

Appendix E

Quarterly Updates to DEFRA regarding grant

Quarter 1 – end of June 2021

Air Quality Officer- external advertisement for the fixed term post commenced in May and recruitment planned for early Q2. Post filled and AQ officer to start in August.

Procurement for PM2.5 monitoring – commenced in May in conjunction with Commissioning and Legal teams of West Berkshire Council to ensure quality, innovation and best value adhering to the Procurement Strategy. As value is in excess of £10k procurement to be carried out through e-Tendering (In-Tend) portal.

Idling – Cough Cough switch it off signs at rail/canal crossings, also leaflet produced and provided to the school. Schools for Clean Air Day were asked to sign up to an AQ pledge to help the environment, and send out all information to the parents.

Quarter 2 – end of September 2021

Air Quality Officer – successful recruitment of an Officer has been completed, with the post holder having been in place from mid-August. The Air Quality Officer has now settled into the team and has contributed toward the progression of different projects under the grant.

Procurement for PM2.5 monitoring – release of procurement was delayed due to workload issues, and breakdown of communications between different departments. Since additional resource has been available for the project, PM2.5 procurement activities have advanced and a tender pack is due to be released via the In-Tend procurement portal October 11th. Although the procurement for PM2.5 monitoring equipment and associated reporting had been delayed, there will be no impact on the deliverability of the project to the previously agreed timescales, but the commencement of PM2.5 monitoring has been pushed back from starting in the autumn term to the winter term in the New Year.

Idling Bumper Sticker Competition – final drafts of the information pack to be released to schools have been completed, and will be released to schools on October 8th. In Q3 bumper sticker entries will be judged by a combination of PPP staff and engaged schools, before announcing a winner and having stickers printed.

Quarter 3 – end of December 2021

Following progress in Quarter 2 the procurement of PM_{2.5} monitoring equipment and reporting was released via the In-Tend portal on 11th October as planned. With many suppliers expressing interest in the project a total of 8 tender returns were received. The evaluation exercise undertaken was successful and a winning bid was identified. Following the notification of award to bidders, one challenge was received in respect of the phrasing of one particular aspect of the procurement documentation – which had an impact on how tenders were scored. This challenge was resolved by holding a virtual meeting with the tenderer in question, to discuss their scoring and how they may interpret similar procurement exercises in the future. This provided a good opportunity for both parties to better understand the procurement process, with lessons learned recorded for future activities.

As of December 31st 2021 PPP have not yet signed into contract with the winning supplier, whilst both parties work to agree on an appropriate pricing schedule, within the terms agreed

in the procurement documents released. We hope to be signed into contract in the very near future so that monitoring can commence in the first term back of the New Year.

Over the autumn term schools across the PPP region were provided with materials and guidance to enter into the bumper sticker competition, designing a sticker to encourage the driver waiting in traffic behind to switch off their engine when stationary and safe to do so. A total of 348 entries were received, which have been narrowed down to a shortlist for voting. Schools and the PPP Environmental Quality team will be voting for the winning design in early January. The winning design will then go to the graphics team for a digital touch-up to ensure its visibility on the roads, and for the appropriate PPP and Defra logos to be added. The winning design will then be printed using an external supplier and made available to schools and through various other outlets.

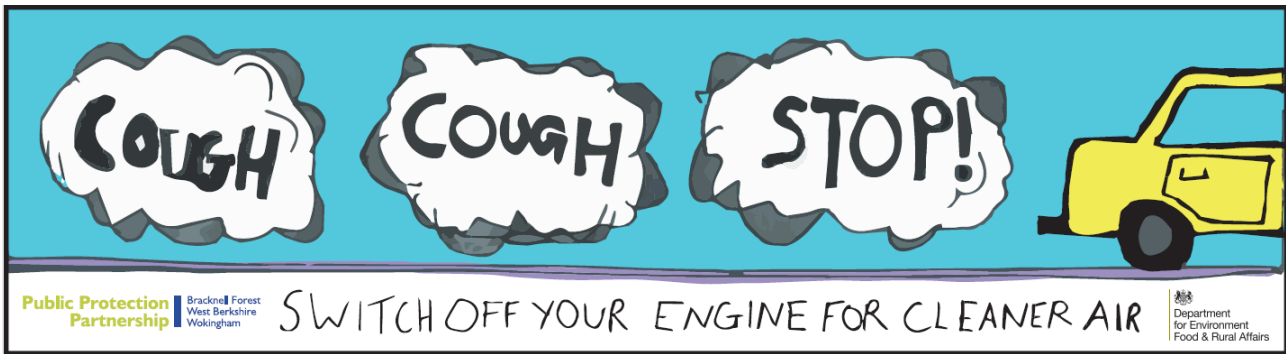
During Quarter 3 procurement plans and documentation for the Behaviour Change Specialist have reached their final drafts, and will be uploaded to the In-Tend procurement portal in January.

To help increase the understanding of the diffusion tube monitoring carried out in the borough, PPP have produced smart sticker to be located next to the tubes on Council property so the public can again access to more information via a QR code. These will be in place in Q4.

Quarter 4 – end of March 2022

Following some delays to the procurement of PM_{2.5} Monitoring Equipment and Reporting, PPP successfully entered into contract with AECOM at the beginning of this reporting period. After sealing the contract after negotiation between each parties' legal services AECOM held an inception meeting with PPP to identify key personnel, and agree a timeline for the works based on some minor changes to the original plan proposed by AECOM in their tender submission. 11 PM_{2.5} monitoring devices accompanied by weather stations have been installed this quarter to begin recording data which will be used to construct reports at a total 42 school across the duration of the project. PPP and AECOM have held meetings every two weeks to ensure the successful delivery of monitoring and reporting and to address and issues which may arise. AECOM have produced a final draft of the report which will be used to inform contributing factors of local PM_{2.5} concentrations at schools', and how they could be addressed. The first completed reports (42 total) are expected to be received throughout the next quarter.

Having received a total 348 entries from school children across the PPP authorities, a winner was voted by participating schools and the PPP Environmental Quality team. The winning design came from Ascot Heath Primary School in Bracknell Forest. Copies of the sticker have been sourced through the West Berkshire Council print room and are being distributed to local schools, parish councils, libraries, and any other organisation/individual who has expressed an interest in receiving a sticker. So far, a total 582 copies of the sticker have been sent out to those who have requested copies. In the upcoming quarter PPP will be undertaking a photoshoot with the competition winner and local councillors to help publicise the stickers and raise the profile of the project. The Wokingham MyJourney team, who we are closely collaborating with, have also requested a bulk order of the bumper stickers to be offered to local schools. A copy of the winning design is pictured below:



In January final versions of the procurement documentation for a Behaviour Change Specialist were produced, and released via the In-Tend procurement portal on 4th February 2022 for Quotation Responses. In the following two week window PPP received clarifications from multiple organisations interested in submitting quotes for the work, however a formal bid was only received from one company for review. The review exercise proved the bidder submitted a worthy application for the works, and they are due to be sent a contract offer next week (first week of the next reporting quarter). This will allow PPP to begin progressing the behaviour change elements of the project, including targeted awareness campaigns to tackle engine idling.

Finally, batches of diffusion tubes were procured to begin collecting baseline data for the upcoming 'NO₂ Biggest Loser' competition, which will be launched with schools later in the year.

Quarter 5 – end of June 2022

Having successfully installed 11 PM2.5 monitors with accompanying weather stations during the previous quarter, reports for 7 of these studies have now been received by AECOM following the decommissioning of equipment at the end of May. These reports have identified that of all schools monitored so far, there are no specific sources of high particulate concentrations. General measures have been identified which schools could adopt to help ensure that particulate concentrations are kept to an absolute minimum, however later reports for the remaining 35 school sites may reveal more specific action is required.

PPP entered into contract with WSP for the provision of behaviour change guidance at the beginning of this reporting quarter. WSP have been tasked with completing a work package in multiple stages which aims to bring together research on engine idling across the PPP area, and propose interventions to reduce vehicle engine idling and in turn improve air quality. So far WSP have completed a 'Baseline Research Report' which provides an understanding of current views towards engine idling, findings on the presence of idling drivers across the boroughs, identifies hotspot areas for targeted signage etc, reviews the success of previous anti-idling schemes and so on. WSP are now working with us to finalise a suite of 'designs' for their proposed intervention options which includes road signage, business toolkits, radio ads etc. It is expected that we will begin to see this material from September 2022 onwards.

Diffusion tubes have been installed outside 42 schools for monitoring of the 'NO₂ Biggest Loser' competition and continue to be changed alongside LAQM activities.

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