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Notice of Meeting

Joint Public Protection Committee

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

Monday 12 October 2026 at 7.00pm

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

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), David Hare (Wokingham Borough 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) and Howard Woollaston (West Berkshire Council)

Part I

		Page No.
1	**Apologies** To receive any apologies for absence.	1 - 2
2	**Election of the Vice-Chairman** To elect a Vice-Chairman of the Joint Public Protection Committee for the remainder of the 2026/27 Municipal Year.	3 - 4
3	**Minutes** To approve as a correct record the Minutes of the meeting of this Committee held on 8 June 2026.	5 - 10
4	**Outstanding actions from previous meetings** To consider any outstanding matters from previous meetings.	11 - 12
5	**Declarations of Interest** Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration, and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members' Interests, the Monitoring Officer must be notified of the interest within 28 days.	13 - 14

6 **Notice of Public Speaking and Questions** 15 - 16

To note those agenda items which have received an application for public speaking.

A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.

The Partnership welcomes questions from members of the public about their work.

Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Partnership or an item which is on the agenda for this meeting. For full details of the procedure for submitting questions please contact Democratic Services.

7 **Forward Plan** 17 - 20

To detail future items that the Committee will be considering.

8 **Public Protection Partnership Service Q1 Report for 2026/27** 21 - 54

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 first quarter of 2026/27.

9 **Operational Approach to Fireworks** 55 - 72

To review the operational approach that is being taken towards fireworks by the Public Protection Partnership and to set out the powers delegated to the PPP to undertake enforcement activity in respect of the supply, storage, product safety and use of fireworks.

10 **Revenue Budget 2027/28 including Proposed Fees and Charges Schedule** 73 - 110

To set out the Public Protection Partnership's draft revenue budget for 2027/28 including discretionary fees and charges for 2027/28.

To seek approval of the draft budget and draft fees and charges schedule prior to submission to Bracknell Forest and West Berkshire Councils as part of their budget setting process in accordance with the Inter-Authority Agreement (IAA).

To agree the figure for the basis of the recharge to Wokingham Borough Council with respect to the services shared with Wokingham Borough Council under the shared service agreement effective on the 1st April 2022.

11 **PPP Strategic Assessment Review (2026)** 111 - 132

To present a review of the 2024-2027 PPP Strategic Assessment by identifying variations in key service delivery (further horizon scanning), activities, priorities and the resource challenges for the Service.

Contact Officer:
Stephen Chard, Legal and Democratic Services, West Berkshire Council, Council Offices, Market Street, Newbury RG14 5LD
Email: stephen.chard@westberks.gov.uk **Tel:** 01635 519462

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JPPC – 12 October 2026

Item 1 – Apologies for absence

Verbal Item

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JPPC – 12 October 2026

Item 2 – Election of the Vice-Chairman

Verbal Item

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DRAFT

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 8 JUNE 2026 BRACKNELL FOREST COUNCIL, TIME SQUARE, MARKET STREET, BRACKNELL

Present: Iskandar Jefferies (Chairman), Lou Timlin (Vice-Chairman), Nick Allen, Jeremy Cottam, Pauline Jorgensen, Tom McCann, Stephen Newton, Patrick Smith and Howard Woollaston

Also Present: Rosalynd Gater (Team Manager - Commercial), George Lawrence (Team Manager - Residential), Sean Murphy (Service Lead - Public Protection), April Peberdy (Service Director - Community Services), Suzanne McLaughlin (Senior Environmental Health Officer), Moira Fraser (Public Protection Partnership), Damian James (Bracknell Forest Council) and Stephen Chard (Democratic Services Manager)

PART I

1 Election of the Chairman

RESOLVED that Councillor Iskander Jefferies of Bracknell Forest Council be elected as Chairman of the Joint Public Protection Committee for the 2026/27 Municipal Year.

2 Appointment of the Vice-Chairman

RESOLVED that Councillor Lou Timlin of Wokingham Borough Council be elected as Vice-Chairman of the Joint Public Protection Committee for the 2026/27 Municipal Year.

3 Minutes

The Minutes of the meeting held on 9 March 2026 were approved as a true and accurate record and signed by the Chairman.

4 Outstanding actions from previous meetings

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

5 Declarations of Interest

No declarations of interest were received.

6 Notice of Public Speaking and Questions

No public questions were received.

7 Forward Plan

RESOLVED that the Forward Plan be noted.

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

The Committee considered the report (Agenda Item 9) which informed Members of the performance of the Public Protection Partnership (PPP), in line with the operating model and business plan, during the final quarter of 2025/26 and the year-end outturn.

Sean Murphy (Service Lead – Public Protection) introduced the report and highlighted the following key points:

- The year-end budget position was an underspend of £21k. This met the Key Performance Indicator (KPI) to be within 1% variance of the budget. This had been achieved as a result of taking mitigating actions, including holding several vacancies open for significant lengths of time. However, vacancies were no longer being held open and recruitment activity was being undertaken, at different stages, for each of the vacant posts listed within the report. Officers were commended for their efforts in managing the budget.
- The update on the responses to the Peer Review recommendations was provided in Appendix D. The vast majority of these had been concluded.
- 77 press releases and articles had been issued by the PPP within the past year (an increase on the previous year).
- 506 Freedom of Information requests were responded to during 2025/26, a significant increase on the previous year. A significant amount of officer time had been utilised in responding to these requests. It was clarified that the FoIs covered a number of themes, these included taxi licensing, actions relating to vapes, and enforcement activity. The risk of AI generated FoI requests was highlighted as a concern by the Chairman.
- The number of FoIs were much lower for Wokingham as the numbers in this report only related to FoIs received for shared services provided by the PPP.
- Enquiries from Councillors and local MPs were welcomed as they provided useful intelligence.
- The number of complaints received by the PPP had seen a decrease.
- Eight statutory public health funerals were arranged in Q4.
- The number of pest control enforcement and enquiries were currently high.
- Recently held Licensing Sub-Committees were highlighted as were those being considered within Q1 of 2026/27.
- The Renter Rights Act came into force on 1 May 2026, the main purpose of which was to provide greater security, stability and higher housing standards for private renters. The PPP was working closely and sharing training with Housing Teams in all three partner authorities, to ensure the requirements of the Act were being implemented.
- A landlord had been successfully prosecuted for operating a licensable HMO (Houses in Multiple Occupation) without holding the necessary licence.

- The total detriment identified from victims of unfair trading and fraud across the PPP area was £1,093,540, arising from 196 alleged incidents. This was a decrease on the £1,371,743 for 2024/25. The total money saved or recovered was £111,142.
- 921 food hygiene inspections were conducted in 2025/26. 100% of inspections took place for the highest category of cases. The Food Standards Agency had commended the service for its work in this area.
- 51 PPP cases were being progressed through the case management/court system, many of which were expected to be Crown Court disposals. There were also a number of active investigations.

Councillor Pauline Jorgensen made reference to unlicensed HMOs and queried how these were being identified. In response, officers explained that information often came via residents reporting an issue. Intelligence could also come from PPP officers or officers working in other Council service areas. Information on the number of residents at an address could also be accessed.

Councillor Lou Timlin referred to risk management and queried the areas of particular concern for officers. Sean Murphy acknowledged that resources were tight in some areas of activity where workload was seeing an increase. It was the expectation that the Renter Rights Act could have implications on workloads.

It was noted that Members had previously provided the PPP with priority areas to be focused upon and this exercise would be repeated at the Committee meeting in October 2027. An updated Strategic Assessment would be brought to the October 2026 meeting which would include current data and horizon scanning.

Councillor Nick Allen queried the impact from lobbying the Government on the ability to increase statutory fees and charges. Moira Fraser advised that a response had yet to be received. She was aware that Government were looking at revising fees for gambling establishments, but this would have minimal impact on the PPP given the number of venues. Councillor Allen suggested that Government should again be lobbied on this matter.

Discussion then turned to fly tipping concerns. Councillor Allen queried the deployment of CCTV cameras in identifying offenders. Sean Murphy agreed to confirm the number of cameras currently deployed and their locations. He explained that further cameras were being procured to help manage this issue.

Councillor Iskander Jefferies explained that fees for fly tipping had been raised to the maximum amount possible in Bracknell Forest Council. Parish Councils had also shown willingness to provide/help to procure CCTV cameras and this had potential in other areas in order to increase coverage.

Councillor Jefferies then sought further information on the amounts defrauded from victims across the PPP. Specifically, he queried why the amount for West Berkshire was much higher than in Bracknell Forest or Wokingham. Sean Murphy felt this could be due to the demography of West Berkshire containing a higher number of older residents. The vast majority of victims were elderly residents who were targeted by criminals. Efforts were made to help safeguard residents and support those who had been a victim of fraud and/or unfair trading. The relatively small number of cases could however have an impact on averages.

Councillor Allen noted that these amounts were higher in Bracknell Forest and Wokingham in the previous financial year and queried the reasoning for that. Sean Murphy explained that in some instances it was unfortunately the case that substantial sums of money were stolen from individual victims.

Councillor Jefferies highlighted the need to raise awareness with residents, for instance through clubs and support groups that could be attended by older residents. In response, it was explained that grant funding from the Police and Crime Commissioner had enabled a greater focus on such activity. Moira Fraser explained that the PPP's Community Officer did seek to share information as widely as possible, such as through presentations at support and community groups. Information was also made available to vulnerable residents and their carers. It would be useful to be made aware of other groups and clubs that the officer could attend.

Councillor Jefferies then queried if there was an issue with the operation of shared kitchens and the impact these could be having on food/hygiene safety. Rosalynd Gater explained that some firms were operating kitchens in this way and useful intelligence was being received to help identify them. Further intelligence, such as that provided by Councillor Jefferies, would be very welcome. Sean Murphy felt that this area could be identified as a future priority area for the PPP.

RESOLVED that priority areas for the PPP would be discussed at the meeting in October 2027. This could include action in relation to the operation of shared kitchens.

RESOLVED that Sean Murphy would confirm the number of CCTV cameras currently deployed and their locations.

RESOLVED that the Committee had been informed about:

- The 2025/26 Q4 data for the Public Protection Service.
- The update on service delivery.

9 Crowthorne Air Quality Management Area Revocation Update

The Committee were informed that the Air Quality Management Area (AQMA) revocation for Crowthorne had progressed to the draft order for approval of intention stage following the completion of the consultation process (Agenda Item 10).

Suzanne McLaughlin introduced the report. She explained that following the report to the Committee in December 2025, the statutory consultation had taken place for the AQMA revocation.

A total of five responses were received to the consultation. DEFRA were in agreement with the revocation and the Parish Council had raised no objection. Some concerns had been raised in relation to impacts on pollution from traffic, these had been responded to.

The revocation of the AQMA was therefore proposed, this was positive news for Bracknell Forest and was a reflection of the significant reduction in pollution levels in the area. Revocation would mean there would be no AQMAs in place for Bracknell Forest and the next step would be the production of an AQMA Strategy.

Councillor Iskander Jefferies welcomed this positive news for Bracknell Forest.

Councillor Pauline Jorgensen queried the reason behind an increased pollution level on Bracknell Road when generally pollution levels were decreasing. Suzanne McLaughlin acknowledged that there had been a slight increase, however this was within accepted levels. She pointed out that this could be a result of short term increases to traffic flow or be affected by weather conditions. The location would be subject to ongoing monitoring to establish, where possible, the cause.

Councillor Jeremy Cottam referred to air quality monitoring in Thatcham which had found that nitrous oxide levels continued to reduce in the area. However, he was concerned as planning permission was being sought for an automated warehouse that would bring with it a vast increase in traffic movements. Ongoing monitoring of pollution levels was therefore so important across the Partnership area to measure the impacts of

developments and roadworks. Officers confirmed that monitoring was ongoing and took place on a monthly basis.

RESOLVED that the AQMA for Crowthorne be revoked.

10 Pre-budget setting discussion

The Committee considered the report (Agenda Item 11) which set out the framework for a discussion on the budget ahead of the JPPC budget meeting in October 2026.

Moira Fraser referred to the Committee discussion of the budget in October 2025 where wider involvement in the budget setting process was requested by Members. This had also been recommended by the peer review. This would provide an opportunity for the Committee to discuss the methodology and timescale for setting and approving the Public Protection Partnership (PPP's) budget.

Moira Fraser added that West Berkshire Council had employed an external consultant to conduct a review of all its fees and charges, this would include the PPP.

Councillor Tom McCann explained that he requested greater Member involvement in budget setting during his time as the Committee's Chairman. He felt it was important for the Committee to have greater ownership of the budget across the PPP area.

Councillor McCann added the view that, where possible, flexibility in the setting of fees and charges should be considered to help manage budgets and deliver services. It was however noted by Councillor Nick Allen that such flexibility was limited as fees and charges were restricted to covering the costs of service provision.

RESOLVED that:

- The timeframes and methodology that underpin the budget and fee setting process be noted.
- Requests from the partner authorities with regard to the 2027/28 budget, and fees and charges had been considered.

11 JPPC Terms of Reference

The Committee noted its Terms of Reference (Agenda 12) as this was the first meeting of the new Municipal Year.

RESOLVED that the Terms of Reference of the Joint Public Protection Committee be noted.

(The meeting commenced at 7.00pm and closed at 8.05pm)

CHAIRMAN …….

Date of Signature …….

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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 June 2026 – Q1 Report**~~	~~Sean Murphy would confirm the number of CCTV cameras currently deployed and their locations~~	~~SM~~	~~MF provided the BFC Members with the information on the 10 June 2026~~

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JPPC – 12 October 2026

Item 5 – Declarations of Interest

Verbal Item

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JPPC – 12 October 2026

Item 6 – Public Speaking and Questions

Verbal Item

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JPPC Forward Plan December 2026 to December 2027

No.	Ref No	Item	Purpose	Lead Officer	Comments
JPPC 7 December 2026 – West Berks					
1.		Public Protection Partnership Q2 2026/27 Performance Report	To consider the Quarter 2 Update and Performance Report.	Stephanie Waterford	
2.		Air Quality Reports	To set out the response received from DEFRA	Suzanne McLaughlin	
3.		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	
4.		Enforcement Approach to Sale of Age Restricted Products 2026-2028	To update the existing process.	George Lawrence	
5.		Tobacco and Vaping Regulation and Enforcement	To inform the Committee the current work conducted by the Public Protection Service in relation to the regulation of tobacco and vaping products and to advise the Committee on the implications of the Tobacco and Vapes Act 2026 which received Royal Assent on 29 April 2026.	Theresa Bashford	
JPPC 1 March 2027 – BFC					
6.		Public Protection Partnership Q3 2026/27 Performance Report	To consider the Quarter 3 Update and Performance Report.	Service Lead	
7.		Water Safety Partnership	To provide an annual update of the work of the Partnership.	Jon Winstanley	
8.		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	

No.	Ref No	Item	Purpose	Lead Officer	Comments
JPPC June 2027 - (Date and Venue to be confirmed)					
9.		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	
10.		JPPC Terms of Reference	To note the terms of reference of the Committee.	Moira Fraser	
11.		Public Protection Partnership Q4 2026/27 Performance Report	To consider the Quarter 4 Update and Performance Report.	Service Lead	
12.		Pre-budget Setting Discussion	To consider requests from the partner authorities with regard to the 2027/28 budget and fees and charges.	Service Lead	
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 October 2027 – (Date and Venue to be confirmed)					
14.		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.	Service Lead	
15.		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).	Service Lead	
16.		Contaminated Land Strategy – Bracknell	To review the current Contaminated Land Strategy	Suzanne McLaughlin	
17.		Review of the Public Protection Partnership Priorities	To consider the updated Strategic Assessment data and review the current priorities for the service in light	George Lawrence	

No.	Ref No	Item	Purpose	Lead Officer	Comments
			of that data.		
18.		Asset Recovery Incentivisation Scheme	To update the existing scheme	Service Lead	
JPPC December 2027 – Date and venue TBC					
19.		Public Protection Partnership Q2 2027/28 Performance Report	To consider the Quarter 2 Update and Performance Report.	Service Lead	
20.		Air Quality Reports	To set out the response received from DEFRA	Suzanne McLaughlin	
21.		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	
22.		Tobacco and Vaping Regulation and Enforcement	To inform the Committee the current work conducted by the Public Protection Service in relation to the regulation of tobacco and vaping products.	Theresa Bashford	
23.		Nuisance Policy	To update the existing policy.	Rosalynd Gater	

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Public Protection Partnership Service Q1 Report for 2026/27

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 October 2026
Chair of Committee:	Councillor Iskandar Jefferies
Date JMB agreed report:	21 September 2026
Report Author:	Stephanie Waterford
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 first quarter of 2026/27.

2. Recommendations

That the Committee:

2.1 Be **INFORMED** about the 2026/27 Q1 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:	At the end of Quarter 1, the Service is forecasting a small underspend, primarily due to vacancies within the establishment. The PPP remains on budget and is operating within the financial framework approved by the Joint Public Protection Committee for 2026/27. Bracknell Forest Council and Wokingham Borough Council have identified budget pressures relating to their PPP contributions, and the Service is working to identify efficiencies where possible.
Human Resource:	The current vacancy information and recruitment activity is set out within the body of the report. See Section 6. 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.
Legal:	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.
Risk Management:	JMB and the management team meet regularly to consider the risks for the delivery of the service. During Q1, compliance challenges were identified within the Taxi Licensing Service serving both Bracknell Forest and West Berkshire. In response, a review of service processes, procedures and governance arrangements has been undertaken, resulting in a number of improvements being implemented to strengthen compliance and service resilience. A further audit will be undertaken during Q2 to review the wider licensing function, provide additional assurance, and identify any further actions required to support ongoing compliance and continuous service improvement. 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, and Senior Trading Standards Officer post to balance the budget in year. 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 the number of food businesses opening) has meant that the full programme for both areas was not achieved in 2025/26. To mitigate issues around recruitment the service is continuing the ‘grow your own’ approach primarily through the apprenticeship route. It is expected that 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. 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. The Service continues to receive a significant volume of Freedom of Information (FOI) requests, creating an increasing demand on officer resources. During 2025/26, the Service processed 507 FOI requests, requiring 494 officer hours to complete, equivalent to approximately 67 working days. In the first quarter of 2026/27 alone, 130 FOI requests have already been processed, requiring a further 105 hours, equivalent to approximately 14 working days. The time required to respond to FOI requests diverts specialist officers from their core regulatory and enforcement functions and presents an ongoing risk to service capacity, resilience and performance. Should request volumes continue at current levels or increase further, there is a risk that statutory response times may become more challenging to maintain and that the Service's ability to deliver other priority work could be adversely affected without adequate resource allocation and effective workload management.			
Property:	None			
Policy:	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. 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.			
	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 protected characteristics, including employees and service users?		✔		No implications - no decisions being made
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.			
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 1 (April to June) 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. Members are asked to consider if there are any additional areas they would like to include in the report and if there are any that can be removed.

5. Finance

5.1 As at the end of quarter 1 the service is predicting a small underspend (circa £10k) which has arisen due to a number of vacancies within the service. However, both Bracknell Forest and Wokingham Borough Council are both reporting in year budgetary pressures. Officers are meeting to consider ways in which the funding gap can be reduced.

5.2 The proposed fees and charges for 2027/28 are the subject of another paper on this agenda.

6. Human Resources

Recruitment

6.1 Since the June 2026 meeting the Service has successfully recruited to the following posts:

- Interim Service Lead
- Interim Licensing Operations Manager
- Environmental Control Officer
- Customer Delivery Technical Officer
- Finance Technical Officer
- Principal Officer Residential
- Principal Officer Investigations

6.2 In terms of recruitment, we are in the process of recruiting to these posts:

- Senior Trading Standards Officer
- Principal Officer Communities
- Trading Standards Officer
- Customer Delivery Technical Officer due to start imminently

6.3 In addition to the above the following posts are now vacant:

- CMU Strategic Manager
- 2 Lawyers/Solicitors.
- Lead Licensing Applications Officer
- Licensing Enforcement Officer
- Customer Delivery Support Officer
- Investigator

Training and Development

6.4 Two members of the PPP Team are enrolled and working towards their registration as Environmental Health Officers, they are now working in the Compliance and Programme Team gaining competencies in Housing/ Renters Rights Act and Food Hygiene, whilst working on their professional portfolios.

6.5 A further two officers enrolled on the MsC programme in October 2025, and will expect to be in the same position in 2027.

6.6 One Level 6 Trading Standards Apprentice is entering the final phase of her apprenticeship.

6.7 Four other officers have entered the programme between October 2025 and March 2026. One of the newer Officers has started on the Level 4 Regulatory Compliance (Housing) Apprenticeship in March 2026.

6.8 Our Level 6 Environmental Health Apprentice continues to make good progress with her course.

6.9 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.

6.10 We have held a series of training sessions for officers involved in investigating illegal evictions and harassment under the Renters Rights Act. The Service has been working with the respective LA Housing Options teams, and this training has been joint training. Two sessions have been held on Tenancy Laws and Homelessness, and one session on Tenancy Laws and Illegal Eviction / Harassment Investigations. 58 places have been attended by officers from PPP and Housing Options Bracknell and West Berkshire.

6.11 Two members of the Environmental Quality (EQ) team have successfully attained the Certificate of Competence in Environmental Noise Monitoring awarded by the Institute of Acoustics.

6.12 The EQ team carries out in house training on Responsible Authority for the prevention of public nuisance for their Licensing Act consultee role.

6.13 Thirty-one members of the team attended case file preparation and disclosure training.

6.14 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 and Private Hire Operators continues to be delivered in-house. Safeguarding training for all PPP Officers will be taking place in November.

7. ICT Update

7.1 West Berkshire Council has recently updated its style guide when using AI to generating imagery in documents and the PPP's AI And Digital Strategy has been updated to reflect these changes.

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 Q1 Officers dealt with eight press enquiries, issued 15 press releases and published six articles on the website.

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, damp and mould in properties and food hygiene scores for the Spring/Summer 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: spring water safety campaigns, event ticket safety, shopaware and national clean air day which focussed on burning this year.

9.4 During Q1 the team dealt with a total of 130 Freedom of Information requests which took around 105 hours to process (58 in Bracknell Forest, 63 in West Berkshire and 9 for Wokingham Borough). The number of requests decreased marginally when compared to the same period in 2025/26 where 133 FoIs were processed and took slightly less than the 111 hours in 2025/26 to process.

9.5 The team also processed 35 enquiries from Councillors and the local MPs during quarter 1 (BFC 12, WBC 21, Wokingham 2).

9.6 In terms of complaints, the service processed 11 complaints which equates to 0.38% of the 2932 service requests that the team has dealt with in Q1. Of these eight were stage 1 and three were stage 2 complaints. Of the complaints received (8 in WBC, 3 in BFC) four were upheld in part and in two cases an apology was issued and seven were not upheld.

Further detail is set out below:

Complaint Type	Subject	Area	Outcome
Stage 1	Service Received	BFC C & TS	Not upheld

Stage 1	Service Received	WBC C & TS	Not upheld
Stage 1	Service Received	WBC EH Housing	Not upheld (Stage 2 submitted)
Stage 1	Response to complaint	WBC EH Housing	Not upheld
Stage 1	Service Received	BFC Licensing	Upheld in Part
Stage 2	Service Received	BFC Licensing	Upheld in Part
Stage 1	Service Received	WBC EQ	Not Upheld
Stage 2	Service Received	WBC EH Housing	Not Upheld
Stage 1	Misuse of Information	WBC EQ	Upheld and apology issued
Stage 1	Service Received	WBC C & TS	Not Upheld
Stage 2	Service Received	WBC Licensing	Upheld in part and apology issued

9.7 A report on the outcome of an audit of licensing arrangements for Bracknell Forest Council went to the 17 June 2026 BFC Governance and Audit Committee.

10. Building Safer Communities

10.1 The team received six public health funeral requests in quarter 1 and these funerals were completed in accordance with procedure and national guidance. It is noted that this area of work has increased in recent months, placing additional pressure on resources. It is possible that this is as a result of increased temperatures as its usually winter months where the increase is seen. The service will be monitoring this trend.

10.2 The communities' team experienced a significant increase in work load this quarter compared to last. The team received 205 requests regarding domestic noise nuisance in quarter 1. This is double that received in the previous quarter. Of these only 12 cases remain open.

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 141 pest cases in quarter 1 (compared to 103 the previous quarter), of which eight remain open.

10.4 Other nuisance cases pertaining to odour, bonfires, light and fumes have also been successfully managed by the officers with an increased number of service requests compared to last year, sitting at 80 service requests. Three of these cases remain open.

10.5 With the new Animal Warden in place and redeployment within the animal welfare team, this quarter has seen a significant reduction in overstayed dogs and improved collaborative work within trading standards and animal welfare enforcement. Thirty two stray dogs were managed by the team, and 65 other dog related requests, such as dog fouling complaints, welfare, dangerous dogs and dog on dog attacks were dealt with.

10.6 A full review of licensed dual and private hire driver licenses has been concluded following previous investigations. The Licensing Team have undertaken 15 inspections of premises licensed under the Licensing and Gambling regimes, 15 vehicle checks, three unlicensed scrap metal dealer site inspections, five scrap metal collector inspections, one joint scrap metal and hoarding case with Environmental Health colleagues, five new ice cream van street trading consents were issued as well as 71 temporary event notices for the World Cup 2026, during Q1. Officers have attended two joint operations with TVP, DVSA and Immigration.

10.7 The Licensing team currently have a number of prosecutions ongoing through various stages related to taxi and private hire and animal licensing.

10.8 Officers continue to attend pubwatch in both areas.

10.9 The annual reports for the Licensing and Safety Committee and Licensing Committee are presented to the first ordinary committee meetings each new Municipal Year.

10.10 The following licensing panel/subcommittee meetings have taken place in Q1:

Type of Application	Applicant	Outcome
Bracknell Forest		
New Premises Licence	Sangeetha, 5 High Street, Bracknell RG12 1DH	Granted with conditions following a Licensing Sub-Committee hearing
New Premises Licence	KFC, Bagshot Road, Bracknell RG12 9SE	Granted with conditions following a Licensing Sub-Committee hearing
New Premises Licence	Premier, 192 Dukes Ride, Crowthorne, Bracknell Forest RG45 6DS	Granted with conditions following a Licensing Sub-Committee hearing
West Berkshire		
New Premises Licence	Benham Park House, Speen, Newbury, West Berkshire, RG20 8LU	Granted with conditions following a Licensing Sub-Committee hearing
New Premises Licence	Sainsbury's, 2 Coombe Square, Chapel Street, Thatcham RG19 4JF	Granted with conditions following a Licensing Sub-Committee hearing

10.11 During Q2 of 2026/27 to date the following applications have been heard:

Type of Application	Applicant	Outcome
Bracknell Forest		
New Premises Licence	Stables Cafe, Bucklers Park, Goodwood Cresent Crowthorne, RG45 6NB	Granted with conditions following

		a Licensing Sub-Committee hearing
West Berkshire		
Application to Vary	Croft Hall, The Croft, Hungerford, West Berkshire, RG17 0HY	Application withdrawn

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

Licensing Hearings Data for last three years.				
Authority	**2023/24**	**2024/25**	**2025/26**	**2026/27**
Bracknell Forest	3	3 (and a further one was postponed)	6 (2 hearings were also postponed)	4
West Berkshire	8 (with a further five cancelled or adjourned after agenda publication)	1	2 (1 further hearing was cancelled)	2

11. Improved Living Environment

11.1 Over quarter 1, the team completed 356 abandoned vehicle enquiries. Of these, seven cars were removed by our contractors. This is a good result, improving the local environment and giving residents back their parking spaces.

11.2 Forty fly tipping cases have been investigated in Bracknell Forest this quarter. Fly Tipping investigations and enforcement is undertaken by the Waste Team in West Berkshire. There have been 31 cases involving high hedges, accumulations and boarding up and one case remains open.

11.3 Work remains underway to finalise the PPP fixed penalty policy for breaches. This is in line with the national guidance provided by The National Trading Standards Estate and Letting Agency Team (NTSELAT), hosted by Bristol City Council.

11.4 Over quarter 1 the team have continued to work on the investigations into alleged unlicenced HMOs, and consequently on actions taken when these are discovered.

11.5 The outcome of our work on unlicenced HMO reports shows that of 335 properties investigated following receipt of intelligence, 19 of these were mandatory HMOs, which equated to 5.6%.

11.6 The Renters Rights Act came into force on 01 May 2026 for tenancy breaches and offences. PPP Housing officers are investigating the breaches and offences coming

through from tenants. These are being reported directly to the Service and also through the LA Housing Options teams who deal with homelessness.

11.7 All of the work in the PPP Housing team that is submitted in relation to the Renters Rights Act is additional to the teams work on disrepair.

11.8 Local Authorities have a duty to investigate under the Renters Rights Act and to take action where the evidence supports, this is as Civil Penalties for breaches, and Civil Penalties or Prosecutions for offences.

11.9 For the period 1st May to 13th July 2026 the following have been received for investigation

Breaches /Offences	Bracknell	West Berkshire
Illegal Eviction (offence)	2	4
Harassment (offence)	1	0
Discrimination (breach)	1	0
Tenancy Issues (breach)	0	3
Rent in advance (breach)	0	1
Invalid Eviction Notices (breach)	3	0
Valid Eviction (to note)	0	3

11.10 The Service has issued four licenses for Houses in Multiple Occupation (HMOs) in Bracknell Forest and four in West Berkshire in this quarter.

11.11 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%)
WB April to June 2026	68	35	19 (54%)
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%)
BF April to June 2026	87	32	12 (37%)

11.12 The majority of the housing condition service requests relate to damp and mould. Other areas that are reported regularly relate to the provision of drinking water, and hot water, electrics, issues with doors not opening and suspected asbestos.

12. Protecting Consumers from Fraud

Scams and Fraud Victim Support

12.1 Work by the teams dealing with scams and fraud have assessed and responded to 30 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:

- Six face to face presentations.
- Delivered three seasonal campaigns including, Motor Finance Redress Scheme, No Cold Calling Zones and Stop Loan Sharks week.
- Fitted three call blockers and continued a survey of our callblockers in circulation to ensure they are working correctly and are still necessary.
- Dealt with one No Cold Calling Zone (NCCZ) request.

12.3 The team have been continuing to respond to intelligence received from other agencies and members of our communities alleging that local businesses are selling illicit tobacco. An operation took place in June; three premises were visited with a detection dog who found tobacco hidden in one shop which was seized. The quantity has not yet been verified but believed to be approximately 1900 sticks and six packs of hand rolling tobacco.

Unfair Trading and Fraud

12.4 In terms of losses across the PPP area arising from unfair trading and fraud as at Q1:

- The total detriment identified from victims in the PPP area is £272,241, (Bracknell Forest £40,997, Wokingham Borough £142,231, and West Berkshire £89,013). This represents a decrease when compared to the £303,662 at the same period in 2025/26 but is higher than the same period in 2024/25 (£250,999).
- The total money saved or recovered is £87,972.
- The total number of alleged incidents for the quarter is 59 (17 Bracknell Forest, 24 Wokingham Borough and 18 West Berkshire) which is similar to the 56 cases reported for the same period in 2025/26.
- The average loss is £4,614 per victim. The average loss in Wokingham is £5,926, in Bracknell Forest £2,411 and in West Berkshire £4,945. The average loss has decreased compared to the 2025/26 when the average loss was £5,579 at year end.

12.5 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

13.1 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. The subsequent failures are now being followed up, and warning letters have been sent.

Age Restricted Products

13.2 During Q1 the following underage sales activity took place:

Vapes		Lottery		Alcohol		Knives		Tobacco	
Attempts	Sales	Attempts	Sales	Attempts	Sales	Attempts	Sales	Attempts	Sales
15	3	0	0	5	2	9	0	11	0

13.3 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. 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 13%. In total 44 premises were visited.

13.4 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. The scheme has already been soft launched. This is in line with the PPP delivery plan of Prevention, Intelligence and Enforcement (PIE).

Schools Work

13.5 Two presentations were delivered in West Berkshire primary schools during the last quarter. Booking and engagement with schools for the 2026/2027 academic year has begun with schools being invited to book presentations. A scams prevention presentation is being developed for piloting in schools.

14. Protection of the Environment

14.1 **Air Quality** – Annual Status reports for all three Local Authorities were submitted in June before the DEFRA deadline; the Crowthorne Air Quality Management Area revocation was approved at the June JPPC and the Order was sent to Legal to seal.

14.2 **Event Monitoring** – Review of Safety Advisory Group notifications continues for noise and water; for EQ this involves checking Noise Management Plans and correct monitoring locations; carrying out proactive monitoring of some events / concerts planned for Q2.

14.3 **Planning Committees** – Attended a Bracknell Forest Planning committee regarding commercial premise application for extension of delivery hours. An appeal was upheld for a written representation following refusal on noise grounds for the extension of use for a commercial premise.

14.4 **Environmental Permitting –** invoicing of subsistence fees completed, and 2026/27 inspection programme allocated.

14.5 **Contaminated land –** working within the Bracknell Forest Council Recovery Group and remediation sub-group following the industrial fire at Daler Rowney.

14.6 **Noise -** Abatement Notice successfully complied with where the kitchen ventilation system had not been installed as per the planning permission; dealt with over 70 Temporary Event Notice consultations for public nuisance specifically for the football World Cup.

14.7 Trading Standards Team have been inspecting businesses for compliance with the single use vape ban and are now combining these visits in the search for illicit

tobacco. 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 (OPSS) for action.

14.8 Whilst the team are visiting convenience stores they are also checking for the sale of single use plastic items and also enforcing the recent ban on the sale of disposable barbeques.

15. Protecting and Informing Consumers

15.1 In this quarter the Trading Standards team has triaged/assessed and dealt with 1154 service requests (not including food related service requests) across the three Local Authorities relating to anything from letting agencies, non-medical skin treatments, to the supply of non-compliant electrical plugs.

15.2 The team has also dealt with three national product safety recalls relating to bicycles, smoke alarms and chlorine treatment tablets for ice baths, working in conjunction with the Office for Product Safety and Standards (OPSS).

15.3 Operation Crackle is completed. This is an Unlicenced Electrician Awareness Raising Campaign carried out in partnership with the charity Electrical Safety First. Social media releases were sent out warning the public of the importance to check qualifications, references and membership of trade organisations. Free Electrical Plug templates for checking whether a plug is compliant were sent out to all charity shops in the three areas to help ensure that second-hand electrical appliance are safe too.

Operation Tabitha

15.4 Concluded in September 2026 and delivered significant benefits for consumers and traders across Bracknell Forest, West Berkshire and Wokingham. Since its launch in March 2024, the project provided guidance to 112 second-hand vehicle traders, undertaking visits to more than half of these businesses to improve compliance with consumer protection legislation.

15.5 The service supported 118 consumers in securing their statutory rights under the Consumer Rights Act 2015, achieving refunds and repairs valued at approximately £260,000. In addition, targeted intervention with three high-risk vehicle traders resulted in a further £268,200 being refunded to consumers, bringing the total financial benefit delivered through the project to over £528,000. Of these traders, one has now moved out of the area, one remains under investigation and the other is now actively working with Trading Standards Officers to improve business practices and advertising standards.

15.6 The initiative generated highly positive feedback from both consumers and traders, demonstrating its effectiveness in promoting fair trading, consumer awareness and business compliance across the partnership area.

15.7 The Partnership Support Team logged a total of 3537 emails and service requests over the first quarter of the financial year. This is slightly fewer that the 3734 dealt with in the first quarter of the previous year. This is in addition to answering telephone calls which come in directly from our customers.

16. Promoting Animal Welfare

16.1 The team have responded to 16 service requests for animal health and feed and carried out 89 visits across the partnership. All matters of compliance were dealt with at the time of the visit.

17. Safety in the Workplace

17.1 The service has dealt with 53 (20 BFC and 33 WBC) health and safety at work service requests during Q1 and 15 (7 BFC and 8 WBC) workplace accidents were reported.

17.2 Cases of interest include a complaint about alleged poor hygienic practices at a tattoo studio in Newbury and alleged excessive indoor temperatures at a private leisure centre in Bracknell.

17.3 In this quarter, the Safety Advisory Group has been notified about and considered the documentation provided in respect of 49 events in Bracknell Forest and 93 in West Berkshire.

17.4 Six onsite pre-event site visits and four in-performance inspections were undertaken at major events across the districts with a combined attendance capacity of approximately 24,000 people. These included events at Newbury Showground, a summer solstice festival and the first of a series of concerts at Wasing Estate.

17.5 Preparatory work was carried out for the reissue of the General Safety Certificate for Newbury Racecourse. This involved reviewing documentation and engaging with the racecourse management and key partners prior to the formal reissue of the certificate in early 2027.

18. Safe and Healthy Food Chain

18.1 **Infectious Disease Notifications -** The Service received 37 (15 BFC and 22 WBC) infectious disease notifications during Q1. Salmonella Enteriditis was the most common infectious disease notified.

18.2 **Food Hygiene Requests -** The Team have dealt with 158 (57 BFC and 101 WBC) food hygiene service requests during Q1.

18.3 Food hygiene cases of interest included officers liaising with the Food Standards Agency and a West Berkshire food supplier in response to a national food alert where frozen diced cooked chicken breast imported from Brazil had tested positive for Listeria monocytogenes. Officers investigated a number of alleged cases of food poisoning and foreign body food complaints across both local authority areas.

18.4 **Food Hygiene Inspections -** 211 (91 BFC and 120 WBC) scheduled food hygiene inspections (excluding complaint and infectious disease investigations) were undertaken in Q1.

18.5 Quarter 1 saw 66 service requests for areas such as food labelling, adulteration, business advice, allergens and other trading standards food related matters.

18.6 415 food standards interventions took place. At the time of those inspections, weights and measures inspections were carried out at the same time. As with animal health, any non-compliance matters were dealt with at the time. Where follow up

visits were required, these are in place, in line with the statutory delivery model that was introduced last year.

18.7 Samples for quarter 1 involved nine samples of coated chicken products, four of which failed in labelling, and were referred to the producer's local enforcement authority.

18.8 The second sampling project in quarter 1, involved exotic fruits. Nine samples were taken, and two referrals to the importers' authorities for undeclared additives were made.

18.9 This work highlights the importance of the work our officers carry out, and reinforces the need for qualified, experience officers to be undertaking sampling across the region. All in all, another busy period for our Food Standards Officers.

18.10 It is expected that quarter 2 will see a reduction in service delivery due to resource pressures.

18.11 **Private Water Supplies –** Sampling – dealt with one failure for coliforms. Risk Assessment – one new supply risk assessment has been completed and two re risk assessment have been completed; one additional single supply has now been reclassified, and the risk assessment has been carried out. The EQ Team are continuing to deal with a large supply and revised risk assessment following a temporary supply being set up.

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 27 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 23 matters with West Berkshire Legal Services. Of these there are a number of Crown Court trials in 2026. The total number of Crown Court matters is anticipated at around 12 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 and beginning of 2028. 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 26 cases active.

19.3 The Accredited Financial Investigators currently have 23 live investigations. Of these, 13 relate to money laundering and financial crime investigations, eight relate to confiscation investigations and proceedings, one relates to an account freezing and forfeiture investigation, and one relates to an active extradition matter. The investigations support a range of partner authorities, including the Public Protection Partnership, Reading Borough Council Trading Standards, Oxfordshire Trading Standards and Wokingham Borough Council Planning Enforcement. Many of these investigations involve complex financial analysis and asset recovery considerations,

requiring ongoing liaison with legal services, prosecuting agencies and external enforcement partners.

19.4 Significant progress has been made in several complex financial investigations during the reporting period. This includes ongoing confiscation proceedings arising from successful prosecutions, as well as large-scale rogue trader investigations involving vulnerable victims and substantial financial losses. In one case, further convictions were secured against additional defendants involved in doorstep fraud offences, resulting in a restraint order being obtained over a luxury watch valued at approximately £130,000 pending consideration of further confiscation proceedings.

19.5 Accredited Financial Investigators have continued to obtain Production Orders and analyse banking evidence in support of fraud, money laundering and asset recovery investigations across the region. In addition to the existing caseload, several new matters are awaiting allocation and are currently undergoing preliminary financial enquiries and intelligence development to identify investigative opportunities and support future enforcement action.

20. Concluding Observations

20.1 The report sets out a significant focus with respect to the priority areas and responding to emerging trends in compliance and enforcement activity. This is in addition to the large volume of other work undertaken on a day-to-day basis. Prioritising of workstreams and balancing resources across the service continues to be a challenge. 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 some 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 The Service would like to highlight gratitude for the professionalism, skills and dedication of the officers across the Partnership. They continue to provide a high quality service to residents, consumers and stakeholders during a period of change within the management and oversight of the partnership.

20.4 The service is grateful for the support of the Committee and wider Member group along with statutory and internal partners, residents and businesses for working alongside the team to deliver these achievements.

21. Appendices

21.1 Appendix A – Q1 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

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Trading Standards Service | Bracknell Forest West Berkshire Wokingham

PPP Headline Performance Data – Q1 of 2026/27

Budget and Staffing At the end of Quarter 1 the Service is reporting an underspend of £27k. **Staffing** Appointments Since Last Meeting: • Interim Service Lead • Interim Licensing Manager • Environmental Control Officer • Customer Delivery Technical Officer • Finance Technical Officer	**BFC Food Hygiene Inspections** • 696 Inspections • 0 Score of 0 • 3 Score of 1 • 597 Score 0f 5 • 92% meet the Broadly Compliance standard for Food Hygiene
WBDC Food Hygiene Inspections • 1087 Inspections Conducted • 0 Score of 0 • 6 Score of 1 • 930 Score 0f 5 87% meet the Broadly Compliance standard for Food Hygiene	**BFC Doorstep Crime** • 17 doorstep crime incidents reported • £40,997 paid out by victims • £36,709 recovered Average loss per incident £2,411
WBDC Doorstep Crime • 18 doorstep crime incidents reported • £89,013 paid out by victims • £30,992 recovered • Average loss per incident £4,945	**WBC Doorstep Crime** • 24 doorstep crime incidents reported • £142,231 paid out by victims • £20,271 recovered • Average loss per incident £5,926

Bracknell Licenses

- 99 Temporary Event Notices responded to within 3 working days
- 1 valid new drivers licences applications received
- 12 valid renewed drivers licences applications received
- 0 valid new operator licences applications received
- 1 valid renewed operator licences applications received
- 1 valid new hackney carriage vehicle licences applications received
- 2 valid renewed hackney carriage vehicle licences applications received
- 0 valid new private hire vehicle licences applications received
- 18 valid renewed private hire vehicle licences applications received

West Berkshire Licenses

- 263 Temporary Event Notices responded to within 3 working days
- 4 valid new drivers licences applications received
- 9 valid renewed drivers licences applications received
- 1 valid new operator licences applications received
- 2 valid renewed operator licences applications received
- 0 valid new hackney carriage vehicle licences applications received
- 17 valid renewed hackney carriage vehicle licences applications received
- 7 valid new private hire vehicle licences applications received
- 23 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	2/10	0	0	0	0/6	0
West Berks	**0**	2/5	0/4	0	0/1	0
Wok	1/5	0	0/7	0	0/2	0

Quarter 1 Selection of Service Compliments

A thank you to one of our officers who assisted a resident with a second-hand car matter:

"*Hello Honor,*

Thank you for your help with my ongoing situation with XXX it's very much appreciated.

The way you have handled the situation has really helped me out with getting the correct advice I needed to get this issue handled in the right manner.

As of now XXX have agreed to pay the repairing garage on completion of the works thanks to your professional approach and support.

This is very much appreciated thank you."

A thank you from a resident after they were helped by the EQ Team to resolve a smoke nuisance from a neighbouring commercial property:

"Good morning Jodie,

Thank you for your follow up action. I am pleased to say that we have not experienced any further smoke or smells from bonfires at the site.

I appreciate the assistance that both you and Erica provided."

A thank you after our EQ Team assisted a resident with concerns about loud music coming from a nearby school:

"Dear Jodie,

Many thanks for your email. I hope you're keeping well. Since our correspondence at the end of March, there has been actually been no noise from the school at all. Just happy playing!

Thank you very much for your help with this - it is much appreciated."

A thank you from a resident who contacted the service as they had concerns that a gluten free meal they ordered in a restaurant might not have been gluten free, The officer followed up with a test purchase and inspection of the premise and notified the customer of the outcome:

"Hi Glenda,

Thank you so much for your email. I really appreciate you taking the time to investigate this matter and am pleased to hear that the correct procedures were being followed in terms of ensuring the meal was gluten free."

A thank you to one of our officers

"Dear Honor,

I wanted to write to let you know that this matter has now been resolved. XXX has made a payment of £2,000 in full and final settlement and the funds have been received.

I wanted to thank you sincerely for your intervention. Your letter to XXX was instrumental in bringing this matter to a conclusion and I genuinely do not believe it would have been resolved without your involvement.

Thank you again for your time and support."

A thank you from a consumer who is taking a car trader through the small claims court system and was assisted by one of our officers:

"Thank you so much Honor,

I could not have asked for a better supporting letter.

You are a testament to your profession and your organisation.

I will be in touch to let you know the outcome. "

A thank you from a resident after our officers ensured that mitigation works were completed on a noisy kitchen extraction system after an abatement notice was served:

"Hello.

I can confirm that so far so good - no noise at all, which is such a blessing given the weather and the need to have the windows open.

Thank you for all the help dealing with this."

A thank you to one of our environmental health officers who assisted residents with an enquiry about increased in rat activity around a building that appeared to be drawn by an accumulation of waste at the rear of an adjacent shopping centre service yard.

"Hi Erica,

Just checked and all clean, thank you for your assistance and support with this."

A thank you from a resident of a mobile home after one of our Environmental heath Housing Officers assisted them with a long standing matter:

"Dear Mr Randeria

……...Thank you again for your assistance and engagement in helping facilitate communication with the park operator. This has been instrumental in progressing matters to this stage and will enable me to finally begin the refurbishment process required to make the unit fully habitable.

Your assistance, support and persistence throughout this matter are greatly appreciated and have been invaluable in helping move matters forward."

A thank you to one of our officers after they assisted a resident with resolving an issue with a second hand car:

"Thankyou so much for your help & taking the time. I really appreciate it, hopefully going forward their practices change for other customers.

You are great! "

A thank you to one of our officers after they assisted a resident with resolving a long standing issue with a second hand car:

“Dear Honor

Just to let you know the above matter has finally been resolved. We are no longer the owner of the above vehicle and would just like to thank you for all your help, without which we are sure we would never have reached this outcome. “

A thank you to one of the officers that manages the Safety Advice Group process:

“Hi Fiona,

Thanks for confirming the debrief SAG. I'll be in touch regarding 2027 once I've had a chance to catch up with my client and can update you on our plans.

Best of luck with the rest of the season, and thanks again for all your support on these shows. It's been a pleasure working with you.”

A thank you to one of our EH Housing Officers after they assisted a resident with a ventilation issue in her flat:

“Thank you for all your help with my balcony windows.

With the heatwave, the flat was getting completely unbearable, and having the windows stuck shut with my 22-month-old son here was becoming a really worrying situation.

I am so grateful for how quickly you stepped in and contacted my landlord and building agency to get it sorted as a matter of urgency.

Your help made such a big difference to us, and I honestly can’t thank you enough for taking action so fast. Thank you.”

A thank you to one of our officers after they assisted a resident with obtaining a refund:

“Hi Honor, thank you so much for phoning him again! He did in fact refund the £200 to the bank details I provided. I cannot express enough how grateful I am for your efforts in recovering my money he owed me. I really appreciated your help. If there is anywhere I can write a positive review about you I will as you went above and beyond for me especially phoning him at 7pm on a Friday evening! please could you provide where I can write a review?

Thank you! “

A thank you to our officers after they provided advice to a group of people making jams and chutneys etc occasionally and wanting to sell the products for charitable purposes:

“You are wonderful thank you ever so much! “

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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	●	●	

Appendix D

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 sessions should be explored for all partner authorities. Members have varying degrees of awareness of the service currently but recognise that	**2**	Officers are seeking opportunities to attend member training and member development sessions to raise awareness

	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.		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 Councill 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	**2**	First staff workshop took place on the 08

	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.		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.
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 where expertise or skills can be found and used by others.	**3**	A competencies matrix is in place and is reviewed and updated every six months.

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**	Complete - 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.
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 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	**1**	Complete

	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**	Feedback to the service through customer survey data and the complaints process is used to drive forward service improvement within existing resources. Officers have been working to cleanse the data on the system and changing practices so that response times can be reported more accurately. Improvements have been made to the linkages from the West Berkshire Council website pages to the PPP licensing pages.
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**	Complete – Updated Strategic Assessment included on this agenda. Data will be reviewed annually and Members will be asked to review the priorities of the service in October 2027
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**	Dute 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. Benchmarking on fees has been undertaken as part of the West Berkshire corporate review of fees.

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. This work has been put on hold pending discussions on LGR.

Operational Approach to Fireworks

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 October 2026
Chair of Committee:	Councillor Iskandar Jefferies
Date JMB agreed report:	21 September 2026
Report Author:	Moira Fraser
Forward Plan Ref:	JPPC

1. Purpose of the Report

1.1 To review the operational approach that is being taken towards fireworks by the Public Protection Partnership and to set out the powers delegated to the PPP to undertake enforcement activity in respect of the supply, storage, product safety and use of fireworks.

1.2 The document has been fully revised and restructured to improve clarity, readability, and flow, with additional detail provided where necessary to expand on and better explain the information presented and has been recommended for approval by the Licensing Committees in both partner authorities.

2. Recommendations

The Committee is asked to:

2.1 **CONSIDER** the standardised operational approach already undertaken by the Public Protection Service in relation to fireworks across all three partner authorities.

2.2 **AGREE** that the revised approach to fireworks be adopted.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	There are no direct financial implications arising from this report.
Human Resource:	There are no HR implications for the work set out in this report as it is considered business as usual activity.
Legal:	The Operational Approach that is being proposed has been developed in accordance with the powers and legislation as set out in Section 3 (Legal and Regulatory Framework) of the document. The relevant statutory and regulatory regime governing the sale, storage, product safety, potential impact of the use of fireworks, and the Local Authority's powers and scope for enforcement of the same, are as set out within Appendix (A) to the report.
Risk Management:	The main risk of challenge for the PPP is that it could be seen to be acting Ultra Vires with regards to its powers.

Property:	There are no property implications associated with this report.			
Policy:	There are no policy implications associated with this report.			
	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?		✓		Fireworks can have a disproportionate impact on certain groups protected under the Equality Act 2010, particularly disabled people (for example, those with sensory sensitivities, PTSD, or anxiety), older people, young children, and some faith or cultural groups whose religious observances may involve fireworks at specific times of year. If restrictions, licensing conditions, or enforcement are applied inflexibly, they could unintentionally disadvantage these groups or limit their ability to celebrate cultural or religious events. Conversely, a lack of control could also place protected groups at greater risk from noise, distress, or safety harms. The PPP therefore adopts an approach that is proportionate, evidence based, and takes into account differing needs.
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:		✓		The recommendations in section 2 above are expected to have no impact on emissions of CO_2.
Health Impact:		✓		The PPP's approach to fireworks could have both positive and negative health and wellbeing impacts, depending on how it is applied. Tighter controls can improve wellbeing by reducing injuries, fires, and accidents, and by limiting noise and unpredictability that can cause distress for some people, including those with

				anxiety, PTSD, sensory sensitivities, older people, pets, and livestock owners. The approach is intended to strike a fair balance between reducing harm and allowing people to celebrate safely and enjoyably.
ICT or Digital Services Impact:	✓			There are no IT implications associated with this report. Once adopted this policy will be included on the key documents section of the PPP report. It can also be linked through to the West Berkshire Council Environment Health and Trading Standards web pages.
PPP Priorities:		✓		The report will impact on the following PPP Priorities: 1. Building Safer Communities 2. Improved Living Environment 3. Protection of the Environment Business as Usual Activity is supported too.
Data Impact:		✓		Any complaints or communication received would be processes in accordance with the PPP's privacy statement.
Consultation and Engagement:	The Licensing Committees in Bracknell Forest and West Berkshire have been consulted on the document ahead of it being presented to the Joint Public Protection Committee.			

4. Executive Summary

4.1 Public Protection Partnership officers are responsible for different aspects of activity and enforcement associated with fireworks sales, storage, licensing and use. Trading Standards Officers deal with fireworks being sold or supplied, making sure they are safe, sold to the right age groups, and meet legal standards. Environmental Health Officers consider complaints where fireworks may be causing a statutory noise nuisance, Licensing Officers are responsible for processing licences, advising on permitted events, and working with Safety Advisory Groups (SAGs) for larger organised displays.

4.2 Firework legislation around retail supply exists primarily to prevent supply of inappropriate categories of fireworks to the general public, appropriate storage and to ensure age restrictions and signage requirements are met where fireworks are sold. The approach aligns with current legislation and does not introduce any requirements beyond those set out in statutory provisions.

5. Supporting Information

Introduction

5.1 The current approach to fireworks was adopted by the Joint Public Protection Committee in November 2021. It is therefore appropriate for the document to be

reviewed to ensure that it is fit for purpose and encapsulates any changes to legislation and operational practices.

5.2 The proposed iteration of the document has resulted in a significant rewrite of the documentation albeit that the approach and sentiment remain unchanged. It is therefore not practical to include a 'key changes' section to this report.

5.3 The breadth of the legislation the PPP covers means that Officers are regularly involved in the regulations associated with fireworks. Aspects such as the supply of fireworks are carefully regulated from manufacturing through to point of sale. The predominant position of the legislation enforced involves protection of residents and businesses.

5.4 The PPP's involvement in fireworks falls into five main areas

- Sale, Possession, and Use Restrictions.
- Product Safety and Age Restrictions.
- Storage and Explosives Licensing.
- Noise and Statutory Nuisance.
- Campaign and Social Media messages

5.5 Firework legislation around sales is predominantly to protect residents from purchasing inappropriate levels of explosive materials as well as ensuring age-appropriate sales take place and that retailers are storing fireworks safely. This work is usually undertaken by Trading Standards Officers.

5.6 The PPP works with organisers of organised fireworks displays through the Safety Advisory Group to ensure that appropriate controls are in place.

5.7 Local authorities issue licences for fireworks when someone wants to store, sell, or use large quantities of fireworks, or carry out a professional display, in a way that goes beyond what is allowed for the general public. This usually happens for organised events such as public firework displays, festivals, weddings, or commercial sales, where there are safety, noise, and public protection considerations.

5.8 The licence helps the council make sure the fireworks will be handled safely, stored securely, used at an appropriate location and time, and that risks to people, property, animals, and the environment are properly managed.

5.9 Licenced premises may also from time to time make use of fireworks. It should be noted that fireworks displays are not licensable activities. However, Officers will work with applicants to ensure controls are in place and will have regard to timings and locations if they are to be used.

5.10 Environment Health Officers may also be able to use powers under the Environmental Protection Act 1990 with regards to noise causing a statutory nuisance. This approach should be reasonable and proportionate.

5.11 Fireworks awareness will be raised through our Communications Plan and the PPP uses an intelligence led approach to shape messages when appropriate.

5.12 The updated document attached at Appendix A was considered by the Licensing Committees in both partner authorities and they supported its adoption and publication.

6. Other Options Considered

6.1 The Operational Approach that is being proposed has been developed in accordance with the powers and legislation as set out in Appendix A. The Service therefore has a statutory duty to undertake this work on behalf of the partner authorities, and no alternative options have therefore been proposed.

6.2 The policy is compliant with relevant legislation and does not propose to impose any obligations exceeding statutory requirements.

6.3 The report and document were presented to Bracknell Forest Council's Licensing and Safety Committee at the June meeting and West Berkshire Council's Licensing Committee at the July meeting and Members were supportive of the proposed approach.

7. Concluding Observations

7.1 The Public Protection Partnership has a clear and established role in relation to fireworks across the full regulatory lifecycle, from product safety and lawful supply, through safe storage and explosives licensing, to managing noise complaints and supporting the safe delivery of organised displays. The existing operational approach, adopted in November 2021, is now due for review to ensure it remains fit for purpose, reflects any relevant legislative or operational developments, and presents a clear, accessible statement of how the Partnership will continue to act reasonably and proportionately in protecting residents, businesses and public safety.

7.2 The updated document represents a substantial rewrite to improve clarity while maintaining the underlying approach and intent, and it provides a consistent framework for co-ordinated action across Trading Standards, Environmental Health and Licensing functions.

8. Appendices

8.1 Appendix A – PPP Approach to Fireworks – Regulatory Management, Enforcement & Community Impact Policy 2026 – 2029.

9. Background Papers:

9.1 None.

Subject to Call-In:

Yes: ☒ No: ☐

Wards affected: All Wards across the partner authorities

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Public Protection Partnership | Bracknell Forest West Berkshire Wokingham

PPP Approach to Fireworks – Regulatory Management, Enforcement & Community Impact Policy
2026 - 2029

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

Bracknell Forest Council

West Berkshire Council

Wokingham Borough Council

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1. Introduction

The Public Protection Partnership (PPP) is a shared service delivering environmental health, licensing and trading standards on behalf of two authorities (Partners), Bracknell Forest Council and West Berkshire Council. It also shares a range of services with Wokingham Borough Council including trading standards, financial investigations, intelligence functions, animal health and welfare and case management work and the technical delivery of air quality monitoring and reporting.

The Public Protection Partnership (PPP) is an enforcing authority for a range of primary legislation functions connected to the sale, storage, supply, and product safety of fireworks (pyrotechnic articles) and for investigating certain noise complaints where they may amount to a statutory nuisance. This policy sets out the Public Protection Service's approach to enforcing and executing its duties, explains how residents can be protected from the impacts of fireworks, and the boundaries of the PPP's remit and powers. It is important to recognise that there are limitations to the legislative functions, and this document sets out clearly where the service, whilst often sympathetic, do not have the ability to act.

In this policy reference to Public Protection Service and Public Protection Service Officers are references to the Councils and authorised officers of the Councils whose duty it is to enforce the relevant legislation and should be read accordingly. Enforcement activity will be undertaken by suitably qualified, experienced, trained, and authorised for the powers they exercise.

It is generally illegal to sell fireworks to anyone under 18 years of age although different minimum legal ages exist depending on the category of the fireworks.

Fireworks can only be sold by retailers during specific periods:

- 15 October - 10 November
- 26 - 31 December
- Three days before Diwali and Chinese New Year

Specialist fireworks retailers selling adult fireworks outside those periods require a separate licence.

In England and Wales, the law restricts when "adult fireworks" may be set off: it is a criminal offence to use them during the hours of 11:00pm to 7:00am, except on the permitted firework nights, when later use is allowed, that is until midnight on 5 November (Bonfire Night) and until 1:00am on New Year's Eve (31 December), Diwali, and Chinese New Year. Enforcement of these time restrictions is primarily a police responsibility, and using fireworks outside the permitted hours can lead to prosecution and penalties.

Residents are advised to purchase fireworks from reputable retailers and steer clear from buying fireworks from markets, car boots or street sellers. Fireworks bought from these sources could be defective and may not meet UK safety requirements. It is worth checking that any fireworks purchased include a CE or UKCA safety mark. In Great Britain, compliant pyrotechnic articles will carry the required conformity marking (UKCA or CE, depending on the product and route to market.

Whilst sympathetic to the impact that firework noise can have on animals it is accepted that there are no legal powers enforceable by the PPP to protect them from the harmful impacts. In minimising the impact on residents there is a logical assumption that there will also be a reduced impact on animals.

2. Categories of Fireworks

The legal supply categories used on labels in Great Britain are:

- **F1 – "Indoor / very low hazard" fireworks**
  These are very low risk and very low noise fireworks intended for use in confined areas, including inside domestic buildings (depending on the specific product instruction) for example party poppers and similar low-hazard effects.
- **F2 – "Garden / low hazard" fireworks**
  These are low hazard and low noise fireworks intended for outdoor use in confined areas (often described in everyday terms as *back gardens/smaller open spaces*, subject to the label safety distances).
- **F3 – "Display / medium hazard" fireworks**
  These are more powerful than F2 (a medium hazard) and intended for outdoor use in large open areas (for example, a field or large open space). Their noise level must not be harmful to human health (when used as intended and at the stated safety distances).
- **F4 – "Professional / high hazard" fireworks**
  These are high hazard fireworks intended only for people with specialist knowledge (i.e., professional operators/pyrotechnicians). Like F3, their noise level must not be harmful to human health when used properly, but they are not for general public use because the overall hazard is significantly higher.

HT1–HT4 (also known as 1.1G – 1.4G) are storage-licensing hazard types used to decide how fireworks must be stored, how much can be stored, and what separation/safety arrangements are needed. Unlike F1–F4 (which appear on the firework packaging for consumer supply), HT categories usually appear on the paperwork (invoices) related to the purchase. The retailer must keep these documents for inspections for storage compliance. The HT category is also stated on the outer transport boxes, and the fireworks should remain sealed in these wherever possible.

- **HT1 – highest hazard -**HT1 is the most dangerous hazard type. It is not suitable for retail storage, meaning standard retail shops should not be holding HT1 fireworks on their premises.
- **HT2 – very high hazard -** HT2 is also not suitable for retail storage (it sits just below HT1 in the hazard hierarchy for storage purposes).

If a business is a standard retailer, HT1/HT2 fireworks should not be part of their stockholding as these types require specialist controls beyond typical retail arrangements.

- **HT3 – higher hazard (more dangerous stock) -** HT3 fireworks are generally "more dangerous" as they have a higher explosive powder content than standard retail stock

and there are more restrictions relating to their storage. They need to be stored separately to any other category and/or in specific containers and packaging.

- **HT4 – lower hazard (typical retail consumer fireworks) - HT**4 fireworks are the types of less powerful fireworks generally sold at retailers, and most consumer-supply fireworks fall into this hazard type for storage purposes.

You may also see the categories T1 and T2, and P1 and P2, which refer to 'theatrical pyrotechnic articles' and 'other pyrotechnic articles' respectively. These products are not fireworks; they should only be sold by specialised businesses (categories T2 and P2 must only be sold to a person with specialist knowledge) and are not covered in this guide.

3. Legal and Regulatory Framework

Firework legislation around retail supply exists primarily to prevent supply of inappropriate categories of fireworks to the general public, and to ensure age restrictions and signage requirements are met where fireworks are sold.

There are several strands that underpin fireworks regulation including:

- Sale, Possession, and Use Restrictions.
- Product Safety and Age Restrictions (Pyrotechnic Articles).
- Storage and Explosives Licensing.
- Noise and Statutory Nuisance.

Sale, Possession, and Use Restrictions

- The Fireworks Act 2003 provides the enabling framework for fireworks controls and associated offences and enforcement arrangements.
- The Fireworks Regulations 2004 set key rules including time-of-use restrictions (curfew) and retail licensing requirements for selling outside permitted periods.
- The Fireworks (Safety) Regulations 1997 (banned/prohibited fireworks & size limits) sets out requirements about fireworks which are prohibited from supply to the general public.

Product Safety and Age Restrictions (Pyrotechnic Articles)

The Pyrotechnic Articles (Safety) Regulations 2015 set requirements for placing fireworks on the market and include categorisation and minimum age rules for supply.

- They prohibit the supply of F4 fireworks to the general public.
- They prohibit the supply of F2 and F3 fireworks to any person under 18.
- They prohibit the supply of F1 fireworks to any person under 16. An exception is made for Christmas crackers, which must not be supplied to any person under 12. Caps for toy guns are exempt from fireworks legislation.
- The labelling on packets of sparklers must carry the words: 'Warning: not to be given to children under five years of age'. The Regulations also explicitly impose a requirement to put up notices about the supply of sparklers.
- Where F2 and F3 fireworks are supplied or exposed for supply in any premises, a notice must be displayed setting out that it is illegal to sell these fireworks to anyone under the age of 18.
- It is illegal for anyone under the age of 18 to possess category F2 fireworks or category F3 fireworks in a public place.

Storage and Explosives Licensing

- The Explosives Regulations 2014 provide the principal licensing framework for storing explosives.
- If you intend to store 5 kg net explosive content (NEC) or less of fireworks, no storage licence is necessary.
- If you want to store more than 5 kg NEC and up to 2,000 kg NEC of fireworks, you need to apply to the PPP for a licence.
- For amounts exceeding 2,000kg NEC a licence is required from the Health and Safety Executive rather than the local authority. The application form for storage must state the hazard type and quantity and be submitted together with a site plan and, where relevant, a floor plan.
- HT1 and HT2 fireworks are not suitable for retail storage.
- There are restrictions around the amount of HT3 and HT4 fireworks that can be stored; you can store up to:
  - 250 kg NEC of HT4 fireworks in a suitable building with no separation required from other buildings or places with public access.
  - 25 kg NEC of HT3 fireworks, or up to 25 kg NEC of a combination of HT3 and HT4 fireworks, in a suitable building with no separation required from other buildings or places with public access.
  - 75 kg NEC of HT4 fireworks (and no HT3) where sleeping accommodation is adjacent to a fireworks store.
  - Storage of more than 250 kg NEC of HT4 fireworks or storage of more than 25kg NEC of HT3 fireworks requires a suitable building separated from other buildings or places with public access.
  - If you wish to store more than these amounts, contact the PPP, who will also give you general advice on the safe storage and supply of fireworks.

- You should seek advice from your supplier as to the suitability of the fireworks you intend to store and supply and provide them with a copy of your licence. The storage of HT3 fireworks severely restricts the quantity of fireworks you can store in a standard retail premises. You cannot store HT3 unless this is stated on your licence.

- If you do not have a storeroom to use exclusively for the storage of fireworks, HT3 or HT4 fireworks must be stored away from the shop premises or be kept away from the sales area in their closed transport packaging, in a fire-resistant cabinet or container. Up to 12.5 kg NEC of HT4 fireworks can be kept in a suitable display case, or dummy fireworks can be kept on open display.

Noise and Statutory Nuisance

- Councils have a duty to investigate complaints that may amount to statutory nuisance under Environmental Protection Act 1990 and may serve abatement notices where the legal test is met. Practical limitations exist for fireworks because the noise is often brief and the source may be difficult to evidence before it ends.
- The Anti-social Behaviour, Crime and Policing Act 2014 provides tools available to local authorities and partners, including Public Spaces Protection Orders (PSPOs) and

Community Protection Notices (CPNs) for persistent detrimental behaviour in communities (subject to legal tests and proportionality).

- More information about how the PPP deals with Statutory Nuisance is set out in the Nuisance Policy.

4. Scope

What the PPP can do

This procedure explains what the PPP will do in relation to fireworks, and which types of issues Officers can deal with. It covers our work to keep people safe, support lawful businesses, and reduce the impact of fireworks on local communities. It also clarifies the main routes the Service uses so that residents, businesses and partner agencies understand what to expect and how concerns will be handled including:

- Retail supply and age-restricted sales (Trading Standards functions).
- Licensing for year-round sales (where applicable) and related compliance activity.
- Storage licensing and compliance under explosives law where the local authority is the licensing authority.
- Product safety and market surveillance for pyrotechnic articles placed on the UK market.
- Noise complaints where evidence suggests a possible statutory nuisance under the Environmental Protection Act 1990 (EPA 1990).
- Safety Advisory Group (SAG) engagement for events using fireworks, focusing on prevention and community impact mitigation.

While the PPP cannot investigate or take enforcement action on every complaint relating to fireworks, it can play an important enabling and preventative role by supporting residents and businesses with clear information. This includes signposting to the relevant legal requirements governing the sale and use of fireworks, advising on appropriate reporting routes where nuisance or illegal activity is suspected, and directing residents where to reports concerns to the appropriate responsible authorities where necessary.

In addition, the PPP undertakes targeted social media and communications campaigns in the lead-up to the fireworks season each year, helping to raise awareness of the law, promote responsible behaviour and safe and lawful use, signpost legal responsibilities and penalties, manage expectations within the community and encourage retailers to stock and promote quieter/less intrusive products where available.

What the PPP can't do

The PPP cannot generally:

- enforce the 11pm–7am fireworks curfew (this is primarily enforced by the Police) and should be reported here: Report antisocial behaviour | Thames Valley Police
- stop single, short-lived domestic firework incidents through statutory nuisance powers where evidence thresholds cannot be met in time.
- apply specific legal protections for animals from firework noise beyond broader nuisance and community impact interventions.

While the service recognises the impact fireworks may have on animals, the PPP's enforceable legal powers are primarily framed around public safety, product safety, explosives licensing,

and statutory nuisance, not direct animal protection from noise. The Service will address this through prevention and messaging, recognising that reduced community nuisance tends to reduce wider impacts.

While the PPP will act where the law allows and where it is proportionate, there are some fireworks issues that Officers cannot resolve directly, or where another agency has the lead role.

The Fireworks Regulations place primary enforcement responsibility for night-time use restrictions with the Police. Breaches of night-time curfew for “adult fireworks” (11pm–7am, with limited festival exceptions) are criminal offences and reports about fireworks being used late at night (or being thrown/used dangerously in public places) will therefore need to be directed to them.

Even though councils must investigate potential statutory nuisance complaints, fireworks are often brief and it can be difficult to gather evidence or locate the source in time meaning the legal threshold for formal action may not be met. Statutory nuisance generally requires evidence of unreasonableness, often linked to frequency, duration and timing, which fireworks may not meet due to being short-lived. However, venues offering fireworks as part of celebrations, such as a hotel where a wedding is being held, will need to consider the timings and frequency.

The PPP cannot impose a blanket ban on lawful private firework use. The Service can only act where there is a relevant legal basis, and Officers cannot act where issues amount to purely civil neighbour disputes without evidence of a statutory nuisance or a regulatory breach.

5. Delivery Model

PPP officers will apply a risk-based, intelligence-led, and proportionate approach, with graduated interventions and clear explanations to residents and businesses about available remedies and enforcement limits.

The PPP discharges its duties by employing suitable, qualified, and trained staff who are authorised to carry out enforcement functions, including underage sales test purchases and storage checks by working with internal and external partners and local businesses to improve compliance and reduce harm.

Officers will use inspection, intelligence, and targeted project work to focus on problem premises and repeat complaints, having regard to standards, best practice, and relevant case law. During their inspections Officers will check that fireworks are stored safely and securely and away from potential sources of ignition and damp. They will also ensure that businesses have the required licence to legally sell and store fireworks and that the fireworks being sold conform to the relevant safety standards.

The Service undertakes both proactive and reactive work through our proactive inspection and underage sales programme and project work and by responding to service requests and intelligence gathering from residents, councillors and businesses. The general approach the

Service adopts in respect of age-restricted products is to ensure test purchasing and interventions are necessary, intelligence-led, and proportionate.

Trading Standards officers undertake underage sales work (often referred to as "test purchasing") to assess whether businesses are complying with legal age restrictions when supplying age-restricted products, including fireworks. The PPP undertakes this work using trained, supervised underage volunteers who attempt controlled purchases in line with agreed operational procedures, enabling the service to identify good practice, target advice and support where needed, and take proportionate enforcement action where non-compliance is evidenced. During 2025/26 municipal year, the PPP completed 26 attempted purchases using underage volunteers, and none were successful.

A total of 45 premises were inspected (20 in West Berkshire, 13 in Bracknell Forest and 12 in Wokingham) in November 2025 to ensure that the quantity of fireworks and explosives stored was within the permitted limits. Trading Standards Officers also checked the category stated on the licence and that storage was safe and correct. A few corrective measures were made relating to storage methods; boxes left outside the secure cabinet and where the quantity on the shop floor was too high, they were reduced.

6. Roles and Responsibilities including Partnership Working

Different PPP officers and partners are responsible for different aspects of fireworks sales and use.

Trading Standards Officers deal with fireworks being sold or supplied, making sure they are safe, sold to the right age groups, and meet legal standards.

Environmental Health Officers look into complaints where fireworks may be causing a statutory noise nuisance.

Licensing Officers are responsible for processing licences, advising on permitted events, and working with Safety Advisory Groups (SAGs) for larger organised displays.

Oversight of the proactive activity and allocation of resources associated with the safe use and supply of fireworks is undertaken through the **Management and Resourcing Group**.

Reactive work is managed by the relevant Principal Officer with responsibility for the relevant activity and oversight of this work is co-ordinated through the **Principal Officers Group**.

Partnership Working

Where issues fall outside the PPP's powers, partner agencies take the lead this includes the Police, who enforce curfews and offences in public places, and the Fire & Rescue Service or the Health and Safety Executive, who are involved in certain fireworks and explosives licensing and safety matters.

Where organised displays occur, PPP will work through SAG processes to encourage organisers to:

- assess community impact (including vulnerable residents),

- apply appropriate controls, and
- coordinate with the Police, Emergency Planning and Fire Service as appropriate.

The PPP will work with partner organisations to support consistent messaging and coordinated interventions.

Where fireworks are proposed by premises operating under other regulatory regimes including the Licensing Act 2003 and the Gambling Act 2005, the PPP and the SAG will work with applicants/operators to consider:

- timings and location,
- crowd management and safety, and
- the expectation of a proportionate noise management plan where complaints are likely.

Businesses are encouraged undertake the following measures to ensure underage sales are not made and the storage and supply requirements are met:

- have an age verification policy of challenge 25 in place.
- train all staff on this policy and acceptable forms of ID.
- display point of sale and shelf line notices.
- consider store layout.
- make use of till prompts.
- keep a refusals log that is checked at least monthly by a senior staff member.
- provide supply chain information to the local licensing authority on request, with an exemption where the total explosives content in a single transaction is ≤ 50kg.
- consider general fire safety duties (risk assessment, fire precautions).

Retailers must also hold a valid licence and store fireworks safely in accordance with the licence.

More information for businesses can be found here: Fireworks: age restrictions - Public Protection Partnership

7. Complaints

If you are aware, or suspect, that fireworks are being sold illegally or that unsafe fireworks are being sold please report to the Public Protection Partnership on 01635 519930, email **tsadvice@westberks.gov.uk** or write to:

Public Protection Partnership
Theale Library
Church Street
Theale
Berkshire RG7 5BZ

8. Policy Review

This plan will be reviewed by the Joint Public Protection Committee on a regular basis and at least every three years, or earlier when there are significant legislative or guidance changes.

9. Glossary

Fireworks / pyrotechnic articles	regulated as consumer products under Pyrotechnic Articles (Safety) Regulations 2015 (GB).
Statutory nuisance:	includes noise emitted from premises or from vehicles/equipment in the street, assessed under EPA 1990; councils must investigate complaints where it is reasonably practicable.
Curfew offence:	using fireworks during restricted night hours is a criminal offence under fireworks regulations; enforcement is primarily the Police.
Supply	(product safety law): includes sale and provision free of charge, and includes supply business-to-business
Adult Fireworks	In UK fireworks law, an "adult firework" is a legal term used in the Fireworks Regulations 2004 to mean any Category F2, F3 or F4 firework (i.e., outdoor fireworks ranging from "confined areas" to "large open areas", plus professional display fireworks).

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Revenue Budget 2027/28 Including Proposed Fees and Charges Schedule

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 October 2026
Chair of Committee:	Councillor Iskandar Jefferies
Date JMB agreed report:	21 September 2026
Report Author:	Stephanie Waterford
Forward Plan Ref:	JPPC

1. Purpose of the Report

1.1 To set out the Public Protection Partnership's (PPP) draft revenue budget for 2027/28 including discretionary fees and charges for 2027/28.

1.2 To seek approval of the draft budget and draft fees and charges schedule prior to submission to Bracknell Forest and West Berkshire Councils as part of their budget setting process in accordance with the Inter-Authority Agreement (IAA).

1.3 To agree the figure for the basis of the recharge to Wokingham Borough Council with respect to the services shared with Wokingham Borough Council under the shared service agreement effective on the 1st April 2022.

2. Recommendations

The Committee:

2.1 **CONSIDERS** the draft revenue budget including the fees and charges set out in this report and Appendix A.

2.2 **RECOMMENDS** to partner Councils that the contributions set out in column three of the table at 5.23 form the basis of the 2027/28 net revenue budget contributions.

2.3 **RECOMMENDS** to partner Councils the fees and charges set out in Appendix A.

2.4 **APPROVES** the contribution request from Wokingham Borough Council to be as set out the table at paragraph 5.23

2.5 **AGREES** that the policy position in relation to monies received under the Asset Recovery Incentivisation Scheme (ARIS) (which was approved at the October 2024 JPPC meeting) remains the policy to be applied to spend / allocation of any monies received under the scheme.

2.6 **AGREES** that the December meeting of this Committee will receive and update report on the outcome of deliberations on the proposed net revenue budget and proposed fees and charges.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	The base budget requirement to fund the service is set out at 5.23 below. The fees and charges proposed are set out in Appendix A to this report. These are either statutory fees where any variance will have been set by law or discretionary fees. For the avoidance of doubt any grant funding received under the Proceeds of Crime Asset Recovery Incentivisation Scheme does not form part of the PPP revenue budget. This has previously been agreed by the Committee at the 14 March 2017 meeting and was re-affirmed at the October 2024 meeting. The base build has an assumption of 2.56% for pay award. This 26/27 build has taken the opportunity to review areas of historic pressures to realign budget in line with spend. Fees and Charges are forecasted to be uplifted by inflation + 2% with the hourly rate set at £79. Overall there has been a 6% uplift for the Public Protection Partnership compared to 26/27 Budgets.
Human Resource:	The base budget funding set out at 5.23 will be required to maintain the structure agreed at the October 2024 meeting.
Legal:	The IAA (Inter-Authority Agreement) that set up the Partnership effectively delegates responsibility for the strategic direction of the PPP to the Joint Public Protection Committee. The responsibilities of the committee are set out in Schedule 1 to the agreement. The IAA with Wokingham requires that we indicate the level of contribution required from Wokingham early enough for it to feed into their budget setting cycle. Included is the responsibility to propose a fee structure and annual budget to the partner Councils and agree any variations to the budget. The Committee also has the responsibility to set out to consider the agreed percentage figures for each authority. The agreement requires that these should be submitted by 30th November in the year preceding the effective implementation date or other such date agreed by the Councils. 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. 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.			
Risk Management:	Any risks associated with the recommendations will be captured as part of regular Joint Management Board briefing process and will be escalated as per the IAA and Committee approved Business Plan. The service is currently carrying several red risks at Strategic and Operational levels. These primarily track back to staffing levels. The service is currently carrying 11.6 FTE vacancies including the Strategic Manager for the Joint Case Management Unit.			
Property:	There are no direct property implications arising from this report.			
Policy:	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. Updates on the financial position are presented to the Committee as part of the quarterly performance monitoring regime.			
	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		Where any decisions are made to change service provision individual impact assessments will be undertaken. There are currently no proposals to disinvest from any services already provided.
B Will the proposed decision have an impact upon the lives of people		x		None

with protected characteristics, including employees and service users?				
Environmental Impact:	X			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. The proposals in this report if accepted will maintain capacity in this area.
Health Impact:	X			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. If this activity continues to be funded there will be a continuing positive impact on the health of residents of and visitors to the partner authority areas.
ICT or Digital Services Impact:		X		None, albeit that the Service will continue to promote initiatives on its social media platforms and website.
PPP Priorities:				The report will impact on all the 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		This decision about budget setting will not have a significant impact on the rights of data subjects
Consultation and Engagement:	The fees for Taxis and Private Hire Vehicles and Private Hire operators will be subject to statutory consultation. The format for the consultation will be agreed by the individual licensing committees. The remainder of the fees and charges will be subjected to any budgetary consultation exercises undertaken by the partner authorities.			
Other Options Considered:	The Councils are currently still considering their wider revenue budgets for 2027/28. Should either of the Councils seek to disinvest in this area of service there is a methodology agreed (by JPPC) for doing so.			

4. Executive Summary

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 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 so is that a budget is proposed by the Committee along with a proposed schedule of fees and charges, usually at the October meeting. As part of this proposal, the total net revenue budget for the service is shared between the Councils in accordance with the agreed percentages. The budget proposals are required to be notified to the partner organisations by the 30th November each year.

4.3 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. This report is being prepared in both the context of the in-year pressures and the fact that we are at an early stage in the 2027/28 budget setting cycle at a time of significant uncertainty and challenges.

4.4 This report sets out the allocations needed to maintain the current service / staffing levels.

4.5 The revenue budget and fees and charges are then subjected to the budgetary consultation and agreement processes of the individual authorities. Additionally, the proposed fees and charges for hackney carriage and private hire vehicles and operators are subject to the consultation requirements in Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976. Prior to statutory consultation the licensing fees and charges will be subject to consideration by the respective licensing committees prior to the commencement of the consultation. The Committees will then be asked to consider any responses early in the new year before recommending a final set of fees and charges to each Executive and Full Council.

4.6 In 2017 the Committee agreed the policy on the use of grants received under Asset Recovery Incentivisation Scheme (ARIS). The policy was updated in October 2024 and the current iteration can be found here: the Asset Recovery Incentivisation Scheme. These grants arise from post-conviction confiscation proceedings undertaken by the Service where serious offences have been committed. It is important to note that any such grants do not form part of the service revenue budget. It is to be noted that the policy specifically focuses on confiscation in the form of compensation for victims.

5. Supporting Information

Introduction

5.1 The funding arrangements for the service are set out in two Inter-Authority Agreements (IAA's). The agreement of the 6th January 2017 sets out the arrangements for the West Berkshire (WBDC) and Bracknell Forest (BFC) budget contributions and the fee setting processes. The IAA of the 1st July 2022 sets out the delivery arrangements for those services shared with Wokingham Borough Council.

5.2 Both agreements set out an array of statutory functions to be delivered jointly. In the case of Bracknell Forest and West Berkshire these include private sector housing,

nuisance, environmental protection, licensing, trading standards, case management, financial investigations, intelligence, food safety and standards and health and safety. In the case of the Wokingham IAA the services covered include trading standards, case management, financial investigations, and air quality.

5.3 The two IAAs also identify the key priority areas for the delivery of the services. In the case of the BFC and WBDC agreement these are community protection; protection and improving health; protection of the environment; supporting prosperity and economic growth and partnership working.

5.4 To discharge these functions, the partner councils are requested on an annual basis to allocate a budget to the Committee. That budget is proposed by the Committee along with a proposed schedule of fees and charges. In the case of BFC and WBDC the total net revenue budget for the service is then divided between the Councils in the agreed percentages. Those agreed percentages are based on workload split which is linked to a range of factors including population and number of businesses liable to regulatory activity.

5.5 The percentages for 2027/28 are as follows:

(a) Bracknell Forest 39.25%

(b) West Berkshire 60.75%

5.6 The IAA with Wokingham Borough Council is linked to their share of the costs of those services delivered on a shared basis across the three authorities as set out above.

Preparation of the 2027/28 Budget

5.7 The IAA sets the budget requirements of each authority based on the principle of 'agreed percentages'. The proposed percentage splits are set out in paragraph 5.5 above.

5.8 The net revenue budget for 2027/28 required if all of the pressures were met is set out in column 3 of the table at 5.23. This includes the Wokingham Council contribution. In preparing 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.

5.9 The net revenue budget for 2027/28 has been calculated taking into account:

- Salary cost of living rises expected in 2027/28 and any additional impacts of 2028/29.
- Staff incremental points effective on 1st April 2027.
- Any pension and NI adjustments arising from the cost-of-living and other salary increases.

5.10 Any changes in year due to recruitment, staff qualification and progression or maternity leave cover etc. will be managed within the budget allocated by the Councils. Any new grades allocated due to progression will be funded from reduced expenditure elsewhere.

Budget Pressures and Mitigations

5.11 For 2025/26 the income budget was reprofiled and historically unachievable income targets were removed. This amounted to a target reduction of around £180K paid for by the deletion of the posts. Much of this deficit had been caused by the fact income targets had risen in line with inflation annually but the statutory fees for Licensing Act activities had not risen since 2005 meaning they were some 70% behind budget target. Other losses have arisen from taxi and private hire drivers and vehicle licence numbers decreasing as well as gambling moving to an on-line setting and establishments closing.

5.12 West Berkshire has commissioned a comprehensive review of fees and charges across the organisation. This highlighted areas of under recovery within the Licensing Service and made further recommendations for a full review of fees and charges across the PPP with a view to achieving a greater level of cost recovery. This review is in progress and is highly unlikely to be achieved in time for the budget and fee setting cycle. Any implications arising from this review will be brought to future meetings.

5.13 For the time being, fees and charges have been proposed in line with normal levels of CPI-linked increase of CPI+2%. However, it is important to note that the final CPI levels have not yet been set.

5.14 Q1 reported an underspend of circa £10k owing mainly to vacancies. There is an option to manage in-year pressures through vacancies, however this is likely to have an adverse impact on service delivery.

5.15 In addition to the general revenue there are a few ‘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. These equate to around £250K in 2026/27. Where staff are engaged on this work their time is charged to these budgets.

Fees and Charges

5.16 Discretionary fees are set based on a calculation of time multiplied by the hourly rate. The hourly rate includes all service costs and support service recharges. The hourly rates set year on year were:

- 2018/19 - £55
- 2019/20 - £57
- 2020/21 - £57
- 2021/22 - £59
- 2022/23 - £64
- 2023/24 - £67
- 2024/25 - £67

- 2025/26 - £69
- 2026/27 - £74
- 2027/28 - £79

5.17 For the financial year 2027/28 the proposed hourly rate has been rounded to £79 p/h. This is an increase of approximately 6.8%. This rate is still being reviewed.

5.18 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.

5.19 Over the last few years discretionary fees and charges have been reviewed and are now aligned across Bracknell Forest and West Berkshire to reflect the fact that licensing procedures and systems are largely similar. The West Berkshire fee and charges review will make further recommendations on fee levels once complete, and these will be presented in future reporting cycles.

5.20 Taxi and private hire vehicles and private hire operator fees are subject to statutory consultations which will be conducted in both areas should any change be agreed by the Councils. The nature of those consultations will be agreed by the relevant licensing committee but will include the publication of public notices and direct consultation of drivers, owners and operators.

5.21 Animal establishment fees now incorporate the costs of inspections conducted on our behalf by the City of London. At the time of writing next year's fees have not been notified but will be incorporated in due course. Any veterinary fees incurred as part of animal licensing will also be recharged at cost.

5.22 The fees and charges set by Regulation / Statute in the schedule are highlighted in green and are as of 01 September 2026. These will be adjusted in year as any variations are made to legislation. It should be noted that in respect of the Licensing Act 2003 fees have not been increased since 2005 and Gambling Act 2005 charges have not increased since 2007 which has been a significant contributor to the gap between costs and income. As stated above they are now over 70% behind inflation in the same period. There are no current plans that central government will increase these fees and there is an expectation that local authorities will continue to meet the shortfall in cost recovery.

Proposals

5.23 The proposed revenue budget for 2027/28 is as follows:

Authority	% Split	Proposed Net Revenue Budget 2027/28
Bracknell Forest	39.25%	£1,554,930
West Berkshire	60.75%	£2,406,670

Wokingham buy back contribution		£601,150
Total Budget 2027/28		**£4,562,750**

5.24 By way of comparison the 2026/27 budget is set out below:

Authority	% Split	Proposed Net Revenue Budget 2026/27
Bracknell Forest	39.5 %	£1,467,350
West Berkshire	60.5 %	£2,271,120

Wokingham buy back contribution		£567,290
Total Budget 2026/27		**£4,305,760**

5.25 Although the staff and budgets are hosted by West Berkshire Council it is important to note that these inflationary pressures would have been experienced by the individual partner Councils had the services been hosted individually including pension deficit contributions.

5.26 At the Committee meeting on the 7th November 2019 the Committee approved a methodology for local service reduction should any partner authority wish to propose this. The methodology recognised the nature of the partnership and the need to maintain 'agreed percentages' and cover the costs of shared resource with respect to core service delivery costs. Any disinvestment will be managed through this methodology.

5.27 The proposed fees and charges for 2027/28 are set out in Appendix A. As stated above the fees comprise both discretionary and statutory fees and charges. The discretionary fees are based on an hourly rate set at £79 p/h. The statutory fees are included for ease of reference and will be updated in line with any published amendments.

5.28 Statutory consultations for variations to taxi and private hire vehicles and private hire operator fees will be undertaken in accordance with Sections 53 and 70 of the Local Government (Miscellaneous Provisions) Act 1976.

Asset Recovery Incentivisation Scheme

5.29 The current iteration of the Asset Recovery Incentivisation Scheme was updated in October 2024 to reflect relevant legislation and operating practices. Although any grant funding received under the Proceeds of Crime Asset Recovery Incentivisation Scheme does not form part of the PPP revenue budget it is a matter for the Committee to approve any allocations policy in line with the terms of the scheme.

6. Concluding Observations

6.1 It is a key responsibility for the Committee to recommend a revenue budget including a fees and charges structure. The Committee also has a responsibility to keep under review the budget and consider the outturn and any variance.

6.2 The Joint Management Board has considered the budget. Whilst it remains the view that the integrity of the PPP is best maintained by delivering any savings collectively as has happened in previous years the methodology is there to make local adjustments and local prioritisations of service.

6.3 The recommendations aim to meet the requirements of the IAA, the approved priorities plan and current indicated budget position of the partners.

6.4 Finally, in making the recommendations it is acknowledged that all three Councils are under severe financial constraints and it is possible that the proposals are not achievable. For this reason, an update report will be brought to the December meeting of the Committee.

7. Appendices

7.1 Appendix A – Proposed Fees and Charges 2027/28

8. Background Papers:

8.1 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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DRAFT PUBLIC PROTECTION PARTNERSHIP FEES AND CHARGES 2027/2028

The Public Protection Partnership (PPP) provides chargeable services on behalf of two authorities, Bracknell Forest Council and West Berkshire Council. Where Services are provided to Wokingham Borough Council the applicable fees will be levied.

Fees effective from 1 April 2027.

Please Note:

- All Statutory Fees and those linked to national schemes are based on fees published on 01 September 2026 and may be subject to change by Central Government or the management of the schemes.
- The Hourly rate is **£79 ph** for 2027/28, if there is a minimum number of hours or it is capped it is indicated in the text below.
- Class A Statutory Fees are marked with Green and Class B Discretionary Fees are headed Blue
- There are some additional fees which will be due when making an application, these are listed separately (if known) and with a note if varied amounts
- If you have any questions regarding our fees and charges please contact PPP Customer Delivery team using our Make an enquiry form.

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LICENCES, REGISTRATIONS AND CONSENTS

Pre Application Advice

We provide chargeable pre-application advice for the following licenses and consents:

License/Consents	2026/27 Fee	2075/86 Fee	% Increase
Gambling Act	£74 ph	£79ph	6.7%
Licensed Premises Notifications	£74 ph	£79ph	6.7%
Licensing Act 2003	£74 ph	£79ph	6.7%
Scrap Metal	£74 ph	£79ph	6.7%
Sex Establishments	£74 ph	£79ph	6.7%
Skin Piercing & Dermal Treatments	£74 ph	£79ph	6.7%
Street Trading Consents	£74 ph	£79ph	6.7%

Animal Licences

Animal Licences – (Class A – Fee Discretionary)		2026/27 Fee	2027/28 Fee	% Increase
***The application fee stated is for licensing administration- an additional charge will be made for a new or renewal inspection at cost by City of London inspectors **the granting fee stated is for licensing administration-an additional charge will be made for the cost of a midterm inspection at cost carried out by City of London inspectors *** Additional vets fee payable Inspections required beyond the above mentioned due to additional visits and aborted visits will be charged at an additional fee**				
NEW - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£ 222* plus inspection costs	£237* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£370 plus inspection costs**	**£395 plus inspection costs**	6.7%
RENEWAL - Animal Boarding Establishment - combined (dogs and cats)	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%

NEW - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Animal Boarding Establishment - single species (dogs or cats))	Application Fee	£111* plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Home boarder	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Home boarder	Application Fee	£111*plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£148* plus host inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	Per inspection at inspection costs/hourly costs	Per inspection at inspection costs/hourly costs	
	Total Fee (minimum)	**£148 + host inspection costs**	**£158** plus inspection costs**	6.7%
RENEWAL - Home Boarder - Franchisee arrangers licence (excludes inspection fee per host)	Application Fee	£111* plus host inspection costs	£118.50* + host inspection costs	6.7%
	Granting Fee	Per inspection at inspection costs/hourly rate	Per inspection at inspection costs/hourly costs	
	Total Fee (minimum)	**£111 + host inspection costs**	**£118.50* + host inspection costs**	6.7%
Assessment of hobby host as part of a franchisee licence	Host inspection fee – Charged by CoL	(£244) at cost of inspection	(£259) at cost of inspection	6.1%
NEW - Dog Day Care	Application Fee	£222* plus inspection costs	£237* plus inspection costs	6.7%

	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Dog Day Care	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%
NEW - Dog Breeding Establishment **(***excluding vet fee)**	Application Fee	£222* plus inspection costs	£237* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£370 plus inspection costs**	**£395 plus inspection costs**	6.7%
RENEWAL - Dog Breeding Establishment	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	148**plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%
NEW - Dog Breeding Establishment (in domestic dwelling)**(***excluding vet fee)**	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296** plus inspection costs**	**£316** plus inspection costs**	6.7%
RENEWAL - Dog Breeding Establishment (in domestic dwelling)	Application Fee	£111* plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148**plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Pet Vending / Sale of pets	Application Fee	£148* plus inspection costs	£158** plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£296 plus inspection costs**	**£316 plus inspection costs**	6.7%
RENEWAL - Pet Vending / Sale of pets	Application Fee	£111*plus inspection costs	£118.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%

	Total Fee (minimum)	**£259 plus inspection costs**	**£276.50 plus inspection costs**	6.7%
NEW - Animal for Exhibition	Application Fee	£222* plus inspection costs	£237* plus inspection costs	6.7%
	Granting Fee	148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£370 plus inspection costs**	**£395 plus inspection costs**	6.7%
RENEWAL - Animal for Exhibition	Application Fee	£185* plus inspection costs	£197.50* plus inspection costs	6.7%
	Granting Fee	£148** plus inspection costs	£158** plus inspection costs	6.7%
	Total Fee (minimum)	**£333 plus inspection costs**	**£355.50 plus inspection costs**	6.7%
Riding Establishment - Inspections are carried out annually, regardless of the star rating or length of licence, by a qualified Veterinarian Officer. ***Vets fees will be recharged separately.				
NEW - Main inspection fee, plus fee per horse **(***excluding vets fee)**	Application Fee	£148	£158	6.7%
	Granting Fee	Minimum 4 hours at £296	Minimum 4 hours at £316	6.7%
	Total Fee (minimum)	**£444 minimum*** **	**£474 minimum*** **	6.7%
RENEWAL - Main inspection fee, plus fee per horse **(***excluding vets fee)**	Application Fee	£111	£118.50	6.7%
	Granting Fee	Minimum 4 hours at £296	Minimum 4 hours at £316	6.7%
	Total Fee (minimum)	**£407 minimum*** **	**£434.50 minimum*** **	6.7%
Fee per horse, for the first 10 horses		£18.50	£19.75	6.7%
Fee per horse, for next 11-50 horses		£12.50	£13.25	6%
Fee per horse, for every horse 51 & over		£10.50	£11.25	7.14%
NEW - Primate Keepers **(***excluding vets fee)**	Application Fee	£148 plus inspection costs	£158 plus inspection costs	6.7%
	Granting Fee	Minimum 4 hours at £296 plus inspection costs	Minimum 4 hours at £316 plus inspection costs	6.7%
	Total Fee (minimum)	**£444 minimum*** ** **plus inspection costs**	**£474 minimum*** ** **plus inspection costs**	6.7%
RENEWAL - Primate Keepers **(***excluding vets fee)**	Application Fee	£111 plus inspection costs	£118.50* plus inspection costs	6.7%

	Granting Fee	Minimum 4 hours at £296 plus inspection costs	Minimum 4 hours at £316 plus inspection costs	6.7%
	Total Fee (minimum)	**£407 minimum*** plus inspection costs**	**£434.50minimum*** plus inspection costs**	6.7%
Primate Keeper (Variation)		£222 plus inspection costs	£237 plus inspection costs	6.7%
Other Fees				
Additional mid licence visit		£148 plus cost of inspection	£158 plus inspection costs	6.7%
Variation to the licence fee (inclusive of one visit)		£222	£237 plus inspection costs	6.7%
Replacement licence fee (lost or stolen paperwork, change of name, etc.)		£37	£39.50	6.7%
Re-evaluation of star rating (inclusive of one visit)		£74 plus cost of inspection	£79 plus cost of inspection	6.7%
Transfer due to death of licensee	Admin cost	£37	£39.50	6.7%

Wild Animals and Zoos

Wild Animals & Zoos	Duration	2026/27 Fee	**2027/28 Fee**	**% Increase**
NEW - Dangerous Wild Animal Consent **(*** excluding vets fee)**	2 years	£592 plus inspection costs	£632 plus inspection costs	6.7%
RENEWAL - Dangerous Wild Animal Consent **(*** excluding vets fee)**	2 years	£370 plus inspection costs	£395 plus inspection costs	6.7%
NEW and RENEWAL - Zoo Licences Periodical inspections **(*** excluding Vets Fees)**	Up to 6 years	£2,590.00	£2765.00	6.7%

Explosives Licences – Statutory

Description	Duration	2026/27 All Council Areas	2027/28 All Council Areas	% Increase
Licence to store explosives where a separation distance is required by law e.g. over250kg hazard class 4 fireworks	1 year	£202	£202	0%
	2 years	£266	£266	0%
	3 years	£333	£333	0%
	4 years	£409	£409	0%
	5 years	£463	£463	0%
Renewal of licence to store explosives where a separation distance is required by lawe.g. over 250kg hazard class 4 fireworks	1 year	£94	£94	0%
	2 years	£161	£161	0%
	3 years	£226	£226	0%
	4 years	£291	£291	0%
	5 years	£357	£357	0%
Licence to store explosives where no minimum separation distance is required by lawe.g. up to 250kg hazard class 4 fireworks	1 year	£119	£119	0%
	2 years	£154	£154	0%
	3 years	£190	£190	0%
	4 years	£226	£226	0%
	5 years	£260	£260	0%
Renewal of licence to store explosives where no minimum separation distance isrequired by law e.g. up to 250kg hazard class 4 fireworks	1 year	£59	£59	0%
	2 years	£94	£94	0%
	3 years	£132	£132	0%
	4 years	£166	£166	0%
	5 years	£202	£202	0%
Varying the name of licensee or address of site		£40	£40	0%
Any other kind of variation		Cost Recovery	Cost Recovery	
Transfer of licence		£40	£40	0%
Replacement Licence		£40	£40	0%
Full year registration for sale of fireworks (capped fee)		£500.00	£500.00	0%

Gambling Act 2005 – Statutory

Description	Type	2026/27 All Council Areas	2027/28 All Council Areas	% Increase
Casinos (regional)	New Application	£15,000	£15,000	0%
	Provisional Statement	£15,000	£15,000	0%
	Application with Provisional Statement	£8,000	£8,000	0%
	Variation	£7,500	£7,500	0%
	Transfer/Reinstatement	£6,500	£6,500	0%
	Annual Fee	£15,000	£15,000	0%
Casinos (large)	New Application	£10,000	£10,000	0%
	Provisional Statement	£10,000	£10,000	0%
	Application with Provisional Statement	£5,000	£5,000	0%
	Variation	£5,000	£5,000	0%
	Transfer/Reinstatement	£2,150	£2,150	0%
	Annual Fee	£10,000	£10,000	0%
Casinos (small)	New Application	£8,000	£8,000	0%
	Provisional Statement	£8,000	£8,000	0%
	Application with Provisional Statement	£3,000	£3,000	0%
	Variation	£4,000	£4,000	0%
	Transfer/Reinstatement	£1,800	£1,800	0%
	Annual Fee	£5,000	£5,000	0%
Bingo Clubs	New Application	£3,500	£3,500	0%
	Provisional Statement	£3,500	£3,500	0%
	Application with Provisional Statement	£1,200	£1,200	0%
	Variation	£1,750	£1,750	0%
	Transfer/Reinstatement	£1,200	£1,200	0%
	Annual Fee	£1,000	£1,000	0%
Betting Premises	New Application	£3,000	£3,000	0%
	Provisional Statement	£3,000	£3,000	0%
	Application with Provisional Statement	£1,200	£1,200	0%
	Variation	£1,500	£1,500	0%
	Transfer/Reinstatement	£1,200	£1,200	0%

	Annual Fee	£600	£600	0%
Tracks	New Application	£2,500	£2,500	0%
	Provisional Statement	£2,500	£2,500	0%
	Application with Provisional Statement	£950	£950	0%
	Variation	£1,250	£1,250	0%
	Transfer/Reinstatement	£950	£950	0%
	Annual Fee	£1,000	£1,000	0%
Family Entertainment Centres	New Application	£2,000	£2,000	0%
	Provisional Statement	£2,000	£2,000	0%
	Application with Provisional Statement	£950	£950	0%
	Variation	£1,000	£1,000	0%
	Transfer/Reinstatement	£950	£950	0%
	Annual Fee	£750	£750	0%
Adult Gaming Centres	New Application	£2,000	£2,000	0%
	Provisional Statement	£2,000	£2,000	0%
	Application with Provisional Statement	£1,200	£1,200	0%
	Variation	£1,000	£1,000	0%
	Transfer/Reinstatement	£1,200	£1,200	0%
	Annual Fee	£1,000	£1,000	0%
Lotteries & Amusements	New Application	£40	£40	0%
	Annual Fee	£20	£20	0%
All licences	Notification of change	£50	£50	0%
	Copy of licence	£25	£25	0%
Club gaming or machine permit	New Application	£200	£200	0%
	Existing holder	£100	£100	0%
	Renewal	£200	£200	0%
	Annual Fee	£50	£50	0%
	Variation	£100	£100	0%
	Copy of licence	£15	£15	0%
Club Gaming or Machine Permit (holds a club Premises	New Application	£100	£100	0%
	Renewal	£100	£100	0%

Certificate under Licensing Act 2003)				
Licensed Premises Notifications		All Council Areas		
To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	Notification of intention	£50	£50	0%
Gaming Machine Permit (more than 2 machines) on-premises which hold on premises alcohol licence	Application (existing holder)	£100	£100	0%
	New Application	£150	£150	0%
	Annual Fee	£50	£50	0%
	First Annual Fee (payable within 30 days of date permit takes effect)	£50	£50	0%
	Variation	£100	£100	0%
	Transfer	£25	£25	0%
	Change of name	£25	£25	0%
	Copy of permit	£15	£15	0%

Hackney Carriage and Private Hire Licences

Vehicle Licences		All Council Areas (where applicable) 2026/27 Fee	2027/28 Fee	% Increase
Hackney Carriage Vehicle – NEW		£333	£355.50	6.7%
Hackney Carriage Vehicle – RENEWAL		£296	£316	6.7%
Private Hire Vehicle – NEW		£333	£355.50	6.7%
Private Hire Vehicle – RENEWAL		£296	£316	6.7%
Home to school – NEW and RENEWAL	Bracknell only	£185	£197.50	6.7%
Private Hire Vehicle with Dispensation - NEW		£333	£355.50	6.7%
Private Hire Vehicle with Dispensation - RENEWAL		£296	£316	6.7%
Temporary Vehicle Licence	Up to 3 months	£296	£316	6.7%

Driver Licences				
Driver – NEW	3 year Includes initial tests, update service management re-charge, safeguarding training and TaxiPlus re-charge	£370.50	£395	6.6%
Driver – RENEWAL	3 year Includes tests, update service management re-charge, safeguarding training and TaxiPlus re-charge	£333.50	£365	6.4%
Home to school – NEW & RENEWAL Bracknell only	3 year Includes initial tests, update service management re-charge, safeguarding training and TaxiPlus re-charge	£259.50	£278	7.12%
Conversion of driver licence to another type	1.5hrs (inc retaking tests)	£111	£118.50	6.7%
Disability Awareness Training		At cost	At cost	
Wheelchair Assessment Training (if required in policy)	New fee	N/a	At cost	

Private Hire Operators (PHO)

Private Hire Operator	Number of Vehicles	2026/27 Fee	2027/28 Fee	% Increase
NEW Per vehicle calculation of 3.5 hours (at £79.00 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle	1	£555.00	£592.00	6.7%
	2	£647.50	£691.00	6.7%
	3	£740.00	£790.00	6.7%
	4	£832.50	£888.00	6.7%
	5	£925.00	£987.00	6.7%
	6	£1,017.50	£1,086.00	6.7%
	7	£1,110.00	£1,184.00	6.7%
	8	£1,202.50	£1,283.00	6.7%

per years (years 1-5) up to a maximum of 20 vehicles	9	£1,295.00	£1,382.00	6.7%
	10	£1,387.50	£1,480.50	6.7%
	11	£1,480.00	£1,579.00	6.7%
	12	£1,572.50	£1,678.00	6.7%
	13	£1,665.00	£1,776.50	6.7%
	14	£1,757.50	£1,875.00	6.7%
	15	£1,850.00	£1,974.00	6.7%
	16	£1,942.50	£2,073.00	6.7%
	17	£2,035.00	£2,171.00	6.7%
	18	£2,127.50	£2,270.00	6.7%
	19	£2,220.00	£2,369.00	6.7%
	20	£2,312.50	£2,467.50	6.7%
	20+	£2,312.50	£2,467.50	6.7%
Private Hire Operator	**Number of Vehicles**	**2026/27 Fee**	**2027/28 Fee**	**% Increase**
RENEWAL Per vehicle calculation of 1.5 hours (at £79 hourly rate) plus an hour per year (years 2-5) for first vehicle, plus 15 minutes per additional vehicle per years (years 1-5) up to a maximum of 20 vehicles	1	£407.00	£434.50	6.7%
	2	£499.50	£533.00	6.7%
	3	£592.00	£632.00	6.7%
	4	£684.50	£730.50	6.7%
	5	£777.00	£829.00	6.7%
	6	£869.50	£928.00	6.7%
	7	£962.00	£1,026.50	6.7%
	8	£1,054.50	£1,125.00	6.7%
	9	£1,147.00	£1,224.00	6.7%
	10	£1,239.50	£1,322.50	6.7%
	11	£1,332.00	£1,421.00	6.7%
	12	£1,424.50	£1,520.00	6.7%
	13	£1,517.00	£1,619.00	6.7%
	14	£1,609.50	£1,717.00	6.7%
	15	£1,702.00	£1,816.00	6.7%
	16	£1,794.50	£1,915.00	6.7%
	17	£1,887.00	£2,013.50	6.7%
	18	£1,979.50	£2,112.00	6.7%

	19	£2,072.00	£2,211.00	6.7%
	20	£2,164.50	£2,309.50	6.7%
	20+	£2,164.50	£2,309.50	6.7%

Other Private Hire & Hackney Carriage Charges

Other charges		2026/27 Fee All Council Areas (where applicable)	2027/28 Fee	% Increase
Transfer of vehicle to new owner		£74	£79	6.7%
Variation to a Private Hire Operator		£74	£79	6.7%
Change of vehicle		£92.50	£98.75	6.7%
Replacement Licence		£37	£39.50	6.7%
Replacement Badge	Badge was £5	£37 + Badge Costs (£5)	£39.50 + Badge Costs	6.7%
Replacement Vehicle Licence Plate	Plate was £26	£37 + Plate Costs (£6)	£39.50 + Plate Costs	6.7%
Knowledge Test	First attempt included in initial fee	£92.50	£98.75	6.7%
Missed Appointment		£37	£39.50	6.7%
Disclosure and Barring Service Check (DBS)		At cost	At cost	N/a
Advertising on a Hackney carriage - NEW	Bracknell Only	£74	£79	6.7%
Advertising on a Hackney Carriage - RENEWAL	Bracknell Only	£37	£39.50	6.7%
Change of address (PH & HC)		£18.50	£19.75	6.7%
Backing Plate	£26 at cost	£26	£26	0%
Medical Exemption		£37	£39.50	6.7%
Refund Processing Fee		£37	£39.50	6.7%
Change of vehicle registration	Sticker and licence was £31	£37 + sticker and licence costs (£31)	£39.50 + sticker and licence costs (£31)	6.7%

Pre-application advice, hourly rate	Min 1 hour	Hourly rate	Hourly rate	6.7%

Hairdresser Registration

Description	2026/27 Fee All Council Areas	2027/28 Fee	% Increase
Hairdresser/barber registration	£37	£39.50	6.7%

Licensing Act 2003 – Statutory

Description	2026/27 Fee All Council Areas	2027/28 Fee All Council Areas	% Increase
Pre-application advice, hourly rate	£74	£79	6.7%
Premises Licence Application – "one off" fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee) *	All Council Areas	All Council Areas	
Band A – RV up to 4,300	£100	£100	0%
Band B – RV 4,300 to 33,000	£190	£190	0%
Band C – RV 33,001 to 87,000	£315	£315	0%
Band D – RV 87,001 to 125,000	£450	£450	0%
Band E – RV 125,001 and above	£635	£635	0%
Premises Licence – Annual Fee (Class B – Statutory Fee) *			
Band A – RV up to 4,300	£70	£70	0%
Band B – RV 4,300 to 33,000	£180	£180	0%
Band C – RV 33,001 to 87,000	£295	£295	0%
Band D – RV 87,001 to 125,000	£320	£320	0%
Band E – RV 125,001 and above	£350	£350	0%
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band D	£640	£640	0%
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises - Band E	£1,050	£1,050	0%

Club Premises Certificate Application – "one off" fees set by statute based upon rateable value (RV) of premises (Class B – Statutory Fee)	All Council Areas	All Council Areas	
Band A – RV up to 4,300	£100	£100	0%
Band B – RV 4,300 to 33,000	£190	£190	0%
Band C – RV 33,001 to 87,000	£315	£315	0%
Band D – RV 87,001 to 125,000	£450	£450	0%
Band E – RV 125,001 and above	£635	£635	0%
Club Premises Certificate – Annual Fee (Class B – Statutory Fee)			0%
Band A – RV up to 4,300	£70	£70	0%
Band B – RV 4,300 to 33,000	£180	£180	0%
Band C – RV 33,001 to 87,000	£295	£295	0%
Band D – RV 87,001 to 125,000	£320	£320	0%
Band E – RV 125,001 and above	£350	£350	0%

*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005

	2026/27	**2026/27**	**2027/28**	**2027/28**	**% Inc**
Additional fees Number in attendance at any one time	**Additional Premises licence fee**	**Additional annual fee payable if applicable**	**Additional Premises licence fee**	**Additional annual fee payable if applicable**	
5,000 to 9,999	£1,000	£500	£1,000	£500	0%
10,000 to 14,999	£2,000	£1000	£2,000	£1000	0%
15,000 to 19,999	£4,000	£2,000	£4,000	£2,000	0%
20,000 to 29,999	£8,000	£4,000	£8,000	£4,000	0%
30,000 to 39,999	£16,000	£8,000	£16,000	£8,000	0%
40,000 to 49,999	£24,000	£12,000	£24,000	£12,000	0%
50,000 to 59,999	£32,000	£16,000	£32,000	£16,000	0%
60,000 to 69,999	£40,000	£20,000	£40,000	£20,000	0%
70,000 to 79,999	£48,000	£24,000	£48,000	£24,000	0%
80,000 to 89,999	£56,000	£28,000	£56,000	£28,000	0%
90,000 and over	£64,000	£32,000	£64,000	£32,000	0%
Other fees					

Application for the grant or renewal of a personal licence	£37	£37	0%
Temporary event notice	£21	£21	0%
Theft, loss, etc.of premises licence or summary	£10.50	£10.50	0%
Application for a provisional statement where premises being built etc.	£315	£315	0%
Notification of change of name or address	£10.50	£10.50	0%
Application to vary licence to specify individual as premises supervisor	£23	£23	0%
Application for transfer of premises licence	£23	£23	0%
Interim authority notice following death etc.of licence holder	£23	£23	0%
Theft, loss etc.of certificate or summary	£10.50	£10.50	0%
Notification of change of name or alteration of rules of club	£10.50	£10.50	0%
Change of relevant registered address of club	£10.50	£10.50	0%
Theft, loss etc.of temporary event notice	£10.50	£10.50	0%
Theft, loss etc.of personal licence	£10.50	£10.50	0%
Duty to notify change of name or address	£10.50	£10.50	0%
Right of freeholder etc.to be notified of licensing matters	£21	£21	0%
Application for a minor variation	£89	£89	0%
Community Premises applying for the mandatory alcohol condition to be disapplied	£23	£23	0%
Application for the grant or renewal of a personal licence	£37	£37	0%
Temporary event notice	£21	£21	0%
Theft, loss, etc.of premises licence or summary	£10.50	£10.50	0%
Application for a provisional statement where premises being built etc.	£315	£315	0%
Notification of change of name or address	£10.50	£10.50	0%
Pre-application work, hourly rate	£74	£79	6.7%
Film Classification and Issue of Certificate	£18.50 per 15 minutes or part thereof of the film	£19.75 per 15 minutes or part thereof of the film	6.7%

Petroleum Licences – Statutory

Petroleum Licences	2026/27 Fee	2027/28 Fee	% Increase
Not exceeding 2,500 litres	£48	£48	0%
Not exceeding 50,000 litres	£65	£65	0%
Exceeding 50,000 litres	£137	£137	0%

Scrap Metal

Description		2026/27 Fee	2027/28 Fee	% Increase
Scrap Metal site –NEW	3 Years	£592	£632	6.7%
Scrap Metal site - RENEWAL	3 Years	£555	£592.50	6.7%
Scrap Metal mobile collector - NEW	3 Years	£296	£316	6.7%
Scrap Metal mobile collector - RENEWAL	3 Years	£259	£276.50	6.7%
Scrap Metal - Variation of Licence		£296	£316	6.7%
Scrap Metal - change of site manager		£74	£79	6.7%
Scrap Metal - copy of licence		£18.50	£19.75	6.7%
Scrap Metal - Change of Name		£37	£39.50	6.7%

Sex Establishments

		2026/27	2027/28	% Increase
Description	Type	All Council Areas	All Council Areas	6.7%
Sex establishments	Initial	£6,728	£7,179	6.7%
Sex establishments	Renewal	£5,085	£5,426	6.7%
Sex establishments	Transfer	£1,340	£1,430	6.7%
Sex establishments	Variation	£1,340	£1,430	6.7%

Skin Piercing & Dermal Treatments

Description	Type	2026/27 Fee	2027/28 Fee	% Increase
Skin piercing Registrations (one off registration) - (Class A – Fee Discretionary)	Individual (4hrs)	£296	£316	6.7%
	Premises (5hrs)	£370	£395	6.7%
	Joint application (7hrs)	£518	£553	6.7%

Pre-application work, hourly rate	**Min. 1 hour**	£74	£79	6.7 %

Street Trading Consents

Description	Type	Bracknell Forest 2026/27 Fee	West Berkshire 2026/27 Fee	Bracknell Forest 2027/28 Fee	% inc	West Berkshire 2027/28 Fee	% inc
	Daily	£74	£74	£79	6.7%	£79	6.7%
Street Trading Consents - (Class A – Fee Discretionary)	1 Week	£185	£185	£197.50	6.7%	£197.50	6.7%
	Monthly Rate	£296	£296	£316	6.7%	£316	6.7%
	3 months	£814	£814	£869	6.7%	£869	6.7%
	6 months	£1,017.50	£1,017.50	£1,086.25	6.7%	£1,086.25	6.7%
	Annual Fee	£1,720.50	£1,720.50	£1,836.75	6.7%	£1,836.75	6.7%
	6 months max. 2 trading days a week incl. Fri, Sat & Sun	£814	N/A	£869	6.7%	N/A	N/A
	6 months max. 2 trading days a week Mon-Thurs only	£610.50	N/A	£651.50	6.7%	N/a	N/a
	Ice cream van (per van) 6 month	£962	£999	£1053	9.5%	£1053	5.4%
	Ice cream van (per van) 1 month	£259	£296	£292.5	13%	£316	6.7%
Variation fee		£111	£111	£118.50	6.7%	£118.50	6.7%
Refund for Street Traders	In the event that following consultation the application is refused or deemed withdrawn by officers, a sum of 50% of the application fee is payable as a refund. If the application is refused by a Panel, no refund of the application fee is payable.						
Pre-application work, hourly rate	Min. 1 hour	£74	£74	£79	6.7%	£79	6.7%

ENVIRONMENTAL PROTECTION

Abandoned vehicles – Statutory

		2026/27 Fees	2027/28	% Increase
Description		**Bracknell Forrest Only**	**Bracknell Forrest Only**	
Removal (prescribed fee)	Less than 3.5 tonnes	£192	£192	0%
Removal (prescribed fee)	Between 3.5 and 7.5 tonnes	£256	£256	0%
Removal (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£448	£448	0%
Removal (prescribed fee)	Over 18 tonnes	£448	£448	0%
Daily Storage (prescribed fee)	Less than 3.5 tonnes	£26	£26	0%
Daily Storage (prescribed fee)	Between 3.5 and 7.5 tonnes	£32	£32	0%
Daily Storage (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£38	£38	0%
Daily Storage (prescribed fee)	Over 18 tonnes	£45	£45	0%
Enforcement Disposal costs (prescribed fee)	Less than 3.5 tonnes	£96	£96	0%
Enforcement Disposal costs (prescribed fee)	Between 3.5 and 7.5 tonnes	£128	£128	0%
Enforcement Disposal costs (prescribed fee)	Between 7.5 tonnes and 18 tonnes	£160	£160	0%
Enforcement Disposal costs (prescribed fee)	Over 18 tonnes	£192	£192	0%
Fixed Penalty Notice	Reduced to £120.00 if paid within 7 days	£200	£200	0%
Enforcement invoice costs		£77	£77	0%

Fly Tipping Environment Protection Act 1990 -

		Bracknell Forest Only		
Description		**2026/27 FPN**	**2027/28 FPN**	**% Increase**
Section 33 of the Environmental Protection Act 1990	Fixed Penalty Notice	£400	£1,000	150%

Section 34 of the Environmental Protection Act 1990	Fixed Penalty Notice	£300	£600	100%

Anti-Social Behaviour Act

Description		2026/27 Fee	2027/28 Fee	% Increase
Anti-Social Behaviour Act	High Hedges Fee (Class A – Fee Discretionary)	£ 1,517.00	£1,619.50	6.7%

Dog Warden Services

Description	2026/27 Fee	2027/28 Fee	% Increase
Stray Dogs – not taken to kennel	Call-out - £130 Statutory Fee - £25	Call-out – hourly rate (min 2 hours) Statutory Fee – £25	This is a new contact and the methodology for the fees have been amended
Stray Dogs – taken to kennel	Call-out - £130 Statutory Fee - £25 Returning dog from kennels to owner £130 Any kennelling and veterinary fees incurred are charged based on cost recovery.	Call-out – hourly rate (min 2 hours) Statutory Fee - £25 Returning dog from kennels to owner – hourly rate (min 2 hours) Any kennelling and veterinary fees incurred are charged based on cost recovery.	This is a new contact and the methodology for the fees have been amended
Kennels cost	Recharge based on cost. These are subject to variation depending on Kennel's used.	Recharge based on cost. These are subject to variation depending on Kennel's used.	
Dog fouling fixed penalty charge	£100	£100	0%
Miscellaneous stray dog activities e.g. microchipping.	Cost recovery charged at £74 ph	Cost recovery charged at £79 p/h	6.7%
Debit and credit card administration costs are subject to payment to Noah's Ark when applicable.	Cost recovery currently £45	Cost recovery currently £45	0%

Environmental Permitting Regulations 2016 – Statutory

		2026/27	2027/28	% Increase
Scheduled Processes – (Class B – statutory Fee)		**All Council Areas**	**All Council Areas**	
Standard Process		£1,650	£1,650	0%
Additional fee for operating without a permit		£1,188	£1,188	0%
Service Stations (PVR 1 & PVR II combined)		£257	£257	0%
Service Station (PVR 1)		£155	£155	0%
Dry Cleaners		£155	£155	0%
Vehicle Refinishers		£362	£362	0%
Mobile Screening & Crushing Plant for each of the 1st and 2nd applications		£1,650	£1,650	0%
Mobile Screening & Crushing Plant for the 3rd to 7th applications		£985	£985	0%
Mobile Screening & Crushing Plant for the 8th and subsequent applications		£498	£498	0%
Substantial changes (variation)				0%
Standard Process		£1,050	£1,050	0%
Standard process where substantial change results in a new PPC activity or any other solvent emission activity		£1,650	£1,650	0%
Reduced Fee Activities		£102	£102	0%
Annual Subsistence Charge (Statutory)				
Standard Process or any other solvent activity	Low	£772	£772	0%
	Medium	£1,161	£1,161	0%
	High	£1,747	£1,747	0%
Service stations PVR II	Low	£113	£113	0%
	Medium	£226	£226	0%
	High	£341	£341	0%
Vehicle Refinishers and other reduced fees	Low	£228	£228	0%
	Medium	£365	£365	0%

	High	£548	£548	0%
Dry cleaners/PVR1	Low	£79	£79	0%
	Medium	£158	£158	0%
	High	£237	£237	0%
Mobile Screening & Crushing Plant	Low	£626	£626	0%
	Medium	£1,034	£1,034	0%
	High	£1,551	£1,551	0%
Mobile Screening & Crushing Plant for 2nd permit	Low	£646	£646	0%
	Medium	£1,034	£1,034	0%
	High	£1,551	£1,551	0%
Mobile Screening & Crushing Plant for 3rd to 7th permit	Low	£385	£385	0%
	Medium	£617	£617	0%
	High	£924	£924	0%
Mobile Screening & Crushing Plant for the 8th and subsequent permits	Low	£198	£198	0%
	Medium	£314	£314	0%
	High	£473	£473	0%
Late payment charge	If invoice issued & not paid within 8 weeks	£52	£52	0%
Payment in 4 instalments		Additional £38	Additional £38	0%
Transfer and Surrender				
Transfer		£169	£169	0%
Partial Transfer		£497	£497	0%
Surrender		£0	£0	0%
Transfer Reduced fees		£0	£0	0%
Partial Transfer Reduced Fees		£47	£47	0%

Private Sector Housing

Description	2026/27 Fee	2027/28 Fee	% Increase
Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)	£518	£553	6.7%
Enforcement Notices served under Housing Act 2004	Hrly Rate	Hrly Rate	6.7%
HMO Licence NEW - assisted application	**£1,480**	**£1,579**	6.7%

Stage 1	£888	£947.50	6.7%
Stage 2	£592	£631.50	6.7%
HMO Licence RENEWAL	**£999**	**£1,066**	**6.7 %**
Stage 1	£600	£640	6.7%
Stage 2	£399	£426	6.7%
Caravan Site Licences			
Site licence new (plus additional fee per pitch)	£555	£592.50	6.7%
New licence additional fee per pitch	£20	£21.50	7.5%
Transfer of licence	£222	£237	6.7%
Alteration of conditions	£296	£316	6.7%
Annual inspection fee – per pitch	£17.75	£18.75	5.6%
Enforcement action -per hour	Hrly Rate	Hourly rate	
Deposit, vary or deleting site rules	£148	£158	6.7%
Mobile Homes Regulations 2020			
Application Fee – Fit and Proper Test (any application taking more than two hours to process will be charged at an additional hourly rate of £79/ph or part thereof)	£148	£158	6.7%
Annual Check Fee – Fit and Proper Test	Hrly Rate	Hrly Rate	5.4%
Where the authority has to assist with appointing a site manager the costs will be specified in the agreement between the parties			

Private Water Supplies

Description		2026/27 Fee	2027/28 Fee	% Increase
Risk assessment (for each assessment)	Every 5 years. Min. charge 1 hour, simple risk assessment and report typically 5 hours	At Hrly Rate	At Hrly Rate	6.7%
Sampling visit (for each sampling visit) *	Charge for a visit, taking a sample and delivery to the laboratory. Typically 2.5 hours	At Hrly Rate	At Hrly Rate	6.7%
Investigation	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs.	At hrly rate	At hrly rate	6.7%

Regulation 9 Supply Analysis of Group A Parameters		Laboratory Costs **	Laboratory Costs **	
Regulation 9 Supply Analysis of Group B Parameters		Laboratory Costs **	Laboratory Costs **	
Regulation 10 Supply Parameters		Laboratory Costs **	Laboratory Costs **	
Analysis of Single Dwelling Supplies (upon request)		Laboratory Costs **	Laboratory Costs **	

* A local authority should not charge for the Officer time for a sample that is taken and analysed solely to confirm or clarify the results of a previous sample. A local authority can charge for a sample visit to verify the effectiveness of improvements, e.g. following completion of actions specified in a Notice.

** Laboratory fees set annually

Other Fees

	Hourly rate applies minimum of 2 hours	2026/27 Fee	2027/28 Fee	% Increase
Environmental Information Request - Individual, Non-Commercial	Hourly rate applies minimum of 2 hours	£148 minimum	£158 minimum	6.7%
Environmental Information Request - Commercial and Government	Hourly rate applies minimum of 2 hours	£148 minimum	£158 minimum	6.7%
Civil Actions (Class A – Fee Discretionary)		£148 minimum	£158 minimum	6.7%
Safety Certification and administration	Hourly rate applies minimum of 2 hours	£148 minimum	£158 minimum	6.7%
Pre-Application Advice, hourly charge		£74	£79	6.7%

TRADING STANDARDS

Buy with confidence

Description	Employee numbers	2026/27 Fee	2027/28 Fee	% Increase
Application Fee (set nationally by Buy with Confidence scheme)	0-5 employees	£159	£165	Set Nationally
	6-20 employees	£220	£229	Set Nationally
	21-49 employees	£277	£288	Set Nationally
	50+ employees	POA	POA	
Annual fee (set nationally by Buy with Confidence scheme)	0-5 employees	£295	£305	Set Nationally
	6-20 employees	£440	£460	Set Nationally
	21-49 employees	£580	£610	Set Nationally
	50+ employees	POA	POA	
Members before 2017/18 Annual Fee (Bracknell Forest legacy members only)	0-5 employees	£147	£158	6.8%
	6-20 employees	£222.50	£237	6.7%
	21-49 employees	£296	£316	6.7%
Additional Premises: For businesses that operate from more than one premises, an additional £96 per premises per year fee will be charged. *Additional Trading Styles: £155 pa per additional trading style will be charged.*				

* West Berkshire & Wokingham schemes administered by Hampshire County Council

Fees are set nationally and will be updated in accordance with any changes to those fees

Primary Authority

Description	2026/27 Fee	2027/28 Fee	% Increase
Primary Authority Work hourly chargeable rate	£74	£79	6.7%
Application Fee - Set-up costs	£370*	£395*	6.7%
Annual charge - previous year usage 10 hours or less	£666**	£711**	6.7%
Annual charge - previous year usage 20 hours	£1,332.00*	£1,422*	6.7%
Anything likely to be in excess of 20 hours	Individually assessed	Individually assessed	

* Work subsequent to the initial visit will be charged at our hourly rate of £79 per hour.

** Hours do not roll over into the next financial year.

Assured Care and Support (Wokingham Only)

Description	Employee numbers	2026/27 Fee	2027/26Fee	% Increase
Membership Fee	1-5 employees	£112	£119	6.7%
	6-20 employees	£225	£240	6.7%
	21+ employees	£561.75	£600	6.7%

Weights and Measures

Description		2026/27 Fee	2027/28 Fee	% Increase
Weights and Measures Fees	Includes the cost of maintaining calibration of equipment annually (Based on ACTSO guidance)	£74 p/h	£79	6.7%

Other Fees

Description		2026/27 Fee	2027/268 Fee	% Increase
Food export certificates	Full cost recovery based on hourly rate - These will be completed within 10 working days.	£74 minimum	£79 minimum	6.7%
Food export certificates - expedited	These will be completed within 5 working days.	£111 minimum	£118.50 minimum	6.7%
Food Hygiene Rating Scheme rescore	2 hours	£185	£197.50	6.7%
General Business Advice (Non-Primary Authority)	Hourly rate (first 30 minutes free)	£74	£79	6.7%
Resident Request for Advice	Hourly rate	£74	£79	6.7%

PPP Strategic Assessment Review (2026)

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 October 2026
Chair of Committee:	Councillor Iskandar Jefferies
Date JMB agreed report:	21 September 2026
Report Author:	George Lawrence
Forward Plan Ref:	JPPC

1. Purpose of the Report

1.1 To present a review of the 2024-2027 PPP Strategic Assessment by identifying variations in key service delivery (further horizon scanning), activities, priorities and the resource challenges for the Service.

2. Recommendations

The Committee:

2.1 **NOTES** that the updated review of the Strategic Assessment continues to form the basis of the PPP priority setting.

3. Implications and Impact Assessment

Implication	Commentary
Financial:	These service provision set out in the review will be met from the base revenue budget or from specific grants. Where appropriate, grants such as those that supports public health related work, national and regional campaigns and support for activity associated with legislative changes or investigations will be sought and used to deliver some of the key work streams set out in this review. Working with other authorities as part of shared working arrangements to deliver efficiencies and effectiveness will also feature as a key priority.
Human Resource:	This report highlights a shift in demand to more technical and complex duties which is likely to have an impact on staffing. Officers of the PPP are required to be technically qualified and affiliated to professional bodies in order to hold delegated powers. The Service is investing in a ‘grow our own’ approach to upskill officers and provide technical qualifications, however there is still a risk that the service will fail to recruit and attract qualified candidates into key roles.

	If approved the Joint Management Board will consider the most effective structure to deliver against the priorities in accordance with the Inter Authority Agreement.			
Legal:	The functions delegated to the Joint Public Protection Committee by the Councils have their basis in statute. In this respect many are statutory duties placed on the Councils. In some areas (such as food safety and standards, health and safety etc.) there is a high level of prescription about how elements of the service are delivered. The Council's apply the Code for Crown Prosecutors in respect of all enforcement matters.			
Risk Management:	Project Management Methodology will enable early identification of operational risks. Regular meetings with Principal Officers and Managers are used to allocate resources to high risk areas. The Service has a Strategic Risk Register which is considered by the Joint Management Board (JMB) as well as an Operational Risk Register that is discussed monthly at the Principal Officer and Managers meeting. The key risks to service delivery are related to the ability of the service to recruit, train and retain appropriate level qualified officers to work across the range of functional areas that make up the PPP.			
Property:	No specific issues arising from this review.			
Policy:	It is a key responsibility of the Joint Public Protection Committee (JPPC) as set out in the Inter Authority Agreement (IAA) to set the strategic direction and priorities for the service and to review those priority's from time to time.			
	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?		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			A number of the priorities will have a positive impact on the environment.
Health Impact:	x			A number of the priorities will have a positive impact on health.
ICT or Digital Services Impact:		x		The Strategic Assessment will be published on the PPP website.
PPP Priorities :		x		The report will have a neutral 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:				
Consultation and Engagement:	Report will be considered by Corporate Board and Operations Board in West Berkshire and at CMT and the Executive Briefing in Bracknell Forest before being presented to the Joint Public Protection Committee. The Strategic Assessment will also be shared with colleagues in Wokingham Borough via the PGLT and CLT.			
Other Options Considered:				

4. Executive Summary

4.1 At the meeting of the Joint Public Protection Committee (JPPC) on the 10th June 2024 the Committee considered and approved the priorities and Strategic Assessment for 2024-2027.

4.2 A copy of the Strategic Assessment is published on the PPP website, and can be found here: PPP_Strategic_Assessment_2024-2027.pdf

4.3 As part of the ongoing development of the Service, Officers have reflected on the current challenges facing the service, local and national threats, changes to local and national policies and priority areas, local, regional and national data sets, emerging issues and changes in legislation to produce the updated Strategic Assessment of the Service.

5. Operating Model & Strategic Assessment Review

5.1 The Public Protection Partnership (PPP) is a shared service delivering Environmental Health, Licensing and Trading Standards functions on behalf of Bracknell Forest Council and West Berkshire Council. It also works with Wokingham Borough Council on Trading Standards and related activities, including case management, intelligence and financial investigations.

5.2 The Strategic Assessment is central to the Service's business planning. It informs annual service planning, priority setting and workforce development, and also supports communication and engagement activity.

5.3 The review draws on 2025 data and the most recent information available to the Service. Officers from the Intelligence Team and PPP Management Team contributed to the review, with the methodology set out in the review document.

5.4 The review considers both emerging priorities and business-as-usual activity, including statutory duties and other core workstreams that contribute to the nine PPP priorities.

5.5 The breadth of PPP activity is significant. The Service's work includes, but is not limited to, the following areas:

- **Environmental protection and public health:** air quality management, contaminated land, industrial pollution, environmental nuisance protection, statutory nuisance, public health, communicable diseases, private water supplies, pest and vermin enforcement, and health promotion.
- **Trading Standards and consumer protection:** consumer advice, consumer credit, doorstep crime, fair trading, fraud and counterfeiting, metrology, money laundering and confiscation, product safety, unfair trading, scams, Primary Authority, overloaded vehicles and weight restrictions, and offensive weapons controls.
- **Licensing and community safety:** alcohol licensing and controls, licensing for alcohol and regulated activity, gambling, taxi licensing, street trading, underage sales, anti-social behaviour, community mediation and community education.
- **Food, feed and workplace regulation:** food and feed safety, standards and hygiene, food standards, and health and safety at work.
- **Animal health and welfare:** animal welfare, animal warden activity, and related enforcement responsibilities.
- **Housing and specialist regulatory work:** private sector housing, case management, explosives storage and petroleum storage.

5.6 The Service operates through an approach that links local knowledge, professional risk management and information gathering to generate information and intelligence. This approach helps explain how officers prioritise activity and decide on appropriate courses of action.

5.7 The service remains agile and responsive, enabling resources to be directed to changing service demands, emerging risks and evolving local, regional and national priorities.

6. Key Observations

6.1 Strategic priorities remain broadly unchanged, with the review indicating high service activity and no major areas of concern identified.

6.2 Overall intelligence submissions fell slightly from 858 to 819, but submissions relating directly to the three PPP authority areas increased from 757 to 805.

6.3 West Berkshire generated the highest number of Intelligence Data Base (IDB) submissions among PPP authorities, followed by Wokingham and Bracknell Forest. The largest intelligence categories were:

- Doorstep Crime and Rogue Trading
- Age Restricted Sales
- Lifestyle / entity development
- Fair Trading
- Tobacco and Cigarettes

6.4 Doorstep crime remains a prominent issue, with roofing work accounting for a significant proportion of reports and payment amounts exceeding £1 million.

6.5 Age-restricted sales activity remains a major focus, particularly sales of vapes, alcohol, tobacco, knives and corrosive substances.

6.6 There is a clear increase in regulatory and legislative change, particularly in housing, licensing, tobacco/vapes, consumer protection, food regulation and private rented sector enforcement. These changes have been substantial i.e. Renters Rights Act places new duties on local authorities to enforce and investigate housing complaints in the Private Rented Sector, Food Standards regulations place new inspection and assessment criteria for food businesses and tobacco and vapes regulations bring new enforcement powers and future licensing regime.

6.7 Several areas show increased demand or workload across a wide range of services delivered by PPP. At the same time, resource and funding pressures are emerging, particularly in food work, victim support funding and inspection capacity.

6.8 Housing enforcement responsibilities are expanding, especially due to the Renters' Rights Act 2025 and potential future supported housing regulation.

6.9 Food service delivery is shifting, with the Food Standard Agency's new risk-based model and continued monitoring of inspection backlogs.

6.10 Environmental work shows a mixed picture, with improvements in air quality management but emerging workload from crematoria guidance, fly-tipping, construction noise and statutory nuisances.

6.11 Animal health and welfare risks increased, influenced by national disease pressures such as Bluetongue and Avian Influenza.

7. Areas in Need of Resource Monitoring

7.1 **Private rented sector enforcement.** The Renters' Rights Act 2025 creates new landlord enforcement duties from May 2026. PPP will need capacity for civil financial penalties, landlord compliance work, mandatory reporting to MHCLG, landlord register checks, and possible future supported housing licensing work.

7.2 **Trading Standards investigations and financial investigation.** Ongoing Trading Standards investigations have increased. Money laundering and confiscation investigations rose from 9 to 17 new cases. Additional Accredited Financial Investigator capacity has already been added, indicating rising specialist demand.

7.3 **Age-restricted sales, tobacco, vapes and knives.** Continued focus on underage sales, disposable vape controls, illicit tobacco and future Tobacco and Vapes Act duties. New online knife and crossbow age-verification expectations may require more test purchasing, digital evidence work and police partnership activity.

7.4 **Licensing and community safety.** Licensing Act applications increased by 34%, licensing consultations increased by 36%, Temporary Event Notices increased by 14%, Event Management Plans increased by 6%, and street trading applications increased by 31%. These trends point to greater administrative, consultation and enforcement workload.

7.5 **Animal warden and animal health work.** Dog warden reports increased by 21%. Dog-on-dog attacks, dog fouling and stray dog collections all increased. Animal health and welfare reports increased by 62%, influenced by national disease pressures such as Bluetongue and Avian Influenza.

7.6 **Food standards and food hygiene.** Food premises liable for inspection have slightly increased. Food labelling reports increased by 63%. The FSA is monitoring inspection backlogs, so maintaining programmed inspection capacity will be important.

7.7 **Environmental health and pollution control.** Updated crematoria guidance may increase workload through permit reviews, operator engagement and compliance monitoring. Construction noise and Control of Pollution Act 1974 activity have started to increase. Fly-tipping investigations in Bracknell Forest have increased by 14%.

8. Areas Where Resource Pressure May Reduce or Remain Stable

8.1 **Taxi and private hire licensing.** Applications decreased by 17.5%, although future cross-border enforcement powers may create additional enforcement demand.

8.2 **Scams and victim support.** Scam reports reduced by 20%, but victim support remains dependent on external funding.

8.3 **Pest control.** Reports reduced by 21%, suggesting reduced demand in this area. However, resources available for this field of expertise are low.

8.4 **Health and safety.** Overall reports reduced by 9%, but complaint-led work increased in some areas, particularly accident-related complaints.

8.5 **Infectious disease notifications.** Notifications reduced significantly, largely because UKHSA no longer notifies local authorities of confirmed Campylobacter cases.

8.6 **Weights and measures.** Reports reduced by 64%, suggesting lower routine demand.

8.7 **Food sampling.** Planned sampling appears reduced, but the document notes that no microbiological samples were taken in 2025/26 due to lack of officer resource, which indicates unmet demand rather than reduced need.

9. Concluding Observations

9.1 The main trend is a move away from purely volume-based workload toward more complex, specialist work and a need to adapt to continuing changes within legislative landscape.

9.2 Demand is increasing around areas such as housing enforcement, regulatory change, financial investigation, age-restricted products, food standards, private water supplies, licensing and animal health.

9.3 At the same time, some routine demand has reduced, but this does not fully offset the new and more complex statutory responsibilities emerging for 2026/27 and beyond.

10. Appendices

Appendix A – Public Protection Service 2024-2027 Strategic Assessment Review (2026)

11. Background Papers:

11.1 Strategic Assessment 2024-2027 PPP_Strategic_Assessment_2024-2027.pdf

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 or State Specific Wards

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Trading Standards Service | Bracknell Forest West Berkshire Wokingham

Public Protection Partnership | Environmental Health Licensing & Trading Standards

Public Protection Service 2024-2027 Strategic Assessment Review (2026)

1. INTRODUCTION AND OVERVIEW

This document provides an interim review of the full PPP Strategic Assessment for 2024–2027.

Its purpose is to assess how the Public Protection Partnership is meeting its current priorities and to identify any changes.

The review indicates high levels of activity across the service, with priorities remaining unchanged and no areas of concern identified.

2. DATA SOURCES

In line with the National Intelligence Model, a number of intelligence sources have been considered to identify existing and emerging issues. This report has been compiled using both quantitative and qualitative data from the following sources:

- Local Database (Idox)
- National Databases (CAB, IDB)
- Health & Safety Executive (HSE)
- Food Standards Agency (FSA)
- National Trading Standards Board / National Tasking Group (NTS)
- Trading Standards South-East (TSSE) Regional Assessment
- Department for Environment, Food & Rural Affairs (DEFRA)
- Department for Levelling Up, Housing and Communities (DLUHC)
- Air Quality Monitoring Programme

Data for the period 01/01/2025 to 31/12/2025 has been reviewed for this document, unless otherwise stated.

The validity, completeness and consistency of the source data should be considered, as these factors may affect the accuracy and comparability of the reported outputs.

3. INTELLIGENCE REVIEW (IDB) - Reviewed

There has been a slight decrease in the number of all intelligence submissions made on IDB during this reporting period (Calendar year 2025). The number of reports has decreased from 858 in the previous reporting period to 819 reports (39 - 5%) during the current period. However, the number of reports relating to the three Authority areas has increased from 757 to 805 (48 - 6%)

The 2025 originating sub-organisation for matters appertaining to the PPP area include

LA	Total
Bracknell Forest Borough Council	173
West Berkshire Council	397
Wokingham Borough Council	235
Reading	4
Bromley	1
Windsor and Maidenhead	1
Tandridge	1
Slough	4
Buckinghamshire	1
Location Unknown	2
Grand Total	819

The business areas with the highest number of submissions are Doorstep Crime and Rogue Trading, Age Restricted Sales, Lifestyle, Fair Trading, Tobacco and Cigarettes.

Primary Business Areas	Total	%
Doorstep Crime and Rogue Trading	275	34%
Age Restricted Sales	263	32%
Lifestyle	67	8%
Fair Trading	52	6%
Tobacco and Cigarettes	49	6%

The above areas of intelligence development can be attributed to

- Re alignment of the intelligence team with the Doorstep Crime and Rogue Trading investigations team. Intelligence packages commenced during 25/26 for this team is 19 most of which are still ongoing investigations.
- Dedicated Age Restricted Sales officer and joint operations with TVP
- Lifestyle is the IDB business area used by the intelligence team for entity development.
- Fair Trading is one of the IDB business areas selected by officers creating logs

- Tobacco and Cigarettes OP CECE proactive operations across all three Authority areas

MoRILE Scoring

Following a change in the guidance to how MoRILE scores are interpreted, they should not be presented in isolation. The scores have therefore been removed from this document. Each of the priorities have still been assessed and are used to evaluate the service's ability to respond to risk, support decision-making, prioritise resources and develop collaborative responses with law enforcement, wider government and partner agencies.

National Trading Standards Board (NTS) Priorities - Reviewed

An updated NTS Strategic Assessment was published in October 2025 and highlighted the there were no changes to the key priority areas for the NTS National Control Strategy for 2026 – 2027 to those previously identified.

4. CROSS CUTTING PRIORITIES

The cost cutting priorities remain the same.

5. TARGETED PRIORITY OUTCOMES

Key	
	Decrease
	No change
	Increase

BUILDING SAFER COMMUNITIES

Priority	Horizon Scanning
Building Safer Communities	➢ Terrorism (Protection of Premises) Act 2025 This law came in April 2025. Martyn's Law regulator will be the new Security Industry Authority (SIA) and not the local authority https://www.gov.uk/government/publications/martyns-law-the-sias-new-regulatory-role/martyns-law-the-sias-new-regulatory-role ➢ National Licensing Policy framework to operate alongside LA03 Aims to introduce inconsistency across councils tobacco vapes licensing requirements. ➢ Taxi/PHV Cross-Border Enforcement (Devolution Bill) Amendments to the English Devolution and Community Empowerment Bill (expected to become law in 2026) will allow licensing officers to take immediate action against taxi and private hire vehicle (PHV) drivers, vehicles, and operators. ➢ Digital Age-Check ID - ***New*** Proposals are in place to amend the Licensing Act 2003 to allow digital identification for age verification, which would change how authorities and operators handle age compliance. ➢ Licensing Hours Extension Act 2026 - ***New*** This amends 2003 act to allow govt to relax licensing hours for special occasions ➢ Sporting Events Bill - ***New*** Introduced into the House of Lords on 14/05/2026. The Bill aims to better equip the UK to deliver large sporting events into the future. UEFA European Championships 2028 and the FIFA Women's World Cup 2035 (should the UK's bid be successful). The framework provisions include measures to: Deter touts by creating a criminal offence for the unauthorised resale of tickets for a sporting event. Prohibit unauthorised advertising and trading around event locations by creating time-limited criminal offences and Prohibit unauthorised association with a sporting event by creating a general prohibition enforceable through the civil courts

Areas of Work	Change
Licencing Act 2003 • There has been a 34% increase in applications received and an increase in the number of reports in relation to licensed premises.	
Hackney Carriage & Private Hire • 17.5% decrease in applications that related to the licensing of taxi drivers and vehicles. Reports relating to taxi drivers has remained the same	
Reducing Violence Against Women and Girls • PPP is represented on Community Safety Partnership boards across the partnership area and contributes to this priority through its work on underage sales and Operation Albion. PPP continue to engage with the boards to identify opportunities for further support, including drink-spiking awareness initiatives and targeted seasonal campaigns.	
Offensive Weapons and Corrosives • Op Albion is a project starting in the summer of 2026 relating to the under-age sales (UAS) of corrosive substances.	
Event Safety	

	For Year 25/26: • 302 Event Management Plans submitted (6% increase from previous period) • 62 events brought to SAG meetings (Similar to previous period)	
	Unfair Trading and Doorstep Crime (DSC)* For the Financial Year 2025/2026: • The number of reports of DSC have slightly increased from the previous year. • Payment amounts totalled £1,093,540. (£1,371,743 in 2024/2025). • The most complained about type of work across all 3 authorities was Roofing work. This accounted for 35% of all DSC reports received by PPP. ** These figures are based on reports where consumers live within PPP areas.*	
	Business as Usual	**Change**
	Street Collections • The number of applications have remained the same in 2025.	
	Scrap Metal Dealers • There has been a slight increase in applications for scrap metal sites and collectors in 2025, along with an increase in reports relating to scrap metal dealers.	
	Gambling • Licencing applications relating to gambling and betting have remained the same in 2025	
	House to House Collections • Licensing applications relating to House-to-House collections remained the same in 2025	
	Small Society Lotteries • There has been a been a 78% reduction in licensing applications relating to small society lotteries	
	Street Trading • There has been a 31% increase in street trading consent applications, which has also meant an increase in reports received.	
	Animal Warden Activities • There has been a 21% increase in reports made relating to the Dog Wardens activities in 2025. • There has been a 31% increase in dog-on-dog attacks. However, reports of dangerous dogs have reduced by 29%. • There has been a 45% increase in dog fouling complaints • There has been a 37% increase in stray dog collections, with 43% increase in the number of dogs returned to their owners.	
	Pest Control Enforcement • 21% reduction in reports in 2025. The majority of which related to advice, with 11% relating to enforcement. • 92% of all pest control reports received were related to rat infestations	
	Empty Homes and Public Health Risks • Empty property reports have remained the same in 2025	
	Responsible Authority Roles for Licencing • 36% increase in Licencing Consultations across PPP in 2025. • 14% increase in Temporary Event Notices in 2025	

IMPROVED LIVING ENVIRONMENT

Priority	Horizon Scanning
Improved Living Environment	➢ Awaabs Law Came into force October 2025, applicable to damp & mould and emergency hazards, within the Social Housing Sector which is not enforced by PPP. This is enforced by the Housing Obudsman and Regulator of Social Housing. ➢ Housing Health and Safety Rating System (HHSRS) The government has now laid draft guidance for HHSRS2 in Parliament, and it is expected to come into force in June 2026. All EH officers in the PPP residential team are trained to carry out HHSRS assessments. ➢ The Renters Rights Act 2025 - ***New*** From 1 May 2026, PPP became responsible for enforcing landlord legislation, including offences under the Renters' Rights Act and the Protection from Eviction Act. Enforcement action will primarily take the form of civil financial penalties, with any income generated reinvested into private housing enforcement. PPP will also be subject to a mandatory reporting requirement on private housing enforcement activity, expected to commence in late 2026/27, with returns submitted to MHCLG. Further reforms under the Renters' Rights Act include the introduction of a national landlord register, expected to be rolled out regionally from late 2026. PPP will be responsible for promoting compliance, enforcing registration requirements, and verifying submitted information. ➢ Right to Rent Penalty Increase This is a Home Office enforcement and does not affect the work of PPP. No adverse effects on the rental market have been observed as a result. ➢ Higher-Risk Buildings Regulations 2023 This is in force however local authorities are not listed as recipients of information so there is little impact to PPP. ➢ Fit & Proper Person 2026 marks 5 years since the requirement for registration of a fit and proper person to manage the site and therefore some registrations are expiring within the next calendar year and new applications are expected. ➢ The Supported Housing Regulatory Oversight Act - ***New*** The Act will introduce a licensing scheme for supported housing, expected to be implemented in 2027. Responsibility for administering the scheme has not yet been confirmed; however, if it follows a similar model to HMO licensing, PPP may be required to support its administration.

Areas of Work	Change
Unlicensed Houses of Multiple Occupancy (HMOs) ➢ Reports relating to alleged unlicenced HMO premises in PPP have slightly increased.	
Unfit Private Rented Sector and Registered Social Landlords (RSLs) ➢ In 2025 there has been a 33% reduction in reports related to Private Rented Sector Landlords and RSLs. ➢ There has been a reduction in the number of complaints relating to HMO's in 2025.	
Unfit Park Homes Operators ➢ There has been a 73% reduction in complaints relating to the condition of mobile homes and caravan sites in 2025. • Caravan licensing enquiries have doubled in 2025.	
Energy Efficiency Non-Compliance • Operation Sapphire - Letters sent to properties in Bracknell and West Berkshire. Responses and results have been recorded. Project is currently paused until next stage of MEES as focus is currently on Renters Rights Act 2025.	
Tenant's Rights and Letting Agents • A Senior Trading Standards officer has been reallocated within the EH	

	Residential team to follow through with Operation Willow. All letting agents in PPP have been visited in relation to Renters Rights Act 2025 (RRA25), Tenant Fees Act, Client Money Protection, Deposit protection, Redress schemes. Websites checked.	
	Commercial to Residential Conversion Compliance Programme • Enquiries relating to Commercial to Residential Conversion have remained similar in 2025.	
	Business as Usual	**Change**
	Domestic Nuisance • Reports relating to domestic nuisance have remained the same in 2025. • 76% of domestic nuisance reports were related to noise, with Domestic alarms were the most reported noise nuisance across PPP.	
	Houses of Multiple Occupation • PPP currently has 196 licenced HMO's across Bracknell Forest and West Berkshire. ➢ In 2025 there was an increase in applications for HMO's (including new, renewals and variations).	
	Relevant Protected Caravan Sites ➢ There are 24 relevant protected sites in the PPP area. All are receiving annual inspections and officers are ensuring compliance with licence conditions and fit and proper person regulations.	
	Homes for Ukraine ➢ There were 59 accommodation checks conducted in 2025. (65 in the previous period).	
	Flexible Home Improvement Loans (Bracknell only) ➢ In 2025 flexible home improvement loan enquiries have halved since 2023.	

PROTECTING CONSUMERS FROM FRAUD

Priority	Horizon Scanning	
Protecting Consumers from Fraud	➢ Digital Markets, Competition and Consumers Act 2024 (DMCCA) This legislation came into force in April 2025, replacing the Consumer Protection Rights Act while largely retaining the existing framework. Part 8 of the Enterprise Act 2002 has been superseded by a new court-based enforcement regime under Part 3 of the DMCCA, enabling Trading Standards to seek a range of court orders against traders. The legislation also places greater emphasis on intelligence and evidence gathering, particularly in relation to fake consumer reviews, drip pricing, subscription contracts, hidden charges, and misleading online sales practices. As a result, Trading Standards services are likely to spend more time collecting and evidencing breaches.	
	Areas of Work	**Change**
	Scams and Victim Support • There was a 20% reduction in scam related reports received by PPP in 2025. • Over £30,000 recovered on behalf of victims. • Proactive seasonal campaigns were delivered. • Now in year 2 of the 3 year OPCC grant funded agreement.	
	Food Fraud • PPP respond to complaints relating to counterfeit goods, allergens, foreign labelled foods, American sweets/drinks when they arise and also look out for anything whilst on inspections. • There was a 33% decrease in reports relating to allegens from the previous year.	
	Metrology – Short Weight / Measure • There were 7 reports relating to short measure /weight related in 2025. This	

	is a slight reduction from the previous year.	
	Intellectual Property • Reports relating to intellectual Property remain the same. Products include clothing, electricals, alcohol. In January 2026 PPP successfully prosecuted an individual for 5 offences under the Trade Marks Act. They were sentenced to a 12-months' community order with 80 hours unpaid work.	
	Illegal Money Lending • Illegal money lending is incorporated in PPP scams presentations and PPP continue as a partner with the national Illegal Money Lending Team supporting campaigns such as stop loan sharks.	
	Proceeds of Crime / Asset Recovery • In 2025 an additional Accredited Financial Investigator (AFI) was recruited (Total of 3 AFI's) and there is also now a Financial Intelligence Officer. • 17 new investigations were instigated in 2025* relating to money laundering and in some cases confiscation, compared with 9 cases instigated during the previous period. **This figure does not include cases that are ongoing or in the court process.*	
	Illicit Products and Excise Breaches • There were 27 reports relating to illicit tobacco in 2025 under Op CeCe, which was an increase from the previous year.	
	Level 1-3 Fraud and Unfair Trading Investigations • The number of ongoing Trading Standards investigations, including those in the court process, has increased since the previous period.	

REDUCING HARM IN YOUNG PEOPLE

Priority	Horizon Scanning	
Reducing Harm in Young People	➢ Ban of Disposable Vapes In June 2025, the sale of disposable vapes were banned in the UK. This is enforced by Trading Standards. ➢ Tobacco and Vapes Act 2026 - ***New*** This will prohibit the sale of tobacco products, herbal smoking products and cigarette papers to anyone born on or after 1 January 2009, with the restrictions taking effect when this group reaches the age of 18 on 1 January 2027. From October 2026, Trading Standards can issue FPN's for breaches and also in October there will be age restrictions on the of sale non-medicinal nicotine products and non-nicotine vapes. There is further consultation will be conducted for creating a Licensing scheme for tobacco & nicotine products where premises will need a licence to sell them. ➢ Knife Crime and Knife Sales Legislation - ***New*** On 2nd April 2026, the National Knife Crime Centre was launched with a UK-wide remit. Following Royal Assent of the Crime and Policing Act 2026 on 29 April 2026, Trading Standards will support strengthened age-verification requirements for online sales of knives and crossbows. This is expected to involve increased test-purchasing activity with knife retailers, expanded online enforcement responsibilities, closer partnership working with the police and violence reduction programmes, and additional training on remote-sales legislation and digital evidence.	
	Areas of Work	**Change**
	Underage Sales of Vapes (UAS) Since December 2024, PPP have a dedicated Age Restricted Sales Enforcement Officer. • There has been a 24% decrease in reporting relating to UAS of vapes. • In 2025, there were 108 test purchases for the UAS of vapes, across the 3 authorities, with an 89% pass rate and only 12 failures.	

	West Berkshire Projects Funded by Public Health	
	• Public health work continues in partnership with Public Health colleagues, except for Smokefree Sidelines and Smokefree Homes. The attitudinal survey completed last year is not currently planned for repetition but may be reviewed as part of the 2026/27 work plan and needs assessment. • Jointly funded by West Berkshire Public Health and PPP, a new Advanced Public Health Practitioner and Community Programme Officer was appointed in May 2026. Initial priorities include recruiting a replacement Victim Support Officer and delivering the 2026/27 work programme for smoking cessation, alcohol reduction, and other shared health priorities. The joint Public Health and PPP plan has been produced and agreed. • It is likely that OPCC funding will be reduced by around 40%, (Victim support work) which will affect delivery beyond 2027 if this remains the case. However, this may be replaced with other pieces of work, which would be funded.	
	Illegal Tobacco • Op Cece is a national project relating to illicit tobacco. This has been initiated in PPP as a high priority whilst engaging with HMRC. The first inspections have resulted in 3 investigations.	
	Underage Sales (UAS) • Reporting relating to UAS have remained the same in 2025. • 43% of reports related to the underage sales of vapes (A decrease compared to 55% last period) • 29% of reports related to the underage sale of alcohol (An increase compared to 11% last period) • There was an 87% pass rate in the UAS test purchases which were conducted in 2025. • Responsible Retailer Scheme has been launched, which focusses on UAS and management of business processes. The success of the scheme will be reviewed in 2026.	
	Unsafe Goods • In 2025, there has been a 28% increase in reports made to PPP relating to unsafe goods and services (2023:38, 2025: 53). • 49% of unsafe goods and services reports related to used cars, service and repairs. • Op Tabitha is an ongoing project relating to used cars and Enterprise Act action has been instigated with some traders. • Op Crackle is an ongoing project into ESF unlicensed electricians.	
	Buy With Confidence (Bracknell Only) • There are currently 22 registered businesses on the scheme (Previously 20).	
	Business as Usual	**Change**
	Weights and Measure Inspections • There has been a 64% reduction in weights and measure reports across PPP in 2025.	
	Community Larder • This is now run by volunteer groups with no involvement by PPP.	

PROTECTION OF THE ENVIRONMENT

Priority	Horizon Scanning	
Protection of the Environment	➢ Crematoria Process guidance Note (PG5/2(25)) The Process Guidance Note PG5/2(25) was updated in July 2026 and may increase Environmental Health workload through permit reviews, operator engagement and compliance monitoring, particularly where existing cremators require upgrades to flue gas treatment, mercury abatement and emissions monitoring systems	
	Areas of Work	**Change**
	Air Quality • Monitoring locations are reviewed annually and for 2026 there are 68 across PPP. • The AQMAs in Twyford and M4 have been revoked and the AQMA in Crowthorne is in the process of being revoked. • The Wokingham TC AQAP update has not been completed, DEFRA have approved it is put on hold pending ASR 2026 (2025 data) outcome.	
	Environmental Crime (Bracknell Only) • In 2025 there was a 14% increase in reported incidents of fly tipping in Bracknell. • 27 FPNs were issued in 2025.	
	Single-use Plastics • The supply or sale of certain single-use plastic items has been prohibited in England since October 2023. Only two reports were received in 2025, with none recorded the previous year. Any breaches can be identified during food inspections.	
	Business as Usual	**Change**
	Planning Consultations • There has been a 5% decrease in the number of Planning Consultations.	
	Statutory Nuisance (Commercial) • Reports relating to commercial nuisance have remained the same. • 72% of commercial nuisance reports related to noise in 2025.	
	COPA (Control of Pollution Act) • Very few applications made proactively but 1 Notice served following construction noise complaints so far in 2026 (None served in 2025).	
	LAPPC Inspections (Local Authority Pollution Prevention & Control) • All 33 required inspections in 25/26 carried out. Return for DEFRA Pollutant Release and Transfer Register (PRTR) return 25/26 now a statutory requirement and due 12/6/26. The new statutory requirement does not relate to any current permit in WBC or BFC as currently we only have permits for Par B premises. • There 16 inspections due in 26/27 *(Note: The number of inspections varies due to risk assessment. Some are required every 6 months or annually or every 2 years and the remainder are every 3 years)*	
	Contaminated Land • Reports relating to contaminated land have remained the same.	
	Weight Restrictions and Overloaded Vehicles • There was a 5% decrease in the number of Weight Restriction and overloaded vehicle inspections undertaken in 2025. • There has been an 11% increase in the number of breaches.	

PROMOTING ANIMAL WELFARE

Priority	Horizon Scanning	
Promoting Animal Welfare	➢ Bird Keepers Registration Requirement Since October 2024 it has been a legal requirement for all bird keepers in England and Wales to register their birds with the Animal & Plant Health Agency (APHA) – regardless of flock size. Minimal impact on PPP. ➢ Animals (Penalty Notices) Act 2022 and 2023 Regulations In England, penalty notices can now be issued to deal with specified animal health and welfare offences by offering an individual or business the option to avoid prosecution by paying a financial penalty (up to £5,000) under the Animals (Penalty Notices) Act 2022 and 2023 Regulations, instead of going to court. This still needs to be initiated in PPP.	
	Areas of Work	**Change**
	Licensable Activity (Breeding/Boarding etc) • In 2025 there as a 12% decrease in licencing applications in relation to animal boarding and day care facilities. • Applications in relation to breeding and selling animals remain similar. • The number of reports received relating to animal breeding remained the same.	
	Animal Welfare on Farms • There was a reduction in on-farm animal health and welfare inspections conducted across the PPP in 2025. The number of proposed animal health and welfare inspections for the coming year are detailed in the Feed & Food Plan 26/27. • There was a 62% increase in animal health and welfare reports, including disease control reports. There were national outbreaks of Bluetongue virus and Avian Influenza in 2025.	

SAFETY IN THE WORKPLACE

Priority	Horizon Scanning	
Safety in the Workplace	➢ Licensing of non-surgical cosmetic procedures in England Local authorities are intended to be the licensing and enforcement bodies for lower-risk procedures. However, a consultation outcome in August 2025, the Government is prioritising restrictions on the highest-risk procedures first. It also indicates that further consultation and secondary legislation are required before the full local authority licensing scheme can be introduced.	
	Areas of Work	**Change**
	Health and Safety • There was a 9% reduction in Health & Safety reports in 2025.	
	Topic Based Health and Safety Interventions • The HSE published the Local Authority Priorities and Targeting Interventions LAC 67/2 in April 2026 and covers the period 2026/27 to 2028/29. All of the priority topics in the document would apply to West Berkshire and Bracknell Forest areas (they are based on national health and safety at work intel). However, PPP is currently identifying and funding priority topic interventions.	
	Business as Usual	**Change**
	Explosives Licensing • Explosives inspections conducted by Trading Standards remained the same.	
	Petroleum Licensing • There was a 44% increase in licensing applications in relation to petroleum certificates in 2025 and 27% increase in the number of petroleum inspections	

	conducted by Trading Standards.	
	Work Related Health and Safety SR/Outbreaks • There has been a decrease in reports of Cryptosporidium and Legionellosis record on PPP systems. • UKHSA no longer notifies LAs of confirmed cases of Campylobacter and overall number of infectious disease notifications therefore reduced.	
	Accident Investigations • Accidents reported to PPP under RIDDOR have remained similar. • 61% of all accidents reported related to employees and 39% related to accidents to members of the public. • 52% of all reports related to a slip, trip or fall on same level • 7% of accidents reported to PPP under RIDDOR were investigated. • 33% increase in the number of complaints made directly to PPP, with 56% of these complaints relating to accidents by accidents by members of the public.	

SAFE AND HEALTHY FOOD CHAIN

Priority	Horizon Scanning	
Safe and Healthy Food Chain	➢ Animal Feed Storage Unit Risks A DEFRA survey has highlighted the risks of disease in animal feed storage units, with farmers advised to regularly clean such facilities. This could see an increase in registrations and compliance visits. ➢ The Private Water Supplies (England) Regulations 2016 - revised guidance This will increase the number of supplies and therefore there will be an increase in monitoring to be undertaken and risk assessments that will be required. Potentially could impact Environmental Health as distribution systems are found, both permanent and temporary ➢ New Food Delivery Model - ***New*** Developed by the Food Standards Agency (FSA) to modernise the approach to food standards enforcement delivery, allowing for official controls based on the risk posed by a food business. ➢ Funding - ***New*** At the end of March 2026, PPP lost 1.2 FTE casual officers due to loss of funding.	
	Areas of Work	**Change**
	Food Premises Inspections • New Food Model by the FSA is now a risk-based inspection regime, however some premises still have the old risk ratings associated with them. • Number of food premises liable for inspections have been identified for the coming year and detailed in the PPP Feed & Food Plan 26/27. The number of premises liable for inspection has slightly increased from the previous year. • The Food Service Plan for Food Hygiene inspections is currently being drafted.	
	Primary Production and Animal Feed • The number of proposed inspections for the coming year are detailed in the PPP Feed & Food Plan 26/27. These have slightly increased from the previous year.	
	Foodborne / Waterborne Outbreaks • There were suspected outbreaks investigated in 2025/26 but none were confirmed. • There was a successful prosecution of a Bracknell food business in April 2026 relating to an outbreak of Salmonella enteriditis in December 2024 that affected 7 people three of whom were hospitalised.	

	Labelling and Health Claims • In 2025 there was a 63% increase in food labelling reports recorded in 2025.	
	Target Food Sampling • PPP are to participate in FSA NSP2, which is a regional targeted / intel led sampling. • Proposed food sampling has been planned for the coming year and is detailed in the PPP Feed and Food Plan 26/27, with a reduction in the number of samples planned so far for the coming year, compared with last period.	
	Business as Usual	**Change**
	Programmed Inspections as per Food Standards Agency Code Of Practice • Number of food premises liable for inspections have been identified for the coming year and detailed in the PPP Feed & Food Plan 26/27. • FSA are monitoring the backlog of unrated and E rated food hygiene inspections. The action plan for dealing with the backlog of unrated and E rated premises has been signed off by the FSA.	
	Food Hygiene Rating Scheme • 1.5% of premises were not "broadly compliant" in 25/26, which was the same as the previous year.	
	Infectious Diseases • There was a 68% decrease in 2025 from 2023. UKHSA no longer notifies LAs of confirmed cases of Campylobacter and overall number of infectious disease notifications therefore reduced.	
	Private Water Supplies Risk Assessments • Previous failures related to nitrate were not seen in 2025, but other issues found relating to some metals. • In 2025 there were 133 single dwellings , and following a project it was identified that some supplies have connected to mains. • In 2025 4 new supplies were found, which require risk assessment. • In 2026, 24 risk assessments are due. 8 were carried out in 2025.	
	Private Water Supply Sampling • In 2025 88 supplies were sampled. 92 were sampled the previous year. *(Note: The reason the numbers change is due to risk assessment for each supply which sets out the sampling requirement both in type of parameters to be sampled and the frequency.)*	
	Allergens • Reports relating to allergens across PPP have slightly reduced.	
	Routine Labelling & Health Claims • Slight increase in recorded activity relating to Food labelling, composition and out of date food in 2025 from the previous year.	
	Routine Food Sampling • Proposed food sampling has been planned for the coming year and is detailed in the PPP Feed and Food Plan 26/27. • There were no microbiological food samples taken in 2025/26 due to a lack of officer resource.	