

Notice of Meeting

Joint Public Protection Committee

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

Monday 8 June 2026 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 Nick Allen (Bracknell Forest Council), Jeremy Cottam (West Berkshire Council), Iskandar Jefferies (Bracknell Forest Council), Pauline Jorgensen (Wokingham Borough Council), Tom McCann (West Berkshire Council), Stephen Newton (Wokingham Borough Council), Patrick Smith (Bracknell Forest Council), Lou Timlin (Wokingham Borough Council) and Howard Woollaston (West Berkshire Council)

Part I

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1	Election of the Chairman To elect a Chairman of the Joint Public Protection Committee for the 2026/2027 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 2026/2027 Municipal Year.	5 - 6
4	Minutes To approve as a correct record the Minutes of the meeting of this Committee held on 9 March 2026.	7 - 12
5	Outstanding actions from previous meetings To consider any outstanding matters from previous meetings.	13 - 14

Public Protection Partnership Agenda - Monday 8 June 2026 (continued)

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|----|--|---------|
| 6 | <p>Declarations of Interest</p> <p>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.</p> | 15 - 16 |
| 7 | <p>Notice of Public Speaking and Questions</p> <p>To note those agenda items which have received an application for public speaking.</p> <p>A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.</p> <p>The Partnership welcomes questions from members of the public about their work.</p> <p>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.</p> | 17 - 18 |
| 8 | <p>Forward Plan</p> <p>To detail future items that the Committee will be considering.</p> | 19 - 22 |
| 9 | <p>Public Protection Partnership Service Year End and Q4 Report for 2025/26</p> <p>To inform the Committee of the performance of the Public Protection Partnership in line with the operating model and business plan and provide an update setting out performance during the final quarter of 2025/26 and the year-end outturn.</p> | 23 - 58 |
| 10 | <p>Crowthorne Air Quality Management Area Revocation Update</p> <p>To inform the JPPC that the Air Quality Management Area (AQMA) revocation for Crowthorne has progressed to the draft Order for approval of intention stage following the completion of the consultation process.</p> | 59 - 82 |
| 11 | <p>Pre-budget setting discussion</p> <p>To set out the framework for a discussion on the budget ahead of the October JPPC budget meeting at the request of the Committee.</p> | 83 - 92 |

Public Protection Partnership Agenda - Monday 8 June 2026 *(continued)*

- 12 **JPPC Terms of Reference** 93 - 98
To note the current Terms of Reference of the Committee as this is the first meeting of the new Municipal Year.

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JPPC – 8 June 2026

Item 1 – Election of the Chairman

Verbal Item

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JPPC – 8 June 2026

Item 2 – Apologies for absence

Verbal Item

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JPPC – 8 June 2026

Item 3 – Appointment of the Vice-Chairman

Verbal Item

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

JOINT PUBLIC PROTECTION COMMITTEE

Minutes of the meeting held on MONDAY 9 MARCH 2026

COUNCIL CHAMBER COUNCIL OFFICES MARKET STREET NEWBURY

Present: Tom McCann (Chairman), Nick Allen, Jeremy Cottam, Pauline Jorgensen, Stephen Newton, Lou Timlin, Patrick Clark (Substitute) (In place of Howard Woollaston) and Guy Gillbe (Substitute) (In place of Iskandar Jefferies)

Also Present: Rosalynd Gater (Team Manager - Commercial), Sean Murphy (Service Lead - Public Protection), April Peberdy (Service Director - Community Services), Deborah Vincent (Principal Officer), Moira Fraser (Public Protection Partnership), Damian James (Bracknell Forest Council), Stephen Chard (Democratic Services Manager) and Gordon Oliver (Principal Policy Officer (Scrutiny & Dem Services))

Apologies for absence: Councillor Iskandar Jefferies (Bracknell Forest Council) and Councillor Howard Woollaston

PART I

1 Minutes

The Minutes of the meeting held on the 8 December 2025 were approved as a true and accurate record and signed by the Chairman.

2 Outstanding actions from previous meetings

Members noted the update on the actions arising from previous meetings.

3 Declarations of Interest

Councillor Patrick Clark declared an interest in Agenda Item 7 by virtue of the fact that the report referenced the Gun public house which was located within his ward. He reported that, as his interest was a personal or an other registrable interest, but not a disclosable pecuniary interest, he determined to remain to take part in the debate.

4 Notice of Public Speaking and Questions

No public questions were received.

5 Forward Plan

The Chairman reminded Members that items could be added or additional information requested between meetings, as the Committee only met on a quarterly basis.

RESOLVED that the Forward Plan be noted.

6 Public Protection Partnership Service Update and Q3 Report for 2025/26

JOINT PUBLIC PROTECTION COMMITTEE - 9 MARCH 2026 - MINUTES

The Committee considered the report (Agenda Item 7) which provided an update on the performance of the Public Protection Partnership (PPP) in line with the operating model and business plan.

Sean Murphy (Service Lead – Public Protection) introduced the Q3 report for 2025/26. The following key points were raised:

- The PPP was projected to end the year with a balanced budget or a small underspend, despite challenges such as the national insurance rise and higher than expected salary increases.
- Additional grant funding for investigation work had been generated totalling over £200,000 which had helped to balance the budget. In addition, a number of posts had deliberately been held vacant to ensure that the budget was balanced.
- Recruitment: A trainee post had been temporarily converted to a paralegal role in the case management unit to address capacity issues. Other recruitment successes included filling long-term vacancies and appointing a new animal health warden officer, whose remit would eventually be extended to include animal inspection work for the licensing team. Recruitment for qualified officers, especially the senior trading standards officer post, remained challenging.
- Training: Achievements included a second senior trading standards officer passing a management course, the first fully qualified officer at level six in trading standards, and a food safety officer qualifying with distinction at level five.
- Peer review recommendations had largely been enacted.
- Governance: 19 press releases had been issued, significant media coverage achieved, 134 Freedom of Information requests processed in Q3, and 50 enquiries from Councillors and local MPs had been responded to.
- The number of service complaints remained low, with only four received in the quarter.
- Fraud and consumer protection: Campaigns around Black Friday, Cyber Monday, Christmas, and National Adult Safeguarding Week had been delivered, including installation of call blockers and public presentations. Over £1 million in resident losses to fraud had been reported for the year to date.
- Enforcement: Intelligence-based visits as part of a national operation (Operation CeCe) on illegal tobacco resulted in the seizure of over 7,000 cigarettes.
- A (grant funded) officer had been recruited to focus on reducing harm in young people, which included work on age restricted products. Overall, reasonable levels of compliance were in place amongst retailers, but there were a small number of exceptions to that as noted in the report.
- Case management: 79 cases were in the court system, many in the Crown Court, with a significant trial scheduled for June and multiple trials planned for later in the year.
- Housing: Ongoing work on HMO licensing and proactive identification of unlicensed HMOs continued. The environmental quality team had seen an increase in commercial noise complaints. Food hygiene inspections continued at a rate of approximately 1,000 per year, with 98-99% of premises in Bracknell and West Berkshire rated three or above.
- Notable prosecutions: Sale of dangerous vodka in Wokingham (£9,000 penalty) and an advanced fee fraud related to property letting (four-and-a-half-year custodial sentence).

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- Members discussed the Gun Pub licensing review in West Berkshire, which resulted in a new condition requiring monthly document inspections by the landlord and record-keeping. The process for the publication of the outcome of such reviews was clarified.
- Members queried the process for accessing trading standards support, and it was confirmed that Members should contact Sean Murphy or Moira Fraser directly.
- Food Standards Agency (FSA) action plan: Staffing and prioritisation of high-risk premises were explained, with ongoing challenges arising from new food businesses opening.
- Vape shop safety and lithium battery awareness: The PPP had conducted significant work on compliance and safety, including awareness-raising in HMOs and private sector lets.

RESOLVED that the Committee had been informed about:

- The 2025/26 Q3 data for the Public Protection Service.
- The update on service delivery.

7 **PPP AI and Digital Strategy 2026 - 2029**

The Committee considered the report (Agenda Item 8) which set out the proposed Strategy that the Shared Service would implement to harness emerging technologies to drive innovation, improve service delivery and enhance operational efficiency across the Service where appropriate to do so.

Moira Fraser (Principal Officer – Policy and Governance) introduced the Artificial Intelligence and Digital Strategy 2026-2029. The following key points were raised:

- The Strategy set out how the service would use emerging technology, including AI and wider digitisation, to drive innovation, improve service delivery, and enhance operational efficiency.
- The Strategy was a living document, based on the Bracknell Forest AI Strategy and guidance from organisations such as Unison.
- The Strategy covered not only AI but also broader digital technologies, such as the introduction of body-worn cameras for officer safety and evidential purposes.
- The Strategy was intended to support staff, not replace them, and human interaction remained central to the service.
- Ongoing staff training and professional oversight were essential, particularly when using tools such as Copilot, to ensure accuracy and appropriateness of outputs.
- Members welcomed the report and commended its comprehensive approach, highlighting the importance of risk considerations, the evolving nature of the Strategy, and the need for human oversight.
- Officers acknowledged the importance of understanding the boundaries between AI use and surveillance, and the need for officers to have sufficient knowledge to interpret AI outputs critically.

RESOLVED that the PPP Artificial Intelligence and Digital Strategy 2026-2029 be approved.

8 **Air Quality Update 2026**

The Committee considered the report (Agenda Item 9) which informed Members of the submission and results of the air quality report for Bracknell Forest Council.

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Rosalynd Gater (Team Manager – Commercial) introduced the Air Quality Update 2026. The following key points were raised:

- DEFRA had approved the actions taken and noted progress in reducing pollutant levels in the area.
- Public consultation on the proposed revocation of the Crowthorne Air Quality Management Area (AQMA) had commenced, with a report on the revocation to be brought to the June JPPC.
- DEFRA's commentary requested more evidence for the revocation, and officers were liaising with DEFRA to clarify requirements.
- Members welcomed the proposed revocation of the AQMA in Crowthorne, noting significant reductions in pollutant levels.
- Similar improvements in air quality were reported in Thatcham, some of which could be attributed to the use of AdBlue in diesel vehicles and the increasing prevalence of electric vehicles.
- Only one AQMA remained, in Wokingham Town Centre, with Twyford's AQMA having previously been revoked. Officers explained DEFRA's criteria for revocation and undertook to provide technical details of the Twyford AQMA to Wokingham Members.
- New legislation regarding wood burners was expected.

RESOLVED to note:

- The contents of the Air Quality Status Report for Bracknell Forest.
- The feedback from the Department of Environment, Food and Rural Affairs (DEFRA) on the reports for Bracknell Forest Council.

9 Renters' Rights Act

The Committee considered the report (Agenda Item 10) which set out the basis of the new legislation (the Renters' Rights Act), its potential resource impact and a range of recommendations for policy approval to implement the various aspects of the legislation specifically with reference to enforcement and debt recovery where penalties were not paid.

Rosalynd Gater (Team Manager – Commercial) and Deborah Vincent (Principal Residential Officer) gave an update on the Act (which came into force in October 2025) and associated policy updates. The following key points were raised:

- The Renters' Rights Act had received Royal Assent in October 2025, with the first stage of tenancy reforms due to commence on 1 May 2026.
- Main changes included the ending of Section 21 'no-fault' evictions, making unlawful eviction or harassment of tenants an offence, and placing a duty on councils to enforce these provisions.
- The Act required updates to the Council's Housing Enforcement Policy, with a new policy being developed nationally by the Association of Chief Environmental Health Officers.
- Introduction of a model civil penalty policy procedure, developed with input from Justice for Tenants, to be implemented via a cloud-based system.
- A national debt recovery policy was being developed and would be adopted once available.

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- The Environmental Health Housing Policy required minor amendments for consistency.
- A landlord database would be introduced, requiring all landlords to register their properties and upload compliance documentation, with phased implementation expected towards the end of the year or early the following year. Landlords who were not on the database would be contacted.
- Members raised questions regarding data accuracy (a point would be clarified in relation to the number of landlords in Bracknell Forest), division of enforcement responsibilities between trading standards and environmental health, and the need for clear signposting for tenants and councillors.
- Officers confirmed ongoing discussions with the Wokingham housing team (including private sector officers) to clarify roles and referral processes, and work was underway to develop a user-friendly front end to the website for reporting and information.
- Officers confirmed that systems were in place nationally in order to share data and intelligence across local authorities.
- Members queried the steps that tenants could take should they wish to raise a concern. Sean Murphy (Service Lead – Public Protection) stated that this would be made clear for residents across the PPP area. This would include making people aware of their rights, to help them feel empowered to seek help.

Action:

- The Chairman requested regular reports on implementation and effectiveness, which officers confirmed would be provided.

RESOLVED that the JPPC:

- **NOTED** the principles of the Housing Enforcement Policy for the Renters' Rights Act.
- **NOTED** that the model Civil Penalty Policy Procedure that has been drafted for use across England in connection with the Renters' Rights Act 2025 will be used by the Public Protection Partnership (NB the use of Civil Penalties in relation to Housing Legislation has already been agreed at JPPC in October 2022).
- **APPROVED** the use of the model Civil Penalty Policy Procedure.
- **DELEGATED** to the Service Lead – Public Protection Manager, in consultation with the Portfolio Holders/Cabinet Members from all three partner authorities of the Committee, the authority to update the service enforcement policy to give effect to the enforcement elements of the Renters' Rights Act 2025.
- **APPROVED** the proposed changes to the Environmental Health Housing Policy 2025 – 2028 regarding the precedence of the model Housing Enforcement Policy over the approach described in the EH Housing Policy 2025 – 2028.
- **APPROVED** that authority be delegated to the Joint Management Board to adopt the national Debt Recovery Policy for use by the Public Protection Partnership.

(Post meeting note: [The Public Protection Partnership Housing Enforcement Policy 2026 – 2029](#) was signed off under delegated authority on the 5 May 2026).

10 Water Safety Partnership Annual Report (Review of 2025)

The Committee considered the Water Safety Partnership Annual Report (Review of 2025) - (Agenda Item 11).

The following key points were raised:

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- The partnership worked closely with Thames Valley Police, Royal Berkshire Fire and Rescue Service, the Environment Agency, South Central Ambulance, the NHS, the Canal & River Trust, and the Berkshire Lowlands Search and Rescue team.
- The Public Protection Partnership would coordinate and attend a range of events over the summer.
- Wokingham was not currently included in the Partnership, but there was no barrier to joining in the future. This would be explored.
- Communications and good practice were shared with parish councils, and officers attended local events to promote water safety.
- Members highlighted the importance of involving parishes and towns as key partners in water safety.

RESOLVED that the JPPC note the report.

(The meeting commenced at 7.00pm and closed at 8.33pm)

CHAIRMAN

Date of Signature

Joint Public Protection Committee Actions Arising from Previous Meetings

Ref	Meeting Item	Action	Officer	Update
1.	08 December 2025 – Air Quality Update	Written response to Members about school participation and behaviour change initiatives relating to air quality.	RG	
2.	08 December 2025 – Air Quality Update	Officers to conduct the statutory consultation on the revocation of the Growthorne AQMA and report the outcomes to the March 2026 JPPC meeting.	SMe	Due to technical issues uploading the consultation onto the BFC website the consultation was delayed and the outcomes will therefore be brought to the June 2026 meeting.
3.	08 December 2025 – Update on Fraud and Unfair Trading	Officers to explore opportunities for expanded public-awareness activity, including libraries, community hubs and high-footfall areas.	All	Officers have provided a number of articles for residents' newsletters and ongoing post using social media channels. Officers regularly attend Let's Chat events in West Berkshire and have made presentations to relevant community groups in Bracknell Forest and Wokingham during Q3.

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JPPC – 8 June 2026

Item 6 – Declarations of Interest

Verbal Item

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Item 7 – Public Speaking and Questions

Verbal Item

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JPPC Forward Plan October 2026 to October 2027

No.	Ref No	Item	Purpose	Lead Officer	Comments
JPPC 5 October 2026 – Wok					
1.		Public Protection Partnership Q1 2026/27 Performance Report	To consider the Quarter 1 Update and Performance Report including an update on the peer review action plan.	Moira Fraser	
2.		Revenue Budget 2027/28 Including Proposed Fees and Charges Schedule	To set out the draft revenue budget for 2027/2028 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	To include an appendix on (POCA) proceeds of crime funding which may be confidential.
3.		Young People and Vaping and Update on the Implementation of the Tobacco and Vaping Bill	Item for information to update Members on the work we are doing to promote smoking and vaping cessation for young people and update Members about any legislative changes.	Theresa Bashford	
4.		West Berkshire Air Quality Strategy	To consider a draft strategy and consultation process following the removal of all Air Quality Management Areas in West Berkshire.	Suzanne McLaughlin	
5.		Approach to Fireworks	To adopt the updated approach to Fireworks after consultation with the two partner authorities' Licensing Committees.	Theresa Bashford/ Moira Fraser	
6.		Strategic Assessment	To review and update the existing assessment and priorities for the service.	George Lawrence	
JPPC 7 December 2026 – West Berks					
7.		Public Protection Partnership Q2 2026/27 Performance Report	To consider the Quarter 2 Update and Performance Report.	Sean Murphy/Moira Fraser	

Agenda Item 8

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No.	Ref No	Item	Purpose	Lead Officer	Comments
8.		Air Quality Reports	To set out the response received from DEFRA	Suzanne McLaughlin	
9.		Tackling Fraud and Unfair Trading	To provide the Committee with an update on the work of the Public Protection Service in tackling fraud and financial abuse.	Theresa Bashford	
10.		Enforcement Approach to Sale of Age Restricted Products 2026-2028	To update the existing process	George Lawrence	
JPPC 1 March 2027 – BFC					
11.		Public Protection Partnership Q3 2026/27 Performance Report	To consider the Quarter 3 Update and Performance Report.	Sean Murphy/ Moira Fraser	
12.		Water Safety Partnership	To provide an annual update of the work of the Partnership.	Jon Winstanley	
13.		West Berkshire Air Quality Strategy	To agree the strategy post the consultation process following the removal of all Air Quality Management Areas in West Berkshire.	Suzanne McLaughlin	
JPPC June 2027 - (Date and Venue to be confirmed)					
14.		Election of the Chairman and Appointment of the Vice-Chairman for the 2027/28 Municipal Year.	To elect a Chairman and a Vice-Chairman for the 2027/28 Municipal Year.	Verbal Item	
15.		JPPC Terms of Reference	To note the terms of reference of the Committee.	Moira Fraser	
16.		Public Protection Partnership Q4 2026/27 Performance Report	To consider the Quarter 4 Update and Performance Report.	Sean Murphy/ Moira Fraser	
17.		Pre-budget Setting Discussion	To consider requests from the partner authorities with regard to the 2027/28 budget and fees and charges.	Sean Murphy	

No.	Ref No	Item	Purpose	Lead Officer	Comments
JPPC October 2027 – (Date and Venue to be confirmed)					
18.		Public Protection Partnership Q1 2027/28 Performance Report	To consider the Quarter 1 Update and Performance Report including an update on the peer review action plan.	Moira Fraser	
19.		Revenue Budget 2028/29 Including Proposed Fees and Charges Schedule	To set out the draft revenue budget for 2028/2029 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	
20.		Contaminated Land Strategy – Bracknell	To review the current Contaminated Land Strategy	Suzanne McLaughlin	

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Public Protection Partnership Service Year End and Q4 Report for 2025/26

Committee considering report:	Joint Public Protection Committee
Date of Committee:	8 June 2026
Chair of Committee:	TBC
Date JMB agreed report:	18 May 2026
Report Author:	Sean Murphy
Forward Plan Ref:	JPPC

1. Purpose of the Report

- 1.1 To inform the Committee of the performance of the Public Protection Partnership (PPP) in line with the operating model and business plan and provide an update setting out performance during the final quarter of 2025/26 and the year-end outturn.

2. Recommendations

That the Committee:

- 2.1 Be **INFORMED** about the 2025/26 Q4 data for the Public Protection Service set out in **Appendix A**.
- 2.2 Be **INFORMED** about the update on service delivery.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	<p>The year end position for the PPP Revenue Budget was an underspend of £21K.</p> <p>To achieve this outturn the Service has had to hold key vacancies throughout the year.</p> <p>Further detail can be found at Section 5 below.</p> <p>It should be noted that statutory licensing fees have not increased for a considerable period and, as nationally set fees, they have not kept pace with the rising costs of delivering the service. In addition, income from discretionary licensing fees is restricted to the relevant licensing regime and cannot be used to cross-subsidise other licensing functions. This has created an ongoing budget gap within the service, which has had to be mitigated through internal savings measures, including staff reorganisation and the removal of posts from the establishment, with a resulting reduction in capacity and resilience.</p>

Human Resource:	<p>The current vacancy information and recruitment activity is set out within the body of the report. See Section 6.</p> <p>There is some extremely limited engagement of agency staff, but this is linked primarily to grant funded areas where there is not the resource to conduct the work. The only agency resource outside of grant funded work has been in the areas of case management where specialist Criminal Disclosure resource is engaged.</p>
Legal:	<p>There are no direct legal implications arising from this report. The Inter-Authority Agreement (IAA) charges the Joint Public Protection Committee with the responsibility to oversee service delivery and performance including financial performance. This report discharges that responsibility.</p>
Risk Management:	<p>JMB and the management team meet regularly to consider the risks for the delivery of the service.</p> <p>The current key risks relate to specialist operational management capacity due to the nature of vacancies across the service and the inability to recruit to critical posts including a Strategic Manager leading the Case Management Unit, the Principal Officer for Investigations and Senior Trading Standards Officer post to balance the budget in year.</p> <p>Officers are maintaining a high standard of delivery against the food hygiene and food standards programme. However, capacity issues within food hygiene and standards competency, alongside data cleansing, in-year additional inspection numbers (driven by the new delivery model for food standards and an increase in number of food businesses opening) has meant that the full programme for both areas has not been achieved in 2025/26.</p> <p>To mitigate issues around recruitment the service is continuing the ‘grow your own’ approach primarily through the apprenticeship route. It is expected there will be additional food standards and hygiene competent officers following qualification in 2026/27. Officers will take a risk-based approach in prioritising those premises that present the greatest risk to consumers.</p> <p>Due to the finite resource, management are taking a risk-based approach in all its activities ranging from routine interventions to criminal investigations. The service is also maintaining its approach as being intelligence led in dealing with reactive requests and prioritising of risk. This does create additional risk around the perceptions of the level of response which require management of those expectations.</p>

	<p>The PPP continues to receive a growing number of new responsibilities arising from changes in legislation and government guidance. These requirements frequently create additional workstreams (including policy development, governance arrangements, assurance, reporting, enforcement responsibilities and implementation support) but are often introduced with little or no associated new burdens funding.</p> <p>This creates an ongoing capacity and resourcing risk for PPP, with the potential to impact delivery timescales, reduce flexibility to respond to emerging priorities, and increase the likelihood of backlog or delay in core business activities. If not actively managed through prioritisation and resource planning, there is a consequential risk of reduced compliance assurance, service pressure elsewhere, and potential reputational and financial impacts for the partner councils.</p>			
Property:	None			
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 to maintain oversight of performance. This report addresses that requirement.</p> <p>The revised service priorities were approved at the October 2024 JPPC meeting. Proposed updates to the Strategic Assessment will be considered as a separate agenda item at this meeting.</p>			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		No implications – no decisions being made
B Will the proposed decision have an impact upon the lives of people with		✓		No implications - no decisions being made

protected characteristics, including employees and service users?			
Environmental Impact:		✓	No implications - no decisions being made
Health Impact:		✓	No implications - no decisions being made
ICT or Digital Services Impact:		✓	None
PPP Priorities:			The report will impact on the following PPP Priorities 1. Building Safer Communities 2. Improved Living Environment 3. Protecting Consumers from Fraud 4. Reducing Harm in Young People 5. Protecting and Informing Consumers 6. Protection of the Environment 7. Promoting Animal Welfare 8. Safety in the Workplace 9. Safe and Healthy Food Chain Business as Usual Activity is supported too.
Data Impact:		✓	None
Consultation and Engagement:	There is regular engagement with staff as well as senior officer and Member briefings in each of the authorities that form the PPP. The next whole team briefing will take place on the 28 May 2026.		
Other Options Considered:	None. It is a requirement of the IAA to report on the performance of the service.		

4. Executive Summary

- 4.1 The Joint Public Protection Committee is mandated by the Inter-Authority Agreement (IAA) to keep under review the performance and activity of the Public Protection Service including the financial performance and outputs of the service.
- 4.2 Throughout the year the Committee receives updates on aspects of performance and any emerging issues, achievements, and priorities. This report also sets out progress and risks in key strategic areas of the business i.e. HR, ICT, Property and Legal. The report also provides the Committee with the current financial position and highlights any pressures arising in-year.
- 4.3 The key outturn measures of volume and data for Quarter 4 (January to March) is set out in **Appendix A** to the report. The narrative in this report sets out the steps and interventions that the service performs across all partner authority areas to protect both residents and businesses.

- 4.4 As this report also serves as the year-end update, it includes some comparative data and additional commentary covering the full financial year. This approach allows Members to review performance in context, observe emerging trends, and assess progress over time.
- 4.5 Despite a challenging operating environment characterised by vacancies, increasing demand and ongoing resource constraints, the Public Protection Partnership has continued to perform strongly and, in many areas, to overachieve against expectations. Through effective prioritisation, agile deployment of staff and a clear focus on outcomes, the PPP has maintained high standards of service delivery and assurance, ensuring that statutory responsibilities continue to be met while responding to emerging risks and issues.
- 4.6 Importantly, this sustained performance has translated into tangible benefits for residents and businesses, and the Service has continued to invest in its staff as part of the 'grow our own ethos'. The PPP has continued to deliver positive results that protect communities, support safe and compliant trading, and help create conditions for a thriving local economy.

5. Finance

- 5.1 The end of year position was an underspend of £21k. Therefore, within the KPI of management to within 1% of budget. Balancing the budget has proved to be challenging with an in-year deficit made up of the National Insurance increase, and higher than expected cost of living increase. To achieve this the Service has had to hold several vacancies open for significant lengths of time and conducting more cost recovery work on investigations and work for other Councils. This has had an impact on the ability to deliver certain aspects of the Service. The impact on staff who have been covering additional responsibilities also needs to be recognised. The financial position has also been assisted by an increase in income in specialist areas such as financial investigations (where we have undertaken work for partners).
- 5.2 The updated fees and charges proposals, based on an hourly rate of £74p/h agreed by JPPC in October 2025, and agreed at the partner authority budget setting meetings came into effect on the 01 April 2025. The Service has received a number of Freedom of Information Requests in respect of fees for home boarders, hackney carriage and private hire vehicles and income generated from fixed penalty notices.
- 5.3 A report providing a framework for discussion on the 2027/28 budget and fee proposals is included elsewhere on this agenda and will inform the Budget report which will be presented to the October 2026 JPPC meeting.

6. Human Resources

Recruitment

- 6.1 Since the March 2026 meeting the Service has successfully recruited to the following posts:
- Senior Programme and Community Officer (shared with West Berkshire Public Health)
 - Environmental Control Officer in EQ team appointed and started in March

- 6.2 In terms of recruitment, we are currently recruiting to this post:
- A Senior Trading Standards Officer
- 6.3 In addition to the above the following posts are now vacant:
- Strategic Manager – Case Management and Governance
 - Principal Officer Investigations (partially grant funded)
 - Principal Officer – Housing
 - Team Leader in Partnership Team
 - Community Engagement Officer (crime prevention and victim support) (grant funded)
 - Licensing Applications Team Leader
 - Senior Environmental Control Officer – Housing
 - Environmental Control Officer – Community
 - Licensing Enforcement Officer
- 6.4 As we are now in the new financial year these posts will be released for recruitment.

Training and Development

- 6.5 The start of the 2026 calendar year has been very busy in terms of enrolment, completion of and arranging new training for our staff. This supports the Services' ethos of growing our own and investing in our existing staff.
- 6.6 Two members of the PPP Team are enrolled and working towards their registration as Environmental Health Officers having successfully completed MsCs in Environment Health. They are now moving across the range of PPP areas to ensure they receive the experience needed for their portfolios.
- 6.7 A further two officers enrolled on the MsC programme in October 2025, and will expect to be in the same position in 2027.
- 6.8 One Level 6 Trading Standards Apprentices is entering the final phase of their apprenticeship. Four more have entered the programme between October 2025 and March 2026. One of the new Officers has started on the Level 4 Regulatory Compliance (Housing) Apprenticeship in March 2026.
- 6.9 One of our Trainee Regulatory Services Officers has completed their Level 6 Food Control training and achieved a distinction.
- 6.10 Our Level 6 Environmental Health Apprentice continues to make good progress with their course. One of our Environmental Control Officers has successfully completed their Sampling Accreditation Scheme to undertake Private Water Sampling work. Our Environmental Officer (Animal Health) has successfully completed their Animal Feed Qualification.
- 6.11 In accordance with the Service's Training and Development Plan a series of training events have been arranged to ensure that specific competencies are updated for relevant officers and more general training sessions to improve knowledge across the Service have also been arranged.

- 6.12 The Service ran a Housing Health and Safety rating system course in conjunction with other local authorities in the region which trained one new member of staff and provided refresher training for another two staff members within PPP and enabled networking between local officers.
- 6.13 Training for the whole team on how the finance service works took place on the 21 May 2026. Case file preparation training for relevant staff will take place on the 17 June and training on how to undertake Police and Criminal Evidence Act 1984 (PACE) interviews took place on the 25 March. A series of training events associated with the implementation of the Renters Right Act have also been set up with a two-day training event in April and additional training taking place in June and July.
- 6.14 Further safeguarding training is being provided for new staff into the service. This is a mandatory requirement for PPP staff as set out in the Training and Development Plan. All new members of staff will be required to undertake induction training in both West Berkshire Council and Bracknell Forest Council.
- 6.15 Safeguarding training for Hackney Carriage and Private Hire Drivers as well as Private Hire Operators is now being delivered in-house. We are exploring if Disability Awareness training could be delivered as a new income stream.

7. ICT Update

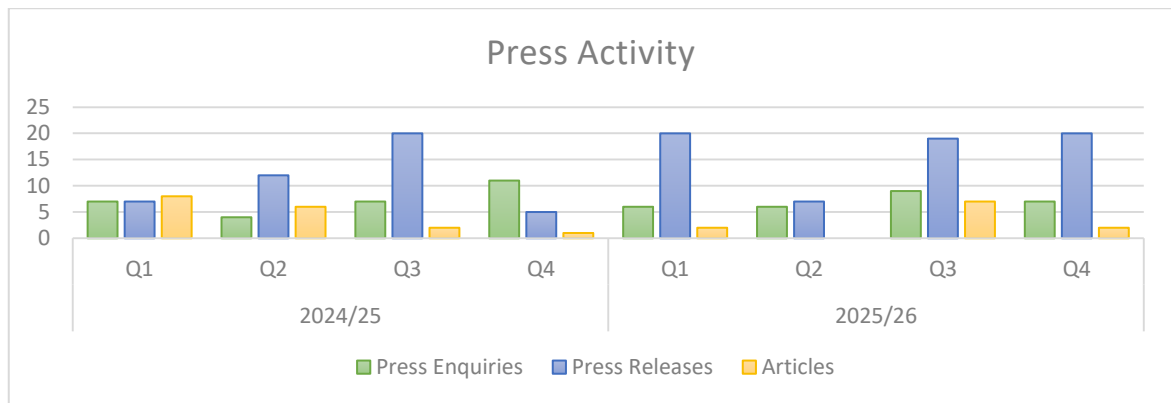
- 7.1 The three year AI and Digital Strategy was adopted at the March 2026 meeting. The Strategy will be subject to an annual review at JMB and any changes will be reported back through these quarterly reports.
- 7.2 West Berkshire Council is in the process of developing an AI Strategy and Governance arrangements and have asked that the introduction of any new AI technology be paused until they are in place.
- 7.3 The Service has however procured additional body worn camera technology and associated staff guidance on use has been produced and we have also bought new equipment for recording PACE (Police and Crime Evidence Act) interviews.
- 7.4 Officers will continue to identify opportunities for making use of AI and technology.

8. Update on the Peer Review Recommendations

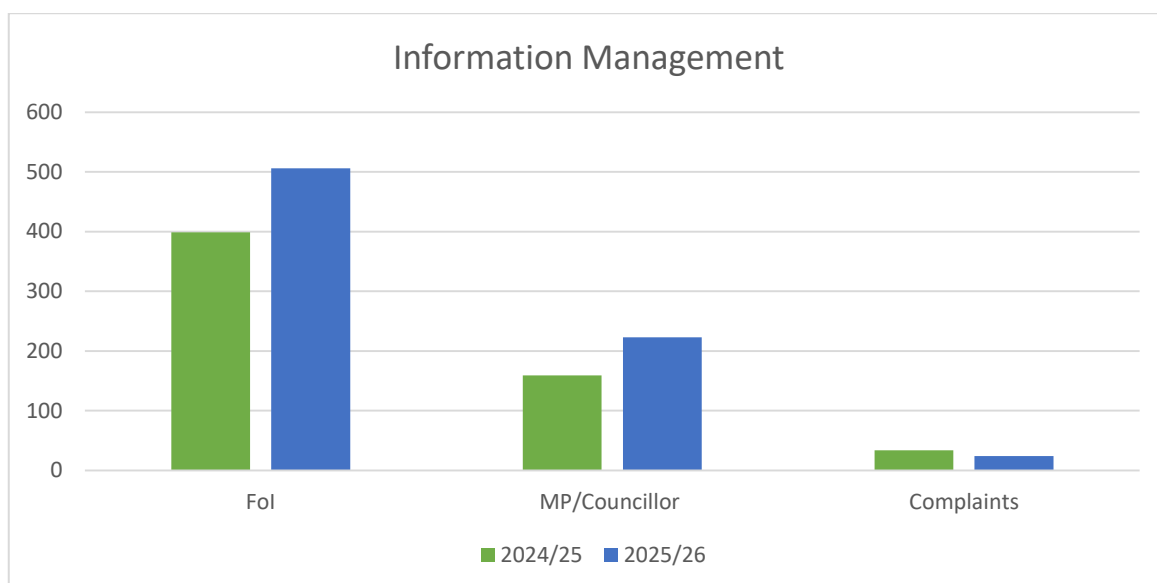
- 8.1 It was agreed at the June 2025 meeting that regular updates on progress being made with the Peer Review recommendations would be included in this report (See Appendix D). The majority of the actions have been concluded.

9. Governance, Information Management and Communications

- 9.1 During Q4 Officers dealt with seven press enquiries, issued twenty press releases and published two articles on the website. Comparator data is set out below. The number of press enquiries in 2024/25 (29) and 2025/26 (28) were relatively constant. The number of press releases and articles published has increased from 61 in the previous year to 77 in this financial year.



- 9.2 The Principal Officer - Policy and Governance continues to work closely with West Berkshire, Bracknell Forest and Wokingham Borough's Communication Teams and liaises with them on a regular basis regarding the PPP's campaigns. PPP press releases are shared for their distribution, as well as both continuing to share relevant posts on each other's social media platforms. The PPP also provides a weekly contribution to the West Berkshire Council Newsletter which is produced by the internal Communications Team and they also regularly provide articles to Bracknell Forest and Wokingham for their residents' newsletters too. The PPP has also contributed articles on the animal warden, the Renters Rights Act and food hygiene scores for the current iteration of the West Berkshire Residents' Magazine.
- 9.3 In terms of social media activity Officers have supported a number of relevant national public campaigns including: Register my Appliance, Romance Scams and Avian Flu updates during quarter 4.
- 9.4 During Q4 the team dealt with a total of 115 Freedom of Information requests which took around 109 hours to process (58 in Bracknell Forest, 49 in West Berkshire and 8 for Wokingham Borough). The number of requests decreased slightly when compared to the same period in 2024/25 where 122 Fols were processed and took slightly less than the 139 hours in 2024/25 to process. Overall in 2025/26 the Team have dealt with 506 Fols (399 in previous year) which took 491 hours (or just over 13 weeks of officer time to process).
- 9.5 The team also processed 51 enquiries from Councillors and the local MPs during quarter 4 (BFC 18 and WBC 29, Wok 4). This represented a 19% increase when compared to the 43 that were dealt with in the same period of the previous year. In total the team dealt with 223 MP and Councillor queries this year which is a significant increase when compared to the 159 responded to in 2024/25. Officers are grateful for the intelligence gathering these queries provide.
- 9.6 In terms of complaints, the service received 5 complaints which equates to 0.18 % of the 2719 service requests that the team has dealt with in Q4. Of these three were stage 1 complaints and two were informal complaints. Of the complaints received (5 in WBC) one was upheld in part and an apology was issued and four were not upheld.
- 9.7 The number of complaints received has halved when compared to the ten that were received in the same period in 2024/25. In total the team received nine fewer complaints this year albeit that we dealt with 97 fewer service requests. (10,900 in 2025/26 and 10,997 in 2024/25)



9.8 During Q4 the Service started a consultation on Taxi Tariffs in Bracknell Forest and potential changes to the 'grandfather plates' element of the West Berkshire Hackney Carriage and Private Hire Vehicle Licensing Policy.

9.9 The Team also supported four public events across Bracknell Forest, and West Berkshire this quarter.

9.10 The Service has reviewed the [Enforcement Policy](#) and no changes are required. The policy is imbedded in the Inter Authority Agreement and will be inserted into any revised agreements.

10. Building Safer Communities

10.1 The team undertook eight statutory public health funerals in Q4. These funerals were completed in accordance with procedure and national guidance.

10.2 The team received 102 requests regarding domestic noise nuisance, of these only 13 cases remain open. Using soft skills and dialogue, many were dealt with in a collaborative manner finding a constructive resolution.

10.3 Pest control enforcement continues to keep the service busy and can be difficult and emotionally charged. Officers dealing with this area of work received 103 pest cases in quarter 4, of which 29 remain open.

10.4 Other nuisance cases pertaining to odour, bonfires, light and fumes have also been successfully managed by the officers with 53 service requests. Fourteen of these cases remain open.

10.5 Last quarter, the report identified a pressure on kennelling in terms of capacity and budget. We are pleased to report that alternative arrangements for kennelling have been obtained, bringing this pressure down significantly. Officers remain committed to rehoming and continue to work with charities and rescue centres to have dogs rehomed either on day 8 or shortly thereafter. With the new Animal Warden recruited and in place this reduces pressures on other team members, and in the quarter, there have been 61 requests relating to dogs including strays, fouling or dog on dog attacks.

- 10.6 The Licensing Team have undertaken 34 inspections of premises licensed under the Licensing and Gambling regimes, 11 vehicle checks and one unlicensed Scrap Metal dealer have been undertaken during Q4. Officers have attended six joint operations with TVP, DVSA and Immigration.
- 10.7 There are currently five prosecutions being carried out relating to unlicensed trading activity and 3 appeals. Licensing Officers are also recovering unpaid licence premises fees following receipt of information from the Finance Team.
- 10.8 Officers continue to attend pubwatch in both areas.
- 10.9 The following licensing panel/subcommittee meetings have taken place in Q4:

Type of Application	Applicant	Outcome
Bracknell Forest		
Street Trading Consent	Sandhurst Kebab, Yorktown Road, College Town, Sandhurst, Bracknell Forest	Application was refused.
West Berkshire		
Review Application	The Gun, 142 Andover Road, Newbury, RG14 6NE	Premise license amended to include the conditions agreed by the License Holder and the Home Office, and additional conditions attached by the Sub-Committee

- 10.10 During Q1 of 2026/27 to date the following applications have been heard/ were due to be heard:

Type of Application	Applicant	Outcome
Bracknell Forest		
New Premise Licence	Techfog, 12 High Street, Bracknell RG12 1LL	Cancelled following successful mediation. Additional conditions agreed with Applicant.
West Berkshire		
New Premise Licence	Benham Park House, Speen, Newbury, West Berkshire, RG20 8LU	Granted with conditions

- 10.11 Comparator data for the last three years is set out below:

10.12

Licensing Hearings Data for last three years.			
Authority	2023/24	2024/25	2025/26
Bracknell Forest	3	3 (and a further one was postponed)	6 (2 hearings were also postponed)
West Berkshire	8 (with a further five cancelled or adjourned after agenda publication)	1	2 (1 further hearing was cancelled)

11. Improved Living Environment

- 11.1 Over quarter 4, the team completed 304 abandoned vehicle enquiries. Of these, two cars were removed by our contractors. This is a good result, improving the local environment and giving residents back their parking spaces.
- 11.2 52 fly tipping cases have been investigated in the quarter. The team have dealt with seven cases involving high hedges and 41 related to accumulations.
- 11.3 Working collaboratively, a new project to raise living standards in the private rented sector covering issues such as EPC certificates, safety of furnished lets, Minimum Energy Efficiency standards and ensuring business are complying with the Tenants Fees Act is underway. The project will see joint inspections and business advice being provided where appropriate.
- 11.4 The Renter Rights Act, in part, came into force on May 1st. The core purpose of the Act is to "level the playing field" between landlords and tenants, providing greater security, stability, and higher housing standards for over 11 million private renters.
- 11.5 We have and will continue to work collaboratively with Housing Teams across all 3 Local Authorities to agree which responsibilities lie with which team and to raise awareness so issues/complaints can be effectively and swiftly referred to the appropriate team for action.
- 11.6 The Service has issued ten licenses for Houses in Multiple Occupation (HMOs) in Bracknell Forest and four in West Berkshire.
- 11.7 The team successfully prosecuted a landlord for operating a licensable HMO in Bracknell Forest without having an HMO licence in place. They were fined £2557.
- 11.8 A complex joint investigation with West Berkshire Planning Enforcement has been undertaken relating to an unauthorised and unlicensed caravan site. The file has now been submitted.
- 11.9 Members of the Environmental Health Housing team attended a landlord forum in Bracknell Forest in March to update landlords on how they should be tackling damp and mould and the soon to be implemented Renters Rights Act.

11.10 In terms of service requests (SRs) relating to housing:

	Total request for service housing	Of these number of complaints regarding house condition	Of these number that were Registered Social Landlords
WB April to June 2024	90	71	32 (45%)
WB July to Sept 2024	68	59	21 (36%)
WB Oct to Dec 2024	92	62	31 (50%)
WB Jan to March 2025	84	56	29 (52%)
WB Apr to Jun 2025	61	37	19 (51%)
WB July to Sept 2025	60	33	12 (36%)
WB Oct to Dec 2025	72	61	21 (34%)
WB Jan to March 2026	89	65	28 (43%)
BF April to June 2024	78	49	20 (41%)
BF July to Sept 2024	87	55	25 (27%)
BF Oct to Dec 2024	95	69	35 (50%)
BF Jan to March 2025	86	51	29 (57%)
BF Apr to Jun 2025	54	21	7 (33%)
BF July to Sept 2025	74	41	7 (17%)
BF Oct to Dec 2025	122	44	20 (45%)
BF Jan to March 2026	133	55	16 (29%)

11.11 The majority of the housing condition SRs relate to mould, leaks (both external and internal) and cold due to boilers not working.

11.12 One of the large letting agents groups working across the area has updated their terms and conditions for landlords following our intervention and released landlords from contracts that were deemed to be unfair in situations where the landlord had taken back management of the property but the tenant was the one placed by the letting agent and the landlord was still contracted to pay a percentage of the rent to the agents.

12. Protecting Consumers from Fraud

Scams and Fraud Victim Support

12.1 Work by the teams dealing with scams and fraud have assessed and dealt with 38 fraud and scams related service requests.

12.2 As part of the awareness raising, officers have undertaken the following across Bracknell Forest, West Berkshire and Wokingham:

- Four face to face presentations.
- Delivered two seasonal campaigns including romance fraud and holiday fraud. In addition, supporting National Adult safeguarding week and the Citizens advice annual scams campaign.
- Fitted two call blockers and undertook a survey of our call-blockers in circulation to ensure they are working correctly and are still needed.
- Dealt with 2 No Cold Calling Zone (NCCZ) request.

12.3 The team have also been responding to intelligence received from the public and other agencies alleging that local businesses are selling illicit tobacco. Further operational exercises took place in March, with a detection dog finding significant quantities of concealed tobacco products in the two premises visited in Bracknell

Borough. Products were seized, including other products beyond tobacco and the investigation continues. More visits are planned across the financial year.

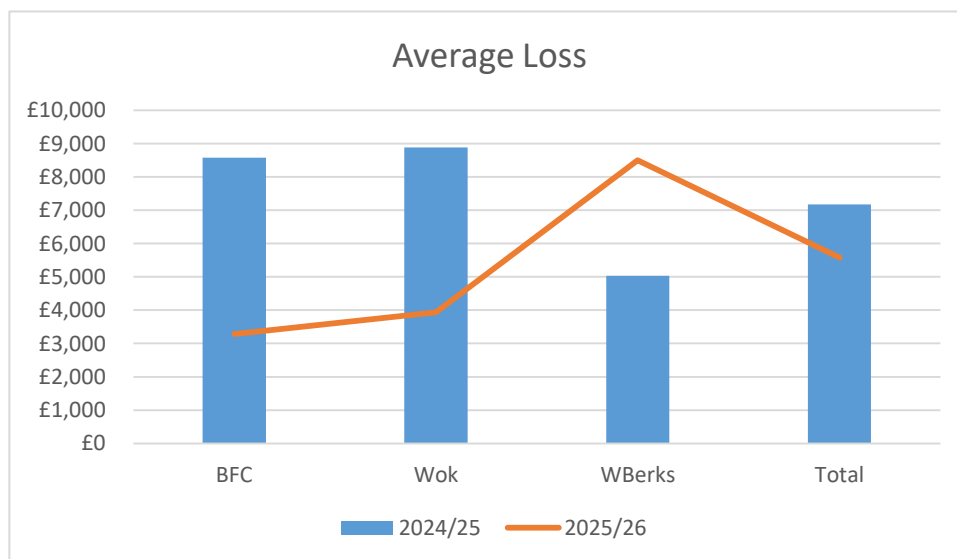
12.4 Fake Labubu dolls continue to be found in local retailers where they have been seized. Some of these have been sent for testing where they were found to contain banned chemicals. Investigations are ongoing.

12.5 The UK's Tobacco Track and Trace system introduced in 2019 helps prevent the illegal trade in tobacco products by making it more difficult for smugglers and counterfeiters to operate. The team continue to collate intelligence received by external and internal partners which will be followed up with visits and the HMRC application downloaded to work mobile phones which will be used to scan tobacco products to verify whether they have a valid UID (alphanumeric code). Following meetings with tobacco leads in a neighbouring Authority, the team are in the process of carrying out further test purchases across the PPP.

Unfair Trading and Fraud

12.6 In terms of losses across the PPP area arising from unfair trading and fraud at year end:

- The total detriment identified from victims in the PPP area is £1,093,540 (Bracknell Forest £128,020, Wokingham Borough £319,047, and West Berkshire £646,493). This represents a decrease on the £1,371,743 at the end of 2024/25.
- The total money saved or recovered is £111,412.
- The total number of alleged incidents for the year is 196 (39 Bracknell Forest, 81 Wokingham Borough and 76 West Berkshire) which is similar to the 191 cases reported at the previous year end.
- The average loss is £5,579 per victim. The average loss in Wokingham is £3,939, in Bracknell Forest £3,283 and in West Berkshire £8,506. The average loss has decreased compared to the 2024/25 when the average loss was £7,181.



12.7 It is worth noting that many investigations also identify victims outside the PPP area so the total figure under investigation at any one time is significantly higher.

13. Reducing Harm in Young People

Schools Work

13.1 The last quarter saw the final group of school visits to take place to raise awareness of the dangers of tobacco, vaping and alcohol misuse. The service workplan for 26/27 will be prepared following successful recruitment to the Senior Programme and Community Officer position.

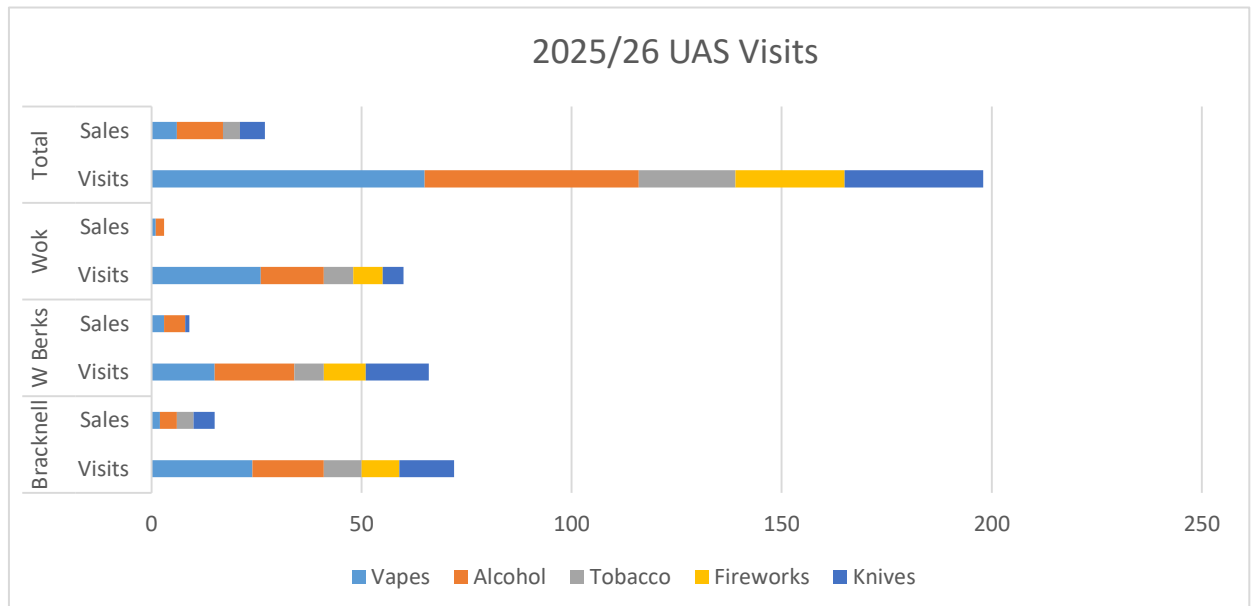
Age Restricted Products

13.2 The Age Restricted Products Enforcement Officer has been undertaking many inspections in retail and other licensed premises to test compliance with the relevant age restrictions. The Service receives, and relies upon, information from multiple sources, which is collated to identify premises Officers are more likely to visit for the purpose of under aged sales.

13.3 These have resulted in the highest number of investigations of this type in many years, although disappointing that the percentage of failures is in the order of around 14% for 2025/26 (Vapes 9%, Alcohol 22%, Tobacco 17%, Fireworks 0% and Knives 18%). During 2025/26 5% of visits resulted in sales to our underage volunteers in Wokingham, 14% in West Berkshire and 21% in Bracknell Forest.

13.4 During Q4 the following underage sales activity took place:

Vapes		Lottery		Alcohol		Knives		Tobacco	
Attempts	Sales	Attempts	Sales	Attempts	Sales	Attempts	Sales	Attempts	Sales
16	0	0	0	23	4	0	0	11	2



13.5 In response, the team are developing additional communications strategy and initiatives such as the responsible retailer scheme to try and bring down the failure rate. This is in line with the PPP delivery plan of Prevention, Intelligence and Enforcement (PIE).

- 13.6 Officers attend meetings with colleagues and provide information to relevant teams in the partner authorities where intelligence about underage and non-compliant product sales is shared.

14. Protection of the Environment

- 14.1 **Single Use Vapes** - Trading Standards Team have been inspecting businesses for compliance with the single use vape ban. Those found in possession of single use vapes have been issued with Compliance notices. On revisits to date, all businesses have come into compliance. In addition, those not complying with the vape 'take back' scheme have been reported to the Office for Product Safety and Standards for action.
- 14.2 **Air Quality** - The Crowthorne Air Quality Management Area Revocation consultation has been completed and is the subject of another report on this agenda. DEFRA has now approved the Bracknell Forest 2024 monitoring data and Annual Status Report – this was reported to the March 2026 JPPC meeting. The 2025 monitoring data is being bias corrected and reviewed in preparation for the Annual Status Reports to be submitted to DEFRA in Q2.
- 14.3 **Event Monitoring** – the events for the summer are being reviewed with contact with event organisers and requesting of Noise Management Plans. The monitoring schedule will be finalised during Q2.
- 14.4 **Planning Committees** - An increasing trend in noise complaints are being received where a premise has been altered / refurbished without planning permission or where planning permission conditions have not been fully complied with. One such case, a restaurant had installed extract ventilation not in accordance with the planning permission granted and an Abatement Notice was served. Another premise, a petrol filling station, had increased freezer and refrigeration plant without planning permission, an Abatement Notice was serviced and retrospective permission sought, which included a requirement for officers to attend at Planning Committee.
- 14.5 **Environmental Permitting** – One new application was received and the Permit issued. All inspections due in 2025/26 were completed. No major issues were found. The Petrol Vapour Recovery inspections were again carried out alongside the Petroleum Licensing inspection.
- 14.6 **Weight Restrictions** - During quarter 4, 83 observations took place, with 42 on Wokingham, 2 Bracknell Forest and 39 in West Berkshire.
- Fly-tipping in Bracknell Forest.**
- 14.7 During Quarter 4, figures are set out above within the priority of improved living environment and cases going forward are with case management unit.
- 14.8 The team have maintained regular reports for fly-tipping incidents to BFC waste team as part of their data gathering. The service continues to work alongside colleagues in preparing intelligence reports and focussing on areas where hotspots for fly-tipping occur. For example, deployment of mobile CCTV.
- 14.9 The service also applied for funding from OPCC for additional camera's but was unsuccessful on this occasion – we will try again in September. We are also working with West Berkshire Council to secure a new supplier to replace the smart wireless

camera service. We did however receive funding support from Warfield Parish Council for which we are grateful.

15. Protecting and Informing Consumers

- 15.1 In this quarter the Trading Standards team has triaged/assessed and dealt with 1064 service requests (not including food related service requests) across the 3 Local Authorities, relating to anything from car traders, and property management companies to businesses selling fakes and unsafe toys.
- 15.2 Following information received about toy safety, samples have been taken at some local convenience stores where they lacked the mandatory safety labelling, these have also been sent to the Public Analyst for testing.
- 15.3 One licensable premises, which was a trader of concern, was visited by officers and following discovery of illegal vapes and dangerous counterfeit vodka, a licensing review took place and the licence was revoked. In addition, a successful prosecution was concluded.
- 15.4 Work continues within the highest sector for complaints received by PPP within the car trade in providing business advice, enterprise act enforcement and increasing consumer confidence.
- 15.5 The Partnership Support Team logged a total of 15,124 emails and service requests over the 2025/26 financial year. This is in addition to answering telephone calls which come in directly from our customers. There have been issues with quantifying the calls and hopefully this will be something that can be reported next year.
- 15.6 In addition, the team have also covered the Animal Warden work for most of the year while the role was vacant.

16. Promoting Animal Welfare

- 16.1 The service has successfully recruited to an Animal Health Warden as mentioned above. This will complement the Animal Health and Welfare team delivering on animal welfare related functions, such as managing stray dogs, microchipping enforcement, ensuring a community support presence and in due course, the routine inspection of dog boarding establishments.
- 16.2 The Animal Health and Welfare Team continue to carry out routine inspections to livestock premises along with responding to alleged welfare complaints.
- 16.3 During quarter 4 the team have dealt with 15 Animal Health service requests (2 Bracknell Forest, 4 Wokingham, 9 West Berkshire). In addition, they have dealt with eight animal feed enquiries (2 Bracknell Forest, 4 Wokingham, 2 West Berkshire).

17. Safety in the Workplace

- 17.1 The service has dealt with 63 (23 BFC and 40 WBC) health and safety at work service requests during Q4 and 36 (12 BFC and 24 WBC) workplace accidents were reported. The total figure of health and safety at work service requests was slightly less than the 69 for the same period in 2025. The total figure of reported workplace accidents was slightly higher than the 31 reported for the same period in 2025.

- 17.2 Cases of interest include the service of a prohibition notice at a grocery store in West Berkshire that had rainwater penetrating through the roof and into the retail area close to electrical systems whilst they were trading. The business closed the store immediately and the roof was repaired the following day. A competent electrician subsequently certified that the electrical installation was safe and the prohibition notice was then withdrawn.
- 17.3 In this quarter, the Safety Advisory Group have been notified about and considered the documentation provided in respect of 4 events in Bracknell Forest and 12 in West Berkshire. One full SAG meeting was held and the attendees were the organisers of the summer live music series “On the Mount” at Wasing Estate and Newbury Racecourse presented details of their race days and summer evening events.
- 17.4 Events for which safety management plans were reviewed this quarter included South Hill Park Food and Music Festival, Bracknell Samaritans Run, Hungerford Football Club Beer and Music Festival and the “On the Mount” live music series at Wasing Estate.

18. Safe and Healthy Food Chain

- 18.1 **Private Water Supplies** – the 2025 annual returns were submitted on time to the Drinking Water Inspectorate. There are no supplies in Bracknell Forest and in West Berkshire there are 218 Regulation 9 and 10 supplies (commercial or providing a supply to two or more dwellings) and 133 untenanted single dwelling supplies. Work has continued in the quarter in reviewing the single dwelling supplies, some have now become commercial or have connected to mains water. In addition, one supply has now connected to mains, and five new supplies have been notified or found and require risk assessment.
- 18.2 The five yearly re risk assessment program progresses but due to workload pressures there is still some outstanding work which will need to be completed in 2026. The new Environmental Control Officer has joined the Environmental Quality team and has successfully completed the Sampling Accreditation Scheme training course and is beginning to take on some sampling work.
- 18.3 **Infectious Disease Notifications** - The Service received 17 (8 BFC and 9 WBC) infectious disease notifications during Q4. This is a significant reduction when compared to the 127 during the same period last year. However, since the beginning of June 2025 the UKHSA has stopped reporting Campylobacter cases directly to local authorities and therefore the number of infectious disease notifications has reduced significantly. Three confirmed cases of Salmonella species were reported during this period with the remainder of reported cases being other infectious diseases including Cryptosporidiosis, Legionellosis, Giardiasis, Shigellosis and Hepatitis.
- 18.4 **Food Hygiene Requests** - The service has dealt with 165 food hygiene service requests during Q4 (60 BFC and 105 WBC). This is a small increase on the total figure of 158 for the same period in 2025.
- 18.5 **Food Sampling** – In November sampling involved buying kebabs to check for allergens and species took place. These results have all been returned, with five from eight failing due to species non-compliances with chicken or beef contained in products identified as lamb kebab. One sample also failed to declare milk as an allergen. This meant additional work for officers with having to refer the results onto

the Primary Authority Trading Standards for the various manufacturers/suppliers and advice to retail outlet.

- 18.6 These examples highlight the importance of the work our officers carry out, and reinforces the need for qualified, experienced officers to be undertaking sampling across the region.
- 18.7 **Food Hygiene Inspections** - The service conducted 921 food safety inspections in 2025/26. There are still challenges relating to visiting all new food operators within the initial 28-day period but with an additional qualified officer this is expected to improve.
- 18.8 The Team undertook 100% of food hygiene inspections due in the highest inspection categories of 'A' risk to 'D' risk in the 2025/26 inspection year. In terms of the lowest risk group – 'E's' – the team were able to complete 66% of the target number. For these premises we are permitted by the Food Standards Agency Code of Practice to use alternate enforcement methods, this is the use of a questionnaire to see if the food premises remains at this risk category. We have sent the questionnaire to 100% of the premises and we will now be actively seeking returns from those who haven't responded.
- 18.9 The governing body, The Food Standards Agency (FSA), who are the regulators for food enforcement, have set out that all premises are required to be inspected by year end (31 March 2026). There is intense scrutiny in the service from the FSA. In previous years, the FSA has given dispensations as they were aware of the issues of officers redeployed in Covid. The PPP is already in discussions with the FSA on the food hygiene programme, this can be escalated to targeted audits of the service and directives for achieving compliance with the Code of Practice. The FSA also publish results of audits, and the ultimate sanction is that they take the service over from the Local Authority and the authority will then have to fund other bodies to provide the service. PPP have submitted an action plan to the FSA detailing the steps to be taken to get the food hygiene inspections back on track. It includes works onto the 2026/27 inspection year.
- 18.10 The specific risk of the food hygiene service not completing the targeted food inspections include unregulated food chain conditions resulting in a range of poor health outcomes extending from minor to loss of life. For example, cross contamination issues leading to food poisoning, pest issues in premises, poor hygiene and or cook/ cool practices, in addition to FSA sanctions.
- 18.11 Several Board Members from the Food Standards Agency were hosted by the PPP on the 16th April 2026 to look at our work and the implementation of the food control framework in practice.

19. Investigations and Case Management

- 19.1 The Joint Case Management Unit continues to be busy working with new investigations commencing all the time across the PPP. Of these 51 PPP cases are already in the case management / court system and most of the bigger more complex investigations are or are expected to be crown court disposals. There are a further 22 matters with West Berkshire Legal Services. Of these there are a number of Crown Court trials in 2026 starting with a six week trial in June, a four week trial in September and multiple trials of several days in October and November. The total number of

Crown Court matters is anticipated at around twenty which takes a lot of management, oversight and co-ordination.

- 19.2 A significant number of matters are set for trial in 2026 (as set out above) but we are now starting to see listings for the latter part of 2027. In addition, as anticipated and mentioned in the last report, there has been a big increase in the number of cases submitted for e-cigarette, alcohol, offensive weapons and investigation prosecutions with the new officer dedicated to underage sales. We expect to see further increases with the work on illicit tobacco and the implementation of the Renters Rights Act. The figure does not include road traffic prosecutions of which there are 28 cases active including two trials.
- 19.3 The Accredited Financial Investigators have 28 active investigations: Of these there are seventeen pertaining to money laundering, nine active confiscation proceedings in the Crown Court, one account freezing investigation and one active extradition case. One appeal was recently dismissed by the Court of Appeal (Single Judge). Of those cases twenty are for the PPP authorities, three are for Reading BC Trading Standards, one Reading Corporate Fraud, three Oxfordshire Trading Standards and one Wokingham planning.

20. Concluding Observations

- 20.1 The report sets out a significant focus with respect to the priority areas. This is in addition to the large volume of other work undertaken on a day-to-day basis. There will inevitably need to be some re-prioritisation of other workstreams if we are going to continue to focus on the areas of highest risk and demand.
- 20.2 This continues to be an extremely busy period for the service. The work has covered a vast range of priority areas, and the balancing of priorities and risk has been a key focus whilst delivering savings to mitigate pressures. The Service would, as always, like to place on record our gratitude for the support of the partner authorities and for constructive oversight of this Committee.
- 20.3 As always, the service is grateful for the support of the Committee and wider Member group long with statutory and internal partners, residents and businesses and of course colleagues in the Service for delivering these achievements.

21. Appendices

- 21.1 Appendix A – Q4 Performance Data
- 21.2 Appendix B – Compliments
- 21.3 Appendix C - Activity by Authority
- 21.4 Appendix D – Update on Peer Review Recommendations

22. Background Papers:

- 22.1 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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PPP Headline Performance Data – Q4 of 2025/26

<p>Budget At the end of Quarter 4 the Service is reporting an underspend of £21k and the KPI of managing the budget to within 1% of baseline has therefore been met.</p>	<p>Staffing Appointments Since Last Meeting:</p> <ul style="list-style-type: none"> • Senior Programme and Community Officer (shared with West Berkshire Public Health) • Environmental Control Officer in EQ team appointed and started in March
<p>BFC Food Hygiene Inspections</p> <ul style="list-style-type: none"> • 674 Inspections Conducted • 0 Score of 0 • 2 Score of 1 • 563 Score Of 5 • 93.8 % meet the Broadly Compliance standard for Food Hygiene 	<p>WBDC Food Hygiene Inspections</p> <ul style="list-style-type: none"> • 1044 Inspections Conducted • 1 Score of 0 • 5 Score of 1 • 898 Score Of 5 • 88.8 % meet the Broadly Compliance standard for Food Hygiene
<p>BFC Doorstep Crime</p> <ul style="list-style-type: none"> • 39 doorstep crime incidents reported • £128,020 paid out by victims • £31,240 recovered • Average loss per incident £3,283 	<p>WBDC Doorstep Crime</p> <ul style="list-style-type: none"> • 76 doorstep crime incidents reported • £646,493 paid out by victims • £49,642 recovered • Average loss per incident £8,506

WBC Doorstep Crime

- 81 doorstep crime incidents reported
- £319,047 paid out by victims
- £30,530 recovered
- Average loss per incident £3,939

Licences

- 157/157 Temporary Event Notices responded to within 3 working days
- 10 valid new drivers licences applications received
- 24 valid renewed drivers licences applications received
- 3 valid new operator licences applications received
- 3 valid renewed operator licences applications received
- 8 valid new hackney carriage vehicle licences applications received
- 31 valid renewed hackney carriage vehicle licences applications received
- 30 valid new private hire vehicle licences applications received
- 48 valid renewed private hire vehicle licences applications received

Underage Sales Visits

	Vapes	Alcohol	Tobacco	Fireworks	Knives	Lottery
	Fail/visits	Fail/visits	Fail/visits	Fail/visits	Fail/visits	Fail/visits
BFC	0/6	0/6	2/4			
West Berks	0/4	3/11				
Wok	0/6	1/6	0/7			

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West Berkshire Council and
Wokingham Borough Council



Quarter 4 Selection of Service Compliments

A thank you from a school after one of our Community Officers attended to provide a presentation to the pupils:

“Dear Laura,

Thank you again for the presentation today, it was so informative and really provoked great questions.....”

A thank you to one of our Officers after they assisted a resident with an issue involving a used car:

“Hi Honor,

Just wanted to say thanks for your advice and support in getting a reasonable outcome to our issue with XXX . While we did end up paying something, it was a much lower sum than previously anticipated. I have no doubt that without your involvement we would not have achieved the same result.”

One of our Officers supported a resident who had paid around £1700 to a rogue trader and the matter then went before the courts:

“Hi Honor, thanks to your support, I won the case. Now we must wait and see if he pays up... 🤔 hmmm I somehow doubt he will. He has successfully dug his own grave! Many thanks again.”

A thank you from a resident after one of our officers helped them with rejecting a faulty second hand vehicle and helped them get a refund of just over £12k.

“Dear Honor,

I just wanted to say a sincere thank you for your support and involvement in this matter.

I truly appreciate the time and effort you have taken, as well as how clearly and professionally you handled the situation with the trader. Your intervention made a real difference, and I believe that without your help, this could have taken much longer to resolve. I am very grateful for your guidance and support throughout this process.”

A thank you after one of our Environmental Health Officers helped a resident resolve an issue with an alarm going off late at night at a neighbouring store:

“Thank you so much for your efforts with this Jodie, its really appreciated.”

Resolved a high hedge complaint by speaking with the source. Having had a chat they agreed to start cutting back the trees. Happy customer!

"They have already made a start cutting back the hedge on our border and doing a great job so really pleased."

A thank you from a resident regarding noise. Officers served an abatement notice but following further investigation did not determine a breach. Although this was not the sources desired outcome, she was still grateful and happy with the service provided to her.

"Dear Rachel

Thank you for taking the time to review the recordings and for the support you have provided throughout this process. I appreciate the effort you made in assessing the evidence and consulting with colleagues.

Although I am disappointed that the recordings were not sufficient to meet the threshold for enforcement, I understand the explanation you have given and I am grateful for the work you have done in looking into the matter."

Issue with pigeon droppings accumulating on a balcony area. With communication with the agent Officers got the matter resolved in a timely manner and got a netting put up to prevent further occurrence of the issue

"I would like to express my sincere appreciation that, after 14 months of reporting this issue, you able to arranged for the cleaning of the exterior window area"

Resident had an issue with house rented from an estate having a lot of rubbish in black sacks in the rear garden. Officers contacted the Estate and they resolved it straight away. Officers will continue to monitor the situation as the tenant has had previous issues.

"Thank you for your email and thank you for working with xxx estate to get this problem sorted.

I'm happy that the rubbish has been sorted and I to hope this doesn't become an issue again.

Thank you again "

In late March Officers were notified of a large fly tip in Spinningwheel Lane Binfield. This was a whole commercial large bin full of crushed commercial paint tins. Officers traced the waste to a Unit in Wokingham but after a PACE interview and lack of CCTV, they were unable to prove who removed the waste.

The cost of removing the waste was significant so Officers wrote to the company and asked them to remove the waste which they have subsequently agreed to do. Officers received the following thank you from colleagues in the Waste Team:

"That's great news.

Thank you for your persistence with this, having gained such a positive result.

Many thanks,"

A thank you from a customer who one of our officers assisted in resolving a matter with a trader who had recently set up their business:

"Dear Honor,

I just wanted to let you know that I have now received the refund from the dealer, so the matter has been resolved.

Thank you very much for all your help and persistence throughout this process. I genuinely appreciate the support, and I don't think this would have been resolved without your involvement so i am honestly grateful for your support once again."

A thank you from a resident after one of our Officers assisted them with a noise issue:

"Hello Jodie.

Yes, the works have been completed and the noise is significantly quieter.

I would like to take this time and thank you for all the hard work you have done to make this happen. I and the residence at XXXX appreciate it. "

A thank you to one of our EH Housing Officers who assisted a tenant with resolving some issues with their private rental sector landlord:

"Good afternoon Monique,

I am just sending you this email with a lot of gratitude. 😊 I don't know what you told them, but now shower is finally fixed, washing machine is going to be replaced and only the garage roof left from the list with issues.

Thank you for your help 😊❤️"

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Appendix C Activity Undertaken by Authority

	BFC	WBC	WOK
Abandoned Vehicles	•		
Air Quality Management	•	•	•
Animal Warden	•	•	
Alcohol and Entertainment Licensing and Controls	•	•	
Assured Care and Support		•	•
Animal Welfare Licensing	•	•	
Animal Health and Welfare on Farms	•	•	•
Buy with Confidence	•		
Caravan Site Licensing	•	•	
Case Management	•	•	•
Charitable Collections Licensing – House to House	•	•	
Charitable Collections Licensing – Street Collections	•	•	
Contaminated Land	•	•	
Communicable Diseases	•	•	
Community Education		•	
Community Mediation	•	•	•
Consumer Advice	•	•	•
Consumer Credit	•	•	•
Criminal Litigation (non road traffic)	•	RTA	•
Dermal Licensing for Cosmetic Piercing	•	•	
Doorstep Crime	•	•	•
Environmental Nuisance Protection	•	•	
Explosives Licensing	•	•	
Explosives Storage	•	•	•
Fair Trading	•	•	•
Financial Investigations	•	•	•
Fraud and Counterfeiting	•	•	•
Food Safety and Food Hygiene Rating Scheme	•	•	
Food Standards and Feed Standards	•	•	•
Fly Tipping and Enviro Crime	•		
Gambling Licensing	•	•	
Health and Safety at Work incl Enforcement	•	•	
Health Promotion		•	•
Hypnotism Permitting	•	•	
Industrial Pollution	•	•	
Landlord Legislation Enforcement	•	•	
Metrology	•	•	•
Money Laundering and Confiscation (POCA)	•	•	•
Overloaded Vehicles and Weight Restrictions	•	•	•
Offensive Weapons Controls	•	•	•
Pest and Vermin Enforcement	•	•	
Petroleum Storage and Licensing	•	•	•
Planning Advice	•	•	
Primary Authority	•	•	•
Private Sector Housing - Housing Standards Enforcement	•	•	
Private Sector Housing – Caravan Site Housing	•	•	
Private Sector Housing – HMO Licensing	•	•	
Product Safety	•	•	•
Private Water Supplies	•	•	
Public Health Funerals	•	•	
Registration of Barbers and Hairdressers	•	•	

Appendix C Activity Undertaken by Authority

	BFC	WBC	WOK
Scams and On-line Fraud	•	•	•
Scrap Metal Dealers and Licensing	•	•	
Sexual Entertainment Venue Licensing	•	•	
Smoke Free Enforcement	•	•	
Smoking Cessation Oversight		•	
Street Trading Consents	•	•	
Taxi and Private Hire Licensing	•	•	
Underage Sales	•	•	•
Unfair Trading	•	•	•
Workplace Accidents	•	•	

Progress with Peer Review Recommendations

Recommendations are prioritised as:

Priority 1 – the most important, crucial to the future of the Service

Priority 2 – high importance

Priority 3 – important in helping the Service to continue to improve

Governance – Recommendations - Joint Committee Arrangements			
	Recommendation		Progress/Update
1	The governance arrangements for the PPP need to be updated to ensure they meet the needs of the partner authorities. Wokingham should rejoin the partnership as a member of the JPPC for the range of services they currently commission. As a result, they would become a full voting member of the JPPC. This should be in place prior to or as part of any recommissioning of the shared service.	1	Complete
2	Whilst not a member of the JPPC Wokingham should have a standing invitation to all JPPC meetings and have the ability to speak and contribute to any discussion or decisions impacting on the services that they directly commission via PPP, albeit the current contractual arrangements preclude the ability to vote on any issue.	1	Complete
3	Members and senior officers from the three partner authorities should have opportunities and space to meet informally for updates or briefings or to discuss issues outside of the formal JMB and JPPC meetings in order to build better mutual understanding and positive relationships.	3	Ongoing
Engagement of other Members, including Scrutiny Functions			
4	Further member engagement through training or member development	2	Officers are seeking opportunities to

	sessions should be explored for all partner authorities. Members have varying degrees of awareness of the service currently but recognise that it has a major impact on the lives of residents and supports local council priorities. They have a limited awareness of the range of services delivered and of value for money.		attend member training and member development sessions to raise awareness of the service. Member Development Session in West Berkshire took place the 03 Feb 2026. A presentation on the work of the team was also given at the Licensing and Safety Committee in Bracknell Forest Council on the 11 February 2026.
5	The service should have a regular, at least annual, opportunity for scrutiny at the relevant committees in all partner authorities in addition to scrutiny via the JPPC.	1	Complete - A recommendation to this effect was included on the reports on the future of the partnership
6	Scrutiny reports should focus on evaluating the services' actions, performance and cost-effectiveness.	1	Complete See above
7	The service annual report should be circulated to all Members.	1	Complete and recirculated with the licensing agendas as was agreed at the June 2025 JPPC meeting.
8	Mechanisms should be used in all partner authorities for regular service updates on key issues.	2	Complete - The quarterly reports are included on the internal forward plans of all three authorities.
Host Authority			
9	The host authority should remain as West Berkshire. The practical challenges and financial costs of changing the host authority would be extremely disruptive and deliver no clear benefits.	1	Complete – agreed at all three Executive/Cabinet meetings
Inputs and Support - Recommendations			
10	The budget setting process for the PPP would benefit from greater clarity for the partners. Understanding amongst Executive members is inconsistent at present.	2	Complete – Discussion item on budget added to the June meeting cycle

11	Staff representatives should be brought together to review the key outcomes of the staff survey to help address and develop an action plan to address areas such as service culture, management communications, cross team working, as well as practical issues such as access to offices, office facilities, and IT.	2	First staff workshop took place on the 08 July 2025. Meetings are now being arranged on a quarterly basis.
12	The staff group should be cross cutting with good representations from the partners/services. There should be clear terms of reference and objectives to review the outcomes of the staff survey and identify the most important and most urgent issues to address, there should also be a clear route to inform management decisions and actions.	2	Terms of Reference agreed, reps from all teams invited to attend and outcomes reported to JMB.
13	Managers should be clear on expectations on how flexible/remote working should operate. They should respond to the concerns expressed about lack of presence in offices by staff and managers and the impact that has on service culture and delivery. Development of a “team” or “service” Charter would assist with that – engaging staff and managers on what works best for individuals, for the team, the service, the partner authorities and residents.	2	Duty Manager rota has been set up to improve visibility of managers in the Theale Gateway Office. The Staff Working Group are being asked to develop a Team Charter which will be presented to the first Whole Team Away Day in 2026.
14	Review and update the service structure in the light of the service changes from 2022 and any new delivery arrangements post 2027. Ensuring that the management and service structure meets the needs of the new service and the partner local authorities and that it is affordable within the agreed service budget.	1	Ongoing
Workforce Strategy			
15	Build on the existing workforce strategy which focuses on a “grow your own” approach, continuing the positive use of apprenticeships to also include a focus on management and leadership development, succession planning and EDI.	2	Complete – set out in the Workforce Strategy and Training and Development Plan agreed at the December 2025 meeting
16	Consider creating a skills directory to help staff across the service know	3	A competencies matrix is in place and is reviewed and updated every six months.

	where expertise or skills can be found and used by others.		
Staff Recognition			
17	Review how the service currently recognises success and good performance to ensure a consistent approach using feedback from the staff working group.	3	Officers are reviewing the current corporate proposals in West Berkshire and will identify good practice arising from that and will provide feedback through the Employee Representative if any additional suggestions arise from the workshop.
One to Ones and Performance Management			
18	Ensure that expectations about how individual performance management, appraisals and One to Ones are clear to all managers and staff and ensure that they take place with the appropriate frequency.	1	This has been included as a KPI on the performance report. The new framework and methodology have been circulated to all members of the team.
Working Expectations – Flexible and Virtual Working			
19	Continue to support flexibility in working arrangements and the benefits of working remotely and from multiple locations whilst ensuring clarity of expectations on when managers and teams should physically be present and accessible in offices.	2	Duty Manager Rota in place and teams arranging working together sessions across Market Street, Times Square and Theale Gateway offices. Complete
20	Ensure an appropriate level of physical accessible presence to ensure managers are visible, accessible, and so that teams and individuals can build relationships, share knowledge and experience, and support each other.	2	Duty Manager Rota operating in Theale Gateway. Teams are arranging working together sessions across Market Street, Times Square and Theale Gateway offices. Complete
Information Technology			
21	Continue to build on the benefits of a new common IT platform to ensure systems and processes are more consistent and streamlined. To include improving access to management data for managers and staff.	2	Complete - Report building is being enhanced and work is underway to make more use of the portal to allow

			more self service by our customers.
22	Consider the scope for using the new database to link to corporate systems to publish performance data on a public facing dashboard.	3	Complete - Revised set of measures to be included in agenda papers agreed at the December 2025 meeting.
23	Consider whether there is scope to defer a new procurement exercise for an IT system and if procurement does need to proceed, ensure that the terms are flexible to deal with future local government re-organisation.	2	Complete - Contract with current provider has been extended.
Communications and Branding			
24	Ensure adequate resource is available for development and delivery of a service communications strategy and communications programme. Use the strategy to target key stakeholders to increase awareness of service impacts and outcomes.	1	Updated communication and engagement strategy was adopted at the June 2025 meeting. Dedicated resource for communication activity was removed from the structure. It is anticipated that the Community Engagement Officers may be able to provide some additional support to the Principal Officer Policy and Governance. Officers are working on reintroducing a bi-monthly newsletter for the taxi trade.
25	Within the branding of Public Protection Partnership ensure that the branding of the individual partner authorities is also clear. The service functions need to be seen as very much part of local authority delivery and not something separate.	3	Complete - The templates include the PPP logo and that of the partner authorities.
Support Services Relationships			
26	Ensure that clear links and referral mechanisms exist for all relevant corporate support functions, including IT, Property, HR and Legal and that appropriate escalation routes are in place to resolve issues.	2	Complete - These are in place
Outputs, Outcomes and Value for Money – Recommendations			
27	Review and update the KPIs used to manage the performance of the	1	Complete

	service ensuring that the KPIs used for the JMB and JPPC meet the needs of Members. Consideration should be given to the use of a KPI scorecard with clarity over what performance is good or not, on or off target, with comparisons to previous reporting periods and highlighting any trends. For key targets, a traffic light approach should be considered.		
28	Ensure there is a clearer more explicit link between service and corporate priorities for the three partner authorities, highlighted in presentation of KPIs Future iterations of the service plan and future Strategic Assessment should indicate which corporate priorities they help support.	2	The KPIs are linked to the Service's priorities and the individual authorities within the new document.
29	Undertake greater analysis of the customer survey data from residents and local businesses. Build an understanding of what the key messages from the survey feedback are; consider trends; and identify appropriate actions and responses to improve the experience of residents and local businesses.	2	<p>Feedback to the service through customer survey data and the complaints process is used to drive forward service improvement within existing resources.</p> <p>Officers have been working to cleanse the data on the system and changing practices so that response times can be reported more accurately.</p> <p>Improvements have been made to the linkages from the West Berkshire Council website pages to the PPP licensing pages.</p>
30	Identify mechanisms across the partner local authorities to better understand the needs and priorities of residents to help inform business planning and resource allocation to supplement the current intelligence gathering approaches.	2	To be reviewed as part of the work on the updates to the Strategic Assessment. KPIs and MoVs linked to the priorities in the three partner authorities.
31	Benchmarking should be explored, for example with the SE regional TS group (Trading Standards South East), use of CIPFA data sets or other statutory returns (e.g. FSA) ideally with a Near Neighbour group if that can be identified. This could include financial and/or performance data. Current available data does not provide useful benchmarking data so this may need to be a longer-term objective.	2	Due to the structure of the service it has proved difficult to find suitable benchmarking groups but officers will continue to explore opportunities to locate this data.

32	Continue to seek opportunities for additional funding to deliver service priorities and better protect residents. Build on the successes of funding from Public Health and National Trading Standards and ensuring that New Burdens funding for significant new duties such as those found in the Renters Rights Acts reaches the Service.	2	Complete – Now Business as Usual
33	Budget contributions from the various partners should be reviewed prior to any recommissioning of the service. The process should be transparent to ensure that the partners are confident that they are achieving value for money.	2	complete
34	The mechanism for agreeing budget and service variations should continue to be incorporated into future partnership agreements.	1	This will be included in the new IAAs.
35	Review the current chargeable hourly rates for services to ensure they are at a level comparable with neighbours and competitors and also consider the scope for differential rates for different functions and hence increase income.	3	Complete - The support services recharges have been reviewed and included in the revised fees.
36	Ensure systems are in place to maximise opportunities for income recovery created by the Renters Rights Bill/Act to drive up standards in the Private Sector Rented housing sector.	2	Complete – EH Housing Policy agreed at the October 2025 meeting
37	The communications strategy should include a focus on maximising the reach and impact of sharing messages on service impacts and outcomes for residents.	2	This work has been concluded, and officers are attending a number of outreach events.
The Future – Recommendations			
38	The service should be recommissioned by the partner local authorities with the full range of services currently being delivered.	1	Complete
39	The recommissioning should ideally be for a 10-year term and should include regular “refresh” reviews to ensure that it continues to meet the needs of the partner local authorities as those needs evolve.	2	Complete - Reports have been agreed by the Executive/ Cabinet for an extension to 2029 in light of Central Government announcements around local

			government reorganisation.
40	The recommissioning would need to be subject to the impact of any local government re-organisation. The practicalities of re-organisation may mean that it may be more pragmatic to extend the current arrangements for a shorter period until the nature of any re-configuration of local authorities becomes clear.	2	See above
41	Consideration should be given to expanding the range of services provided, initially to Wokingham and then for other neighbouring authorities as and if opportunities arise. This will require a clear business case detailing what would be delivered at what cost and what benefits would arise for each potential partner.	3	Opportunities will continue to be explored.

Crowthorne Air Quality Management Area Revocation Update

Committee considering report:	Joint Public Protection Committee
Date of Committee:	8 June 2026
Chair of Committee:	To be appointed at the meeting
Date JMB agreed report:	18 May 2026
Report Author:	Suzanne McLaughlin
Forward Plan Ref:	JPPC

1. Purpose of the Report

- 1.1 To inform the JPPC that the Air Quality Management Area (AQMA) revocation for Crowthorne has progressed to the draft Order for approval of intention stage following the completion of the consultation process.

2. Recommendations

The Committee:

NOTES that the AQMA for Crowthorne is being revoked.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	<p>Work relating to Air Quality monitoring and reporting is funded from the general revenue budget allocated to the Public Protection Service. Several proposals in the action plans continue to require additional funding to implement whilst others are relatively low cost and are covered from within the PPP revenue budget.</p> <p>Grant funding from DEFRA (Department for Environment, Food and Rural Affairs) has been available and the PPP have applied annually. In addition, West Berkshire Council (on behalf of the Partnership) was awarded £259,406 in March 2021 by DEFRA to fund a project focused on behavioural change for the residents who drive in the three boroughs by launching an anti-idling campaign as well as PM2.5 monitoring in / near the Air Quality Management Areas.</p>
Human Resource:	<p>Staff who undertake this work are a shared resource with Wokingham Borough Council under the new Inter Authority Agreement (IAA) with Wokingham.</p> <p>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</p>

	<p>have several officers with significant expertise on environmental matters generally and air quality specifically.</p> <p>The 2021/22 Grant from DEFRA has meant that the authority was 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 since then the work has been undertaken in PPP and recharged to the grant.</p>
Legal:	<p>Under the Local Air Quality Management (LAQM) system local authorities are legally required to assess air quality in their area and designate Air Quality Management Areas (AQMA) if improvements are necessary.</p> <p>Where an AQMA is designated, of which there is one in Bracknell Forest (Crowthorne High Street) , local authorities are required to produce an Air Quality Action Plan (AQAP) describing the pollution reduction measures it will put in place.</p> <p>Where the pollutant levels no longer exceed the Objectives then the AQMA should be revoked by Order. Where a Local Authority no longer has any AQMA then an Air Quality Strategy is to be produced. Where a Local Authority still has an AQMA these are to be regularly reviewed and must be revised no later than every five years.</p> <p>PPP Officers have worked with the BFBC Legal Services Teams to progress the Order.</p>
Risk Management:	<p>This is a legal requirement under the Clean Neighbourhoods and Environment Act 2005. Failure to comply with our statutory obligations could present the risk of challenge to the PPP partner authorities.</p>
Property:	<p>There are no direct property implications arising from this report.</p>
Policy:	<p>The Inter-Authority Agreement (IAA) identified Environmental Protection as one of the six Overarching Themes for the Joint Public Protection Committee.</p> <p>Under this heading the Committee in turn identified Improving Air Quality as a priority from 2023/24. West Berkshire has declared a climate emergency. They have embedded Air Quality improvements into their Environment Strategy and Climate Emergency Action Plans.</p> <p>Bracknell Forest Council's Climate Change Strategy was completed and published in January 2021 and have a target of net carbon zero by 2050.</p>

	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		Consideration of the impact on inequality is set out in the report and reflected on in the National Clean Air Strategy. Any inequalities raised as part of the consultation have been addressed in the AQAPs and AQMAs.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		Poor air quality can be particularly harmful to the young, elderly, pregnant and those suffering ill health. Consideration to all these matters is given in this report 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 are therefore designed to have a positive impact on the environment.</p>
Health Impact:	x			<p>The Air Quality Objectives have been put in place to protect people's health and the environment.</p> <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>

			Ongoing monitoring and where appropriate the creation of action plans or strategies is designed to improve the quality of lives of our residents.
ICT or Digital Services Impact:		x	None All Reports and Plans are published on the PPP website .
PPP Priorities:			The report will impact on the following PPP Priorities 1. Environmental Protection 2. Improved Air Quality
Data Impact:		x	None
Consultation and Engagement:	Consultation with all statutory consultees and other interested parties has taken place for the Crowthorne AQMA revocation.		
Other Options Considered:	None – The update of the AQAP is a requirement by DEFRA and revocations are required when Air Quality Objective levels are no longer exceeded over the three-year period.		

4. Executive Summary

4.1 Following the report to the Committee in December 2025 the statutory consultation has taken place for the Crowthorne AQMA revocation.

5. Bracknell Forest

5.1 Following submission of the Annual Status Report 2025 (for monitoring data 2024) to DEFRA their corresponding appraisal recommended that the Crowthorne AQMA be revoked.

5.2 The Crowthorne AQMA draft revocation report for consultation was agreed by the Joint Public Protection Committee at the meeting on the 8 December 2025. The revocation consultation process was carried out between the 11 December 2025 and the 22 January 2026. DEFRA, the Environment Agency, National Highways, all local authorities neighbouring BFC, other public authorities as appropriate, and bodies representing local business interests and other organisations as appropriate, such as internal public health, planning policy and transport colleagues, and town / Parish councils were consulted.

5.3 5 consultation responses were received:

5.4 DEFRA – agreed revocation is appropriate.

5.5 BFC Parking/Transport – no objection but included additional reference made to anti idling and to ensure all borough wide initiatives are also tailored to Crowthorne (this has been noted and will be included in the Air Quality Strategy).

- 5.6 Crowthorne Parish Council – no objection but comments on the traffic impact on new developments raised (CPC have been advised on the monitoring data to demonstrate that the area has remained below the relevance of compliance for 5 years and that the impact on air quality has been considered as part of the Local Plan).
- 5.7 CROW (Crowthorne Reduce Our Waste community group) – raised concerns on the traffic impact on new developments, requested monitoring near the schools (which have been carried out and results showed no exceedances), concern regarding lack of bus service from the station and requested monitoring there.
- 5.8 CVAG (Crowthorne Village Action Group) - raised concerns on the traffic impact on new developments (CVAG have been advised on the monitoring data to demonstrate that the area has remained below the relevance of compliance for 5 years and that the impact on air quality has been considered as part of the Local Plan).

6. Next Steps

- 6.1 The final Revocation Order for approval of intention must be sealed and sent to DEFRA and as is required will be published on the Bracknell Forest Council and the PPP websites.
- 6.2 The Bracknell Forest Council Air Quality Strategy must now be developed and a publication will be produced in consultation with the Director of Public Health. The Strategy must set out and progress the steps the local authority will take to improve air quality in their area.

7. Concluding Observations

- 7.1 The improvements to Air Quality, and hence the requirement to revoke the AQMAs, across the three local authority areas is to be welcomed. There are many factors that have contributed to this and it is clear that the range of interventions made by each Council has contributed to this improvement.
- 7.2 Air Quality continues to be a high-profile area of work and the links with the sources of pollutants and health impacts have become more apparent during and after the Covid pandemic. The authorities must continue to monitor the levels of pollutants and ensure that we continue to progress actions. We also need to develop an Air Quality Strategy for Bracknell Forest and continue to raise the profile of improvements in air quality to support our resident's health.
- 7.3 The duty on local authorities to both assess and improve air quality is not just a legal requirement but a public demand. The effects on health of poor air quality are indisputable and councils have been given a range of tools to tackle the causes.
- 7.4 In simple terms the causes are known but the solutions are wide ranging. The proposals set out in the plans seek to address several approaches ranging from raising awareness, changing human behaviour and improving infrastructure.

Appendices

Appendix A – Crowthorne AQMA Revocation Report

Background Papers:

8 December 2025 JPPC report [West Berkshire Council - Agenda for Joint Public Protection Committee on Monday 8 December 2025, 7.00 pm](#)

Bracknell Forest Council's LTP3 and supporting documents which can be accessed via the Council's website, at: <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planningpolicy/transport-policy>

Defra: National Clean Air Strategy 2019 <https://www.gov.uk/government/publications/clean-air-strategy-2019>

Subject to Call-In:

Yes: No:

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

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**Bracknell Air Quality Management Area
Proposal for Revocation Report
In fulfilment of Part IV of the Environment Act 1995 Local
Air Quality Management**

Date: February 2024

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Report Reference Number	BFBC Bracknell AQMA Revoke 2024
Date	February 2024 Report prepared by PPP on behalf of Bracknell Forest Council

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1 Introduction

This report was produced on behalf of Bracknell Forest Council constitutes the required information under which the Council is to apply for the revocation of the Area Quality Management (AQMA) area known as the Bracknell (Area 1).

The AQMA revocation report has been developed in recognition of the legal requirement on the local authority to work towards the Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and the relevant Regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This report will provide the Council with robust evidence as required under the LAQM guidance, LAQM.TG (22) to enable it to revoke the AQMA.

2 Local Air Quality Management

2.1 Review and Assessment of Air Quality

Under the Environment Act 1995 local authorities are required to review and assess local air quality annually against national air quality objectives. This process sits under the Local Air Quality Management (LAQM) programme which requires local authorities to report annually to the department for Environment, Food and Rural Affairs (DEFRA).

The air quality objectives applicable to LAQM in England are set out in the Air Quality Standard Regulations 2010. The pollutant of concern for this AQMA is for the annual mean objective Nitrogen Dioxide only and the limits are set out in Table 1 below.

Table 1: The National NO₂ Air Quality Objectives

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	Annual mean 40µg/m ³	Annual mean

2.2 Health Impacts

Air pollution is associated with several adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Air Pollution can be harmful to everyone, it mainly affects particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas^{1,2}.

Poor Air Quality is also a contributory role in mortality. The mortality burden of air pollution within the UK is equivalent to 29,000 to 43,000 deaths at typical ages³, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017⁴.

The major source of air quality pollutants in Bracknell Forest is road transport, and the main pollutant of concern is nitrogen dioxide (NO₂). Two Air Quality Management Areas (AQMA) have been declared for exceedances of the Annual Mean NO₂ Objective (Table 1). The Crowthorne AQMA (area 2) is located in Crowthorne, and includes Part B3348, High Street & part of Sandhurst Road and Bracknell AQMA (Area 1) was designated along the A322 Bagshot Road and Downshire Way from Berkshire Way to junction with B3430. (See Appendix A for the maps).

2.3 Current Air Quality Management Area Status

In the comments from the June 2023 Annual Status Report (ASR) for Bracknell Forest BC DEFRA has approved the recommendation made for the revocation of the Bracknell (Area 1) AQMA as it has recorded annual levels at or below 36.0 µg/m³ for 3 continuous years.

2.4 Requirements for revoking an Air Quality Management Area (AQMA)

The process for the revoking an AQMA is set out in the DEFRA Local Air Quality Management Policy and Technical Guidance (22). It states that:

¹ Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

² Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Air quality appraisal: damage cost guidance, January 2023

⁴ Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

“3.57 The revocation of an AQMA should be considered following three consecutive years of compliance with the relevant objective as evidenced through monitoring. Where NO₂ monitoring is completed using diffusion tubes, to account for the inherent uncertainty associated with the monitoring method, it is recommended that revocation of an AQMA should be considered following three consecutive years of annual mean NO₂ concentrations being lower than 36µg/m³ (i.e. within 10% of the annual mean NO₂ objective). There should not be any declared AQMAs for which compliance with the relevant objective has been achieved for a consecutive five-year period.”

Therefore as Bracknell Forest Council has robust monitoring data for the Bracknell AQMA, that has recorded annual levels at or below 36.0 µg/m³ for 3 continuous years it can be revoked.

3 AQMA Bracknell

3.1 The AQMA

The original Bracknell AQMA was declared for the NO₂ annual mean in 2011 but was reduced in 2013, following further assessment, and was designated along the A322 Bagshot Road and Downshire Way from Berkshire Way to the junction with B3430 (Map 1).

3.2 The Nitrogen Dioxide Levels

The nitrogen dioxide levels for the Bracknell AQMA, have been monitored using diffusion tubes at 5 sites, 1 of which is triplicate, and a reference continuous monitor (see Appendix A Map 2). The diffusion tubes sites are located as follows:

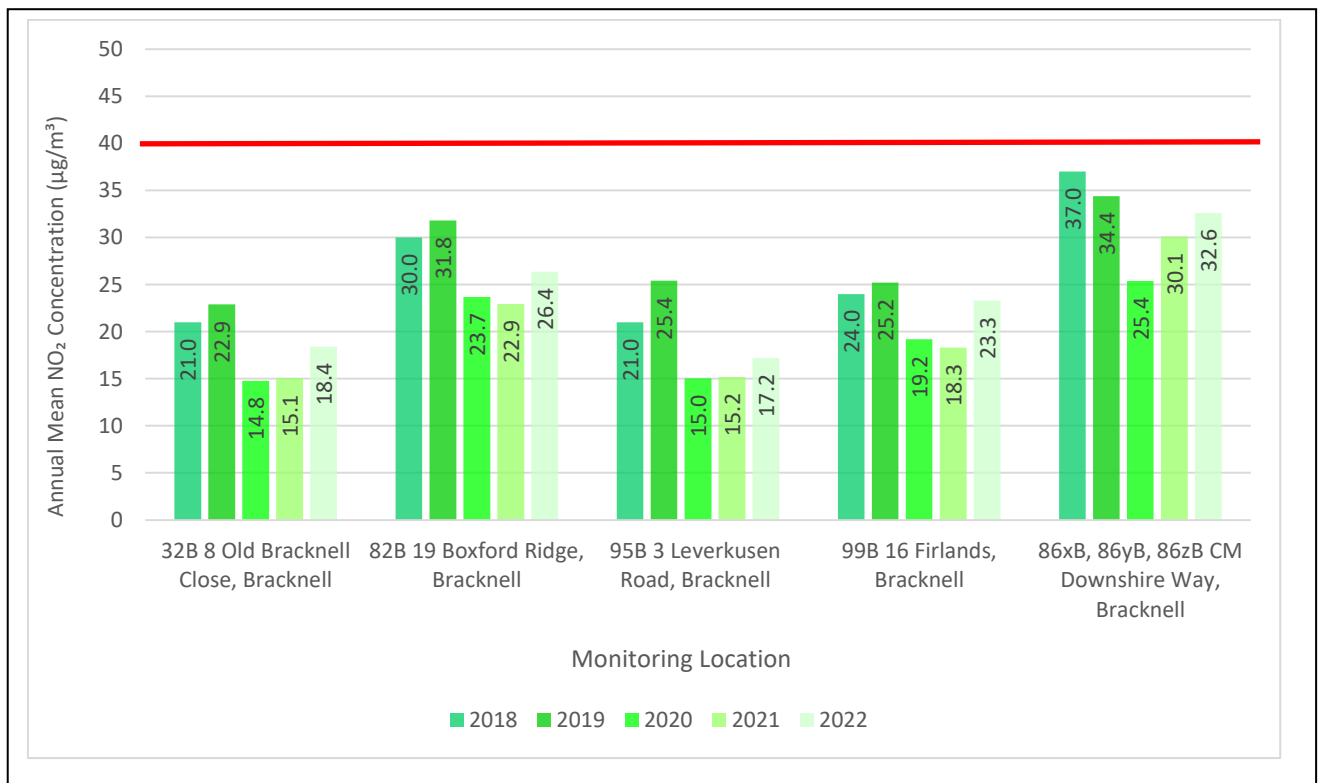
- 32b – 8 Old Bracknell Close, Bracknell
- 82b – 19 Boxford Ridge, Bracknell
- 95b – 3 Leverkusen Road, Bracknell
- 99b – 16 Firlands, Bracknell
- 86xb, 86yb,86zb – Continuous monitor Downshire Way, Bracknell.

The results have been 36.0µg/m³ or below for the past 5 years, in 4 of the diffusion tube locations (Map 3) and continuous monitor (Map 2). One of the diffusion tube locations (86xb, 86yb, 86zb), co-located with the Continuous monitor has been 36.0µg/m³ or below since 2019. Whilst the NO₂ has started to rise slightly since 2020 they remain below the 2019 levels (as shown in Figures 1 & 2 below).

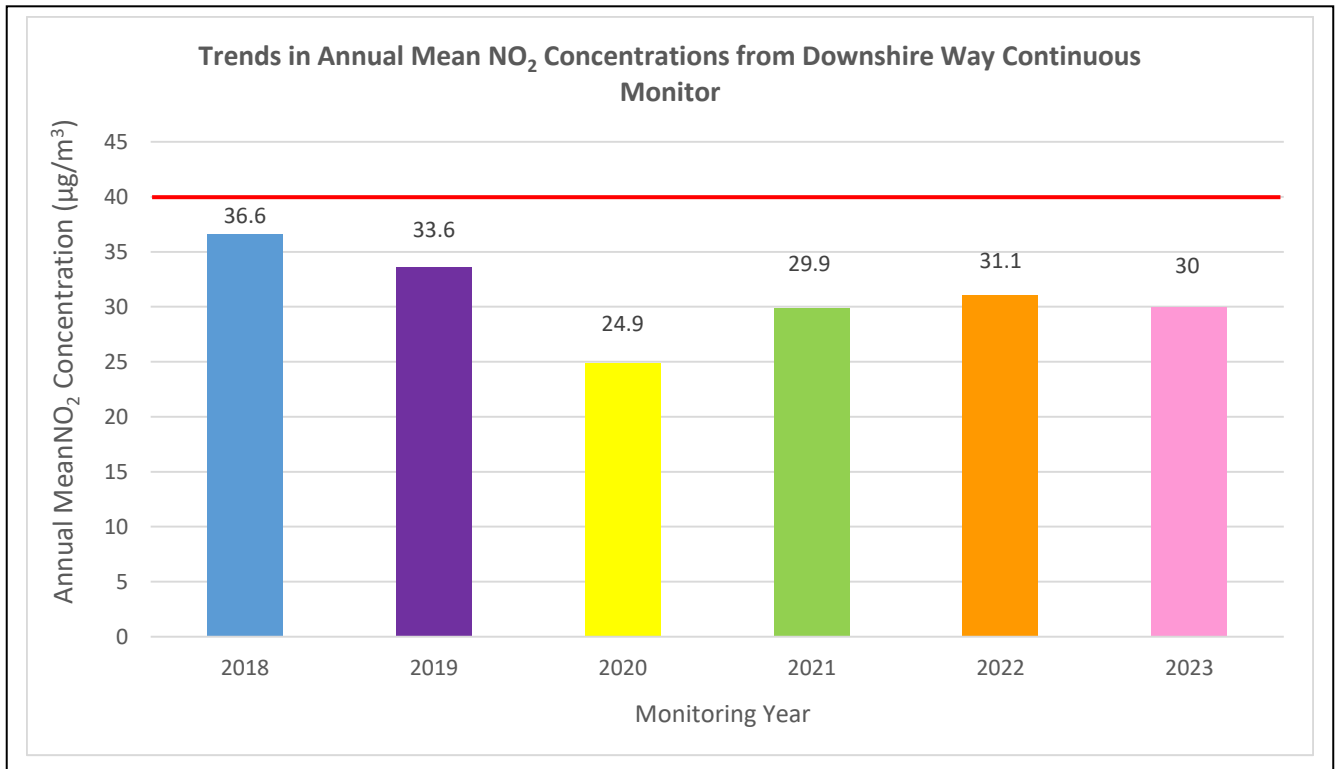
A number of factors may attribute to this reduction in NO₂, including significant capacity improvement works carried out to Downshire Way (A322) between the Twin

Bridges and Horse and Groom junctions which have improved traffic flow and movement on what was previously a bottleneck with significant congestion. This has been complemented by wider traffic management improvements at all junctions along the AQMA A322 corridor, with new traffic signals and junction layout changes further improving traffic flow and reducing congestion. There has also been a change in traffic trends during the day, for example peak traffic is typically slightly lower than pre-pandemic, but traffic during the inter-peak hours is higher, consequently there is less congestion and queuing within the AQMA. There has also been an increase in LGVs, making up for a decrease in car traffic. This is likely partly attributable to increased homeworking, but also increased home deliveries.

3.2.1 Figure 1: Diffusion Tube NO₂ Levels in the Bracknell AQMA from 2018 to 2022



3.2.2 Figure 2: Continuous monitor NO₂ Levels in the Bracknell AQMA from 2018 to 2023



3.3 Monitoring

Monitoring will continue for NO₂ at the sites using diffusion tubes as advised in LAQM.TG (22) to ensure that the levels remain at 36.0µg/m³ or below, for the next 3 years.

3.4 2023 Monitoring

Throughout 2023 the 5 diffusion tubes site within the AQMA have remained in place along with the continuous monitor. The 2023 data from the continuous monitor has shown a reduction in and annual average NO₂ to 30µg/m³ from 2022 (31.1 µg/m³) and therefore remains below 36.0µg/m³ (as shown in Figures 2 and 3), The results from the diffusion tubes will not be known until they have been bias corrected at the end of the full monitoring year. However, they are predicted to be below 36µg/m³ from analysis and comparison with 2022 data and the current data from the continuous monitor.

3.4.1 Figure 3: A table showing the 2023 Continuous monitoring data for the Downshire Road.

Month	Average NO concentration (µg/m ³)		Monthly comparison (%)	Quarterly Annual Average		Quarterly comparison (%)
	2022	2023		2022	2023	
January	45.1	53.6	+17	32.4	38.0	+16
February	25.2	35.8	+35			
March	27.6	25.3	-9			
April	23.9	27.1	+12	24.6	24.4	-0.8
May	22.7	25.7	+12			
June	27.5	20.3	-35			
July	34.8	18.8	-85			
August	30.4	21.8	-39	33.2	23	-36
September	34.5	28.6	-21			
October	31.0	30.2	-3			
November	28.5	39.7	28	33.8	34.6	+2
December	41.8	33.9	-23			
Annual Average	31.1	30.0	- 3			

3.5 QA/QC of Monitoring Data

All the monitoring data is presented with a robust quality assurance and quality control refer to Appendix B for full details.

4 Ongoing measure to improve the local Air Quality

In addition to working to reduce and maintain NO₂ concentrations below the annual objective in all areas of the Borough, we will continue to assess planning applications to ensure that future developments and changes to the road networks across the Borough do not lead to an increase in the NO₂ concentration above the annual mean objective of 40µg/m³. We will also continue to regulate PPC installations to ensure that emission limits are not exceeded and the regulation of smoke control and waste burning to reduce impacts on local air quality. We will continue to provide our Anti-Idling Schools Kit to the local Primary’s as well as running Clean Air Day, and other campaigns which help improve our air quality, ([air-quality-school-toolkit-final-version-1-003.pdf](https://publicprotectionpartnership.org.uk/air-quality-school-toolkit-final-version-1-003.pdf) (publicprotectionpartnership.org.uk)).

4.1 Current Borough Wide Monitoring

In the 2023 Annual Status Report Bracknell Forest confirmed it has 26 diffusion tube sites monitoring NO₂ levels in borough and that they have shown a decreasing trend since the 2018.

No diffusion tube sites located within Bracknell Forest exceeded the Annual Mean Objective. No diffusion tube results were recorded above $60\mu\text{g}/\text{m}^3$, indicating no exceedances of the 1-hour NO_2 objective.

The continuous monitoring unit in Downshire Way, within the Bracknell AQMA, recorded an Annual Mean NO_2 level of $31.1\mu\text{g}/\text{m}^3$ in 2022, which meets the Annual Mean NO_2 Objective ($40\mu\text{g}/\text{m}^3$) was not exceeded. The continuous monitoring also met the 1-hour NO_2 objective.

Bracknell Forest Council will be continuing to monitor the Air Quality across the borough (using diffusion tubes), it may move the locations and add new areas to the monitoring schedule as the local environment changes, such as new housing developments, changes to our road networks and the reduction of NO_2 across the borough. Bracknell is committed to continuing our work to reduce levels of pollution throughout the borough.

The Council will continue to monitor the Crowthorne AQMA along with many other areas of the borough working toward reducing the concentration of all air pollutants to achieve the Air Quality Objectives as stated in the Environmental Act 2021.

5 Bracknell Forest Council Consultation

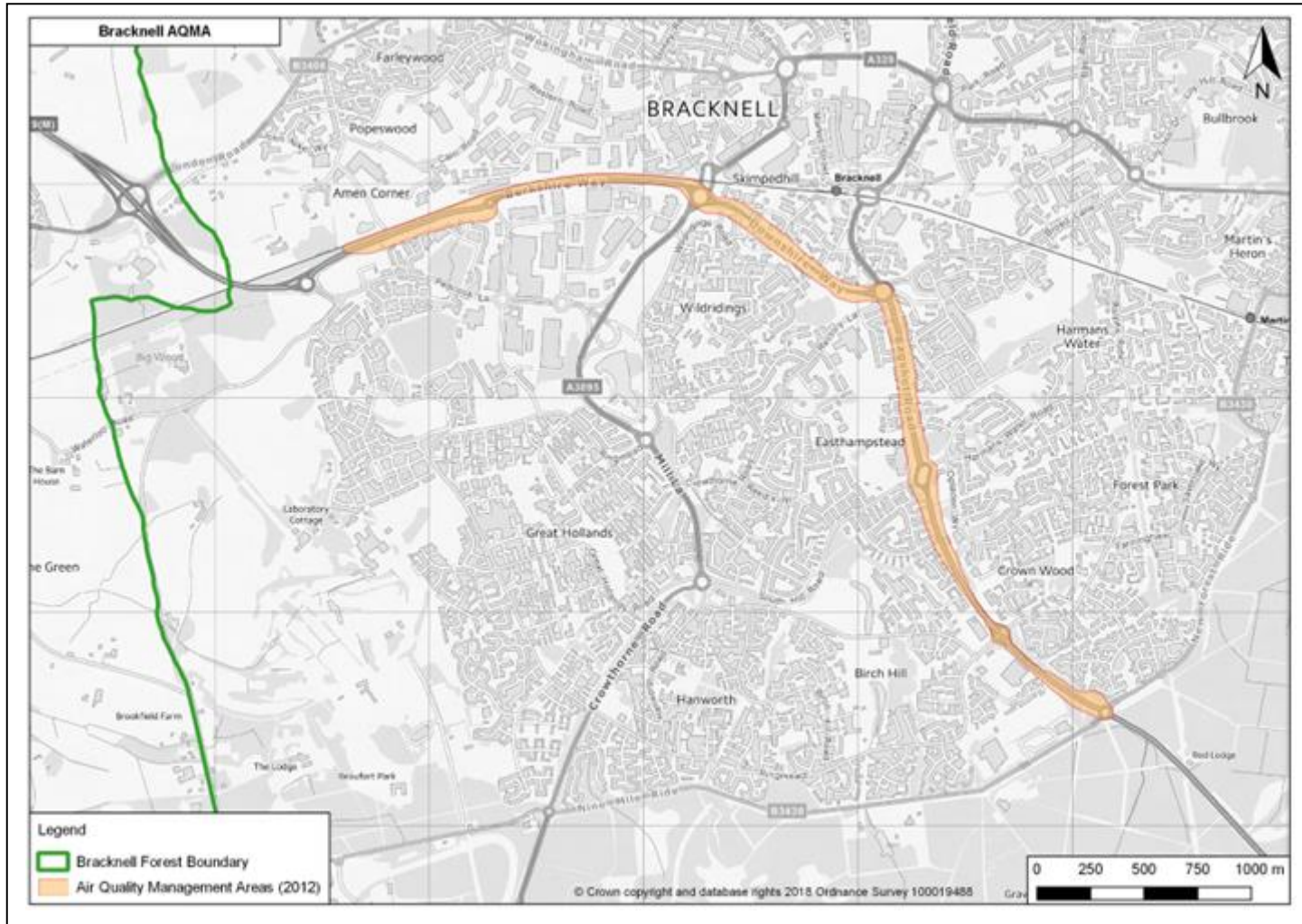
Bracknell Forest Council will consult with statutory consultees as well as interested parties of the intention to revoke the AQMA. It invited The Highways Agency, Environment Agency, neighbouring authorities Planning, Highways and Climate Change for feedback by emailing EQteam@westberks.gov.uk.

6 References and Papers

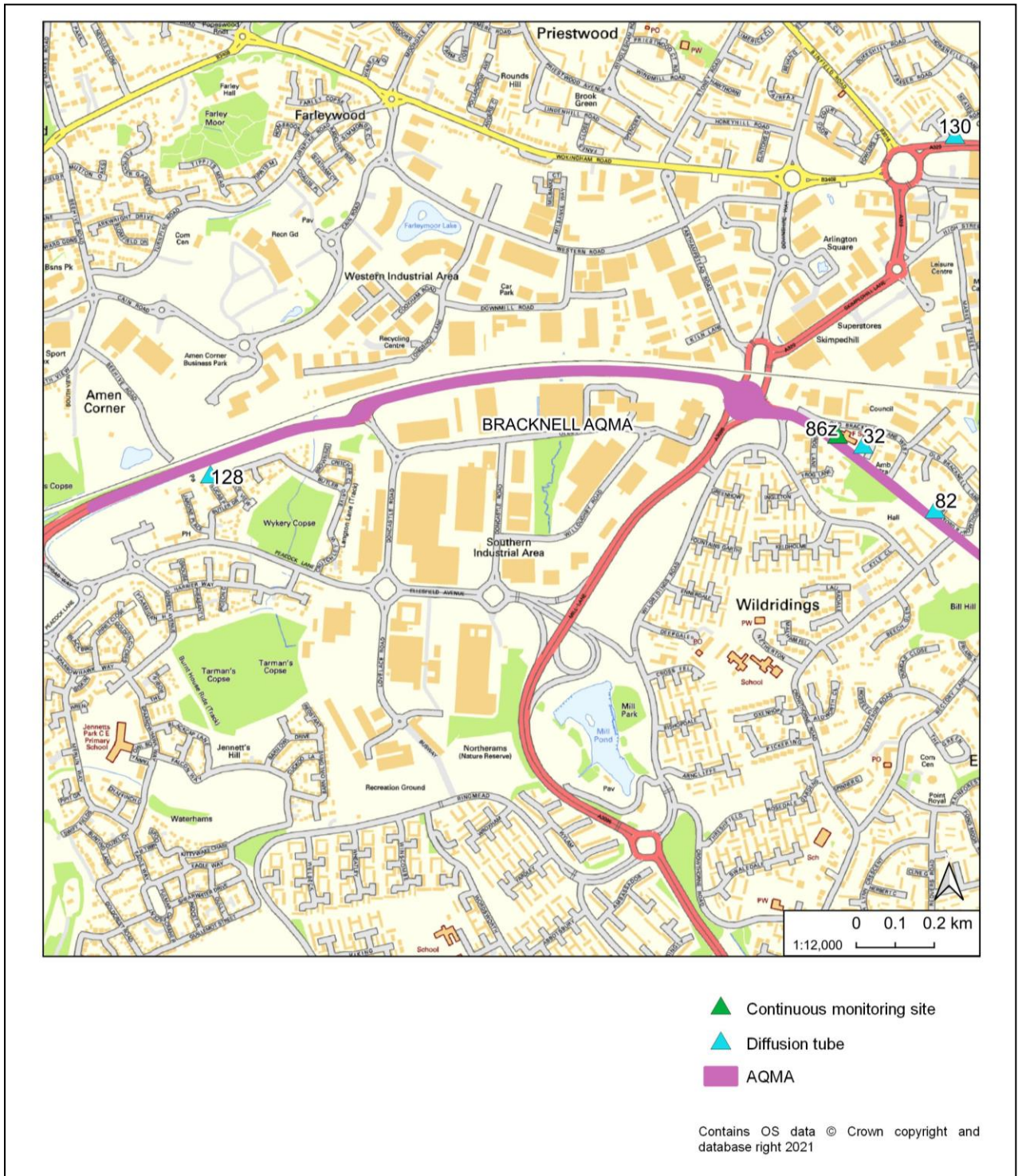
- **Bracknell Forest Council Annual Status Report** (*June 2023*), by Charlie Fielder.
[Air Quality Monitoring - PPP \(publicprotectionpartnership.org.uk\)](https://www.publicprotectionpartnership.org.uk)
- **Air Quality Management Areas (AQMA)** (*DEFRA October 2023*)
[AQMA Details - Defra, UK](https://www.defra.gov.uk/air-quality/management/areas/)
- **Local Air Quality Management Technical Guidance LAQM.TG (22)** (*August 2022*).
Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
[LAQM-TG22-August-22-v1.0.pdf \(defra.gov.uk\)](https://www.defra.gov.uk/air-quality/management/technical-guidance/)

7 Appendix A

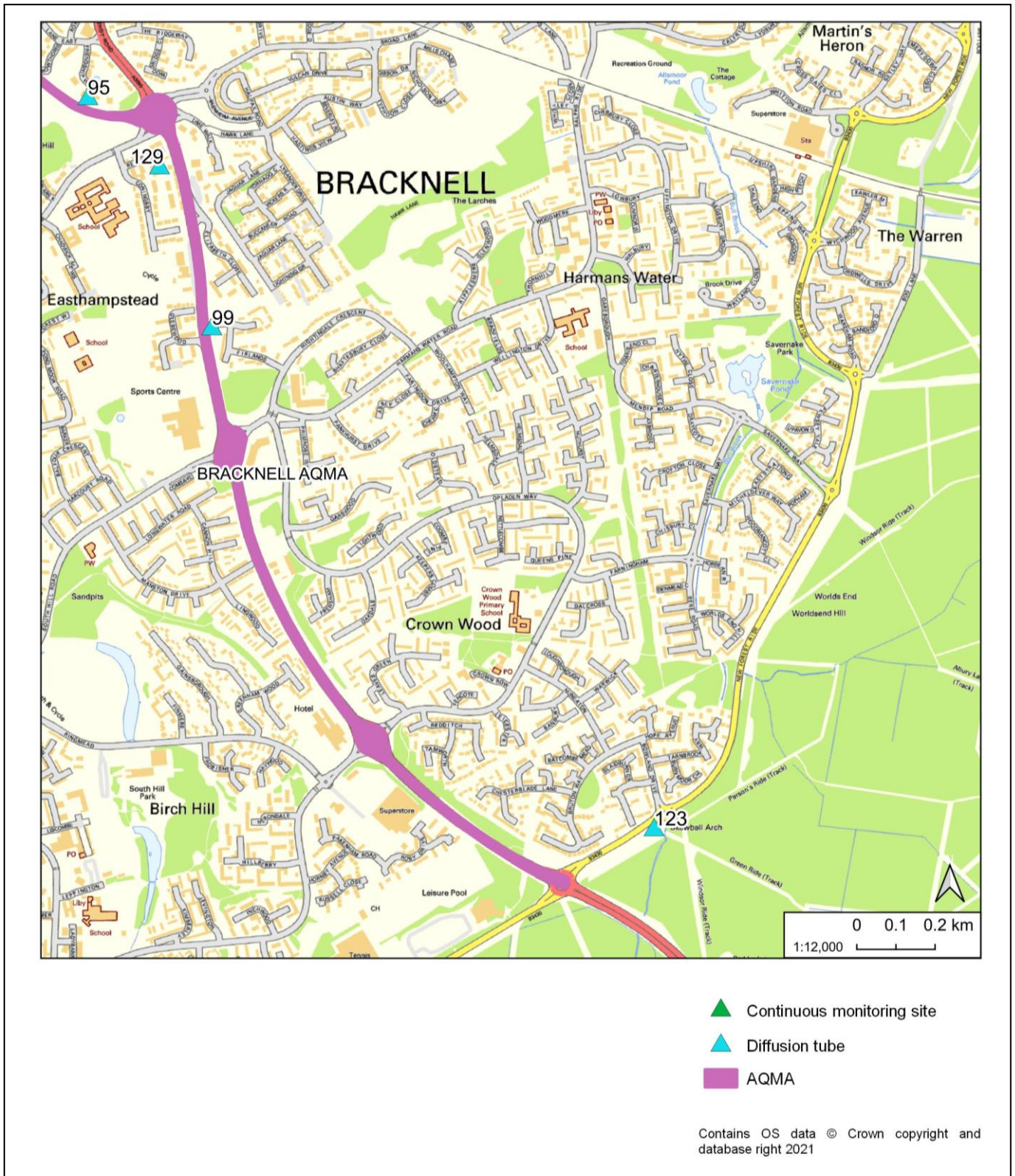
Map 1: The Bracknell AQMA



7.1 Map 2: The Bracknell AQMA (North) diffusion tube and continuous monitoring locations



7.2 Map 3: The Bracknell AQMA (South) diffusion tube and continuous monitoring locations



Appendix B:

QA/QC for the Diffusion Tubes and Continuous Monitor

QA/QC Diffusion Tubes

Bracknell Forest Council uses GRADKO as the supplier used for diffusion tubes and the method of preparation, e.g. 20% TEA in water. The monitoring that has been completed for the past 5 years+ is in adherence with the 2022 DEFRA Diffusion Tube Monitoring Calendar ([NO2 Diffusion Tube Monitoring Calendar | LAQM \(defra.gov.uk\)](#)).

The Workplace Analysis Scheme for Proficiency (WASP) is an independent analytical performance testing scheme, operated by the Health and Safety Laboratory (HSL). WASP formed a key part of the former UK NO₂ Network's QA/QC and remains an important QA/QC exercise for laboratories supplying diffusion tubes to Local Authorities for use in the context of Local Air Quality Management. The laboratory participants analyse four spiked tubes and report the results to HSL. HSL assign a performance score to each laboratory's result, based on their deviation from the known mass of nitrite in the analyte. The Performance criteria are due to be changed, at present the criteria are based on the z-score method, and equates to the following:

GOOD: Results obtained by the participating laboratory are on average within 13% of the assigned value. This equates to a Rolling Performance Index (RPI) of 169 or less.

ACCEPTABLE: Results obtained by the participating laboratory are on average within 13-26% of the assigned value. This equates to an RPI of 169 - 676.

WARNING: Results obtained by the participating laboratory are on average within 26 – 39% of the assigned value. This equates to an RPI of 676 - 1521.

FAILURE: Results obtained by the participating laboratory differ by more than 39% of the assigned value. This equates to an RPI of greater than 1521.

However, from April 2009, the criteria has been based upon the Rolling Performance Index (RPI) statistic and will be tightened to the following:

GOOD: Results obtained by the participating laboratory are on average within 7.5% of the assigned value. This equates to an RPI of 56.25 or less.

ACCEPTABLE: Results obtained by the participating laboratory are on average within 15% of the assigned value. This equates to an RPI of 225 or less.

UNACCEPTABLE: Results obtained by the participating laboratory differ by more than 15% of the assigned value. This equates to an RPI of greater than 225.

Bracknell Forest Council use Gradko International for the supply and analysis of the nitrogen dioxide diffusion tubes for their non-automatic monitoring programme. Gradko’s performance for AIR PT please see Table C.2. Nitrogen Dioxide AIR PT 2019.

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO₂ continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

A summary of bias adjustment factors used by Bracknell Forest Council over the past five years is presented in Table B.. The site which was used was Downshire Way (Bracknell AQMA). Gradko International Ltd of St Martin’s House 77 Wales Street Winchester Hampshire is the supplier and analyst of the nitrogen dioxide diffusion tubes. The tubes are analysed by U.V. spectrophotometry. The limit of detection is 20% TEA/Water.

Table B.1 – Bias Adjustment Factor

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2022	Local	-	0.82
2021	National	03/21	0.81
2020	National	09/20	0.84
2019	Local	-	0.82
2018	National	03/21	0.81

QA/QC of Automatic Monitoring

TRL carry out the QA/QC on behalf of Bracknell Forest Council, below is their QA/QC procedure.

Site operation

Routine instrument calibrations are conducted approximately once a month, which involve zero and span checks, a written record of the gas analyser diagnostics and a general visual inspection of all equipment is undertaken. There is a written operating procedure, and a calibration record sheet is completed at every site visit.

Data retrieval and daily data checking

Data from the monitoring station is retrieved and processed on a Campbell CR10x data logger as 15-minute mean data. The logger was interrogated via a Siemens TC35i GSM modem at 8-hourly intervals by the ENVIEW 2000 software hosted at TRL. This was used to retrieve, check and archive data. TRL's internal QA/QC procedures require all data to be backed up on a secure server and all documentation associated with each site to be uniquely identified and securely stored to provide an audit trail. Daily data inspections are undertaken during office hours using the facilities of the Data Management System. Initial observations of the Management System indicate whether the site has been contacted during its nominated 'poll time' overnight. If this has not been successful a manual poll of the site may be required. If this is not successful further investigation of the communications integrity will be required to establish contact with the site modem and data logger. Three-day plots of recorded data are viewed for the requested site, and these are inspected and assessed for continuity, validity, minimum and maximum values, date and time, power failures and general integrity. All anomalies are recorded on the Daily Check sheet, as required. Any anomalies or queries arising from daily inspection of data, or system operation, are brought to the attention of the Project Manager who will evaluate the situation and initialise any necessary action. In the event that the PM is not available, contact will be made with the next available senior person within the monitoring team. Any issues identified with equipment operation will be referred to the client for attention within 24 hours (excluding weekends). On a weekly basis, data is examined using summary statistics and outlier analysis to establish data validity. If unusual data episodes are recorded, these would be routinely examined over longer data periods to establish their impact on trends but would also be cross referenced with data peaks and troughs recorded at other national monitoring stations. In addition, integrity and validity of data logger clock times are checked, and any significant errors recorded in the Data Management System logbook. All site data recorded through the Data Management System is archived on TRL's Network. The data is backed up daily, and the TRL IT Department maintains these data within their long-term and secure archives. This secures all data in the event of any system failure.

Data calibration and ratification

Data is ratified as per AURN recommended procedures. The calibration and ratification process for automatic gas analysers corrects the raw dataset for any drift in the zero baseline and the upper range of the instrument. This is done using Evista software-based calibration and ratification process which incorporates the zero and span check information from the calibration visits. The zero reading recorded during the calibration visits is used to adjust any offset of the baseline of the data. The difference between the span value obtained between one calibration visit and the next visit is used to calculate a factor. This change is assumed to occur at the same rate over the period between calibrations and as such the factor is used as a linear data scaler. This effectively results in the start of the period having no factor applied and the end of the period being scaled with the full factor with a sliding scale of the factor in-between. After applying the calibration factors, it is essential to screen the data, by visual examination, to see if they contain any unusual measurements or outliers. Errors in the data may occur as a result of equipment failure, human error, power failures, interference or other disturbances. Data validation and ratification is an important step in the monitoring process. Ratification involves considerable knowledge of pollutant behaviour and dispersion, instrumentation characteristics, field experience and judgement. On completion of this data correction procedure, the data set is converted to hourly means and a summary of the data is provided to Bracknell Forest Council at quarterly intervals and a calendar year annual report is prepared.

Independent Site Audits

In addition to these checks an independent site audit is carried out every 12 months to ensure the monitoring equipment is operating correctly. The audits that are carried out utilise procedures that are applied within DEFRA's National Automatic Air Monitoring Networks Quality Control Programme. The efficiency of the analyser's convertor is checked, and the analyser is also flow and leak tested. The gas bottle used for calibrations on site is also checked against the auditor's gas bottle to ensure the stability of the gas concentration.

Pre-budget Setting Discussion

Committee considering report:	Joint Public Protection Committee
Date of Committee:	8 June 2026
Chair of Committee:	TBC
Date JMB agreed report:	18 May 2026
Report Author:	Moira Fraser
Forward Plan Ref:	JPPC

1. Purpose of the Report

- 1.1 To set out the framework for a discussion on the budget ahead of the October JPPC budget meeting at the request of the Committee.

2. Recommendations

The Committee:

- 2.1 **NOTES** the timeframes and methodology that underpin the budget and fee setting process.
- 2.2 **CONSIDERS** requests from the partner authorities with regard to the 2027/28 budget and fees and charges.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	<p>Under the Inter-Authority Agreement, the JPPC is required to propose an annual budget to deliver the delegated public protection functions, and the service is accountable to the Committee for performance against that budget. This includes proposing a schedule of discretionary fees and charges in compliance with the prevailing statutory framework on fee setting.</p> <p>Notwithstanding the Committee’s recommendations, each partner Council remains responsible for approving its own budget (including fees and charges).</p> <p>Fees comprise statutory fees where any variance is set by law or discretionary fees. In respect of the discretionary fees these are usually based on the principle of full cost recovery.</p>
Human Resource:	<p>The base budget funding that will be proposed to the Committee is that which will be required to maintain the current staffing structure.</p>

<p>Legal:</p>	<p>The IAA (Inter-Authority Agreement) that underpins the Partnership delegates responsibility for the strategic direction of the PPP to the Joint Public Protection Committee.</p> <p>It also sets out the requirement to provide a proposed budget, agreed percentages and fee structure to the partner authorities in time to feed into their budget setting cycle i.e. by the 30th November each year. The final proposal is therefore usually brought to the October JPPC meeting for members to consider.</p> <p>It remains, at all times, the responsibility of the partner councils to set their own budgets including fees and charges having received the recommendation of the Committee.</p> <p>There are statutory consultation requirements associated with the fees and charges for hackney carriage and private hire drivers, vehicles and operators. These are set out in Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976. Any variations to these fees will be consulted on in accordance with the legislation and will be discussed at the licensing committees of the partner authorities prior to recommendations being made to the Budget Council meetings of the two authorities.</p> <p>The partner authorities will also undertake any statutory consultations required in respect of their individual budgets.</p>
<p>Risk Management:</p>	<p>There are risks associated with service failure, reduced capacity, backlogs, inability to meet statutory timescales, increased complaints and scrutiny if the approved budget does not match the actual cost of delivering statutory and agreed functions.</p> <p>There is a risk of legal challenge and reputational damage, if fees are set outside legal parameters.</p> <p>There is a risk of perceived unfairness, which could lead to a strain in partnership relationships should the agreed percentage shares (or the basis for them) no longer reflect usage and demand.</p> <p>The budget setting process needs to take into consideration prudent inflation assumptions and assumptions around pay settlements, pension rates and supplier inflation to ensure that as far as is practicably possible the risk of in year overspends is reduced.</p>
<p>Property:</p>	<p>There are no property implications associated with this report although discussions about potential colocation with other services at the Theale Gateway Office are ongoing.</p>

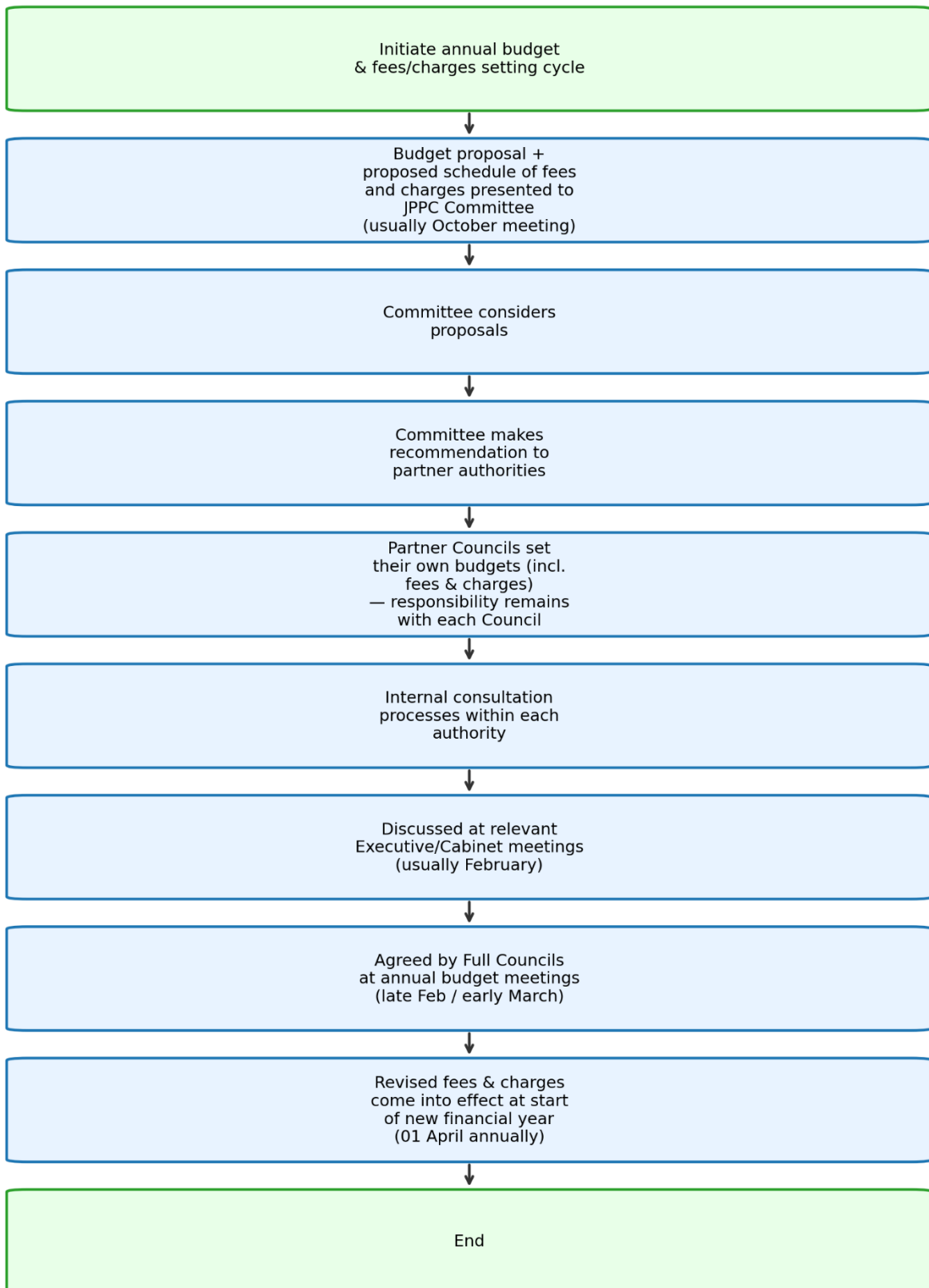
Policy:	<p>The Committee has responsibility for setting the strategic direction and policy of the PPP. This includes the maintenance of financial oversight to ensure sound financial management. More specifically the Committee has responsibility for recommending to the Councils a budget that meets its needs along with a proposal for fees and charges.</p> <p>Updates on the financial position are presented to the Committee as part of the quarterly performance monitoring regime.</p>			
	Positive	Neutral	Negative	Commentary
Equity Impact Assessment:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		There are no decisions being made. This report is designed to engender discussion ahead of the budget setting process.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		See above
Environmental Impact:		✓		Although the service plays a significant role in the protection of the environment including air quality, land contamination, planning considerations and enforcement of green energy claims this report does not include any decisions that will impact on these functions.
Health Impact:		✓		A significant number of the Partnership's Service Priorities relate to protecting and improving health. These included food safety and standards, health and safety, tackling fraud, air quality and private sector housing. This report does not include any decisions that will impact on these functions
ICT or Digital Services Impact:		✓		There are no ICT or Digital Service Impacts associated with this report.

PPP Priorities :		✓		As there are no decisions being made this report will not impact on the Services priorities as set out below: <ol style="list-style-type: none"> 1. Building Safer Communities 2. Improved Living Environment 3. Protecting Consumers from Fraud 4. Reducing Harm in Young People 5. Protecting and Informing Consumers 6. Protection of the Environment 7. Promoting Animal Welfare 8. Safety in the Workplace 9. Safe and Healthy Food Chain
Data Impact:		✓		As no decision is being made this report will not have an impact on data subjects.
Consultation and Engagement:	<p>The report will be subject to discussion in the partner authorities ahead of the June JPPC meeting.</p> <p>Any decisions on the budget and fees will be subject to internal consultation processes within the partners authorities later in the year.</p> <p>Any proposed variations to the Hackney Carriage and Private Hire Vehicles and Private Hire operators will be subject to statutory consultation.</p>			

4. Introduction

- 4.1 The Inter-Authority Agreement (IAA) between the Councils sets out the functions that are delegated to the Joint Public Protection Committee (JPPC) under the terms of the agreement. To deliver these functions for the partner councils the Committee is required to allocate a budget on an annual basis for which the service will be held accountable by the JPPC.
- 4.2 The process for doing this is that a budget is proposed to the Committee along with a proposed schedule of fees and charges, usually at the October JPPC meeting in order to ensure compliance with the IAA deadline. The Committee considers the proposals and then makes a recommendation to partner authorities. At all times it remains the responsibility of the partner councils to set their own budgets including fees and charges, having received the recommendation of the Committee.
- 4.3 The proposals are then subjected to any internal consultation processes and are then discussed at the relevant Executive / Cabinet meetings (usually in February) before being agreed by Full Councils in late February or early March at the annual budget meetings. The revised fees and charges then come into effect at the start of the new financial year. i.e. 01 April annually.

Annual Budget, Fees & Charges - Decision Process (JPPC → Councils)



- 4.4 The total net revenue budget for the service is shared between the Councils in accordance with the agreed percentages each year. The functions that are delivered to each of the partner authorities are set out in the schedules attached to the agreements. For Environmental Health and Licensing the costs are broadly split 60/40 between West Berkshire and Bracknell and for those services shared with Wokingham the split is 40% (West Berkshire), 33% (Wokingham) and 27% Bracknell Forest.
- 4.5 The fees and charges schedule comprises both statutory and discretionary fees. The statutory fees are updated when any changes are announced by government. Discretionary fees are based on the hourly rate multiplied by the time taken to process an application. This hourly rate incorporates a range of factors including the wide variety of council support service costs, staffing and associated costs, democracy and governance, policy development, contracts, systems and the necessary training to maintain a competent workforce. The proposed fees are common in both Bracknell Forest and West Berkshire, and Wokingham where appropriate, as the service has a common cost base. The level of income is generally aligned across the two authorities.
- 4.6 The Service has a range of other income streams including grant and cost recovery for services provided in partnership with non-PPP partner councils. This work includes proceeds of crime, case management, petroleum, animal feed controls and a range of public health and community workstreams. These are possible because of the shared service arrangement and the ability to develop specialisms and critical mass.
- 4.7 At the October 2025 JPPC meeting during the discussion on the budget Councillor McCann highlighted the importance of ownership of the budget at a member level across the PPP. As part of this he suggested that a discussion be scheduled at the Committee meeting in June 2026 to discuss budget setting across the three local authorities.
- 4.8 The recent peer review had also identified that “The budget setting process for the PPP would benefit from greater clarity for the partners. Understanding amongst Executive members is inconsistent at present.”
- 4.9 This report has therefore been included on the agenda to provide a basis for Members to discuss the 2027/28 budget ahead of proposals being brought to the October meeting.

5. Budget Setting

- 5.1 The 2026/27 base budget included a recommendation that it be increased by approximately 6% to address an in-year budget pressure derived from unbudgeted for increase in National Insurance contributions, higher than anticipated salary settlement and some remaining income targets that would not be achievable.
- 5.2 The proposed budgets for the previous three years are set out below:

Authority	Proposed Net Revenue Budget 2026/27	Proposed Net Revenue Budget 2025/26	Proposed Net Revenue Budget 2024/25
Bracknell Forest	£1,467,350	£1,361,360	£1,233,603
West Berkshire	£2,271,120	£2,107,080	£1,909.327
Wokingham	£567,290	£526,310	£515,990
Total	£4,305,760	£3,994,750	£3,658,920

5.3 In considering its recommended budget the Committee is required to consider the following matters:

- The previous expenditure of the PPP and the service levels achieved,
- Any proposals for the development of the PPP and the services it offers,
- Any material changes to the activities of the PPP,
- Any other matters relevant from time to time,
- Development and impact of any efficiencies that could lead to reduced costs, and
- Consider any investment required to realise these efficiencies.

5.4 The total budget required is then split based on agreed percentages:

Authority	% for 2026/27	% for 2025/26	% for 2024/25
Bracknell Forest	39.25 %	39.25%	39.25%
West Berkshire	60.75 %	60.75%	60.75%
Wokingham	*	*	*

5.5 * The process for setting Wokingham Borough Council's contributions is set out in the 2022 agreement.

5.6 The agreed percentages are reviewed annually and adjusted accordingly.

5.7 In addition to the general revenue budget there are a number of 'out of scope' budgets relating to grant funded functions. These include scams and victim support, public health and investigations. Sources of funding include the Department for Business, Energy and Industrial Strategy (BEIS) via National Trading Standards Board and Trading Standards South-East, public health and community safety funds including Police and Crime Commissioner funding. Where staff are engaged on this work their time is charged to these budgets.

6. Fee Setting

- 6.1 The PPP operates all its functions and services on the understanding that it will recharge for costs incurred where it is legally permissible to do so. As stated previously when it comes to fee setting the Service charges both discretionary and statutory fees.
- 6.2 An evaluation of service activity is undertaken annually to ensure that costs are properly identified and that any fees and charges passed onto residents and businesses are reasonable, accurate and up to date. The hourly rate is based on a series of calculations, using data from finance colleagues to assess internal recharges, officer salaries and associated costs, administrative support, management overheads, council support service costs, costs associated with democracy and governance, policy development, contracts, systems and the necessary training to maintain a competent workforce.
- 6.3 In December 2017 the JPPC determined that as a matter of principle that all discretionary fees and charges should be set on the basis of full cost recovery, and this would be reflected in the service 'hourly rate' which would be the basis of fee setting. The hourly rates set year on year were:
- 2017/18 - £53
 - 2018/19 - £55 (increase of 3.8%)
 - 2019/20 - £57 (increase of 3.6%)
 - 2020/21 - £57 (0% increase)
 - 2021/22 - £59 (increase of 3.5%)
 - 2022/23 - £64 (increase of 8.5%)
 - 2023/24 - £67 (increase of 4.7%)
 - 2024/25 - £67 (0% increase)
 - 2025/26 - £69 (increase of 3%)
 - 2026/27 - £74 (increase of 7.2%)
- 6.4 Discretionary fees are set based on a calculation of time multiplied by the hourly rate. It is anticipated that as the IT system becomes more embedded in working practices time recording will be enhanced and more accurate.
- 6.5 Due to the timing of the fee setting process the partner authorities are contacted in advance to establish the corporate position in terms of fee setting. Historically the percentage increase has been linked to CPI as at the 01 September each year and historically set at CPI plus 2%. West Berkshire Council is currently undertaking a wide-ranging review of its fees and charges as part of the budget-setting process for 2027 onwards. This will include benchmarking existing fees and identifying any potential for new charges. Officers from the PPP have started to engage with the external providers undertaking the review.
- 6.6 In 2026/27 an in-depth review of the support service recharges was undertaken where it was established that they had fallen behind by 35% since the hourly rate was originally calculated and this increase was factored into the £74 (7.2%) increase.

6.7 Members are asked to consider the approach taken to fee setting and to comment on any factors to be taken into account for the 2027/28 financial year.

7. Asset Recovery Incentivisation Scheme

7.1 The PPP conducts criminal investigations as part of its broader enforcement remit. This work is funded from the service's revenue budget. Where financial benefit has been derived from criminal activity the Crown Court may confiscate assets from the guilty party. In the normal course of activities this money is paid in the form of compensation to victims. If criminal asset is recovered that is not for compensation purposes, then under the terms of the Asset Recovery Incentivisation Scheme a proportion is paid to the investigating / prosecuting authority. The proportions for each are 18.5% with some top slicing for administration of the scheme.

7.2 It is important that this money is kept separate from general revenue spend as not doing so or setting an income target would open the Service up to challenge about the intended purpose of any investigation / legal action. For this reason there is an approved policy on the use of these receipts that accords with the fundamentals of the ARIS scheme, The current iteration of the [Proceeds of Crime Act 2002 and Asset Recovery Incentivisation Scheme](#) (ARIS) was adopted at the October 2024 JPPC meeting and focuses on confiscation in the form of compensation for victims.

7.3 There is a separate cost centre to account for money spent and all monies received from the Home Office under ARIS in a reserve. For the reasons set out above there is no income target associated with the cost centre, thereby protecting its integrity for the purpose intended i.e. preventing, reducing and tackling crime. It is expected that the partner authorities can account for its use of incentive payments on an annual basis.

8. Concluding Observations

8.1 This report has been presented to support early and informed Member engagement in the budget and fee-setting process for the Public Protection Partnership (PPP) ahead of the formal 2027/28 proposals being brought to the Joint Public Protection Committee (JPPC) in October. It responds directly to issues raised by Members and findings from the recent peer review, both of which highlighted the need for greater clarity, transparency and shared ownership of the budget across partner authorities.

8.2 The budget setting process operates within a clear governance framework established by the Inter-Authority Agreement, with the JPPC responsible for recommending a budget and fees and charges, and individual partner councils retaining responsibility for final approval through their own internal decision-making processes. Understanding and acknowledging these respective roles is essential to ensuring effective member oversight and confidence in the arrangements.

8.3 The apportionment of costs between partner authorities continues to be managed through agreed percentages, which are reviewed annually to reflect service demand and activity. In parallel, the continued use of grant funding for specific out-of-scope functions helps to mitigate pressures on the core revenue budget where it is appropriate to do so.

8.4 Fee setting remains an integral component of maintaining financial sustainability. The long-standing principle of full cost recovery for discretionary fees provides a

transparent and defensible approach, ensuring that costs are not inappropriately subsidised by Council Tax payers.

- 8.5 Looking ahead to 2027/28, Members are invited to reflect on both the budget and fee-setting approaches, including the balance between affordability for residents and businesses, full cost recovery, and the ongoing need to invest in systems, training and service resilience.
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9. Appendices

- 9.1 None
-

10. Background Papers:

- 10.1 Previous Budget papers.

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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JPPC Terms of Reference

Committee considering report:	Joint Public Protection Committee
Date of Committee:	8 June 2026
Chair of Committee:	To be appointed at the Meeting
Date JMB agreed report:	18 May 2026
Report Author:	Moira Fraser
Forward Plan Ref:	JPPC

1. Purpose of the Report

- 1.1 To note the current Terms of Reference of the Committee as this is the first meeting of the new Municipal Year.

2. Recommendations

The Committee:

- 2.1 **NOTES** the current Terms of Reference of the Joint Public Protection Committee (JPPC).

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:	<p>The Terms of Reference (ToR) 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.</p> <p>Any changes proposed to the ToR will have to be adopted by West Berkshire Council's Full Council meeting in accordance with its Constitution.</p> <p>The requirements of the JPPC and the Public Protection Partnership are also included in the Inter Authority Agreement (IAA).</p>
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		Report is to note only.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		Report is to note only.
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		None
ICT or Digital Services Impact:		x		Meetings are live-streamed and available to watch online.
PPP Priorities:		x		The report will impact on the following PPP Priorities 1. Building Safer Communities 2. Improved Living Environment 3. Protecting Consumers from Fraud 4. Reducing Harm in Young People 5. Protecting and Informing Consumers 6. Protection of the Environment 7. Promoting Animal Welfare 8. Safety in the Workplace 9. Safe and Healthy Food Chain Business as Usual Activity is supported too.
Data Impact:		X		None

Consultation and Engagement:	None
Other Options Considered:	None

4. Executive Summary

- 4.1 The current Terms of Reference of the JPPC were updated at the 08 December 2025 Committee meeting where a decision was taken that Wokingham Borough Council becomes a full Member of the Joint Public Protection Committee.
- 4.2 The Membership of the JPPC therefore currently comprises of nine Members, three from each of Bracknell Forest Council, Wokingham Borough Council and West Berkshire Council as follows:
- The Executive/Cabinet Member with responsibility for Public Protection Services (appointed by the Leader of the respective Council);
 - Two additional Members (appointed by each Council at its respective Annual Meeting or in the event of a vacancy) reflecting the political balance of the individual Council.
- 4.3 Should any changes be proposed to the governance of the Committee at a future meeting the Terms of Reference will be amended accordingly.
- 4.4 It is good governance practice for the terms or reference to be presented to the Committee at the first meeting of the Municipal Year annually.

5. Appendices

- 5.1 Appendix A – Terms of Reference

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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Part []

Council Bodies

Appendix: Joint Public Protection Committee

1 Preamble

- 1.1 Part 3 (Meeting Procedure Rules) and Part 6 (Council Bodies) set 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 Parts 3 and 6 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"), West Berkshire District Council ("WBDC") and Wokingham Borough Council ("WBC") (together, "the Councils").
- 2.2 WBDC is the host authority for the PPP and, unless otherwise agreed in writing, the WBDC 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 nine Members, three from each of BFC, WBDC 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 Two additional Members (appointed by each Council at its respective Annual Meeting or in the event of a vacancy) reflecting the political balance of the individual Council.
- 4.2 At least one officer representing each partner local authority will attend the JPPC to advise Members. Where possible, the Service Lead: Public Protection will also attend.

5 Chairman and Vice-Chairman

- 5.1 The JPPC shall appoint one of its Members to be Chairman and one to be Vice Chairman of the JPPC on an annual basis (or in the event of a vacancy) at the first meeting of the Municipal Year.

6 Quorum

- 6.1 The quorum of a Meeting shall be three.
- 6.2 At least one Executive/ Cabinet 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 three Councils and will give notice of these decisions at least 28 days before they are due to be taken.

10 Administration

- 10.1 WBDC will provide administration for the JPPC.