are based accessible local delivery will always remain a key focus in-line with the partner Councils requirements.

Risk Management

- 1.28 The Committee is asked to note that the service maintains both a strategic and operational risk register. The strategic 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.
- 1.29 The operational risk register is routinely monitored by the Principal Policy Officer Group (who meet fortnightly) with concerns being escalated to the Joint Management Team.
- 1.30 The key risks at this time are:
 - The inability to recruit and retain professional staff;
 - Loss of income;
 - The failure to implement the new single IT system effectively.

Operational Delivery – Measures of Volume

- 1.31 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.

Communication and Engagement

- 1.32 Since the last report to Committee:
 - Officers have dealt with 17 press enquiries and have issued six press releases, published 28 articles on the website and conducted five radio interviews.
 - We are continuing to populate a dedicated page on the PPP website for [resources for parishes](#), this includes useful links for residents and businesses as well as posters for them to display based on our services and how and when to contact us (see the example in Appendix E). We are also committed to working closely with the parishes on how best to disseminate information to them on current topics.
 - Q4 press releases included:

[Drivers Fined for Breach of Weight Restrictions](#)
[Microchipping of Cats Becomes Compulsory](#)

Illegal Vapes Seized

- In total there were sixteen articles over Q4 in which the Public Protection Partnership was mentioned in external news stories, including in some national press.
- The Communication Officer in PPP continues to work closely with West Berkshire and Bracknell Forest Communication Teams and liaises with them on a regular basis regarding our campaigns. We also share our press releases for their distribution, as well as both continuing to share relevant posts on each other's social media platforms.
- The Communication's Officer instigated and developed a three month vaping education campaign alongside other officers including Licensing and Trading Standards colleagues. The campaign included social media posts, BBC Radio Berkshire interviews, press releases, writing to all known retailers selling vapes and vape related products, visits to retailers, visits to schools, hard copy posters for schools and retailers and joint visits with Thames Valley Police and Trading Standards officers checking for under age sales and illegal vaping products.

Target	2021/22 Outturn	Q1	Q2	Q3	Q4	2022/23 Outturn
Facebook – No of New Followers *		53	48	90	74	2246 followers
Facebook – No of Posts	464	89	73	98	98	358
Twitter – No of New Followers	67	7	11	4	7	384 followers
Twitter – No of Tweets	451	65	46	95	105	311
Website – No of Visits	85,293	30,887	23,540	16,942	17,503	88,872
Website – No of News Articles	142	29	15	38	28	110

1.33 It is recognised that the number of posts and articles generated by the service is lower than in the previous year. This is for a number of reasons:

- There were still a number of Coronavirus and public health posts being communicated out in 2021/22, which saw a peak in activity and messages that needed to be relayed.
- Officers were dealing with the backlog caused by the pandemic which had meant a temporary halt to the Communications Group. This was recently reinstated and now meets at least once a month to identify how the work of the various teams can be promoted. The impact of this group can already been seen in the increase in activity during March despite the onset of the pre-election period during this quarter.
- Focus on signposting for self-referral. The number of visits to the website has increased by around 3,500 which may be as a result of the improvements to the pages throughout the year to improve the customer journey and continued improvement in signposting and self-service.

1.34 During Q4 there were a number of face to face engagement events that the team participated in:

- The Service attended the Hungerford Town Council Annual meeting where we were able to talk face to face to residents about the work the service undertakes.
- Officers attended school careers events at Trinity and Theale Green Schools where they promoted the work of the partnership and provided information on apprenticeship opportunities within the Service as well as the wider Council.
- Taxi Trade Liaison Group meeting with the trade in West Berkshire was held in January 2023.
- The Communications Officer attended a number of meetings in Q4 with regards to the Water Safety Partnership (WSP). The officer is now taking the lead on centralising the communications for the whole group and liaising with the other agencies involved to develop a strategic communication plan for WSP messages. The officer has also instigated, and continues to populate, a centralised resource page for the WSP on the PPP website. The PPP will be supporting a number of events on behalf of the WSP over the summer months.
- During Q4 Officers provided presentations at four schools-St Bartholomews, I College, Willink and Reading Girls school about vaping.
- Officers provided training and resources to a further three football teams under the [smokefree sidelines](#) project.
- Officers participated in a task and finish group for both the schools vaping policy document and the South East Regional E Cigarette Position Statement-both which were then consulted on.
- Officers took part in the Bracknell Forest Obesity Agenda project and provided data on food premises and types of food business in the Bracknell Forest areas by parish.
- In February the Team provided vape training to school nurses and Personal, Social, Health and Economic (PHSE) staff in conjunction with the National Centre for Smoking Cessation and Training (NCSCT) and alcohol action training with The Alcohol Education Trust.
- In March staff took part in the Young Health Champions conference, providing alcohol and vaping information on health harms. They also attended the Berkshire West Tobacco Control Alliance on the 21st March, when 2023-24 projects were discussed and agreed to by partners.

1.35 PPP continue to run the Community Larder in Thatcham every Wednesday afternoon and now have over 100 members of the larder and nine regular volunteers. They have now started a craft group running from the larder this year, in addition to a book swap, chair exercise class and baby items provision. This is an opportunity to provide local residents with advice.

1.36 Looking ahead to the start of 2023/24 a schedule has been developed of existing summer events (fetes etc.) across Bracknell Forest and West Berkshire that will be attended by PPP Officers. We will promote and signpost the work of the PPP and WSP safety messages at these events. We are also working on an Animal Warden Summer event, offering free microchipping and dog welfare advice. The annual electric blanket testing work undertaken in partnership with Royal Berkshire Fire & Rescue will take place at the end of summer 2023 / early autumn.

1.37 Extending our community based delivery of the service is a priority for PPP going forward.

Community and Trading Standards (including Customer Services)

1.38 During Q4 the Team has been very busy and some of the highlights are set out below.

- The team have taken on two new doorstep crime investigations and made another seizure of non-complaint vapes from a retail outlet which is now also being investigated. The Trading Standards team have a significant number of ongoing investigations including counterfeiting, illegal vapes, doorstep crime, unsafe firework storage and enviro-crime
- The scams team continues to work to deliver a number of scams awareness events across the districts to vulnerable groups, fit call-blockers and challenge banks under the banking protocol to effect refunds for vulnerable consumers. One recent referral from Thames Valley Police identified a scams victim who is also had a hoarding disorder so officers from across Community and TS are working together to support the victim in all aspects.
- Two additional No Cold Calling Zone (NCCZ) have been introduced in efforts to prevent unwanted door step calls. (Gadd Close Wokingham (6 February) and Amber Close Wokingham (27 March)).
- One officer has set up a very successful home authority (HA) relationship with a local company who assist mainly vulnerable consumers to recover their money from traders who have installed spray foam insulation, solar panels and anything else high risk. They do this on a no win no fee basis. This allows for more practical information sharing which has been particularly useful. They have been encouraging all of the people who report problems to them to also log it with our partners in Citizen's Advice so that Trading Standards are aware of the consumer and the trader. Recently the director called to say he was very concerned about a vulnerable consumer who had rogue traders in his home at that very moment. The PPP officer then contacted Bath Trading Standards colleagues who immediately visited the consumers address with police officers and took the owner of the business away in handcuffs. Bath Trading Standards are now going to investigate the company who removed the foam and then reinstalled it at a cost of £12,000.
- Duty rota work continues as business as usual, whereby officers from CTS are assessing and responding to daily complaints reported to the team. Two unusual Trading Standards related cases of note saw a complaint about an illegal dog fertility clinic as well as one of the largest UK's suppliers of hedge trimmers seeking advice from the PPP on the interpretation of the relevant legislation on whether their new UK plugs will meet UK safety standards.
- On the matter of hedges, environmental enforcement officers had issued a high hedge notice on the owner of a high hedge that was causing a significant detriment to their neighbour by restricting natural light to their property. The compliance period ended on the 30th January 2023, and despite multiple efforts to engage with the high hedge owner to reduce the height, the service has had

to resort to carrying out works in default and is expecting the work to be completed in May.

- The Support with Confidence Scheme that the service manages for West Berkshire and Wokingham Adult Social Care goes from strength to strength. There are now 71 accredited care providers and 10 further at application stage. More about the scheme can be found here: [swc-client-leaflet-a5_20.pdf \(publicprotectionpartnership.org.uk\)](https://publicprotectionpartnership.org.uk/swc-client-leaflet-a5_20.pdf)
- Another case of note within the Community Team involved a historic recurring complaint regarding rats and bird noise from a property. A Noise Abatement Notice was issued to require the owner to abate the noise nuisance from ducks and a Prevention of Damage by Pests Acts was also issued which required the property owners to clear and treat the back garden. The owners have now cleared the garden themselves and relocated all of the ducks. The Council undertook the pest control as works in default and recharged the costs back to the source resident. The neighbours are now able to sleep better and do not have the risks of pests entering their property.
- From March 2022 to 31st April 2023 the service managed the Homes for Ukraine Scheme for West Berkshire providing assistance to 500 guests and over 200 hosts. In Q4 we organised and delivered an event to mark the anniversary of the invasion of Ukraine as well as a thank-you event for hosts. This is in addition to the housing and welfare checks set out below.
- From October 2022 to 31st March 2023 the Service hosted the West Berkshire Cost of Living hub providing advice to all residents as well providing tailored support for 703 residents and families in critical need of support. This (like the Homes for Ukraine scheme) also involved Chairing the delivery group and co-ordinating joint working with statutory and voluntary sector partners.

Upcoming projects:

- Operation Willow is underway and is designed to address illegal landlord activities relating to tenant fees and charges. A business advice email is being prepared to be sent to lettings and estate agents with non-compliant websites, such as those not indicating which redress scheme they belong to, not displaying tenant's fees or a client money protection certificate. Enforcement visits will follow in the coming months to those who persist in not complying.
- Operation Tanoak. The team are preparing a list of premises to visit in the next quarter to ensure compliance with the Tobacco and related Products Regulations as we have seen a surge in businesses selling vaping products which do not comply with UK legislation.

1.39 The new Botulinum Toxin and Cosmetic Fillers (Children) Act 2021 came into effect so the team are putting together a plan of how we can advise local businesses to ensure they comply with the new requirements.

1.40 The Underage Sales test purchasing programme has now been finalised, and will focus on the sale of alcohol and vapes to underage persons. This work will also be extended to include fireworks in October and November.

Commercial (Food Safety and Health and Safety)

1.41 Some examples of activity undertaken during Quarter 4 included:

- A convenience store was visited and a severely overcrowded warehouse area was found and with evidence of mouse activity. The Food Business Operator co-operated fully with intervention. The warehouse area was completely cleared overnight and thoroughly cleaned. New shelving was installed to provide off the ground food storage making for easier cleaning and checking for pests. The FBO arranged a pest control contract which is now in place and premises left in good condition.
- Improvement Notices for Food Hygiene and Health and Safety were served at a different convenience store. Packaged food was being stored outside exposed to weather, dirt and pests. Lighting was being supplied by make shift electrical wiring and extension leads. Both notices were complied with.
- A Trade in Animals and Related Products (TARP) Notice was served on business in possession of a product of animal origin that had not gone through the required import checks at the Border Control Point. The notice required the product to be exported before it could be allowed back into the UK. The notice was complied with.
- A second hand store was found not to have any documented electrical installation checks of their hard wired electrical system. The business has co-operated fully with the intervention from officers and have appointed a contractor to provide an electrical installation condition report.
- A Health & Safety Improvement Notice was served on a Club requiring them to take action to prevent errant golf balls landing on an adjacent residential property. The Notice was appealed by the Golf Club. The Notice was defended and the appeal was withdrawn at the same time that the Club erected substantial ball stop netting. This removed the need to go before a Tribunal
- A recent Voluntary Closure of a food premise. A routine inspection was carried out in early March 2023. The standard of cleanliness was very poor in the kitchen. This was brought to the attention of the owners and they agreed to voluntarily close the kitchen with immediate effect. The business was permitted to open the following day after an extensive clean of the kitchen.
- A restaurant and associated takeaway premises, sharing the same kitchen and owned by the same person, simultaneously closed following an inspection by an officer from the PPP commercial team because of a spate of food hygiene contraventions including thick dirt and old food debris to floors, walls and fixed equipment such as walk in chillers and ovens and also to food preparation areas and utensils. In addition evidence of poor maintenance of equipment and facilities was noted. The premises were allowed to re-open a few days later after a scheduled revisit identified that critical improvements had taken place, such as the provision of hot water, an extensive structural clean up and the disinfection of surfaces and equipment

Licensing (Including Applications and Licensing Governance)

1.42 In addition to the business as usual activity the team has undertaken the following:

- violence against women/ask Angela joint partnership work with Thames Valley Police, Community Safety Team and the Street Pastors continues to develop as part of our safeguarding and safer streets priorities;
- continued attendance at Pubwatch meetings;
- lack of resource already identified has meant the team have been robust in prioritisation in the face of a high volume of service requests and issues raised;
- Joined the restart up of the Berkshire Licensing Liaison Group where joint working at major events was discussed and agreed to engage where possible- e.g. Ascot.
- Final meetings of each Licensing Committee in the Municipal Year took place.
- An appeal against a licence revocation was launched in the Magistrates Court but subsequently withdrawn.

1.43 The following licensing panel meetings have taken place in Quarter 4:

Type of Application	Premise	Outcome
Bracknell Forest		
Application to Renew a Street Trading Consent	B & B Plus Kebabs, Crowthorne Road North	granted a new 6-month Street Trading Consent, to run from the date when the currently closed layby pitch, from which the business traded, was re-opened and available to use.
West Berkshire		
None		

Private Sector Housing

1.44 In addition to business as usual activity the team has also undertaken the following work during Q4:

- The team have been very busy over the last few months dealing with service requests relating to private sector housing. In particular there has been a lot of focus in damp and mould where the widely reported tragic death of Awaab Ishak the toddler who died from mould inhalation. The team have provided lots of advice to landlords and residents and in some cases required works to be done.
- The team served a prohibition notice on an unlicensed HMO after discovering a range of issues that gave rise to safety concerns. This involved working with other agencies to re-house the eligible residents including one elderly couple.

- Over 2022/23 the team conducted 340 housing checks across Bracknell and West Berkshire to ensure the properties were suitable for hosting Ukraine guests and families.
- The team continues its inspection programme of prior approval commercial to residential conversions. Working with the fire service and building control we are seeking to ensure that relevant housing and fire safety standards have been complied with in the conversion process.
- Another area of focus for the team is suspected unlicensed HMO's. A list of properties to visit has been established and those visits are underway with a number of new applications being made. This work is ongoing and it is anticipated that many others will be brought within the licensing regime in due course or notices served.
- We are also dealing with a number of unlicensed caravan sites and again action will be taken as appropriate. We inspected 100% of caravan sites due for inspection in 2022/23.
- Finally we have instructed a Housing Condition Survey in West Berkshire which is currently being undertaken.

Environmental Quality

1.45 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 4 included:

- All Pollution Prevention and Control inspections for the year 2022/23 were completed. The new 'cloud based system' module has been set up.
- The West Berkshire Contaminated Land Strategy Review was finalised and agreed by JPPC at the March 2023 meeting and has now been published.
- Private Water Supply annual return to the Drinking Water Inspectorate for West Berkshire was submitted on 25th January ahead of the 31st January deadline and was approved.
- A review of the nuisance impact of a large event was carried out and reported on.
- The odour abatement notice served on a commercial premises was complied with by relocation.
- Event monitoring for summer 2023 preparations commenced including some new events at existing locations.
- DEFRA Air Quality Grant project work continued. The PM2.5 monitoring at schools near the Air Quality Management Areas was completed in Q4 with no exceedances of the new Environmental Targets (Fine Particulate Matter) (England) Regulations 2023. An update on this work is included in a separate report on this agenda.

- Behavioural Change anti idling work saw the signage installed in Q4 with a review of its effectiveness due in 2023/24 Q1. Education in schools will take place in 2023/24 Q1.

Joint Case Management Unit (CMU) and Acquisitive Crime

- 1.46 The unit continues to be busy working with PPP and partner authorities including Wokingham. Cases are now progressing through the Courts which has allowed some of the backlog of cases built up during the Covid 19 pandemic to be dealt with. Significant delays are still being seen with trials being listed in the Crown Courts which has further been impacted this year by strike action. The financial investigation team is extremely busy working on a number of level 2 and 3 cases for PPP and Reading Borough Council.
- 1.47 The Financial Investigation Unit are currently conducting thirteen money laundering / confiscation investigations under the Proceeds of Crime Act 2002. This team also works to support Reading Borough Council in financial investigations including trading standards and corporate fraud. Officers are authorised by the National Crime Agency as are the Supervising Officers (Joint Case Unit Manager and Public Protection Manager)
- 1.48 The Acquisitive Crime Investigation Team are conducting a significant number of high value fraud / unfair trading investigations, many with multiple suspects and multiple victims with losses running collectively into £M's. This team concentrates on level 2 and 3 investigations where there are victims across the region and beyond as well as in the PPP area. The team also supports other investigations being conducted as required.
- 1.49 The PPP workload of the CMU team and the financial investigators is currently as follows –
- PPP cases in the Court system – 29
 - PPP cases CMU are advising on at investigation stage – 11
 - Additional cases in the court system for partner authorities – 18

Summary of JPPC Activity during the 2022/23 Financial Year

- 1.50 The JPPC met four times during the 2022/23 financial year with meetings taking place in June 2022, October 2022, January 2023 and March 2023.
- 1.51 In addition to considering the quarterly performance reports, annual Air Quality Status submissions to DEFRA, considering the annual report of the Water Safety Partnership and signing off the revenue budget (including the proposed fees and charges) the Committee:
- Reviewed its priorities in June 2022 and March 2023 to reflect the end of the Covid-19 pandemic and discussions with Members about emerging issues.
 - Reviewed the Communications and Engagement Strategy;
 - Recommended updates to its Terms of Reference to West Berkshire's Full Council to approve;
 - Adopted the PPP Private Sector Housing Policy;

- Considered the Bracknell Forest Council's Contaminated Land Strategy and recommended that the Council's Executive adopt the Strategy which they did;
- Agreed the revised performance monitoring framework for the JPPC;
- Adopted the revised Workforce Strategy and Training and Development Plans;
- Agreed the annual Service Plan;
- Considered the outcome of the inspection by the Investigatory Powers Commissioners Office which focussed on the PPP's use of surveillance tools, such as CCTV;
- Agreed West Berkshire Council's revised Contaminated Land Strategy.

1.52 The following documents are proposed for review in 2023/24

Item	Renewal
Communication and Engagement Strategy 2023-2025	June 2023
Enforcement Approach to Sale of Age Restricted Products 2023-2025	October 2023
Delivery Plan 2023-2025	December 2023
Service Plan 2023-24	March 2024
Public Protection Partnership Priorities 2024/25 to 2026/27.	March 2024

Appendices

APPENDIX A – 2022/23 Measures of Volume Summary

APPENDIX B – Q4 Communication And Engagement Summary

APPENDIX C – Q4 Compliments

APPENDIX D – Comparison of licences issued in 2019 and 2023

APPENDIX E – Spring Parish Council Poster

Background Papers:

None

Subject to Call-In:

Yes: No:

Wards affected: All Wards

Officer details:

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E-mail: sean.murphy@westberks.gov.uk


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Service Requests Data

Table 1: Environmental Health and Licensing for PPP

Public Protection Partnership Bracknell Forest West Berkshire	Bracknell	West Berkshire	PPP	PPP	Comments
	Q4	Q4	Q4	Year End	
Envirocrime	167	0	167	409	
Flytipping	24	1	25	57	
Food Hygiene Related	62	68	130	593	
Health and Safety (including accidents reported)	15	16	31	177	
Housing	115	69	184	635	
Licensing	74	64	138	594	
Other (e.g. other nuisances, cont. Land, private water supplies, burials, enclosed smoking)	21	48	69	399	
Pest	25	46	71	340	
Planning	57	63	120	478	
Ukraine Accommodation Check	0	53	53	400	
Anti-Social Behaviour	45	49	94	370	
Dog Warden	3	5	8	77	
Noise - Non-commercial	52	95	147	720	
Noise - Commercial	16	31	47	351	
All Bonfire/Smoke	13	18	31	152	
Grand Total	689	626	1315	5752	

Table 2: Trading Standards only, including commissioned services.

 Bracknell Forest West Berkshire Wokingham	Bracknell	West Berkshire	Wokingham	PPP	PPP	Comments
	Q4	Q4	Q4	2021/22 Year End	2022/23 Year End	
Animal Health	0	13	8	49	84	
Door Step/Scam/No cold calling zones	27	25	8	159	171	
Food Standards	4	15	10	99	100	
Misleading Description	1	6	1	21	33	
Other (e.g. counterfeit goods, under age sales)	7	10	1	68	71	
Unsafe goods	5	7	1	41	45	
What are my rights? (Consumer)	91	114	108	1428	924	
What are my rights? (Business)	1	4	0	59	101	
Trading Standards Notifications	242	399	350	4169	4380	
Weight Restrictions	13	54	8	298	219	
Grand Total				6391	6128	

Measures of Volume

Measure	2021/22 Outturn		Q1		Q2		Q3		Q4		2022/23 Outturn	
	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC
Number of Fols Received*	131	154	34	40	35	42	32	39	43	51	145	172
Number of Service Complaints *	13	23	3	4	1	1	0	5	5	3	9	13
Number of Councillor and MP Enquiries*	28	45	5	9	8	13	7	15	11	11	30	50
Number of Cost of Living Hub Individual / Families Supported											N/A	703
Number of operations conducted based on intelligence relating to age restricted products*	N/a	N/a	0	0	0	2	1	1	0	0	1	3
Number of PPP articles and press releases published on the PPP website	129		29		15		38		28		110	
Number of page views on PPP Website	85,293		30,887		23540		16942		17503		88,872	
Number of PPP Facebook posts	467		89		73		98		98		358	
Number of PPP Twitter Tweets	391		65		46		95		105		311	
Number of new PPP Twitter followers	67		7		11		4		7		29	
Number of Facebook New Followers	N/a		53		48		90		74		265	
Number of caravan site visits (programmed and reactive) *	N/a		7		1		15		16		39 (5 reactive)	
Number of food hygiene inspections carried out (includes those by alternative enforcement strategy) *	182	523	37	82	79	103	Data N/a	Data N/a	Data/ Na	Data N/a		
Number of new food businesses registered*	107	179	42	49	30	37	26	24	Data/ Na	Data N/a		
Number of HMO licenses issued*	20	7	3	4	1	4	Data/ Na	Data N/a	Data/ Na	Data N/a		
Number of housing visits carried out (excl Ukraine)*	NA	NA	24	21	45	23	52	9	Data N/a	Data N/a		
Number of Homes for Ukraine Housing Visits Conducted											99	241
Number of Homes for Ukraine Welfare Visits											N/A	31
Percentage of Food Premises that have scored 0 (Urgent Improvement Necessary) in accordance with FHRS * (shown as denominator and numerator)	0/ 764 (0%)	0/ 1274 (0%)	0/ 771 (0%)	0/ 1273 (0%)	0/ 767 (0%)	0/ 1250 (0%)	0/ 737 (0%)	0/ 1213 (0%)	Data N/a	Data N/a		

Measure	2021/22 Outturn		Q1		Q2		Q3		Q4		2022/23 Outturn	
	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC
Percentage of Food Premises that have scored 1 (Major Improvements Necessary) in accordance with FHRS * (shown as denominator and numerator)	8/ 764 (1%)	8/ 1274 (0.6%)	8/ 764 (1%)	9/ 1273 (0.7%)	7/ 767 (0.9%)	9/ 1250 (0.7%)	3/ 737 (0.4%)	7/ 1213 (0.5%)	Data N/a	Data N/a		
Percentage of Food Premises that have scored 5 (Very Good) in accordance with FHRS * (shown as denominator and numerator)	504/ 764 (66%)	884/ 1274 (69%)	499/ 771 (64%)	888/ 1273 (70%)	518/ 767 (67%)	919/ 1250 (73%)	550/ 737 (75%)	949/ 1213 (78%)	Data N/a	Data N/a		
Percentage of Licensing Applications under the Licensing Act 2003 that proceed to a hearing* (shown as denominator and numerator)			0/ 35 (0%)	0/ 56 (0%)	0/ 4 (0%)	0/ 55 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0	0

* will be reported by authority

Trading Standards Data

Product	Q1		Q2		Q3		Wok	Q4		Outturn
	BFC	WBC	BFC	WBC	BFC	WBC		BFC	WBC	PPP
	Passes/ Visits	Passes/ Visits	Passes/ Visits	Passes/ Visits	Passes/ Visits	Passes/ Visits	Passes/ Visits	Passes/ Visits	Passes/ Visits	Passes/ Visits
Alcohol Test Purchase	0	0	0	4/5	0	0	8/8	0	0	12/13
Knives Test Purchase	0	0	0	0	0	8/8	0	0	0	8/8
E-Cigs Test Purchase	0	0	0	3/5	7/7	0	0	0	0	10/12

Key Performance Indicators Public

Type	Measure	2021/22 Outturn		Q1		Q2		Q3		Q4		2022/23 Outturn	
		BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC
Local	% of Trading Standards requests for advice from business responded to within 3 working days			98%		Data unavailable – Duty officer in place to ensure timely response.		Data unavailable – Duty officer in place to ensure timely response.		Data unavailable – Duty officer in place to ensure timely response.		Data unavailable due to challenges in migrating CAB connector to IC – Duty officer in place to ensure timely response.	
IAA	Management of budget (indicative 1%)			£100k underspend		£100K Underpend		£80k underspend		£148K Underspend		£148K underspend	
IAA	Management of income (indicative 5%)					£170K Shortfall		£150K Shortfall		£98K shortfall		£98K shortfall	
Statutory	% of valid TEN's and Late TENS processed for consultation within 3 working days			63/63 (100%)	155/159 (97%)	36/36 (100%)	75/75 (100%)	Data N/a	Data N/a	Data N/a	Data N/a		
Local	% of Premise licensing applications (New and Variations) processed within 28 days or 56 days if they proceed to a hearing			1/3 (33%)	32/32 (100%)	2/4 (50%)	40/55 (73%)	Data N/a	Data N/a	Data N/a	Data N/a		
Local	% of valid Taxi licensing applications and renewals processed within five days			72/80 (90%)	62/69 (90%)	77/86 (90%)	102/110 (93%)	Data N/a	Data N/a	Data N/a	Data N/a		
Local	% of valid general licensing applications and renewals processed within five days			27/31 (87%)	25/30 (83%)	66/72 (92%)	37/40 (93%)	Data N/a	Data N/a	Data N/a	Data N/a		
Statutory	% of local authority pollution prevention and control *(LAPPC) inspections, that are due, carried out	BFC- 21/21 WB – 43/43 Wok – 9/9		14 due over 13 premises. 0 /14 completed. Work will start in Q2		2/14 completed		2/14 completed		14/14 completed		100% completed	
Local	% of inspected food businesses that score at least	590/602 (98%)	1008/1030 (98%)	588/602 (98%)	1013/1030 (98%)	614/624 (98%)	1043/1061 (98%)	648/652 (99%)	1081/1101 (98%)	Data N/a	Data N/a		

Type	Measure	2021/22 Outturn		Q1		Q2		Q3		Q4		2022/23 Outturn	
		BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC	BFC	WBC
	3 on the food hygiene rating scale during reporting period												

* This would not include caravans or HMOs

** there will be different numbers each year as the inspection frequency is due to process type and risk assessment, so some require two inspections per year, some require one per year, some one every 2 years and the rest one every 3 years)

Annual Key Performance Indicators Public

	Measure	2021/22 Outturn	2022/23 Outturn	Comments
Statutory	Submit Annual Air Quality Reports to DEFRA by 30 June	Green	All 3 submitted to DeFRA on the 27 June 2022	
Statutory	Submit to JMB the Annual Food Safety, Food Standards and Feed Service Plan in accordance with the Food Standard Agency Code of Practice	Green	Annual Food Standards and Feed Service Plan have been submitted to JMB by August 2022	
Local	Four During Performance Inspections carried out on high profile events per annum		6	
Local	% of caravan sites due an inspection inspected within the reporting period	BF 100% WB 100%	BF 100% WB 100 %	
Local	% of food hygiene inspections completed, that are due, as per FSA recovery plan	FSA RECOVERY for 21 22; report on inspections required A rated – 100% High risk unrated – all assessed ADDITIONAL (additional inspections carried out prioritising highest risk) A – C BF – 67% inspected WB – 66% inspected	FSA RECOVERY PLAN 22 23 All A, B, C and non Broadly Compliant D to be done All unrated to be prioritised and high Priority inspected. A premises – 100% (3 premises) B premises – 100% (24 Premises) C premises – 100% (155 premises) In addition, over and above the FSA targets D 131 visits done Unrated – all prioritised and 226 visits done (8 high risk to be carried out	Food Standards Agency Recovery Plan measures all exceeded
Local	% of food standards inspections completed, that are due, as per FSA recovery plan	Complete.	BF High risk - 100%	Data issues are ongoing resulting in estimated return & intervention

	Measure	2021/22 Outturn	2022/23 Outturn	Comments
			<p>Med risk – 75% Low – Response only/AES *Unrated – 78 premises assessed, prioritised & Inspected as necessary (2 new high risk programmed for inspection carried over)</p> <p>WB High Risk – 100% Med Risk – 74% Low – Response only/AES *Unrated – 348 premises assessed, prioritised & inspected as necessary (3 new high risk programmed for inspection carried over)</p>	<p>data. FSA changes to scoring profiling under review with expected implementation Oct. 2023</p> <p>*Unrated premises are ongoing with a view to bringing into line each areas for planned risk profile change and to manage return. Note; FSA requirement exceeded as only require outstanding high risk to be assessed.</p>
Local	% of food premises rated as 0 or 1 on the FHRS at the start of the year that are broadly compliant (3 score or above) by their next full inspection visit (subject to pending enforcement action) for premises with inspections due in reporting period	NA	<p>WB 7 premises in scope 3 of these ceased trading 4 of these improved One remained a 1 score Therefore 50% reached score 3 or more</p> <p>BF 6 premises in scope 1 of these ceased trading 4 improved to BC One remained a 1</p> <p>Therefore 80% reached score 3 or more</p>	
Local	Food Samples Passed/Failed	N/A	<p>BFC 42 samples tested. 14 unsatisfactory for composition and/or labelling.</p> <p>WB</p>	All unsatisfactory samples are followed up with either advice and/or enforcement and re-sampled as necessary.

	Measure	2021/22 Outturn	2022/23 Outturn	Comments
			50 samples tested. 13 unsatisfactory for composition and/or labelling.	
Local	No of Counterfeit and Unsafe Good Sampled/Seized	N/A	<ul style="list-style-type: none"> • 7 cars (unsafe goods) • 1104 vapes units – unsafe goods) • 171 phone chargers and cases (counterfeit) • 1 unsafe garage door (investigating not seized) • 118 items of clothes seized by east midlands airport under investigation by PPP (counterfeit). • A number of 'marvel children's tattoos' seized by east midlands airport under PPP investigation (counterfeit) • A number of watches seized by TVP under investigation by PPP. (counterfeit) 	<p>Further vape testing expected to be carried out as part of Operation Tanoak 23/24.</p> <p>Items seized elsewhere were destined to be sent to addresses located within the PPP area.</p>
Local	Amount of Money Recovered for Victims		Circa: £450K	
Local	% of service users satisfied with the Public Protection Partnership		80% good or excellent	


Local Indicators for Bracknell Forest Council

Measure of Volume	2021/22 Outturn	Q1	Q2	Q3	Q4	2022/23 Outturn
Fly Tipping / Waste Duty of Care Incidents						
Number of fly tipping / waste 'duty of care' incidents referred to PPP		12	34	27	28	101
Number investigated		12	34	27	28	101
Number of warnings issued		7	5	1	1	14
Number of formal cautions issued		2	0	0	0	2
Number of Fixed Penalty Notices issued		4	1	2	9	16
Number of Prosecutions		2	1	2	1	6
Waste Carriers						
Number of vehicles checked for waste carriers licence		105	0	4	3	112
Number of compliant waste carriers		100	0	3	2	105
Number of non-compliant waste carriers		5	0	1	1	7
Abandoned Vehicles						
Number of abandoned vehicles reported and actioned		74	112	126	179	491
Number of abandoned vehicles traced		6	9	9	6	30
Number of abandoned vehicles removed from highway		3	1	0	0	4


Local Indicators for West Berkshire Council

Measure of Volume	2021/22 Outturn	Q1	Q2	Q3	Q4	2022/23 Outturn	Comments
Weight Restrictions							
Number of observations made		0	69	68	60	197	
Number of breaches of restrictions observed		0	64	59	46	169	
Number of warnings issued		0	5	5	1	11	
Number of Prosecutions Concluded		11	2	0	12	25	Many still being processed



PPP Comms Summary Q4 - 2022/23




Number of new 'Likes'

 **74**


Number of Posts

 **98**


Number of new 'Followers'

 **7**

Number of Tweets

 **105**


Number of Visitors'

 **17,503**

Number of Articles

 **28**

Top Facebook and Twitter Post of the quarter

Facebook



Do you know a vulnerable person who receives scam or nuisance calls? Would you like to be able to protect the...

Published by Lisa Barnes · 24 March at 13:35 · 🌐

Post impressions ⓘ

5,072

Post reach ⓘ

4,806

Post engagement ⓘ

118

Twitter



Public Protection Partnership
@PublicPP_UK
Apply to our Trading Standards for a call blocker

- ✅ live in Bracknell Forest, West Berks or Wokingham
- ✅ regularly receive scam & nuisance calls
- ✅ have care or support needs due to factors such as age, mobility or mental health.

Impressions	612
Total engagements	25
Detail expands	15
Retweets	5
Link clicks	3
Likes	2

	New Followers	No. Posts
January 2023	50	20
February	33	34
March	-9	44

Top 3 Performing Facebook Posts in Q4



Do you know a vulnerable person who receives scam or nuisance calls? Would you like to be able to protect the...

Published by Lisa Barnes · 24 March at 13:35 ·

Post impressions

5,072

Post reach

4,806

Post engagement

118



Microchipping for cats becomes compulsory. Cats must be implanted with a microchip before they reach the ag...

Published by Lisa Barnes · 14 March at 12:02 ·

Post impressions

4,537

Post reach

4,382

Post engagement

127



Reminder to dog owners As dog lovers and owners our animal warden team are only too aware of the joys of...

Published by Lisa Barnes · 30 March at 16:21 ·

Post impressions

4,511

Post reach

4,165

Post engagement


414



	New Followers	No. Tweets
January 2023	1	11
February	1	36
March	5	58

Top Performing Twitter Posts in Q4

Public Protection Partnership @PublicPP_UK
Apply to our Trading Standards for a call blocker



- ✔ live in Bracknell Forest, West Berks or Wokingham
- ✔ regularly receive scam & nuisance calls
- ✔ have care or support needs due to factors such as age, mobility or mental health.

[https://publicprotectionpartnership.org.uk/news-articles/how-call-blocking-technology-can-help-your-loved-ones-stay-independent/ ...](https://publicprotectionpartnership.org.uk/news-articles/how-call-blocking-technology-can-help-your-loved-ones-stay-independent/)
[pic.twitter.com/y4hR40Hg3n](https://publicprotectionpartnership.org.uk/news-articles/how-call-blocking-technology-can-help-your-loved-ones-stay-independent/)

Impressions	612
Total engagements	25
Detail expands	15
Retweets	5
Link clicks	3
Likes	2

Public Protection Partnership @PublicPP_UK
Bought a product that you think is unsafe? If you're in England or Wales, report it to Citizens Advice on 0808 223 1133.

#UKProductSafety
<https://twitter.com/OfficeforSandS/status/1639915094925619204>
...

Impressions	178
Total engagements	2
Retweets	1
Likes	1

Public Protection Partnership @PublicPP_UK
Buying an electrical appliance online? Check that it has a UK 3-pin plug. If not, don't buy it! Search 'product recalls' on <http://GOV.UK>.

#UKProductSafety
<https://twitter.com/OfficeforSandS/status/1638510840558284800>

Impressions	159
Total engagements	3
Likes	2
Retweets	1

Month	Visitors	Articles Published
January 2023	5,631	6
February	5,362	10
March	6,510	12

Social Platforms Traffic

Number of views to website from social media posts.

	Facebook	Twitter
January 2023	242	30
February	162	7
March	269	15

Other Media Coverage

Number of press enquires to PPP in Q4 - 17

Number of press releases sent out from PPP in Q4 - 6

Number of radio interviews with PPP in Q4 - 5

Number of TV programmes with PPP coverage in Q4 - 0

Number of article's published online mentioning PPP, excluding PPP website in Q4 - 16

Number of articles published on PPP website in Q4 - 28

Quarter 4 Selection of Service Compliments

From a resident:

“Thank you so much for the advice you gave us regarding our door threshold. The company have replied and sent a service manager out. The door threshold is finally being repaired tomorrow (Friday). Without your help this wouldn't of happened.

Thank you again.”

From a resident after one of our Investigations Officers successfully concluded a matter that the resident had reported to the PPP

“Many thanks for your welcome letter dated 31 March 2023, and it was very kind of you to call a few days ago with the good news regarding compensation.”

“When I first decided to report the matter I had little expectation that justice would be served so completely, never mind that compensation would be paid.”

“I am grateful to you for taking on our case, and those of many others, and dealing with it so professionally and successfully. The system works!”

From a taxi driver after the Licensing Administration Team had sent out information about temporary closures at Newbury Station

“Just wanted to say thank you for keeping us in the loop regarding the chopping and changing that's happening around the station in the coming weeks.”

After an officer posted a replacement food hygiene rating sticker to a customer:

“Hi Andrew,

Thank you so much!”

One of our Housing Officers provided a landlord with one of our damp and mould leaflets and he had this to say:

“Thanks Mary

Good little brochure with some very sensible advice.”

A compliment paid to one of our housing officers after assisting a customer with getting some repairs undertaken in their property

Hi Graham,

“Thank you for checking on progress. Am happy to report the work on the flooring was done on the 16th December. All is well now.

I can't thank you enough for your help in getting my issues sorted. May God bless you abundantly.”

One of our Environment Health Officers, who was assisted by colleagues in the West Berkshire Legal Team, helped residents with getting a ball stop net erected to prevent golf balls from a neighbouring course landing in their garden and they had this to say:

“We can't thank you enough for all your dogged determination, to see this matter through to conclusion, in the face of such confrontational opposition. We will always be extremely grateful to you and truly admire your tenacity and persistence in such challenging circumstances.”

An email from one of our Community Navigators who works with Trading Standards Officers on the [Support with Confidence Scheme](#).

“I have been working with Pip from Support with Confidence for about 3 months now.

The service has been integral in me being able to support patients to find the right level of care that suits their needs and their requirements for times.

Pip has been so supportive in matching the patients' needs and requirements to the care providers to ensure everyone is happy with the outcome.

The patients have been extremely complimentary about the speed in which Pip and the team have been able to make contact and also for how quickly care can be put into place following an assessment.

It has really been an excellent demonstration of how well partnership working can be so beneficial to the patient and the care provider.

SWC, for me is an invaluable service and for anyone who is able to self-fund, Pip is always my 'go to' now.

Many thanks Pip- I honestly mean it, it's great to be able to offer such an responsive and professional service.”

Email to the Homes for Ukraine Hub from a host after rehoming one of Ukrainian guests

“Hello Karen,

We just wanted to say thank you for all your help and support with moving (guest name) in, she's settling in really well and is so lovely. We've had some shared meals together and I got her some free swim passes for Nuffield which she's enjoying. She's working really hard with her job and has a car now too! Thanks again,”

Another thank you from one of our hosts about the Ukrainian Hub

“Thanks very much for all your hard work with all the local families. I think we and our Ukrainian guests have been very fortunate here in West Berks to have such supportive local government agencies.”

Since October 2022, more than 500 residents were assisted with signposting and referrals to services by the Cost of Living Hub in West Berkshire. A selection of comments from them are set out below.

“I had written in, explaining the circumstances I found myself in, [and] was offered help without judgement.”

“Very quick to contact me back very supportive and had loads of information and agencies for me to contact so useful.”

“The teams I spoke with, were very helpful, informative, they also handled my situations with empathy. I know it's their job but I felt safe and looked after in the way I needed.”

“I believe that without your help, we would not have been able to have any heating on, which would have been detrimental to my and my partners health issues.”

“If I did not have that help from cost of living hub it would of really affected me and my children as it really help buying food and paying off some of the bills.”



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West Berkshire Council



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Number of Active Licences within WBC and BFC

Licence Type	WBC At 31/03/2019	WBC At 31/03/2023	BFC At 31/03/2019	BFC At 31/03/2023
Private Hire Operator	58	62	50	37
Private Hire Vehicle	156	154	176	91
Private Hire Vehicle with Dispensation	-	2	0	20
Private Hire Driver	117	107	167	104
Dual (HC & PH) Driver	239	178	157	105
Hackney Carriage Vehicle	159	118	77	52
Home to School Drivers	None	None	12	16
Home to School Vehicles	None	None	33	43
Home to School Operator	None	None	0	0
Animal Boarding Establishment and Dog Breeding	19	16	8	16
Home Boarders of Dogs	31	34	45	39
Riding Establishment	8	7	5	5
Performing Animals	-	2	5	3
Pet Shop	2	4	6	5
Dangerous Animals	-	4	?	5
Zoo Licence	3	2	0	1
Scrap Metal Dealer Site	7	3	2	1
Scrap Metal Dealer - Mobile	7	3	3	6
Dermal Personal and Premises Registration	313	371	187	259
Hairdresser Registration	-	38	-	69
Personal Licence	2077	2336	1424	1593
Premises Licence	497	NA **	234	NA **
Premises Licence Application (No alcohol)	-	NA**	0	NA**
Temporary Event Notice (total issued)*	559	352	280	135
Club Premises Certificate	40	41	20	16
Street Trading Consent	26	26	17	27
Street Collections*	20	NA**	33	NA**
House to House Collections*	9	Na**	23	NA**
Small Society Lottery	148	129	65	56
Licensed Premises Gaming Machine Permit	8	8	13	16
Licensed Premises Gaming Machine Notice	85	83	29	29
Club Machine Permits	9	7	8	7
Club Gaming Permits	1	0	0	0

Family Entertainment Premises	3	3	3	0
Bingo Premises	0	0	0	1
Adult Gaming Centres	9	9	1	1
Betting Premises	12	13	10	9
Caravan Licence	-	37	-	25
Licensable HMO	-	39	-	150
Civil Marriage	NA	35	NA	NA

Notes

* data shows total received for the year

** data not available from the system

We do not issue separate Home to School licenses in West Berkshire

SPRING

Public Protection Partnership

Bracknell Forest
West Berkshire

Taking your dog for longer walks? Remember to make sure their micro-chip details are up to date and they're wearing a tag with name and address.

As the financial year comes to a close, watch out for Council Tax refund scams and Tax Self-Assessment scams.

There might be more chocolate in the house around Easter time. Make sure your dog can't get hold of it. Chocolate can be fatal for dogs.

Thinking of booking a holiday? Make sure website is secure and genuine. If you can pay by credit card for extra protection.

Having a Spring clean? Make sure any rubbish removed from your house or garden is done so by a registered waste collector. Ask to see their registration.

Seen some sweet treats available to buy on social media? Ice-creams, sweets, chocolates? Make sure they're a food registered business to protect yourself and your family.



The Public Protection Partnership work hard every day to help protect your community. Our services include Trading Standards, Environmental Health and Licensing.

 publicprotectionpartnership.org.uk

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

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

 **01635 503242**



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PPP Community Engagement Approach 2023 - 2025

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 June 2023
Chair of Committee:	To be agreed at the meeting
Date JMB agreed report:	22 May 2023
Report Author:	Moira Fraser/Lisa Norgate-Barnes
Forward Plan Ref:	JPPC4197

1. Purpose of the Report

- 1.1 To review and if appropriate amend the approach to community engagement in light of any technological advances and procedural changes that can be used to enhance communication and engagement and to ensure that the current plan reflects the newly agreed Priorities of the Public Protection Partnership (PPP).

2. Recommendations

That the Committee:

- 2.1 **NOTES** the report.
- 2.2 **RESOLVES** to adopt the PPP Communications and Engagement Strategy 2023 – 2025 subject to any amendments the Committee may wish to make.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	The main expenditure continues to be cost of the Lead Officer (Community Engagement) and costs associated with website hosting and materials. As projects are approved consideration of marketing costs and materials is included. This Strategy does not require additional finance.
Human Resource:	The Service employs a Lead Officer (Community Engagement) to help lead the Service in delivering a range of interactions with residents and businesses across the Service. The Officer is the key link to internal communications teams within the partner authorities as well as the wider media. In addition officers across the PPP support the Lead Officer in attending events and providing content for press releases and social media platforms. The Officer supports the vision of the Service which is to protect and support residents and legitimate businesses through the successful use of information and intelligence, delivering safe and healthy neighbourhoods.

Legal:	<p>The Inter Authority Agreement (IAA) sets out the legal relationship and responsibilities within the service and requirements on each partner.</p> <p>It is a legal requirement of the PPP IAA that the Bracknell Forest Stag and the West Berkshire Crest are always deployed across all marketing and promotional material including digital presence. The branding is also required to acknowledge that this is a shared service. Revised branding for the new two tier partnership was agreed at the March 2022 JPPC meeting and included in the Inter Authority Agreement.</p>			
Risk Management:	<p>Communication is key to the success of the service. Reputational risk will arise if communications are not dealt with expediently and appropriately.</p> <p>The PPP is committed to delivering great value services for our residents. The effectiveness of how we deliver our vision is determined to a significant extent by the quality of our engagement. This Strategy outlines the approach we will take to ensure our engagement activity is the best possible and helps to achieve our vision and in doing so will help to minimise both reputational and operational risks to the partner authorities. It also serves to promote the work we do and the 'prevent' agenda.</p>			
Property:	There are no property implications arising from this report.			
Policy:	<p>The PPP's corporate communication objective, as set out under section 5 of the PPP Business Plan 2017, is: <i>The effective use of communication to protect communities and enhance the reputation of the Partnership and the Councils.</i> The PPP Brand Guidelines and Style Guide are instrumental to the success of achieving of this objective.</p> <p>The role and use of communication and engagement is reflected in the revised Service Plan.</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?		✓		All of our communications needs to meet the needs of our residents, businesses and partner organisations. We offer a range of interactions including face to face, visits, telephone calls and written correspondence. Accessibility criteria are applied to communications and this is managed to ensure there are no negative impacts.

<p>B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?</p>		✓	<p>There may be some minor benefits however overall it is neutral as we balance the messages and methods of delivery to reach our audience in the most appropriate way.</p>
<p>Environmental Impact:</p>		✓	<p>The Service seeks to communicate and engage with residents, businesses and partner organisations in more sustainable ways wherever it is possible to do so. This includes making use of webinars, electronic communication and social media.</p>
<p>Health Impact:</p>		✓	<p>No direct benefits however some messages and campaigns may have benefits. Engaging with our residents might assist with improving wider health outcomes.</p> <p>The PPP will continue to enhance links with health stakeholders and attend and collaborate with the Health and Wellbeing Boards to embed this activity.</p>
<p>ICT or Digital Services Impact:</p>			<p>The Service is in the process of embedding the use of the new iCloud IT system. The PPP will continue to provide information to businesses and residents via our website, social media platforms and other marketing tools such as leaflets, letters and stickers to encourage self-service, to enable them to make informed decisions and to understand their rights and responsibilities.</p>
<p>PPP Priorities :</p>			<p>Communication and Engagement will underpin all of the PPP's priorities.</p> <ol style="list-style-type: none"> 1. Alcohol and Tobacco Harm Reduction 2. Animal Welfare 3. Cost of Living 4. Environmental Protection 5. Food Safety and Standards 6. Health and Safety Enforcement 7. Housing Standards in the Private Rental Sector 8. Impact of Nuisance on Residents and Communities 9. Improved Air Quality 10. Licensing 11. Nutrition and Childhood Obesity 12. Service Improvement 13. Tackling Fraud 14. Unsafe Consumer Goods

Data Impact:				All data processed and held by the PPP is kept safely and securely within our IT systems. We do not disclose any data to a third party without agreeing this with the party or unless legally required to do so. This includes data that we use to communicate and engage with residents, businesses and stakeholders.
Consultation and Engagement:	The Joint Management Board (JMB) have been consulted on the Plan at the 22 May 2023 meeting.			
Other Options Considered:	To not have a communications strategy and deal with any interactions in a reactive capacity. This is not an appropriate use of resources, does not allow us to build on existing work, change or adapt.			

4. Executive Summary

- 4.1 Community engagement is a priority assigned to every officer within the Service. We are a community service. Additionally, communication and engagement is critical to the delivery of the operating model for the Public Protection Service. The model (the National Intelligence Model) which is widely used by police forces and other enforcement agencies assumes that there are a number of approaches needed to tackle harm and detriment. Primary amongst those are Prevention, Intelligence and Enforcement (PIE). All of these require good communication and community engagement.
- 4.2 In the first instance our primary aim is to stop people being harmed or exploited or otherwise suffer detriment. Examples of this would include issues around doorstep crime, on-line fraud and unsafe goods. The service regularly puts out warnings, responds and provides advice and comments on specific incidents and carries out targeted engagement and interventions with victims or potential victims including victim support. The idea is to prevent harm or in some cases further harm.
- 4.3 We also raise awareness on a range of health and environmental issues covering everything from vaping, air quality, to dog fouling and allergens to private sector housing as well as engaging with a number of national initiatives that fit with the priority areas agreed by the Councils. Some examples of these are given at Appendix B. Finally we engage more broadly on the range of work conducted by the Service. Appendix C is an example of a leaflet produced setting out the work we do and how to contact us.
- 4.4 Beyond that there is the issue of intelligence. The service is intelligence led. This intelligence comes from a number of sources including enforcement partners, elected Members and Parish Councils and Councillors, our own intelligence gathering and ultimately from the community. For the community to provide that intelligence they need to know we are here, that we are keen to hear what they have to say, we will do something about it where we can and finally what issues are of particular interest. Examples of these engagements where we are seeking intelligence include fly-tipping, under age sales, poor housing standards, sale of smuggled or counterfeit goods etc.
- 4.5 Finally there is the issue of enforcement and enforcement being seen to be done. We engage with the community over enforcement initiatives such as test purchasing, road

traffic enforcement, waste carriers, court case outcomes etc. This serves the purpose again of raising the profile of issues but can have the effect of preventing further offending or breaches or bringing to the fore further intelligence.

- 4.6 For all of these reasons the service has set up dedicated communication and community engagement channels that work alongside corporate communications teams and the [Water Safety Partnership](#) to engage local communities. We have a programme of community engagement covering everything from health to crime and undertake engagement activities in schools (including careers events), with businesses (including landlords) and in the wider community. The approach is driven by the Communications and Engagement Strategy.
- 4.7 The updated Public Protection Partnership (PPP) Communications Strategy 2021-2023 was agreed at the June 2021 Joint Public Protection Committee (JPPC meeting). This was refreshed in June 2022 and built on that foundation. Revised priorities for the Service were agreed in March 2023 and it was felt that the existing strategy should be reviewed in light of their adoption and to reflect current practices and priorities within the Service.
- 4.8 The Strategy is designed to capitalise on existing resources and set out how the PPP will communicate and engage with both our internal and external customers. We are looking to constantly develop and deliver the Strategy in line with local priorities.
- 4.9 Finally this Committee receives a quarterly report of communications and community engagement initiatives as well as example of the impacts.

5. Background Information

- 5.1 The Strategy sets out the PPP's plan for communication with colleagues, Members, parish councils, residents, businesses and other stakeholder groups. It explains who we are engaging with, how we are communicating with them, what form the communication will take and what channels and platforms we will make use of to do so.
- 5.2 The Strategy demonstrates how effective communication can:
- help the partnership achieve its operational objectives;
 - engage effectively with stakeholders;
 - promote the successes of our work;
 - ensure people understand what we do and where appropriate what we do not do;
 - change perceptions and behaviour where necessary.
- 5.3 The Priorities as set out in Sections 4, 5 and 6 of the Strategy have been amended to reflect those agreed at the March meeting.

6. Concluding Observations

- 6.1 The Communication and Engagement Strategy has been designed to ensure that the PPP is communicating and engaging effectively while meeting the agreed priorities of the Partnership as well as those of the two partner authorities. It reflects on what has worked well in the past and identifies new opportunities to educate the community and encourage 'self-service' using some of the on-line resources of the PPP.

7. Appendices

Appendix A – PPP Communications and Engagement Strategy 2023 – 2025 (Updated)

Appendix B – Worked Examples of Communication and Engagement

Appendix C – An example of a leaflet produced setting out the areas we cover, our priorities and how to contact us

8. Background Papers:

8.1 None

Subject to Call-In:

Yes: No:

Wards affected: All Wards

Officer details:

Name:

Job Title: Moira Fraser/ Lisa Norgate-Barnes
Tel No: Policy & Governance Officer/Lead Officer Community Engagement
E-mail: [moira.fraser@westberks.gov.uk/](mailto:moira.fraser@westberks.gov.uk)
Lisa.Norgate-Barnes1@westberks.gov.uk

PPP Communications Strategy

May 2023



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1. Setting the Scene

The Public Protection Partnership (PPP) delivers Environmental Health, Trading Standards and Licensing Services on behalf of two authorities, Bracknell Forest Council and West Berkshire Council. These services encompass a wide range of areas of responsibility from environmental protection to fair trading, food safety to animal health and housing standards to taxi licensing and much more. The PPP also delivers a number of commissioned services including Trading Standards, Food Standards, Animal Health, Intelligence, Case Management and Air Quality Monitoring to Wokingham Borough Council.

Communication plays a crucial role in the success of the service whether it's letting residents know about the latest scam or how to protect themselves or providing the latest advice to businesses and residents. We aim to educate the community and encourage 'self-service' using some of the on-line resources of the PPP. This document sets out the PPP's approach to developing a communication and engagement strategy for such a diverse range of services and illustrates how effective communications can:

- Safeguard and promote the health, wellbeing and safety of our communities.
- Help us achieve our organisational objectives.
- Engage effectively with our stakeholders and keep them informed.
- Demonstrate the success of our work.
- Ensure our residents understand what we do and where appropriate what we do not do.
- Change perceptions and behaviours where necessary.
- Maintain the integrity, and raise the profile, of the PPP name and brand.

2. PPP Vision and Mission

The PPP's vision is:

To protect and support residents and legitimate business through the successful use of information and intelligence, delivering safe and healthy neighbourhoods.

The purpose of the service is to:

- Provide information to businesses and residents to encourage self-service, to enable them to make informed decisions and to understand their rights and responsibilities.
- Create an atmosphere where legitimate and compliant businesses can thrive and not have their interests undermined by those who choose not to comply.
- Preserve the health, wellbeing and safety of the communities we serve.

3. PPP Values

Our values have a major influence on the way we want to be seen:

- Objectivity in decision making.
- The desire to meet the needs of the community.
- An approach to service delivery which is professional on every level.

4. PPP Strategic Priorities (Themes)

Priority 1 - Community Protection
Priority 2 - Protecting and Improving Health
Priority 3 – Protecting the Environment
Priority 4 - Supporting Prosperity and Economic Growth
Priority 5 - Effective and Improving Service Delivery
Priority 6 - Partnership Working

5. Cross Cutting Priorities

- E-crime
- Climate Change and Environmental Protection
- Protecting Vulnerable Adults and Children
- Safeguarding (including modern slavery)
- Safer Streets
- Protecting and Improving Health (added in March 2023)

6. Other Priorities

- Health and Safety Enforcement;
- Improving Air Quality;
- Alcohol and Tobacco Harm Reduction;
- Animal Welfare;
- Nutrition and Childhood Obesity;
- Tackling Fraud;
- Environmental Protection;
- Food Safety and Standards;
- Housing Standards in the Private Rental Sector;
- Impact of Nuisance on Residents and Communities;
- Unsafe Consumer Goods;
- Licensing; (added in March 2023)
- Cost of Living; (added in March 2023)
- Service Improvement (added in March 2023)



7. Communication Objectives

The PPP's corporate communication objective.

The effective use of communication to protect communities and enhance the reputation of the Partnership and the partner Councils.

Cascading from this corporate objective are the following communication objectives:

- Increase community engagement in public protection campaigns, events and activities.
- Encourage the community to report matters and to seek advice in key priority areas for self-service.
- Increase the profile and reputation of the PPP, its activities and services with key stakeholders, the general public and businesses.
- Guide the PPP on how to maximise customer satisfaction, collating customer information, including satisfaction ratings and feedback, to shape service design.

To ensure the most comprehensive and effective communications activity, these objectives have been broken down as follows:

- **Increase community engagement in public protection campaigns, events and activities:**

We will ensure people are aware of the services provided by the PPP.

We aim to continue to raise the profile of the services delivered by PPP. We continue to ensure the website is visible and the go-to' hub for advice and updates alongside our social digital channels. We are looking to have more visibility at face to face local events and trade group meetings.

We will ensure people know who to contact to receive professional consultancy across our range of functions.

By delivering targeted and integrated media, social media and digital media marketing campaigns to promote the collective and individual expertise within the PPP. We are in the process of embedding our ICloud IT system which will act as a joint interface between the service and the public working from a portal, including Public Registers and Applications.

We will ensure any design and advertising is timely, attractive, inclusive and clear.

Design will adhere to our brand guidelines (updated in April 2022 following the withdrawal of Wokingham BC from the service), will meet our regulatory requirement not to discriminate on the grounds of race, religion, gender, marital status, sexual orientation, disability or age; and will be written in Plain English. Copy will be in large print, Braille or translated where necessary.

We will ensure website marketing content is accurate and up to date.

The website will be updated on a regular basis, and feedback and content will be fed in by the 'on the ground' teams. Listening to what it is residents and businesses are looking for and reflecting these needs on the website.

We will ensure social media is used effectively to market the services provided by the PPP and to disseminate information.

Continued use of the PPP Facebook and Twitter pages to maximise the accessibility and impact of our services.

- **Encourage the community to report matters and seek advice in key priority areas:**

We will ensure the community is aware of our key messages and through this to encourage reporting to enhance the PPP's ability to assess the areas of greatest concern facing the community and deal with them appropriately.

By developing a strong voice in issue awareness and through this encouraging reporting to allow the PPP to be able to assess the extent of problems facing the community within its remit and deal with them appropriately. By planning a series of integrated multi-channel communication campaigns around identified key issues affecting specified target audiences to encourage reporting and feedback e.g., the vaping campaign. Through attending PPP events and stakeholder events including those of the Water Safety Partnership. By providing information on the website, or signposting visitors from social media to the website, to help people help themselves, as a first port of call.

We will work with stakeholders, decision makers, businesses, parish councils, clubs, groups and organisations to continue to develop effective partnerships and to increase their participation in getting across key messages and supporting the community to make informed choices.

By initiating and maintaining excellent relationships with stakeholders, elected members, decision makers, businesses, parish councils, clubs, groups and organisations to develop effective partnerships and to increase their participation in getting across key messages and supporting the community to make informed choices. By giving advice and guidance on their communication activities. Key to our success is officer engagement with customers and partner agencies to win 'hearts and minds' and support for what we do this includes attendance at any parish council forums and meetings.

We promote and lead on a number of webinars such as the Landlords Forum and also manage joint partner events and operations with mutual objectives, such as Water Safety Partnership events and Joint Operations with the Police. The PPP produces quarterly posters for parish council noticeboards highlighting seasonal issues and where assistance can be obtained. The quarterly Members Bulletins are also circulated to the Parish and Town Councils following a request from the JPPC to do so. The PPP also hosts and chairs the local Safety Advisory Group on behalf of our partner agencies where we engage with local event organisers to review event applications and advise on public safety.

- **Increase the profile and reputation of the PPP, its activities and services with key stakeholders, the general public and businesses:**

We will ensure the Public Protection Partnership has a strong, recognisable identity and brand.
<i>By working with partner council's communications teams we have developed a style guide to apply to all PPP external and internal facing material including the website, social media, zoom & teams meetings, email signatures, printed literature, MS PowerPoint presentations, print outs, public notices and Word documents, to ensure a strong, recognisable identity and brand is used across the service and its associated projects.</i>
We will ensure there is regular liaison with the partner council's communications teams in making full use of the corporate communication services they provide and link in with Corporate Communication Plans.
<i>By meeting regularly with each partner council's Communications Lead Officer to understand fully the corporate communication services, and communications plans.</i>
We will ensure communication with elected members, staff and senior managers is clear and timely.
<i>By agreeing communication service standards with elected members, staff and senior managers and delivering to these agreed standards. Methods to include members' bulletins, Newsflash e-newsletter for staff and staff briefings and providing content for any internal communications forums such as Democracy Snapshot and Reporter publications.</i>
We will develop positive relationships with the print and broadcast media.
<i>It has previously been agreed that each Partner will provide the Service with access to resources to process media enquiries relevant to the Service. This will include:</i>
<ul style="list-style-type: none"> ▪ <i>Logging all media enquiries relevant to their area.</i> ▪ <i>Liaising with relevant elected members.</i> ▪ <i>Provision of advice to the service when requested.</i> ▪ <i>Assistance in promotional campaigns.</i>
<i>The Service will be advised of any local procedures and facilitate where appropriate.</i>
<i>Continue working with internal and external partner media teams to develop a strong voice in the media to raise the profile of issue awareness. This will continue to be achieved by developing relationships with key press contacts for increased media coverage. By promoting success stories. Training needs will be assessed and a media programme has been developed for colleagues/members. Where appropriate, colleagues will be given opportunities to write for the media. This is one of the key skills being developed by our apprentices.</i>
We will continue to develop our social media presence and manage online content.
<i>As part of the ongoing channels for PPP we will continue to grow the audience, reach and engagement of the PPP social media channels –Facebook and Twitter. The engagement reach of our combined social media channels numbers in the thousands each month. A focus on content that produces worthwhile engagement and reach will be a priority and engagement within local community groups. We will also answer direct comments and messages and demonstrating quick turnaround times, in line with the fast pace nature of social media.</i>

- **Guide the PPP on how to maximise customer satisfaction (given the resources available to achieve our goals), collating customer information, including satisfaction ratings and feedback, to shape service design:**

PPP Strategic Managers and Teams will work to ensure that systems are in place to collect and report information about customers and organisations.

The new single system public access portal will enable back end users to see more up to date information on customers and organisations. The system will improve reporting functionality. We will develop mechanisms for follow up and feedback following online events and webinars in line, with current General Data Protection Regulations (GDPR).

Once residents' complaints/enquiries are closed the investigating officer will send an email (of resolution) to the client containing a link to the customer satisfaction survey.

When commercial premises are inspected they are provided with a printed form which contains a QR code linking back to the customer satisfaction survey. Officers are being encouraged to highlight this feature to increase response rates.

PPP Strategic Managers and Teams will work to ensure that systems are in place to collect and report customer feedback and satisfaction.

By shaping service design through consulting the public and members about their priorities - ways to collect feedback include surveys, PPP events and stakeholder events. Feedback results of consultations to customers both internal and external. By setting up mechanisms to collect customer feedback and by setting up a system to both analyse the data and to report on customer satisfaction, such as SurveyMonkey. Officers will ensure that the associated QR code is incorporated into training materials and forms where appropriate which will make it easier for smart phone users to provide feedback. Satisfaction levels are reported back to the JPPC on a quarterly basis.

To complete the strategy the following generic communications objectives have been compiled:

PPP Management will develop a consistent approach to internal communications to enable colleagues and members to understand the PPP's vision and direction especially during periods of change.

Monthly PPP team meetings, themed in person whole teams events take place twice a year, PPP also input into wider corporate events and internal groups. Produce member's bulletins and other 'ad-hoc' updates.

UK, around
result of an
?
in cause of
(WAID 2018).
from a young
s they may
in their home
but also when
imming pool,
e sea.
joint partnership
Royal Berkshire
prevent as many
ies as we can.
Safety Code
Together
near water on your
ways have an adult
with you.
999 or 112
in emergency call 999 or
112 (coastguard).
on visit:
cam

A shared service delivering

Environmental Licensing and Trading Stand

across and West Berkshire Burg



Be Scam Aware
Scammers are clever. We're all worried about money - don't let them take yours.
Find out how to spot scams, report them and get help at www.actionfraud.co.uk

Be Scam Aware
Are you looking for a Personal Assistant or Careworker?

Advice for Householders
Preventing Doorstep Sales

I'm staying ahead of scams. Are you?

message
Always remember to stay **SAFE** near water! Stay away from the Edge!

A F E

Explorers

Danger ranger
condalvertical.org.uk/explorers

Explorers

Learn how to help
If you see someone in trouble, follow this advice.

If you see someone in trouble in the water:
Keep calm. Always think before you act.
Try to get help by shouting 'help' as loudly as you can.
Phone 999 and ask for help. Use road names, bridge numbers or things that you can see to give your location.

Explorers

8. Resources

To deliver the strategy effectively and efficiently we need to evaluate what budget, assets and staff we have access to. Throughout the delivery of this strategy we will at all times be diligent in the use of resources, careful to demonstrate value for money and be mindful of good return on investment. The Lead Officer – Community Engagement will work across the PPP service with partner council’s communication teams and alongside a team of ‘communications champions’ drawn from each PPP service area.

9. Communications Channels

The Communications and Engagement Strategy will ensure the PPP utilises the appropriate communications channels to effectively deliver the PPP’s comprehensive communications function. The channel used will be based on assessment of the target audience and the key messages. The following table shows the communications channels we have access to and the methods we are currently employing, together with potential options:

Channel	Methods	Methods Currently in Use
Direct awareness raising	Print and digital media, radio, TV, magazines, poster sites etc.	Printed Press, radio, television, Facebook, Banners on schools, Post Office Advertising
Digital communication	Website, social media (Facebook, Twitter, YouTube, LinkedIn), online newsletters, blogs (news articles on website) , e-marketing, mobile texts, apps, PPP Newsflash e-newsletter , Bulletins	Website, Facebook, Twitter, Video, On-line newsletters, news articles on website, bulletins
Direct marketing	Campaign letters/leaflets with key messages for targeted audiences	Leaflets, social media adverts
Events	Seminars/conferences/events. Issue awareness / networking events/feedback events / community events, such as fete’s / digital events	Events / seminars / networking events, digital events, Zoom / teams webinars
Internal communication	Internal meetings, briefings, notice boards, members meetings, e-mail, Members’ Bulletins and staff newsletter Newsflash, Digital Meetings	Member’s Bulletins, staff newsletter/updates, internal meetings, digital meetings via Zoom/Teams, emails
Public relations	Getting media and on-line exposure via local and regional TV and radio appearances, stories/photos printed in local and regional media	TV, Radio, Local and Regional Press Coverage. We are looking to host online Q&A sessions with the press to increase awareness of our activities.

Channel	Methods	Methods Currently in Use
Promotional literature	Consumer/regulated business newsletters, magazines, leaflets	
Other e.g. merchandising, sponsorship, grants and partnerships	Promotional materials, local competitions, town and parish councils, members, PPP staff and all staff to varying degrees.	Branded Animal Warden Van, Branded 'Clean Air Banners' Branded 'Pick up After Your Dog' notices and stickers, Branded Dog Poo Bags, Branded Clothing. Competitions for schools.
QR Codes	On promotional materials / posters / postcards / lamp post stickers / dog poo bin stickers	Used on posters in schools on vaping campaign, also used on Air Quality stickers on monitors

Whatever the channel, it is important to remember it can take time to build the target audiences, relationships and issue awareness.

10. Target Audiences

This strategy sets out the key audiences we will be targeting as follows:

- The public
- Staff
- Public sector organisations
- PPP Boards and Committees
- PPP Partner authorities
- Event organisers
- Partner agencies
- Businesses
- Elected members and Parish Councils
- Community groups
- Schools
- Charitable groups

11. Key Messages

Communication can be very powerful and we want people to pay attention to what we are saying and most importantly **to take action**. Key messages will be developed for each target audience depending on the specific campaign. The following short, simple messages are examples of our 'call to action' to some of our target audiences:

- What can you do to help keep your neighbourhood safe?
- What can you do to help keep your neighbourhood healthy?
- Why get involved? To keep your neighbourhood safe and healthy
- Why get involved? To help protect and support your neighbours
- Your help is crucial, engage with us in public protection

- Ways in which you can get involved...
- How can I get involved?
- Help us shape and improve our services
- We need your help

Further compelling key messages will be developed depending on the individual campaigns we are running. Our communications should be simple and easy to understand.

We also raise awareness on a range of health and environmental issues covering everything from vaping, air quality, to dog fouling and allergens to private sector housing as well as engaging with a number of national initiatives that fit with the priority areas agreed by the Councils. Some examples of these are given at Appendix B. Finally we engage more broadly on the range of work conducted by the Service.

12. The Action Plan

By bringing together our objectives, target audiences, key messages and communications channels, we have the basis of a strong and compelling communications action plan. The PPP Communications Action Plan sets out the detail of how the PPP Communication and Engagement Strategy will be delivered over the next two years.

13. Evaluating Outcomes

We will need to demonstrate to our Partners, members and other stakeholders, how the communication activity, as set out in this strategy, is making a difference and is value for money. We aim to do this with robust targets, making sure we are continually striving to be better in all we do. To ensure our strategy is successful we will measure the effectiveness of what we are doing by compiling a quarterly Communications Dashboard and by reviewing the Action Plan on a regular basis. The targets will be evidenced in our Action Plan and our performance against these targets will be monitored by the Joint Management Board on a monthly basis. The Dashboard is also presented to the Joint Public Protection Committee on a quarterly basis.

14. Summary

It is an important time for the PPP as it develops a clearer identity and starts implementing the business plan to greater effect. We look forward to delivering this strategy with our partner council's communications teams, colleagues, members and other associates. Not only are we passionate about delivering a great communications service, we are confident through our communications and engagement activity, consultation, team work and best practice, the PPP will be in a stronger position to implement its vision:

To protect and support residents and legitimate business through the successful use of information and intelligence, delivering safe and healthy neighbourhoods.

Appendix B

Case Studies of Communication and Engagement

Vaping Education Campaign

Vaping is becoming more popular amongst people across the UK as the incidence of smoking decreases. In England, between 3.1 and 3.2 million adults vape regularly. The increase is particularly high in the 11-18 year old age category with 8.6% in 2022 compared to 7.7% in 2019 who regularly vape.

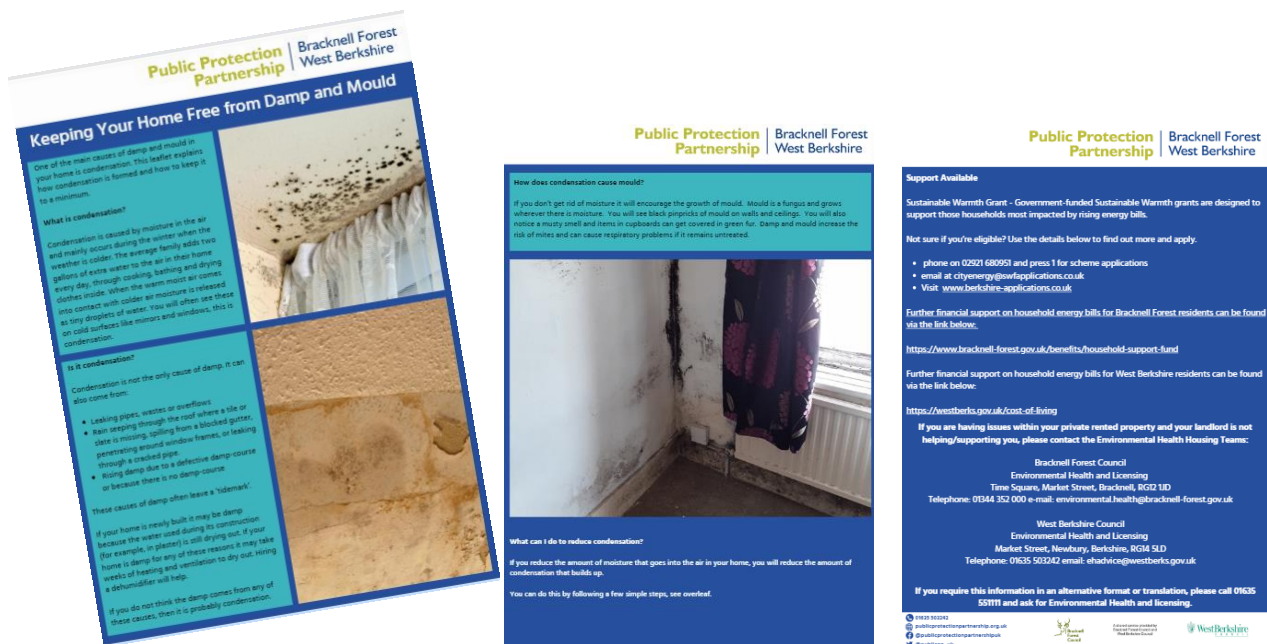
The Public Protection Partnership developed a 'Vaping Education and Enforcement' campaign across Bracknell Forest, West Berkshire and Wokingham which ran in the last quarter of 2022/23. The campaign consisted of letters and visits to retailers, training and talks with teachers and pupils in secondary schools. A toolkit, including some posters (see examples below) to use in schools and for retailers. We also created a dedicated resource page on the PPP [website](#) as well as a series of informative social media posts and press releases.



Housing Conditions / Mould PDF downloaded via website or sent via email

As we approached autumn 2022 we ran a small campaign on social media / radio Berkshire and via our website on damp and mould issues in the home. How to prevent it and what to do if you have mould in your home. Included was advice on where to go and who can help in what circumstances.

The campaign involved radio interviews on BBC Radio Berkshire, press releases, a downloadable leaflet on our website and also sent out from direct enquiries and signposting via our social media channels. The document [here](#) is updated each autumn with the latest guidance.



Dog fouling

We have previously run competitions with local school children to design posters to be displayed near schools on lamp posts and dog poo bins as well as banners outside of the schools themselves. The campaign was to raise awareness of the issue of dog fouling near schools. This was specifically aimed at primary schools in the area.

The campaign was covered on social media, in the local newspapers via press releases, on our website and on local radio.





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How the Public Protection Partnership is Governed

A defining feature of the Public Protection Partnership Service is the open and transparent way each of the Partners comes together to make decisions, understands the complexities of the functions being delivered and appreciates the rationale for service priorities.

There are 3 distinct layers of governance allowing for a good balance between flexibility and oversight, encouraging discussions between officers and members and keeping a firm set of priorities at the heart of everything we do:

- Joint Public Protection Committee
- Joint Management Board
- Joint Management Team

Contact Us

www.publicprotectionpartnership.org.uk

 @publicprotectionpartnershipuk
 @PublicPP_UK

- 01635 503242 for Environmental Health enquiries or email ehadvice@westberks.gov.uk
- 01635 519184 for Licensing enquiries or email licensing@westberks.gov.uk
- 01635 519930 for Trading Standards enquiries or email tsadvice@westberks.gov.uk

Environmental Health

Licensing

Trading Standards



Introduction to the Public Protection Partnership



The Public Protection Partnership (PPP) is a shared service delivering Environmental Health, Licensing and Trading Standards on behalf of two authorities (Partners), Bracknell Forest Council and West Berkshire Council.



Our services encompass a wide range of areas of responsibility from environmental protection to fair trading, food safety to animal health, housing standards to taxi licensing, and much more.

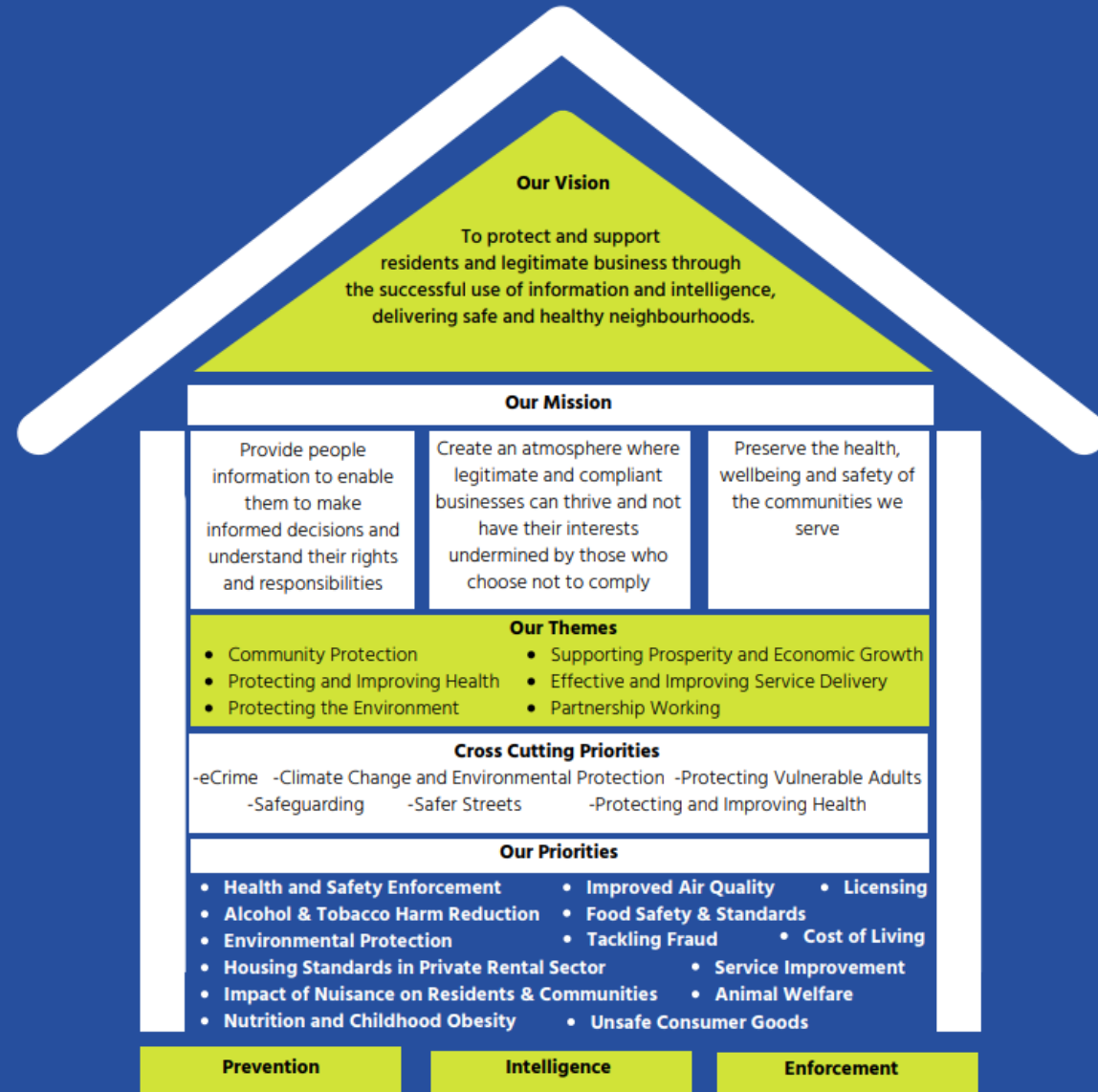
The partnership is based on the principles of:

- community protection
- protecting and improving health
- protection of the environment
- supporting prosperity and economic growth
- effective and improving service delivery and
- partnership working.

Trading Standards

The Public Protection Partnership (PPP) also provides a Trading Standards service across Wokingham as well as Bracknell Forest and West Berkshire.

Trading Standards Service | Bracknell Forest
West Berkshire
Wokingham



Update on the DEFRA Air Quality Grant

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 June 2023
Chair of Committee:	To be appointed at the meeting
Date JMB agreed report:	22 May 2023
Report Author:	Suzanne McLaughlin
Forward Plan Ref:	JPPC4308

Purpose of the Report

To provide Members with an update on the progress with the DEFRA Grant, including the Particulate Matter (PM2.5) at schools project.

Recommendation

The Committee:

- 1.1 **NOTES** the progress on the measures to improve air quality through the grant funded particulate programme.
- 1.2 **ENDORSES** the ongoing work in this area and the drive to encourage behaviour change.

Implications and Impact Assessment

Implication	Commentary
Financial:	Work relating to Air Quality monitoring and reporting is funded from the general revenue budget allocated to the Joint Public Protection 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 PPP revenue budget. The programme described in this particular report was funded by a Defra Grant issued for Bracknell Forest, West Berkshire and Wokingham for a three authority project following a bid by the PPP on behalf of the then partner authorities.
Human Resource:	Staff who conduct this work are a shared resource under the Inter Authority Agreement (IAA). The Team also undertake Air Quality work for Wokingham BC under the revised inter-authority agreement between Wokingham and PPP. One benefit of the shared service is the ability to have staff that specialise in areas such as this and the service is fortunate to have a number of officers with significant expertise on environmental matters generally and air quality specifically.

	The Grant from DEFRA has meant that the authority has been able to appoint an Air Quality Officer on a fixed term contract until September 2023 to support the anti-idling campaign. The post holder left WBC in April 2023 and some of the work is continued using the temporary staff and the remainder will be completed in-house.			
Legal:	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.			
Risk Management:	It is a legal requirement under the Environment Act 2005 to report on our pollution levels. Failure to comply with our statutory obligations could present the risk of challenge to the PPP partner authorities.			
Property:	There are no direct property implications arising from this report.			
Policy:	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 2021/22 and going into 2022/23 and 2023/24. West Berkshire has declared a climate emergency. They have embedded Air Quality improvements into their Environment Strategy and Climate Emergency Action Plans. Bracknell Forest Council's Climate Change strategy was completed and published in January 2021 and have a target of net carbon zero by 2050.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		No specific groups are affected by the contents of the proposals as there are no decisions being made. Air quality can be particularly harmful to sensitive receptors (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?		x	No specific groups are affected by the contents of the proposals as there are no decisions being made. Air quality can be particularly harmful to sensitive receptors (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:	x		<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.</p> <p>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> <p>These reports identify actions to assist the Local Authorities in dealing with reducing pollution and are therefore designed to have a positive impact on the environment.</p>
Health Impact:	x		<p>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.</p> <p>Ongoing monitoring and where appropriate the creation of action plans is designed to improve the quality of lives of our residents. Carrying out specific actions through these projects enables us to have a better understanding of the levels of pollutant(s) across the Local Authority areas and change behaviour to reduce exposure.</p>
ICT or Digital Services Impact:		x	None
PPP Priorities :			<p>The report will impact on the following PPP Priorities:</p> <ol style="list-style-type: none"> 1. Environmental Protection 2. Impact of Nuisance on Residents and Communities 3. Improved Air Quality
Data Impact:		x	None

Consultation and Engagement:	No consultation is required.
Other Options Considered:	None – but the findings will be included in the Annual Status Reports, a statutory requirement to be submitted to DEFRA annually.

Executive Summary

- 1.3 The PPP was successful in being awarded grant funding to carry out PM2.5 monitoring and anti-idling campaign projects. This update details the work and results to date as the work is still ongoing.
- 1.4 This report sets out the work conducted so far in respect of particulate measurement as well as the work done to encourage behaviour change with respect to vehicle idling.

Introduction / background

- 1.5 Local Air Quality Management (LAQM) is required under the Environment Act 1995, as amended by the 2021 Act. Technical Guidance was updated in 2022 which has shifted towards evidence based action planning for benefits of public health and wellbeing. Policy Guidance, again updated in 2022, is designed to assist Local Authorities to improve air quality using available levers, including planning, public health and transport responsibilities.
- 1.6 Air Quality Management Areas (AQMA) are geographical areas declared, by Legal Order, where there is an exceedance of the limit value (as measured in e.g. micrograms per cubic meter) of one or more of the pollutants (e.g. nitrogen dioxide) for one or more of the exposure periods (e.g. 1 hour or annual) of the air quality objectives as scheduled Air Quality Standards Regulations 2010. There are currently two AQMAs in West Berkshire, two in Bracknell Forest and three in Wokingham borough.
- 1.7 Air Quality Action Plans (AQAP) comprise of actions to improve air quality, a whole Local Authority responsibility. These Plans outline local measures to improve pollution levels within the AQMAs and more widely across the district/borough. The action plan is integrated with the delivery of the adopted Local Transport Plan (LTP) to improve local air quality and climate change, through joint working with the Council's Environmental Health, Transport Policy, Highways, Planning and Public Health Service areas.
- 1.8 Annual Status Reports (ASRs) are submitted every year for a calendar year of monitoring data and updates on actions undertaken. These are submitted to DEFRA for approval. They are used by third parties in planning applications, as well as in-house decisions by Highways and Transport Planning colleagues. In addition the increased significance is recognised as identified actions are now intrinsically linked with Climate Emergency Plans and Environmental Strategies.
- 1.9 Particulate Matter is a term used to describe the mixture of solid particles and liquid droplets in the air. They can be human made or naturally occurring, e.g. dust, ash, sea spray. Particulate matter is emitted during combustion of solid and liquid fuels, such as power generation, domestic heating and in vehicle engines. Sources under the control

of the local authority or national government include vehicle exhaust, brake and tyre wear and use of coal heating or biomass boilers for domestic or industrial purposes. As there have been marked reductions in vehicle exhaust emissions over the last ten years, the contribution of non-exhaust sources (tyre and brakes) is now rising in importance. The composition of particulate matter depends on many factors including emission source, weather conditions and local and regional contributions. DEFRA data indicates that natural or regional secondary sources make up the vast proportions of PM2.5 across our areas, with the primary emissions from sources such as industry, road vehicles (exhaust and non-exhaust), off-road transport, and domestic boilers.

- 1.10 Particulate matter (PM) varies in size (the width) of the particle. PM2.5, also known as fine particulate matter, means the mass per cubic metre of air of particles with a size less than 2.5 micrometres (μm) (i.e. 1 400th of a mm). As they are so small they are able to travel deep into the respiratory tract reaching the lungs. The health risk of short-term exposure (over hours or days) can lead to a range of health impacts including lung function, eye nose and throat irritation, coughing, wheezing and shortness of breath, exacerbation of asthma, increases in respiratory and cardiovascular hospital admissions and mortality.

DEFRA Grant application

- 2.1 DEFRA Air Quality grant funding scheme opportunities are annual. There are certain criteria to enable eligibility to apply, which includes having an AQMA declared for exceedances of nitrogen dioxide with an AQAP in date with measures linked, and the ASR has been submitted on time and findings approved. There are two types available to apply for, one for a single Local Authority (LA) and the second a joint application by one LA on behalf of a group of LAs.
- 2.2 In 2020/21 we were successful in bidding as a three authority project proposal. The proposal was put forward by WBC on behalf of the three LAs then in the PPP as they would ultimately hold accountability for budget and reporting in the event of the success we received.
- 2.3 The grant awarded was for £259,000 for the projects of creating an anti-idling campaign, measuring PM2.5 at the schools located near/within the AQMAs and looking at behaviour change of our residents with the aim of reducing exposure of children at school and raising awareness of parents /carers and children and the wider community. By mid-2021 an Air Quality Officer was appointed to lead on the delivery of the projects.

PM2.5 project

- 3.1 Air quality consultants, were appointed to monitor PM2.5 and PM10 and weather at or close to 42 selected schools that were within or close to the AQMAs. Monitoring at the schools, 14 in each LA area, took place between February 2022 to February 2023 for a minimum of three months to include term time and holiday periods. This provided a snap shot of the levels around schools using a low-cost air quality sensor unit (Vortex) providing real-time measurements at five minute intervals. As the data was not ratified nor calibrated against a reference equivalent monitor, the data provided an indicative measurement. The monitors were paired with weather sensors located close by to continuously measure parameters including wind speed and direction, temperature and rainfall. The air quality monitoring equipment was attached to a lamp post or street light and the weather station positions close by but on another lamp post or street light.

- 3.2 The data has not been annualised to represent an annual mean and therefore the results are only indicative. However, the period means were all below the relevant air quality objectives. All the schools were within the Environmental Targets (Fine Particulate Matter) (England) Regulations 2023 for PM_{2.5} (i.e. the annual mean should not exceed 25 µg/m³ and the interim target of 12 µg/m³ to be met by end 2027 and long term target of 10 µg/m³ by 2040.)
- 3.3 Hourly, daily and weekly results were analysed for temporal distribution and also plotted to compare the difference between school term time and holiday. Lower concentrations seen in the daytime were due to warmer temperature allowing PM to disperse; the nighttime cooler temperatures reduced the atmospheric boundary layer and increased stability acting to trap PM closer to the ground. The concentrations did vary, weather clearly influenced concentrations such as rainfall acts to disperse and deplete pollution more readily. The winter higher concentrations from the continent were seen as opposed to the cleaner maritime air from the Atlantic. Patterns in road traffic flow has an effect but is not as significant as weather conditions. The morning rush hour increase in concentration was evident, as were higher concentrations recorded around 9am and then again around 4pm coinciding with the end of the school day. Concentrations were seen to be higher in the middle of the week and then at the end of the week and weekends, these are due to changes in road traffic and commercial/industrial activity in the post-covid hybrid working pattern. Overall lower concentrations were noted in holiday periods.
- 3.4 The schools have all been sent their site-specific Particulate Monitoring Report and Action Plan. This set out the details of the monitoring, the results and detailed analysis, a number of actions to further investigate the sources of pollution and to target air quality improvements for children at the school and the surrounding area. It is recommended that an audit of sources around the school is considered before considering the most appropriate actions to take forward. The audit could include looking at the age of boilers and where flues are positioned; considering the location of the playground to busy roads and does any screening exist; school travel plans and accessibility for cycling/scooting to school; review of vehicle engine idling or traffic queuing outside the school. In addition a number of mitigation measures were identified, divided into generic measures which could be applicable across the district/borough and those more specific to individual schools. For each measure an approximate timescale and cost was given based on the following criteria: potential air quality benefits; cost; deliverability; and wider benefits (e.g. improved safety, child health and promotion of sustainable transport). See Appendix A for an example of a generic and specific mitigation measure table.
- 3.5 Whilst the study did not identify any significant health risks associated with exposure to PM_{2.5} recommendations have been made to reduce the levels of PM_{2.5} in the air wherever possible.

Behavioural Change – Anti-idling work with School Children

- 4.1 A Bumper Sticker competition was launched in 2021 for all primary schools across the three LAs to design a sticker for a rear car window, encouraging the driver behind to switch off their engine when they are idling unnecessarily. A total 348 entries were received and the winner was voted by participating schools and the PPP Environmental Quality team. The winning design, as shown in Appendix B came from Ascot Heath Primary School in Bracknell Forest. The stickers have been distributed to local schools, parish councils, libraries, and any other organisation/individual who has expressed an

interest in receiving a sticker. Publicity of the winner and local councillors helped to further broadcast our anti-idling message project.

Behavioural Change - Anti idling campaign

- 5.1 Specialists were commissioned to deliver a project with the overall purpose of improving air quality through reducing idling within the three LA areas.
- 5.2 They carried out a study which aimed to look at all locations where idling may occur, including stationary traffic due to congestion/traffic lights and those locations where people may leave their engine running whilst waiting (e.g. school collection, taxi ranks etc.). This involved: a baseline review of air quality within the three LAs, where idling currently occurred and where reducing idling would be of greatest benefit: a literature review, of industry and academic papers on experiments and programs to reduce idling; behavioural insights, including a workshop with key stakeholders to understand local knowledge and behaviours, and a survey to cover drivers in the south east to understand why people might idle. The report concluded with location types to be considered (including schools, taxi ranks, railway/canal crossings), the various types of interventions, and suggested messaging.
- 5.3 At these locations a team enumerators took baseline numbers of idling, to obtain a standard level of idling to measure any interventions against. These locations are to be revisited to judge the efficacy of the interventions.
- 5.4 Interventions were created for temporary signs designed as an education campaign for schools. The posters were altered to meet each LA requirements. They were installed by the first week in February 2023 for at least three months. See Appendix C for a selection of designs.
- 5.5 The delivery of an air quality engagement programme with the 42 schools from the PM2.5 project commenced in March 2023. The engagement sessions will cover the overarching topic of air quality but will build on previous initiatives including the PM2.5 monitoring that has taken place at the schools within the study area and anti-idling review, associated interventions and surveys. The delivery will take place in the current school term. As our Air Quality Officer has left PPP this work is being carried by agents on our behalf, and using their previous knowledge of schools' engagement they have offered a flexible approach with a range by offering an assembly, lessons, toolkit and associated materials/handouts, all tailored to the age range of the audience and where possible tied to relevant curriculum topics. To date uptake from eight schools has been confirmed and the first visits will take place at the end of May and the rest by the end of July. Invitations to other schools was extended.
- 5.6 In addition this work will be carried out to coincide with Clean Air Day (16th June).

Behavioural Change - (Nitrogen Dioxide) NO2 Biggest Loser

- 6.1 This project is to assess the effect of the anti-idling campaigns by measuring the nitrogen dioxide levels, using triplicate passive diffusion tubes, levels over a two year period. This monitoring is taking place at the same 42 schools where the PM2.5 monitoring took place.
- 6.2 The monitoring will continue to the end of 2023 and then the data can be analysed. The school with the greatest reduction in NO2 levels will be awarded a prize, which will be to continue to encourage active travel to school such as a scooter or bicycle shed.

DEFRA Reporting

7.1 The requirements of the grant are that PPP submits a quarterly RAG return on our progress. The latest RAG report can be found at Appendix D to this report.

Concluding Observations

- 8.1 As stated in the introduction, clean air and air quality is one of the foremost environmental issues of our time. This project has allowed us to establish levels locally whilst at the same time working with schools, children and the community to bring about behaviour change. We have also worked with internal partners such as Civil Enforcement Officers on a co-ordinated approach. Going forward the monitoring and reporting on particulates will be a duty on local authorities. This programme has allowed us to develop our collective strategy ahead of the duty coming into force.
- 8.2 It is really positive that the PM2.5 results, although indicative, are within the objective levels, however we must not be complacent and continue to monitor pollution levels as well as be proactive in behavioural change.
- 8.3 We will report back to the Committee on the matter of particulate monitoring and our new duties in due course.

Appendices

- 1.1 Appendix A – PM2.5 monitoring report – generic mitigation and specific measures
- 1.2 Appendix B – Bumper sticker
- 1.3 Appendix C – Selection of anti-idling signs
- 1.4 Appendix D – Latest RAG Rating

Background Papers:

- 1.1 None

Subject to Call-In:

Yes: No:

Report is to note only



Wards affected: All Ward

Officer details:

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Job Title: Principal Officer – Environmental Quality
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E-mail: Suzanne.mclaughlin@westberks.gov.uk

Appendix A

Generic Mitigation Measures

Area	Mitigation Measure	AQ Benefits	Cost	Deliverability	Wider Benefits
School Buildings	Renew any aging boilers and convert to low emission boilers or use of ground source heat pumps. Ensure flues are not positioned in school playgrounds and are at a height.	M	H	M	Reduced operating costs
	Install mechanical air filtration systems in classrooms or regularly change filters in existing systems	L	H	M	Improved learning environment
School Grounds	Keep school fencing, barriers and walls clean using wet methods to remove dust and particulates and minimise dispersion	L	L	S	Improved visual amenity
	Ensure equipment is readily available on school to clean any dust, as soon as reasonably practicable after the event using wet cleaning methods.	L	L	S	Improved visual amenity
Other sources	Produce a School Logistics Plan to manage the sustainable delivery of goods and materials to school by consolidated deliveries, changing time of day or use of low emission vehicle.	M	M	M	Noise reductions, promotion of sustainable transport
	Reuse and recycle waste to reduce dust from waste materials	L	L	S	Reduced operating costs

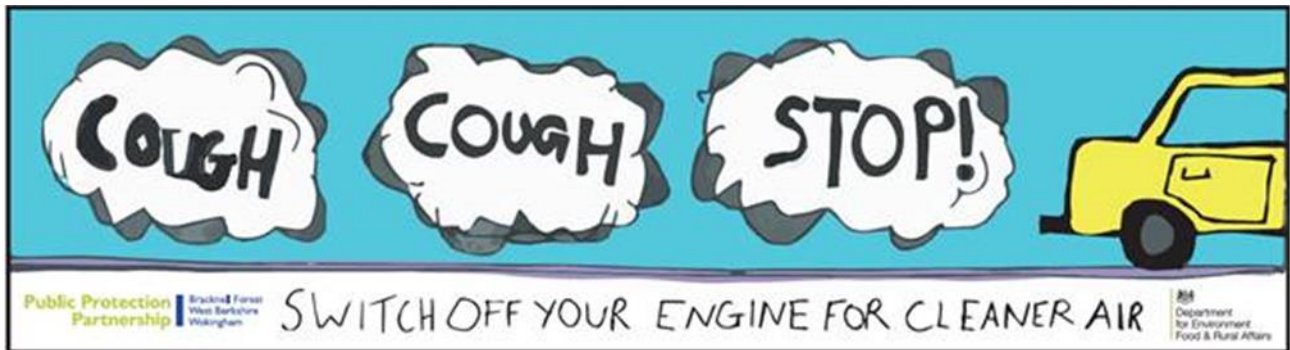
Area	Mitigation Measure	AQ Benefits	Cost	Deliverability	Wider Benefits
	around the school grounds				
Reducing emissions from car journeys	Implement a School Travel Plan that supports and encourages sustainable travel. Set accreditations. Focusing on improvement and use of public transport, cycling, walking, and car-sharing for both parents and staff	M	M	M	Promotion of sustainable transport
	Encourage drivers to turn their engine off outside schools, enforcing this if needed through fixed penalty notices to raise funds	M	L	S	Awareness raising
	Providing signage, walking route maps etc to encourage parents and children to walk to school and take routes with lower exposure	L	L	S	Awareness raising, promotion of sustainable transport
Other sources	Produce a School Logistics Plan to manage the sustainable delivery of goods and materials to school by consolidated deliveries, changing time of day or use of low emission vehicle.	M	M	M	Noise reductions, promotion of sustainable transport
	Reuse and recycle waste to reduce dust from waste materials around the school grounds	L	L	S	Reduced operating costs
Ongoing monitoring and awareness	Provide information on air quality forecasts (AQ alerts or texts) to	L	L	S	Awareness raising, promotion of

Area	Mitigation Measure	AQ Benefits	Cost	Deliverability	Wider Benefits
	parents to encourage them to take different journeys to school in high pollution episodes				sustainable transport
	Conduct further AQ monitoring in targeted areas eg to consider areas of exposure, on key routes	L	M	S	Awareness raising
	Deliver lessons focusing on local air quality and targeted measures, incorporating into the curriculum where possible	L	L	S	Awareness raising

Specific Mitigation Measures for School

Mitigation Measure	AQ Benefits	Cost	Deliverability	Wider Benefits
Plan PE lessons to coincide with times of day that typically have lower measured PM concentrations (e.g. in the afternoon and mid-week)	L	L	S	Improved learning environment
Further investigate traffic flows in the area by day of week to determine differences between weekday and weekend to identify any specific sources to target	L	L	S	Promotion of sustainable transport

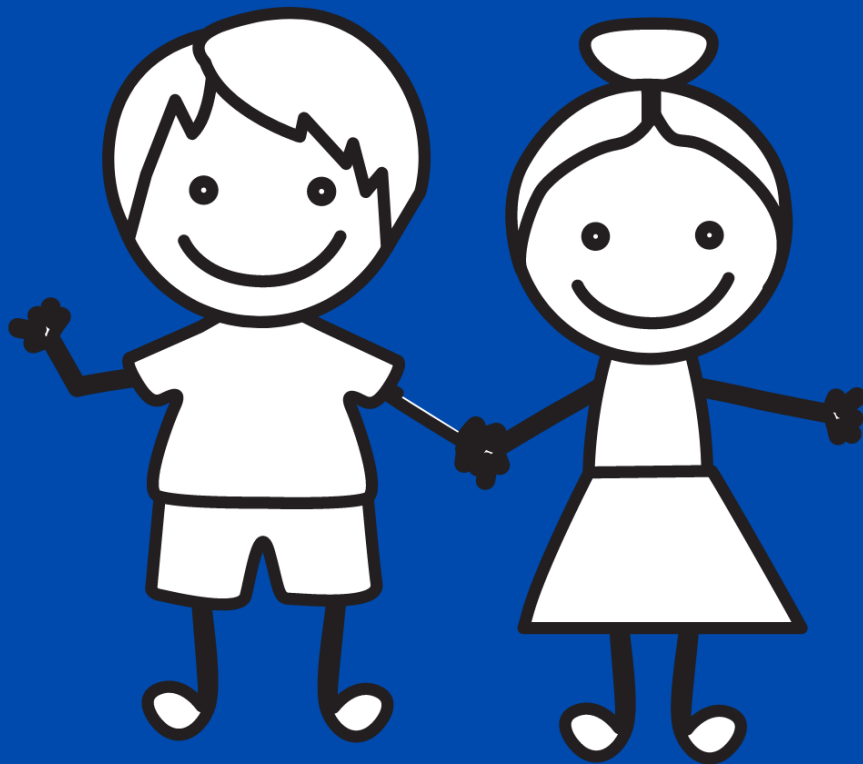
Appendix B



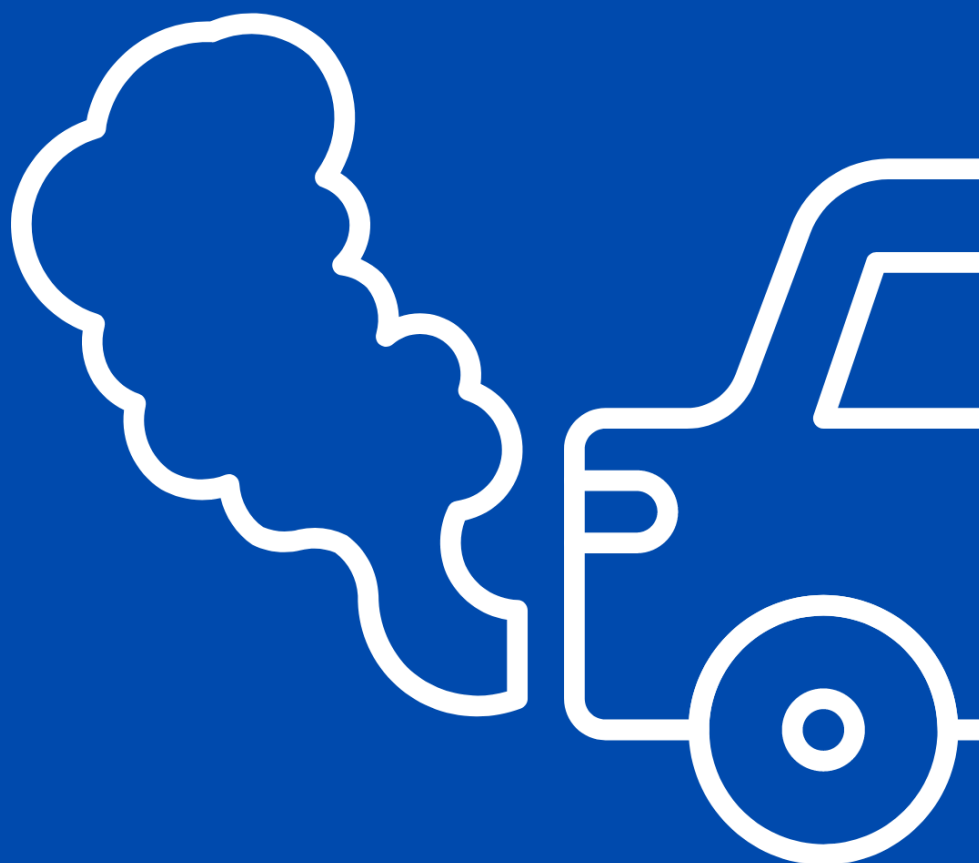
Switch off. Don't idle.



**Don't idle.
Save money.
Clean air.**



Cough cough. Turn your engine off.



Appendix D Last quarterly feedback to DEFRA

RAG	Criteria Description	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Green	Successful delivery of the project/programme to time, cost and quality appears highly likely and there are no major outstanding issues that at this stage appear to threaten delivery significantly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber / Green	Successful delivery appears probable however constant attention will be needed to ensure risks do not materialise into major issues threatening delivery.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Amber	Successful delivery appears feasible but significant issues already exist, requiring management attention. These appear resolvable at this stage and if addressed promptly, should not present a cost/schedule overrun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber / Red	Successful delivery of the project is in doubt with major risks or issues apparent in several key areas. Urgent action is needed to ensure these are addressed, and to establish whether resolution is feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Red	Successful delivery of the project appears to be unachievable. There are major issues on project definition, schedule, budget required, quality or benefits delivery, which at this stage do not appear to be manageable or resolvable. The project may need re-baselining and/or overall viability re-assessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quarter 8 – end of March 2023

PM_{2.5} monitoring at schools

During this quarter the final tranche of PM_{2.5} monitoring at schools was complete. The full set of reports have now been received for all 42 schools involved in the project. Working alongside our monitoring and reporting partner AECOM, we are in the stages of making final assessments and clarifications on the report contents so that we can begin discussing the results with schools. In the next quarter all schools involved in the project will be contacted, and

encouraged to consider next steps to maintain and further improve particulate matter concentrations at their school. In the 3 month indicative monitoring periods reported for each school, all have been compliant against the national air quality objectives for pollutants PM_{2.5} and PM₁₀.

Behavioural change

Having received delivery of anti-idling signage in January, signs were installed in a number of locations across the three boroughs. WSP are scheduled to conduct their next round of surveys in April, where key locations where signage has been installed will be visited to observe idling behaviour now that signs are present. The observations from these survey counts will be used to understand the effectiveness of the new signage, and to help decide and necessary next steps.

JPPC Terms of Reference

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 June 2023
Chair of Committee:	To be appointed at the Meeting
Date JMB agreed report:	22 May 2023
Report Author:	Moira Fraser
Forward Plan Ref:	JPPC

1. Purpose of the Report

- 1.1 To consider and if appropriate recommend any changes to the Terms of Reference to Council for inclusion in the Constitution.

2. Recommendations

The Committee:

- 2.1 **NOTES** the current terms of reference of the Joint Public Protection Committee (JPPC) and considers if any further amendments should be considered for inclusion.
- 2.2 **RECOMMENDS** that any proposed amendments be referred to West Berkshire Council's Full Council for approval.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	None – although it is noted that the terms of reference do delegate authority to the JPPC to make decisions around budgets, fee setting and dealing with the treatment of trading surpluses or deficits.
Human Resource:	None
Legal:	The terms of reference are set out in West Berkshire Council's Constitution (as the host authority) and should be read in conjunction with the Meeting Procedure Rules which set out the rules and procedures that apply to all of the Council's Bodies and Sub-Bodies. The requirements of the JPPC and the Public Protection Partnership are also included in the Inter Authority Agreement (IAA).
Risk Management:	There is a risk that any decision of the JPPC could be challenged. Having clear rules governing the manner in which meetings will be conducted, should reduce the risk of challenges being successful.
Property:	None
Policy:	None

	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		
Environmental Impact:	x			The Meeting Rules and Procedures do allow some individuals to attend meetings remotely using technology which will reduce their environmental impact.
Health Impact:		x		
ICT or Digital Services Impact:		x		
PPP Priorities :		x		It is anticipated that the work of the JPPC, PPP and therefore the terms of reference will underpin all of the priorities agreed in March 2023. <ul style="list-style-type: none"> 1. Alcohol and Tobacco Harm Reduction 2. Animal Welfare 3. Cost of Living 4. Environmental Protection 5. Food Safety and Standards 6. Health and Safety Enforcement 7. Housing Standards in the Private Rental Sector 8. Impact of Nuisance on Residents and Communities 9. Improved Air Quality 10. Licensing 11. Nutrition and Childhood Obesity 12. Service Improvement 13. Tackling Fraud

				14. Unsafe Consumer Goods
Data Impact:		X		
Consultation and Engagement:	The Terms of Reference were included in a wider discussion on the Council's Constitution by the Constitution Review Group.			
Other Options Considered:	None			

4. Executive Summary

- 4.1 It was agreed in July 2019 that a task group would be set up to review West Berkshire Council's Constitution. This work included reviewing how meetings would be conducted and the terms of reference of a number of existing bodies and sub bodies including those of the Joint Public Protection Committee.
- 4.2 The ensuing changes were agreed at the Council meeting on the 16 March 2023. The key changes to the previously agreed terms of reference are set out below. [Key new text that has been added is set out in blue font.](#)
- 4.3 Procedural matters such as dealing with minutes and voting will now be included in the Meeting Procedure Rules (see Appendix B).

4.4 *Scope of Role*

The purpose of the JPPC is to:

1. set the strategic direction of the PPP and review:
 - standards of service delivery and performance;
 - fee income and costs ((on a ~~true~~ cost delivery basis [unless a statutory basis applies](#));
 - the treatment of trading surpluses or deficits;
 - an action plan for business growth and development.

4.5 *Membership*

The JPPC shall comprise of four members, two from BFC and WBC as follows:

- The Executive/Cabinet Member with responsibility for Public Protection Services (appointed by the Leader of the respective council);
- One additional Member (appointed by each Council at its respective Annual Meeting or in the event of a vacancy).
- At least one officer representing each partner local authority will attend the JPPC to advise Members. Where possible, the Public Protection Manager for the Service will also attend.

[The revised terms of reference have had the reference to substitutes removed. Officers propose that they should be re-inserted and that they should make reference to all](#)

Executive Members from each partner authority being appointed as substitutes to ensure that meetings are quorate.

4.6 **Chairman and Vice-Chairman**

The JPPC shall appoint one of its Members to be Chairman of the JPPC on an annual basis or in the event of a vacancy who shall continue in office until their successor becomes entitled to act.

The previous version of the document included a provision that “who shall, unless he or she resigns his or her office or ceases to be a member of the Joint Committee, continue in office for a period of up to 16 months or” Officers recommend that the insertion of the period of 16 months be revisited especially in an election year.

The Chairmanship and Vice-Chairmanship of the JPPC shall rotate between the Councils on an annual basis, with each post being held by a different Council.

4.7 **Quorum** – no changes proposed.

4.8 **Frequency of Meetings**

Previously the terms of reference made reference to four meetings per annum but this has been replaced with:

The JPPC will meet a minimum of twice per year (on a six monthly basis). Additional meetings may take place with the agreement of the Chairman. Meetings will be held at a venue to be agreed with the Chairman.

4.9 An additional section titled ‘Significant Decisions’ was added to the terms of reference which is worded as follows:

Significant Decisions

The JPPC shall refer back to the Councils for decision any proposal that it has agreed in principle seeking to:

- admit an additional party or parties to the PPP;
- incur expenditure which requires increased contributions by the Councils; or
- make significant changes to the fundamental principles or operation of the PPP.

4.10 Minor changes were made to the wording of the document in relation to the forward plan and administration.

4.11 In addition to the points set out in red above the Committee is asked to consider if they:

- Concur with the amendments made;
- wish to recommend that any further amendments are made;
- are still of the opinion that two Members from each authority is the appropriate Membership for the Committee.

5. Appendices

5.1 Appendix A – Revised terms of Reference

5.2 Appendix B – Meeting Rules

6. Background Papers:

6.1 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

Officer details:

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Job Title: Principal Officer Policy and Governance
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E-mail: moira.fraser@westberks.gov.uk

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Part []

Council Bodies

Appendix: Joint Public Protection Committee

1 Preamble

- 1.1 Part [] (Meeting Procedure Rules) sets out the rules and procedures that apply to all of the Council's Bodies and Sub-Bodies.
- 1.2 If there is any conflict between the wording of Part [] and this Appendix, this Appendix will prevail.

2 Introduction

- 2.1 The Joint Public Protection Committee ("JPPC") has been established to oversee the strategic leadership of the Joint Public Protection Partnership ("PPP"), comprising Bracknell Forest Council ("BFC") and West Berkshire District Council ("WBC") (together, "the Councils").
- 2.2 WBC is the host authority for the PPP and, unless otherwise agreed in writing, the WBC Constitution will apply to all procedures and Meetings of the JPPC.

3 Scope of Role

- 3.1 The purpose of the JPPC is to:
 - 3.1.1 set the strategic direction for the PPP; and
 - 3.1.2 review:
 - standards of service delivery and performance;
 - fee income and costs (on a cost recovery basis unless a statutory basis applies);
 - the treatment of trading surpluses or deficits;
 - an action plan for business growth and development.

4 Membership

- 4.1 The JPPC shall comprise of four Members, two from each of BFC and WBC as follows:
 - 4.1.1 the Executive/Cabinet Member with responsibility for Public Protection Services (appointed by the Leader of the respective council);
 - 4.1.2 one additional Member (appointed by each Council at its respective Annual Meeting or in the event of a vacancy).
- 4.2 At least one officer representing each partner local authority will attend the JPPC to advise Members. Where possible, the Public Protection Manager for the Service will also attend.

5 Chairman and Vice-Chairman

- 5.1 The JPPC shall appoint one of its Members to be Chairman of the JPPC on an annual basis (or in the event of a vacancy) who shall continue in office until their successor becomes entitled to act.
- 5.2 The Chairmanship and Vice-Chairmanship of the JPPC shall rotate between the Councils on an annual basis, with each post being held by a different Council.

6 Quorum

- 6.1 The quorum of a Meeting shall be two.
- 6.2 At least one Member from each Council must be present for the meeting to be quorate.

7 Frequency of Meetings

- 7.1 The JPPC will meet a minimum of twice per year (on a six monthly basis). Additional meetings may take place with the agreement of the Chairman. Meetings will be held at a venue to be agreed with the Chairman.

8 Significant Decisions

- 8.1 The JPPC shall refer back to the Councils for decision any proposal that it has agreed in principle seeking to:
 - 8.1.1 admit an additional party or parties to the PPP;
 - 8.1.2 incur expenditure which requires increased contributions by the Councils; or
 - 8.1.3 make significant changes to the fundamental principles or operation of the PPP.

9 Forward Plan

- 9.1 The JPPC will take Key Decisions on behalf of the two Councils in accordance with Part [] (Executive).

10 Administration

- 10.1 WBC will provide administration for the JPPC.

Part []

Meeting Procedure Rules

1 Introduction

- 1.1 Council Meetings will be conducted in accordance with all relevant legislation including the LGA 1972, the Local Government and Housing Act 1989, the LGA 2000, the Localism Act 2011 and The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014.
- 1.2 Where they apply (see below), and subject to any specific Procedure Rules for particular Bodies or Meetings set out in other Parts of the Constitution, these Procedure Rules are required to be followed in relation to public Meetings of the Council, the Executive and other Council Bodies.
- 1.3 These Procedure Rules are not required to be followed in relation to private meetings of Bodies (including Task Groups) but the meeting Chairman may choose to follow some or all of them as desirable in the circumstances.
- 1.4 These Procedure Rules may be:
 - 1.4.1 common to all Bodies; or
 - 1.4.2 specific to a particular Body or Meeting.
- 1.5 These Procedure Rules set out:
 - 1.5.1 items of Business that must be taken first and in a particular order;
 - 1.5.2 items of Business that may be taken after those in the category above, but where the order may be varied:
 - 1.5.2.1 by the Meeting Chairman; or
 - 1.5.2.2 upon a successful Motion to do so;
 - 1.5.3 Procedural Motions that may be Moved without Notice;
 - 1.5.4 Proposals that may be Moved on Notice.

2 Business at a Meeting – the Meetings Rules Table

- 2.1 The First Appendix to this Part is a Meetings Rules Table setting out various matters including:
 - standard Items of Business for particular Meetings;
 - the order in which those Items of Business will be taken;
 - Procedural Motions that may be Moved without Notice at a particular Meeting;
 - Motions and Recommendations that may be Moved on Notice at a particular Meeting;
 - Questions and Petitions that may be asked or presented at a particular Meeting.
- 2.2 If there is any conflict between the wording of the Constitution (excluding the Meetings Rules Table) and the contents of the Meetings Rules Table, the Constitution will prevail.

3 Business at a Meeting – Questions and Petitions

- 3.1 The Second Appendix to this Part sets out the Rules relating to the procedure for Public and Councillor Questions at particular Meetings.
- 3.2 The Third Appendix to this Part sets out the Rules relating to the procedure for dealing with Petitions.

4 Types of Public Meeting

- 4.1 Annual Meeting:
 - 4.1.1 the First Annual Council Meeting following local elections - the Leader of Council is elected for the duration of the Council (four years);
 - 4.1.2 an Annual Council Meeting (including the First Annual Council Meeting following local elections) - the Chairman and Vice-Chairman of Council are elected, the Leader announces the composition of the Executive, and the size, terms of reference and membership of Bodies is decided;
 - 4.1.3 an Annual Meeting of a Body - generally these take place in turn during an adjournment or at the close of the Annual Council Meeting to elect the Body Chairman and Vice-Chairman only.
- 4.2 Council Budget Meeting – more fully detailed in Part [] (Council), this generally takes place in March each year and sets the Council’s budget for the following financial year (and the substantive business of the Meeting is restricted to the budget.
- 4.3 Ordinary Meeting – the Body in question transacts general business, as described further below.
- 4.4 Extraordinary Meeting – the Body in question transacts only the specific business for which the Meeting has been called, as described further below.

5 Calling Meetings

- 5.1 The dates and times for Annual, Council Budget, and Ordinary, Meetings are set out in the Timetable of Meetings agreed from time to time by Council.
 - 5.2 In any event:
 - 5.2.1 the First Annual Council Meeting following an election will take place within twenty-one days of the retirement of the outgoing Councillors;
 - 5.2.2 in any other year, the Annual Council Meeting will usually take place in May.
 - 5.3 In the event that any adjustment to the date of a Meeting is found to be necessary the appropriate Officer should discuss matters with the Body Chairman and/or Vice-Chairman (and, as necessary and appropriate in the circumstances, the Group Leaders and/or Deputy Group Leaders), with the Body Chairman having the final say as to how to proceed.
 - 5.4 An Extraordinary Meeting of a Body may be convened:
 - 5.4.1 by the Body Chairman; or
 - 5.4.2 by the Monitoring Officer; or
 - 5.4.3 by Members of the Body presenting a requisition to the Monitoring Officer signed by at least:
 - 5.4.3.1 five Councillors for an Extraordinary Council Meeting; or
 - 5.4.3.2 three Members of any other Body for an Extraordinary Meeting of that Body;
- in which event the Extraordinary Meeting shall be called by the Body Chairman or Monitoring Officer as soon as is practicably possible, but not later than seven days from the date that the requisition is presented to them.

6 Quorum

- 6.1 The quorum for a Meeting of:
 - 6.1.1 Council is 11 Councillors;

- 6.1.2 the Executive is four Executive Members;
- 6.1.3 a Body is one third of the Body membership or four Body Members, whichever is the greater;
- 6.1.4 of a Joint Committee shall be determined by reference to the rules relevant to that Body;
- 6.1.5 a Licensing Sub-Committee or Appeals Panel is three Members;
- 6.1.6 a Sub-Body is one third of the Sub-Body membership or three Sub-Body Members, whichever is the greater, unless the Parent Body decides otherwise where permitted.
- 6.2 During any Meeting if the Meeting Chairman counts the number of Members present and declares there is not a quorum present:
 - 6.2.1 the Meeting will adjourn immediately; and
 - 6.2.2 the remaining business will be considered at a time and date fixed by the Meeting Chairman (or, if the Meeting Chairman does not fix a date, at the next Ordinary Meeting).

7 Non-Member Councillors

- 7.1 Councillors who are not Members of a Body may attend any Meeting of that Body.

8 Standard Business to be taken in order (where applicable – see Meeting Rules Table)

- 8.1 To elect a Member to be Meeting Chairman if the Body Chairman/Vice-Chairman is not present - any power or duty assigned to the Body Chairman in relation to the conduct of the Meeting may be exercised by the Meeting Chairman.
- 8.2 To receive apologies for an inability to attend the Meeting.
- 8.3 Any Meeting Chairman's remarks to the Meeting and presentations.
- 8.4 To elect the Body Chairman (only at the Annual Meeting, unless there is a vacancy).
- 8.5 To elect the Body Vice-Chairman (only at the Annual Meeting, unless there is a vacancy).
- 8.6 To approve the Minutes of the previous Meeting(s).
- 8.7 To receive Declarations of Interest.
- 8.8 To elect the Leader for a four year term (only at the First Annual Council Meeting following an election, unless there is a vacancy).
- 8.9 To receive the Leader's notification of the number and membership of the Executive (only at an Annual Council Meeting, unless there is a change).
- 8.10 To receive announcements from the Meeting Chairman/Leader/Executive/Chief Executive.

9 Standard Business where order can be varied by the Meeting Chairman or on Motion (where applicable – see Meeting Rules Table)

- 9.1 To receive Petitions submitted in accordance with the Petitions Appendix.
- 9.2 To respond to public written Questions submitted in accordance with the Questions Appendix.
- 9.3 To decide on Bodies including:
 - 9.3.1 the size and terms of reference;
 - 9.3.2 the allocation of seats to political groups in accordance with the political balance rules.
- 9.4 To appoint Councillors to Bodies.

- 9.5 To appoint Councillors to Outside Bodies (where the power to appoint has not been delegated, eg to the Leader).
- 9.6 To agree amendments to the Constitution.
- 9.7 To respond to Petitions previously received.
- 9.8 To receive and consider Reports and Recommendations.
- 9.9 To deal with matters referred to the Body.
- 9.10 To consider Motions.
- 9.11 To respond to Councillors' written Questions submitted in accordance with the Questions Appendix.
- 9.12 To consider Called In items.
- 9.13 To consider the business/any other business specified in the Agenda.

10 Procedural Motions (Motions that may be Moved without Notice)

- 10.1 To appoint a Meeting Chairman if the Body Chairman and Vice-Chairman are both absent.
- 10.2 To agree the accuracy of the Minutes/any amendments.
- 10.3 To refer any matter to the Council, the Executive, a Body or an Officer.
- 10.4 To establish a Body or Sub-Body if such need arises from an Agenda item.
- 10.5 To amend or withdraw a Proposal as permitted.
- 10.6 To amend the time limit for speeches (if any).
- 10.7 To allow a member of the public to speak in accordance with these Procedure Rules.
- 10.8 To allow the continuation of the Meeting past 22:00 (to conclude by 22:30 or, at the Meeting Chairman's discretion, by 22:45 for meetings of Council).
- 10.9 To suspend a Procedure Rule where permitted.
- 10.10 To exclude the press and public in accordance with statute.
- 10.11 That a Member Named for Disorderly Conduct not to be further heard or leave the Meeting.
- 10.12 A Closure Motion (see Rules of Debate – Closure Motions below).

11 Motions other than Procedural Motions - submission

- 11.1 A Motion must:
 - 11.1.1 be submitted in writing to the Monitoring Officer;
 - 11.1.2 relate to a matter or matters of concern to the District;
 - 11.1.3 be submitted in the name of a Member or Members of the Body to which it is addressed;
 - 11.1.4 identify the Meeting to which it is submitted.
- 11.2 A Motion may:
 - 11.2.1 be submitted to any Executive Meeting;
 - 11.2.2 not be submitted to an Annual Meeting or an Extraordinary Meeting (other than of the Executive);
 - 11.2.3 only be submitted to the Council Budget Meeting if (in the sole opinion of the S151 Officer) it relates to expenditure or revenue;
 - 11.2.4 be submitted to an Ordinary Meeting.

- 11.3 A Motion:
 - 11.3.1 may be submitted for any Executive Meeting without Notice;
 - 11.3.2 must be submitted for any other Meeting on Notice:
 - 11.3.2.1 by 10:00 at least seven Clear Working Days before the Meeting to which it is to be submitted; or
 - 11.3.2.2 by 10:00 on the day of the Meeting if it is an Urgent Motion and has the written consent of the Body Chairman to which it relates.
- 11.4 Motions will be included in the Summons for the next Meeting of the Body in the order in which they are received unless they are:
 - 11.4.1 Motions to the Executive submitted too late to be included; or
 - 11.4.2 Urgent Motions.
- 11.5 A Motions may be:
 - 11.5.1 amended by the Monitoring Officer for the purpose of clarification, in consultation with the Member(s) who submitted it; or
 - 11.5.2 amended or withdrawn by the Body Chairman, after informing the Member who submitted it, if it appears the wording is not in order or is framed in improper or unbecoming language.
- 11.6 Motions shall be dated, numbered and entered onto a database in the order in which they are received and the database may be inspected by Members and be open to inspection by the public.
- 11.7 A Motion or amendment in similar terms to one that has been rejected at a meeting of a Body in the past six months cannot be moved.
- 11.8 A Motion may not be moved to rescind a decision made at a meeting of a Body within the preceding six months unless notice of the Motion is given and is signed by at least one quarter of all Members of the Body.

12 Motions other than Procedural Motions – procedure at Meeting

- 12.1 The Member who submitted the Motion, or another Member nominated by them, must Move the Motion and another Member must Second the Motion for it to be considered.
- 12.2 If a Motion specified in the Summons is not Moved, it shall be treated as abandoned and shall not be Moved without fresh Notice.
- 12.3 In the event that multiple Motions are submitted for debate at a Meeting, the Chairman will consult with the Group Leaders to determine the appropriate priority for the order of debate.
- 12.4 The Meeting Chairman will have absolute discretion during the Meeting to move from the item of business considering Motions to the next item of business on the Agenda, where the Meeting Chairman considers that to be necessary for the effective administration of the business on the Agenda.
- 12.5 Any Motion submitted to the Executive that relates to a Key Decision will need to comply with the requirements regarding publication of the proposed decision on the Executive Forward Plan prior to any decision being taken (see Part [] (Executive)).
- 12.6 Once Moved and Seconded, the Meeting Chairman will indicate that the Motion will be dealt with in one of the following ways:

- 12.6.1 be referred without debate to a relevant Body for decision because the subject matter falls within their remit for such (for the avoidance of doubt, except in respect of the Council Budget Meeting, any Motion that would materially increase expenditure, involve capital expenditure, materially reduce the revenue of the Council, or involve the disposal of a significant asset, falls within the remit of the Executive);
- 12.6.2 stand adjourned and be referred without debate to a relevant Body for initial consideration and report back because the subject matter falls within their remit for such;
- 12.6.3 be debated at the Meeting in accordance with the Rules of Debate; or
- 12.6.4 stand adjourned to a future Meeting.
- 12.7 Where a Motion has been moved and seconded but is not to be considered at the Meeting:
 - 12.7.1 the mover of the Motion shall be entitled to speak to the Motion for a three minute period;
 - 12.7.2 the Leader or relevant Executive Member shall be entitled to speak in response for a two minute period;
 - 12.7.3 the Motion shall be referred to the next appropriate Meeting of the relevant Body; and
 - 12.7.4 the Mover of the Motion, the Leader and the relevant Executive Member shall receive a copy of the Agenda for that Meeting and shall be invited to attend that Meeting; and:
 - 12.7.4.1 the Mover of the Motion shall be entitled to speak to the Motion in accordance with the Rules of Debate; and
 - 12.7.4.2 the Leader or relevant Executive Member shall be entitled to speak in response in accordance with the Rules of Debate; and
 - 12.7.4.3 if the Motion has been referred to the relevant Body for decision, a Report as to the outcome will be included in the Agenda of the next appropriate meeting of the referring Body; or
 - 12.7.4.4 if the Motion has been stood adjourned and referred to the relevant Body for initial consideration, a Report as to the outcome will be included in the Agenda of the next appropriate Meeting of the referring Body and the Motion shall be debated at that Meeting in accordance with the Rules of Debate.

13 Reports and Recommendations

- 13.1 A Report may be presented to a Meeting:
 - 13.1.1 to be noted; or
 - 13.1.2 with a proposal to adopt a Recommendation.
- 13.2 The Presenter of a Report shall generally be:
 - 13.2.1 for a Report from or to the Executive, the Leader, relevant Executive Member or a relevant Officer;
 - 13.2.2 for a Report from or to any other Body, the Body Chairman or other Member of the Body, or a relevant Officer.
- 13.3 Where a Report is presented for information, a Member may ask the Presenter a question or may make a statement lasting no longer than three minutes. The Presenter shall be entitled to reply.
- 13.4 Where a Report is presented with a proposal to adopt a Recommendation and that proposal is Moved and Seconded, the Report and Recommendation will be debated in accordance with the Rules of Debate.

14 Amendments to Motions or Recommendations

- 14.1 Provided that it could be Moved as an Amendment, the Proposer of a Motion or Recommendation may make a minor alteration to the Motion or Recommendation with the consent of the Secunder and the agreement of the Body Chairman.
- 14.2 A proposed Amendment to a Motion or Recommendation, other than a minor alteration, must:
 - 14.2.1 be relevant to the Motion or Recommendation; and
 - 14.2.2 not have the effect of negating the Motion or Recommendation; and
 - 14.2.3 not seek to introduce new subject matter; and
 - 14.2.4 be to remove and/or add words.
- 14.3 The Member who submitted the Amendment, or another Member nominated by them, must Move the Amendment and another Member must Second the Amendment for it to be considered.
- 14.4 Only one Amendment may be Moved and discussed at any one time. No further Amendment may be Moved until the Amendment under discussion has been disposed of in accordance with the Rules of Debate.
- 14.5 If an Amendment is carried, the Motion, as amended, takes the place of the original Motion and becomes the Substantive Motion to which any further Amendments are Moved.
- 14.6 Once all Amendments have been disposed of, the Meeting Chairman will put the Substantive Motion to the vote.
- 14.7 Any Amendment considered to be substantial by the S151 Officer in relation to a Motion or Recommendation that has a financial implication shall be the subject of discussion with and must receive the approval of the S151 Officer in advance of the Meeting to ensure that the Amendment does not compromise the Council's financial position.
- 14.8 In relation to the Council Budget Meeting, Part [] (Council) sets out the Rules for substantive Amendments proposed to the budget.

15 Withdrawal of Proposal

- 15.1 A Proposal may be withdrawn by the Proposer if the Secunder and the Meeting Chairman consent.
- 15.2 If consent to withdraw is granted no Member may then speak on the Proposal.

16 Rules of Debate - Speaking

- 16.1 If the Meeting Chairman stands, raises their hand, or speaks during a Meeting, the Meeting shall be silent and any Member then standing shall resume their seat.
- 16.2 The Meeting Chairman may request an appropriate Officer to speak by way of explanation of, or to draw the attention of the Meeting to, any legal, technical or administrative matter.
- 16.3 The Meeting Chairman may remain seated throughout a Meeting.
- 16.4 Councillors attending a Council Meeting in person may (where able) stand when speaking. Anyone attending a Council Meeting remotely, or attending any other Meeting, may remain seated when speaking.
- 16.5 All speakers shall address the Meeting Chairman when speaking.
- 16.6 The Meeting Chairman shall decide the order of speakers if more than one speaker wishes to speak.

- 16.7 Members shall direct speeches to the matter under discussion, a Point of Order or a Point of Explanation.
- 16.8 In a Council Meeting, speeches shall not exceed three minutes, unless the Meeting consents or another time limit is specified in these Procedure Rules.
- 16.9 There is a general assumption that Councillors who are not Members of a Body but attend a Meeting of that Body will, at the absolute discretion and upon the invitation of the Meeting Chairman, be permitted to speak at the Meeting.

17 Rules of Debate – Proposals

- 17.1 In a Council Meeting, a Proposal shall not be debated until it has been formally Moved and Seconded. The Secunder may reserve their speech until a later period in the debate.
- 17.2 In any other Meeting, with the consent of the Meeting Chairman, there may be discussion and debate prior to any Proposal being formally Moved.
- 17.3 The Meeting Chairman may require a Proposal to be put into writing before it is debated or voted upon.
- 17.4 A Member shall speak only once on any Proposal except to Move a relevant Procedural Motion or to raise a Point of Order or Explanation, and when a Proposal is under debate no other Proposal shall be Moved except a relevant Procedural Motion.

18 Rules of Debate - Points of Order/Explanation

- 18.1 A Member shall be heard:
- 18.1.1 immediately on a Point of Order relating to an alleged breach of a Procedure Rule or statutory provision identified by the Member;
- 18.1.2 when the Meeting Chairman decides it is relevant on a Point of Explanation concerning some material point in the present debate which appears to have been misunderstood.
- 18.2 The ruling of the Meeting Chairman on the validity, and any action to be taken in respect, of Points of Order or Explanation shall be final.
- 18.3 The Meeting Chairman shall rule on the interpretation of the Constitution having, where necessary, taken the advice of the Meeting Clerk and/or Monitoring Officer.

19 Rules of Debate - Closure Motions

- 19.1 At the conclusion of a speech of another Member, a Member may Move without comment that:
- 19.1.1 the debate be adjourned;
- 19.1.2 the Meeting be adjourned;
- 19.1.3 the Meeting proceed to the next business; or
- 19.1.4 the Meeting proceed immediately to Close of Debate.
- 19.2 Should the Closure Motion be Seconded and the Meeting Chairman is content that the question before the Meeting has been sufficiently discussed:
- 19.2.1 if the Closure Motion is to adjourn the debate or the Meeting, or to proceed to the next business:
- 19.2.1.1 the Meeting Chairman shall invite the Proposer to reply;
- 19.2.1.2 the Closure Motion shall be put to the vote and, if carried, the debate or Meeting shall stand adjourned, or the Meeting shall proceed to the next business, as the case may be;

- 19.2.2 if the Closure Motion is to proceed immediately to Close of Debate it shall be put to the vote and if carried the Meeting shall proceed immediately to Close of Debate.

20 Rules of Debate - Close of Debate

- 20.1 At the close of the debate on a Proposal, the following shall have the right of speech or reply in this order, but shall not introduce any new matter:
- 20.1.1 the Secunder, if they have not already spoken;
 - 20.1.2 the relevant Executive Member or Body Chairman if they have not already spoken;
 - 20.1.3 the Mover;
 - 20.1.4 and, on an Amendment only, the Mover of the original Motion or Recommendation who shall not otherwise speak on the Amendment.

21 Voting

- 21.1 Voting shall be by show of hands, or electronically, or otherwise as determined by the Meeting Chairman.
- 21.2 Unless this Constitution or the law provides otherwise any matter will be decided by a simple majority of those present in person and permitted to vote on the matter at the time the question is put.
- 21.3 If there are equal numbers of votes for and against the Meeting Chairman will have a second or casting vote. There will be no restriction on how the Meeting Chairman exercises their vote.
- 21.4 Generally, the voting record in the Minutes will simply indicate whether the vote on the item under consideration was won or lost, but a record of how a vote was, or votes were, cast (as the case may be) will be made:
- 21.4.1 if, immediately after a vote has been taken, any Member requests that their vote for or against or their abstention be recorded; or
 - 21.4.2 by way of a named vote such that the Monitoring Officer or Meeting Clerk can identify how each Member voting has cast their vote (eg electronically):
 - 21.4.2.1 if any Member requests that the vote be so recorded and three other Members support that request; or
 - 21.4.2.2 in accordance with The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 (SI 2014/165) (2014 Regulations) in relation to any decisions relating to the setting of the Council's budget, at the Council Budget Meeting.
- 21.5 A Member may request that their opposition to a decision be recorded in the Minutes.

22 Confidentiality and Non-Disclosure of Reports

- 22.1 Reports for Meetings which are 'not for publication' in accordance with statutory provisions on the grounds that they contain Confidential Information or Exempt Information shall be treated as confidential and shall not be disclosed by any Member or Officer.
- 22.2 Such Information shall continue to be treated as confidential after the Meeting at which the Report is presented, except insofar as it ceases to be confidential by virtue of any statutory provision or by its inclusion in the public Minutes of the Meeting.

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