

# Environment and Sustainability Committee

**Thursday 22 November 2018 at 7.30pm**

**Council Chamber  
Runnymede Civic Centre, Addlestone**

## Members of the Committee

Councillors Mrs G Warner (Chairman), D A Cotty (Vice-Chairman), R J Edis, T J F E Gracey, Mrs M T Harnden, D J Knight, M T Kusneraitis, Miss J K Sohi, N Wase-Rogers and M L Willingale.

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

## AGENDA

**Appendices are now included in the Agenda  
not attached as a separate document**

### Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mrs C Holehouse, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425628). (Email: [carol.holehouse@runnymede.gov.uk](mailto:carol.holehouse@runnymede.gov.uk)).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring

Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).

- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

- 5) **Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings**

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

**LIST OF MATTERS FOR CONSIDERATION**  
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(No reports to be considered under this heading)

1. **FIRE PRECAUTIONS**

The Chairman will read the Fire Precautions, which set out the procedures to be followed in the event of fire or other emergency.

2. **NOTIFICATION OF CHANGES TO COMMITTEE MEMBERSHIP**

3. **MINUTES**

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 27 September 2018. The Minutes of this meeting were included in the October 2018 Council Minute Book.

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Democratic Services Officer at the start of the meeting. A supply of the form will also be available from the Democratic Services Officer at meetings. Members are advised to contact the Council's Legal Section prior to the meeting if they wish to seek advice on a potential interest.

Members are reminded that a non pecuniary interest includes their appointment by the Council as the Council's representative to an outside body and that this should be declared as should their membership of an outside body in their private capacity as a director, trustee, committee member or in another position of influence thereon.

Members who have previously declared interests, which are recorded in the Minutes to be considered at this meeting, need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have interest becomes the subject of debate, in which event the Member must leave the room if the interest is a disclosable pecuniary interest or if the interest could reasonably be regarded as so significant to prejudice the Member's judgement of the public interest.

6. **ANNUAL REVIEW OF CAR PARKING CHARGES IN OFF-STREET CAR PARKS - (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**This report reviews the current charges in the Council's car parks, including the charges to permit and contract parking.**

**Recommendation(s) to:**

- i) increase parking charges in the Council's Pay & Display car parks throughout the Borough (high increase in tariff option) as set out in para 5 of this report;**
- ii) increase town centre permit charges from £650 to £700 per annum (£200 to £250 per quarter);**
- iii) increase resident permit charges from £250 to £300 per annum (£75 to £100 per quarter);**
- iv) increase out of town centre permit charges from £100 to £125 per annum (£30 to £50 per quarter); and**

- v) **increase contract parking charges from £700 to £750 per annum (£200 per quarter). Residents rate introduced last year to remain unchanged**

## 1. Context of report

- 1.1 At its meeting in September 2005, the former Economic Development Committee resolved that there should be an annual review of car parking charges. Charges are reviewed in November for implementing any changes in January, along with the Council's other Fees and Charges.
- 1.2 Public car parks are an amenity provided by the Council for the convenience of the public. In shopping areas they also encourage and maintain the viability of businesses but the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.
- 1.3 The 'pay and display' car parks are managed by the Parking Services team, which is part of the Environmental Services business centre. This team also carries out on-street parking enforcement, under an agency agreement, on behalf of Surrey County Council. Borough car parks where pay and display charges are imposed are listed in Table 1. The current charges are shown in Table 2, paragraph 1.8.

Table 1 – Borough Pay and Display Car Parks

<b>Car Park</b>	<b>No of Spaces</b>
Precinct Extension, Church Road, Egham	43
Wasp Farm, Station Road, Egham	119
Hummer Road, Egham	128
Victoria Street, Englefield Green	34
St. Jude's Road (Cemetery), Englefield Green	39
Memorial Gardens, Virginia Water	90
British Legion, Virginia Water	19
Bemonds, Heriot Road, Chertsey	55
Chertsey Library, Heriot Road, Chertsey	174
Gogmore Farm Park, Chertsey	53
Pooley Green	35
Woodlands	102
Homewood (Leisure)	70
Runnymede Pleasure Grounds, Windsor Road, Egham (Leisure)	352

## Notes

- i) Figures in the above table include disabled bays and motorcycle bays.
- ii) The Runnymede Pleasure Grounds Car Park has higher charges due to its popularity as a leisure destination. All the income has to be used for the improvement and maintenance of the site due to the terms of the Runnymede Pleasure Grounds Trust. The charges here are reviewed annually by the Council's Community Development business centre, which manages parks and open spaces.

- iii) Homewood car park is a Leisure car park with pay and display income going to Community Development business centre which also sets the charges.
  - iv) The car park at the Sainsbury Centre in Heriot Road, Chertsey, (170 spaces) is managed by Sainsbury's, which has full discretion to set the charges in that car park. Sainsbury's operates the car park under a Management Agreement.
- 1.4 There are two scales of car park charges. A lower scale of charges operates in the smaller 'Out of Town Centre' car parks. These are Victoria Street and St Jude's Road car parks in Englefield Green, Pooley Green Car Park and Gogmore Farm Car Park in Chertsey. The other car parks are subject to the higher 'Town Centre' scale of charges but some only offer short term parking within the scale of charges.
- 1.5 As well as the scale of parking charges car parking income also comes from season tickets, contract parking permits and penalty charge notices.

#### Season tickets

Season tickets in most car parks are currently £650 per annum or £200 per quarter. Residents living in close proximity to the car parks can purchase these at £250 per annum or £75 per quarter. Englefield Green and Pooley Green the permits are £100 per annum or £30 per quarter.

The season ticket charges for non-residents were increased in January 2016. Permits charges for residents were last increased in 2011.

#### Contract parking permits

Contract parking bays are reserved bays in Bemonds Row and White Hart Row, Chertsey and are currently £700 per year and were last increased in January 2016. A reduced rate of £250 for residents of these areas was agreed by this Committee at its September meeting.

#### Penalty Charge Notices (PCNs)

Penalty charges issued for contraventions in the car parks are set at two levels depending on the contravention. The charges are designed to reflect the severity of the contravention where, for example, someone parking in a disabled person's bay when not entitled would be subject to a higher level penalty. Someone whose ticket has expired would receive a lower level. Higher level penalties are £70 (reduced to £35 if paid within 14 days). Lower level penalties are set at £50 (reduced to £25 if paid within 14 days). The scale of penalty charges is set nationally by the Department for Transport.

#### Recent History of Parking Charges

- 1.6 The most recent changes were:-

November 2017 following consideration by this Committee no changes were made to the charges.

September 2017- Contract parking charge for residents living adjacent to the facilities set at £250.

April 2017- Increase in parking charges across the Borough, in all car parks. Town Centre charges: 1 hour 80p to £1, 2 hours £1.60 to £2, 3 hours £2.50 to £3, 4 hours £3 to £3.50, 5 hours £3.50 to £4, 6 hours £4.50 to £5, All day £6 to £6.50. Out of

Town Centre charges: 1 hour 30p to 40p, 2 hours 60p to 80p, 3 hours £1.20 to £1.50, 4 hours £2 to £2.50, 5 hours £2.50 to £3, All day £4.50 to £5. A one hour free period was introduced into Pooley Green Road car park.

January 2016- Car park permits in town centres increased to £650 from £600, contract parking increased to £700 from £650

January 2015 – Increased one hour charge, in Hummer Road and Precinct Extension car parks, back to 80p in line with the other Town Centre car parks. Charges in Town centre car parks increased as follow: 2-3 hours from £2.20 to £2.50, 3-4 hours £2.80 to £3.00, 4-5 hours £3.20 to £3.50, 5-6 hours £4.20 to £4.50.

January 2014 – All day parking charges in the town centre car parks were increased to £6 from £5.50. The one hour charge in Hummer Road and Precinct Extension car parks were reduced to 50p from 80p.

September 2013 - £100 annual permits (limited to ten in number) introduced in St Jude's Road car park Englefield Green for local residents and businesses.

January 2013 – Parking charges were increased in all car parks. Permit and contract parking charges were also increased

January 2012 – Parking charges, with the exception of the one hour charge, were increased across the board for the town centre car parks. 'Out of Town' charges and season ticket and contract parking charges were unchanged.

- 1.7 All of the Council's chargeable car parks have in the past achieved the 'Park Mark' award for safer parking but it was decided to withdraw from the scheme in August 2011, due to the on-going cost of membership. The Borough Parking Services team continues to ensure that the car parks are maintained and operated to the scheme standards.
- 1.8 The following table shows a comparison of Runnymede parking charges with other Surrey and Neighbouring Councils.

Table 2 – Comparison of Runnymede Parking charges with other Surrey and Neighbouring Councils

<b>Borough/District</b>	<b>1 hour</b>	<b>1 to 2</b>	<b>2 to 3</b>	<b>3 to 4</b>	<b>4 to 5</b>	<b>5 to 6</b>	<b>6 to 7</b>	<b>All day</b>
<b>Runnymede (Town Centre)</b>	<b>1.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.50</b>	<b>4.00</b>	<b>5.00</b>	<b>6.50</b>	<b>6.50</b>
<b>Runnymede (Out of Town)</b>	<b>0.40</b>	<b>0.80</b>	<b>1.50</b>	<b>2.50</b>	<b>3.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Guildford* (Bedford Road)	1.30	2.60	3.90	5.20	6.50	7.70	9.00	10.40
Elmbridge* (ChurchField Road)	1.10	2.20	3.20	4.20	9.50	9.50	9.50	9.50
Epsom & Ewell* (Ashley Centre)	1.80	2.60	3.20	5.80	5.80	12.00	20.00	20.00
Spelthorne* (Elmsleigh)	1.30	2.30	2.70	3.80	7.00	12.20	12.20	12.20
Surrey Heath (Knoll Road)	1.00	1.50	2.00	3.00	4.00	4.00	4.00	4.00
Waverley (Farnham Town)	1.00	2.00	3.50	4.70	6.00	7.10	8.50	11.00

Windsor (Victoria Street)*	2.00	3.20	5.00	9.00	10.00	14.00	14.00	14.00
Woking (Town Centre)	1.40	2.80	4.20	5.60	6.50	6.50	10.00	11.00

\* Shows where charges have increased since the last report.

The main Network Rail station car parks in the Borough have a peak charge of £6.80 per day, an increase of 30p since last year, and are normally full to capacity on weekdays.

- 1.9 Since the last review, there have been increases in charges in Guildford, Spelthorne, Elmbridge, Epsom and Ewell, and Windsor . Hourly rates in Guildford were increased by 10p over all tariffs. Short stay tariffs in Elmbridge were increased by 10 or 20p per hour. Medium stay tariffs in Epsom were increased by 10p per hour. Short stay tariffs in Spelthorne were increased by 10p per hour. All tariffs increased significantly in Windsor.

- 1.10 The following table shows a comparison of Runnymede parking charges with other car parks operated within the Borough.

Table 2a – Comparison of Runnymede Parking charges with car parks operated within the Borough

Borough/District	1 hour	1 to 2	2 to 3	3 to 4	4 to 5	5 to 6	6 to 7	All day
Runnymede (Town Centre)	1.00	2.00	3.00	5.50	4.00	5.00	6.50	6.50
Runnymede (Out of Town)	0.40	0.80	1.50	2.50	3.00	5.00	5.00	5.00
Addlestone ONE* Multi-storey	1.00	2.00	3.00	4.00	5.00	6.00	7.00	15.00
Waitrose Egham *	0.80	1.60	2.20	2.80	3.20			7.50

\*Some free parking is available - 30 minutes at Addlestone ONE, and up to 2 hours for Waitrose customers at Egham.

### Free Car Parks

- 1.11 There are also a number of free Borough Council car parks in parks, cemeteries, recreation grounds and corporate buildings. These are managed by Community Development and reported to the Community Services Committee.
- 1.12 The Parking Services team carries out periodic reviews of the Council's free car parks alongside the annual Car Parking Charge Review. This normally takes place every three to four years and was last carried out in November 2016. At that time, this Committee resolved that there was no case for introducing charges in these car parks.

## 2. Report

- 2.1 The report this year is to review the Council's car parking charges.



### Car Park Usage

- 2.2 Table 3 below shows a comparison of the ticket sales in all of the Council's car parks for the periods 1 October 2016 to 30 September 2017 inclusive and for the same period terminating at the end of September this year.

Table 3 – Comparison of Ticket Sales year of 1 October 2016 to 30 September 2017 and for the same period 2017 to 2018 (Figures include payment at machines and by phone.)

	16/17	17/18	%
Beomonds	8065	8462	105
British Legion	3501	4471	128
Chertsey Library	36357	39801	109
Hummer Road	161230	150182	93
Memorial	12554	25405	202
Precinct	25483	24841	97
Wasp Farm	28587	25450	89
Woodland	49334	58747	119
St Judes	9871	7484	76
Victoria Street	6474	4274	66
Pooley Green	6569	1349	21
Gogmore Farm	4289	5028	117
<b>Total</b>	<b>352314</b>	<b>355494</b>	<b>101</b>

### Town Centre Car Parks

- 2.3 The main car parks in Egham have all shown a decrease in usage. The extended Memorial car park in Virginia Water has proved to be very popular. There has been a lot of building work in the area which has no doubt added to the volume of customers using the car park. The Woodland car park in the grounds of St.Peters Hospital has continued to be very popular with visitors to the hospital.

### Out of Town Car Parks

- 2.4 Significant reductions have been noted in St Judes and Victoria Street car parks. A free one hour period was introduced into Pooley Green at the end of April last year following approval by this Committee. Well over 9000 free one hour tickets have been issued in the car park over the reporting period indicating that the facility is well used which should in turn benefit the local economy.

### Penalty Charge Notices (PCNs)

- 2.5 Penalty Charge Notices issued for contraventions in car parks for the last financial year (2017/18) resulted in an income of £72,821, compared to £69,598 in the previous year (2016/17). The number of fully paid tickets was 2,146 in the last year and 2,147 in the previous year. These figures are from the Debt Management system.

### Pay by Phone Parking

- 2.6 Phone and Pay to park was introduced, as an alternative to pay and display, into all of the Borough car parks in October 2013. The current contractor RingGo has been in place since January 2016. Payment by this method now account for 17% of all

parking transactions and 68% of all day parking sessions an increase from the 51% in period covered by the last report.

#### Car Park Season Tickets and Contract Parking

- 2.7 Car park season tickets and permits are available in most of the Council's car parks. Income from the sale of these permits was £149,044 in 2017/18, compared to £135,940 in the previous year. Contract parking in Bemonds Row and White Hart Row, Chertsey, is also available at £700 per year which is £50 more than the cost of an annual permit in other car parks. The introduction of a new reduced rate for residents of these areas, at £250, was agreed by this Committee in September. Income from those bays in 2016/17 was £13,312 as compared to £13,499 in the previous year.
- 2.8 A few car parks offer discounted permits to residents whose properties are accessed through the car parks or who live immediately adjacent to them. These are currently £250 per annum or £75 quarterly. There are currently ten holders of these permits.

#### Customer Survey

- 2.9 A customer survey was carried out in June 2018. In relation to Parking Charges 71% found them very reasonable or acceptable and 9% found them too expensive. (Return of 49 responses, 18% of the survey forms distributed).
- 2.10 Apart from the questions relating to cost, the survey also contained questions about the cleanliness, lighting and other factors relating to the facilities. 80% of respondents were content or very content with the facilities provided.
- 2.11 Permit costs were thought to be too high by 13% of respondents.

#### Consultation with SCC

- 2.12 As part of the On-Street Civil Enforcement Agreement with SCC, the Council is required to notify SCC if there is an intention to change the level of off street parking charges. The Borough is obliged under, that agreement, to consider any response from SCC before implementing the changes.

#### Parking Charge Review

- 2.13 Last year's review agreed not to change the level of parking charges.
- 2.14 When considering the level of car parking charges Members normally balance the costs of operating car parks and the income for the Council with the impact on the viability and vitality of the town and neighbourhood centres in the Borough. This is particularly relevant in this review due to the Council's financial position and the current financial climate for local businesses.
- 2.15 The former Economic Development Committee decided to have a single Borough-wide scale of charges in its Town Centre car parks, as this avoids confusion for drivers using different car parks. Also, if there were different scales of charges in the car parks the cost of re-programming machines when the charges are changed would be higher.

### **3. Resource Implications**

- 3.1 The cost of implementing changes to charges in all of the car parks is around £5,000. This includes the reprogramming of car park machines and amendments to signs.

- 3.2 Table 4 shows, with tickets sales at the 2017/18 level, the estimated annual income if all of the car park charges remained the same.
- 3.3 Table 5 shows the potential income with a medium or high increase in charges
- 3.4 Members may wish to take into account that small increases in charges, which use small denomination coins, can result in additional wear on the car park machines and increase the number of collections required. They also result in overpayment where the correct denomination coins are not available which results in adverse customer feedback.

Table 4 – Estimated Income from the Car Parks with charges unchanged

Town Centre Tariffs			
Time Period	Current tariff	Projected	
1 hr	£1.00	£	182,248
2 hr	£2.00	£	163,018
3 hr	£3.00	£	63,336
4 hr	£3.50	£	25,001
5 hr	£4.00	£	38,972
6 hr	£5.00	£	8,820
All day	£6.50	£	219,960
Estimated income		£	701,355
Ex Vat		£	584,462
Out of Towns Tariffs		Projected	
1 hr	£0.40	£	2,218
2 hr	£0.80	£	3,931
3 hr	£1.50	£	3,851
4 hr	£2.50	£	1,598
5 hr	£3.00	£	2,664
All day	£5.00	£	17,915
Estimated income		£	32,176
Ex Vat		£	26,813

Table 5- Estimated income with a medium or high increase in tariffs.

Time Period	Medium Increase	Projected	High Increase	Projected
1 hr	<b>£ 1.20</b>	£ 218,698	<b>£1.30</b>	£ 236,922
2 hr	<b>£2.20</b>	£ 179,320	<b>£2.50</b>	£ 203,773
3 hr	<b>£3.20</b>	£ 67,558	<b>£3.50</b>	£ 73,892
4 hr	<b>£3.70</b>	£ 26,429	<b>£4.00</b>	£ 28,572

5 hr	<b>£4.20</b>	£ 40,921	<b>£4.50</b>	£ 43,844
6 hr	<b>£5.20</b>	£ 9,173	<b>£5.50</b>	£ 9,702
All day	<b>£6.70</b>	£ 226,728	<b>£7.00</b>	£ 236,880
	Estimated Income	£ 768,826		£ 833,584
	Ex VAT	£ 640,689		£ 694,654
	Out of Town			
1 hr	<b>£0.50</b>	£2,772	<b>£0.60</b>	£3,326
2 hr	<b>£1.00</b>	£4,914	<b>£1.20</b>	£5,897
3 hr	<b>£1.80</b>	£4,621	<b>£2.00</b>	£5,134
4 hr	<b>£2.70</b>	£1,725	<b>£3.00</b>	£1,917
5 hr	<b>£3.20</b>	£2,842	<b>£3.50</b>	£3,108
6 hr	<b>£5.20</b>	£18,632	<b>£5.50</b>	£19,707
All day	Estimated Income	£35,505		£39,089
	Ex VAT	£29,588		£32,574

All figures assume current trends for usage of the car parks will continue.

- 3.5 Members should also be aware that there is a possibility that the Egham Precinct Extension car park may be unavailable for part of the financial year 2018/19 and onwards, dependent on the progress of the Runnymede Regeneration Programme which includes this land within one of the promoted development sites.
- 3.6 It should be noted that the Council's Medium Term Financial Strategy includes a 2% increase for all discretionary fees and charges.
4. **Policy Implications**
- 4.1 The Corporate Plan includes in its priorities “helping to stimulate the creation of sustainable town centres, that reduce the need for residents to travel outside of the Borough to access retail, commercial and leisure facilities.”
5. **Legal Implications**
- 5.1 Section 35 of the Road Traffic Regulation Act 1984 allows Local Authorities to impose charges for parking, with Penalty Charge Notices to enforce, by designating car parks under the Act. This was undertaken for the car parks in this report by the Borough of Runnymede (Off Street Parking Places) Order 2008.
- 5.2 Increases or variations in charges introduced by Order can be made by issuing a Notice. The notice of any new charges must be given in a local newspaper and in the affected car parks, at least 21 days before they are implemented.
- 5.3 The Council is under no obligation to consult in relation to the variation of off-street parking charges.
6. **Equality Impact Assessment**

6.1 Parking Services has conducted and updated an Equality Impact Assessment for the overall provision of chargeable off-street parking and the review of those charges (Appendix 'A'). The only engaged protected characteristic is considered to be disability and the impacts on this group are mitigated through the provision of parking facilities for disabled persons. All Borough pay and display car parks contain dedicated and marked provision for disabled badge holders who are currently also able to use the car parks without charge or time restriction.

6.2 As part of the customer satisfaction survey, users were asked to comment on the facilities for the disabled users of the car parks. In June 2018, 48% described them as good, 48% as acceptable and 4% as poor.

## 7. **Environmental Implications**

7.1 Increased car parking charges could encourage walking, cycling or the use of public transport by discouraging the use of private cars.

## 8. **Conclusions**

8.1 Any reduction in the Town Centre charges across the borough would result in a significant reduction in income, which would have an adverse financial effect on the Council at a time when the Council is looking for additional funding.

8.2 The Council's financial position both now and going forward means that not only must savings be achieved, but income maximised to produce a balanced budget. The medium term financial forecast assumes that income from car parking will continue to rise. Given that the council levies the lowest council tax in the county, it is not unreasonable to adopt a 'user pays' policy in relation to discretionary services such as car parking charges.

### **(To Resolve)**

#### **Background papers**

Environment and Sustainability Committee January and November 2017

## EQUALITY SCREENING

Equality Impact Assessment guidance should be considered when completing this form.

POLICY/FUNCTION/ACTIVITY	LEAD OFFICER
Charging for off-street parking places, and annual review of charging	Mervyn Robins

**A. What is the aim of this policy, function or activity?** Why is it needed? What is it hoped to achieve and how will it be ensured it works as intended? Does it affect service users, employees or the wider community?

Charging for off-street parking places is undertaken to ensure cost recovery on a 'user pays' basis, and to ensure off-street parking places are properly managed to ensure availability of parking to support local centres and services.

**B. . Is this policy, function or activity relevant to equality?** Does the policy, function or activity relate to an area in which there are known inequalities, or where different groups have different needs or experience? Remember, it may be relevant because there are opportunities to promote equality and greater access, not just potential on the basis of adverse impacts or unlawful discrimination. The Protected Characteristics are; Sex, Age, Disability, Race, Religion and Beliefs, Sexual Orientation, Marriage and Civil Partnership, Gender Reassignment, Pregnancy and Maternity.

The provision, and associated charging for off-street parking engages the protected characteristic of 'Disability' through the specific group of those with identified mobility issues such that 'blue badges' can be issued to them as disabled badge holders.

However full impact assessment is not considered to be necessary as relevant measures are in place to mitigate the impacts of parking charging on those with relevant disabilities. The need of the disabled motorist are taken in to account by the provision of dedicated areas in car parks where disabled badge holders may park. Disabled badge holders are also entitled to park without charge, or time restriction, in the car parks. Where disability is mentioned as mitigation over challenges to the issue of Penalty Charge Notices this normally would result in their cancellation.

Car park machine payment and ticket areas are set at a level that can be accessed by wheel chair users. The needs of those with hearing impairment can be additionally supported by the introduction of a telephone payment system. Once the additional registration has been undertaken the system can be accessed by text.

The other protected characteristics are not considered to be engaged as all those with mobility challenges are managed through the disabled badge system.

If the policy, function or activity is considered to be relevant to equality then a full Equality Impact Assessment may need to be carried out. If the policy function or activity does not engage any protected characteristics then you should complete Part C below. Where Protected Characteristics are engaged, but Full Impact Assessment is not required because measures are in place or are proposed to be implemented

that would mitigate the impact on those affected or would provide an opportunity to promote equalities please complete Part C.

**C. If the policy, function or activity is not considered to be relevant to equality, what are the reasons for this conclusion?** Alternatively, if there it is considered that there is an impact on any Protected Characteristics but that measures are in place or are proposed to be implemented please state those measures and how it/they are expected to have the desired result. What evidence has been used to make this decision? A simple statement of 'no relevance' or 'no data' is not sufficient.

This screening assessment will need to be referred to the Equality Group for challenge before sign-off.

Date completed: 08/11/18  
Sign-off by senior manager:

A handwritten signature in black ink, appearing to be 'T. Smith', written over a horizontal line.

## 7. FEES AND CHARGES (RESOURCES)

### Synopsis of report:

To recommend the proposed fees and charges under this Committees remit for next financial year.

### Recommendation(s):

The proposed fees and charges as set out in Appendix 'B' be approved to be effective from the dates within the appendix or as soon as practical thereafter.

#### 1. Context of report

- 1.1 The current fees and charges were agreed twelve months ago at the Committee meeting in November 2017.

#### 2. Report

- 2.1 The Council Constitution provides delegated authority to Officers to alter fees, charges and prices without reference to Committee in order to respond to market conditions, new needs, changes in tax rates, and so on. Nonetheless, the annual review of charges still remains an important part of the overall budget setting process and the policy framework for service provision in general.
- 2.2 This report reviews current levels of fees and charges, with a view to helping to balance next year's budget and is a key strand of the Council's Medium Term Financial Strategy of net revenue reductions.
- 2.3 The proposed fees and charges are set out at Appendix 'B' along with the dates that they will take effect.

#### 3. Resource implications

- 3.1 The main fees and charges have been increased as follows:-
- 3.2 Refuse Collection – Trade Waste and Domestic Waste (where chargeable). The fees have been increased by approximately 1 - 4%.
- 3.3 Recycling –  
This service was brought in house in 2012/13, and fees for the sale of bins were introduced where applicable. A recycling service for schools and sports gyms was introduced in 2014/15; all fees have been increased by approximately 2 - 3%.
- 3.4 Recycling – Green Waste  
Fees have been increased by approximately 2 - 5%.
- 3.5 Car Parks  
A separate report is presented in this agenda on fee setting proposals.
- 3.6 Highways and Engineering  
A charge for street naming and numbering was introduced in July 2012. Fees have been increased by approximately 2%.
- 3.7 Environmental Protection



As can be seen in the appendix, most of these fees are set by statute and have not changed. Most discretionary fees have been increased by approximately 2%.

- 3.8 A new set of charges was included from April 2018 for one off payments covering Trade, Refuse, Recycling and Garden Waste. This one off payment for each size of bin is to cover the cost of collecting contaminated bins or additional bin collections. These charges have not been increased.
- 3.9 New fees and charges for Animal Welfare licences were approved at the Environment and Sustainability Committee meeting on 27 September 2018, and they were introduced from 1 October 2018.

#### 4. **Legal implications**

- 4.1 Where the status of a charge is marked as 'statutory' the Council is required under the law to levy a fee. Under s.93 of the Local Government Act 2003, the Council has the power to charge for discretionary services. Where the status is given as 'discretionary' the Council may amend the fee charged or choose to make no charge for the service.

#### 5. **Equality implications**

- 5.1 Where any major changes to the structure of any charging regime are proposed, an Equality Impact Assessment will have been completed by the relevant Budget Manager.

**(To resolve)**

#### **Background papers**

None.

## Fees and charges

### Refuse collection

		From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b>Trade refuse</b>							
Sack collection	Discretionary	146.00	149.00	155.00	4.03%	500,000	Outside Scope
120 litre wheeled bins	Discretionary	265.00	270.00	275.00	1.85%		Outside Scope
240 litre wheeled bins	Discretionary	416.00	424.00	432.00	1.89%		Outside Scope
360 litre wheeled bins	Discretionary	511.00	521.00	528.00	1.34%		Outside Scope
660 litre wheeled bins	Discretionary	654.00	667.00	675.00	1.20%		Outside Scope
1100 litre bulk containers	Discretionary	870.00	887.00	895.00	0.90%		Outside Scope
1100 litre bulk containers - lockable	Discretionary	886.00	904.00	927.00	2.54%		Outside Scope

Waste collection outside the borough is subject to VAT at the standard rate.

## Fees and charges

### Refuse collection

Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment		
<b>Domestic refuse</b>								
Sale of wheeled containers (includes purchase, delivery and administration costs)								
New bins								
- 120 litre bin		Discretionary	41.00	42.00	43.00	2.38%	} 30,000	Outside Scope
- 240 litre bin		Discretionary	51.00	52.00	53.00	1.92%		Outside Scope
- 360 litre bin	(Families of 6 or more only)	Discretionary	96.00	98.00	100.00	2.04%		Outside Scope
- 660 litre bin		Discretionary	192.00	196.00	200.00	2.04%		Outside Scope
-1100 litre bin	(communal facilities)	Discretionary	298.00	304.00	310.00	1.97%		Outside Scope
-1100 litre bin - lockable	(communal facilities)	Discretionary	312.00	318.00	324.00	1.89%		Outside Scope
Second hand / refurbished (when available)								
- 120 litre bin		Discretionary	24.00	27.00	28.00	3.70%		Outside Scope
- 240 litre bin		Discretionary	33.00	35.00	36.00	2.86%		Outside Scope
- 360 litre bin	(Families of 6 or more only)	Discretionary	68.00	70.00	71.00	1.43%		Outside Scope
Upgrade from								
- 120 litre bin to 240 litre bin		Discretionary	33.00	34.00	35.00	2.94%	Outside Scope	
- 240 litre bin to 360 litre bin		Discretionary	68.00	69.00	70.00	1.45%	Outside Scope	
<b>One off payments</b>								
Charge for contaminated bins and additional collections								
- 240 litre bin		Discretionary		40.00	40.00	0.00%	} 300	Outside Scope
- 360 litre bin		Discretionary		60.00	60.00	0.00%		Outside Scope
- 660 litre bin		Discretionary		80.00	80.00	0.00%		Outside Scope
-1100 litre bin		Discretionary		100.00	100.00	0.00%		Outside Scope

## Fees and charges

### Refuse collection

	Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment	
<b>State schools, churches etc - fortnightly refuse collection</b>								
Service cost including hire, administration and collection								
120 litre wheeled bins								
- Administration and Container hire charge	Discretionary	53.00	54.00	55.00	1.85%	10,000	Outside Scope	
- Collection charge	Discretionary	71.00	72.50	74.00	2.07%		Outside Scope	
	Discretionary	124.00	126.50	129.00	1.98%		Outside Scope	
240 litre wheeled bins								
- Administration and Container hire charge	Discretionary	85.00	87.00	89.00	2.30%		Outside Scope	
- Collection charge	Discretionary	109.50	112.00	114.00	1.79%		Outside Scope	
	Discretionary	194.50	199.00	203.00	2.01%		Outside Scope	
360 litre wheeled bins								
- Administration and Container hire charge	Discretionary	107.00	109.00	111.00	1.83%		Outside Scope	
- Collection charge	Discretionary	118.00	120.50	123.00	2.07%	Outside Scope		
	Discretionary	225.00	229.50	234.00	1.96%	Outside Scope		
660 litre wheeled bins								
- Administration and Container hire charge	Discretionary	110.00	112.00	114.00	1.79%	Outside Scope		
- Collection charge	Discretionary	157.00	160.00	163.00	1.88%	Outside Scope		
	Discretionary	267.00	272.00	277.00	1.84%	Outside Scope		
1100 litre bulk containers								
- Administration and Container hire charge	Discretionary	129.00	132.00	135.00	2.27%	Outside Scope		
- Collection charge	Discretionary	176.50	180.00	184.00	2.22%	Outside Scope		
	Discretionary	305.50	312.00	319.00	2.24%	Outside Scope		
1100 litre bulk containers - lockable								
- Administration and Container hire charge	Discretionary	145.00	148.00	151.00	2.03%	Outside Scope		
- Collection charge	Discretionary	176.50	180.00	184.00	2.22%	Outside Scope		
	Discretionary	321.50	328.00	335.00	2.13%	Outside Scope		

## Fees and charges

### Recycling and Green Waste

		From April 2017 £	From April 2018 £	From April 2019 £	% Increase		Yield £	VAT treatment		
<b>Recycling initiatives</b>										
Sale of wheeled containers (includes purchase, delivery and administration costs)										
New bins										
- 120 litre bin	Discretionary	20.00	20.50	21.00	2.44%	17,300		Outside Scope		
- 240 litre bin	Discretionary	28.00	29.00	30.00	3.45%			Outside Scope		
- 360 litre bin (Families of 6 or more only)	Discretionary	33.00	34.00	35.00	2.94%			Outside Scope		
- 660 litre bin	Discretionary	192.00	196.00	200.00	2.04%			Outside Scope		
- 1100 litre bin (communal facilities)	Discretionary	298.00	304.00	310.00	1.97%			Outside Scope		
- 1100 litre bin - lockable (communal facilities)	Discretionary	312.00	318.00	324.00	1.89%			Outside Scope		
Second hand / refurbished (when available)										
- 120 litre bin	Discretionary	15.00	15.50	16.00	3.23%				Outside Scope	
- 240 litre bin	Discretionary	20.00	20.50	21.00	2.44%				Outside Scope	
- 360 litre bin (Families of 6 or more only)	Discretionary	28.00	29.00	30.00	3.45%				Outside Scope	
Upgrade from										
-120 litre bin to 240 litre bin	Discretionary	15.00	15.50	16.00	3.23%		Outside Scope			
-240 litre bin to 360 litre bin	Discretionary	20.00	20.50	21.00	2.44%		Outside Scope			
<b>Recycling for schools and sports (gyms) only - fortnightly collection</b>										
Service cost including hire, administration and collection										
120 litre wheeled bins										
- Administration and Container hire charge	Discretionary	53.00	54.00	55.00	1.85%	8,600		Outside Scope		
- Collection charge	Discretionary	35.50	36.00	37.00	2.78%			Outside Scope		
	Discretionary	<u>88.50</u>	<u>90.00</u>	<u>92.00</u>	2.22%			Outside Scope		
240 litre wheeled bins										
- Administration and Container hire charge	Discretionary	85.00	87.00	89.00	2.30%				Outside Scope	
- Collection charge	Discretionary	54.75	56.00	57.00	1.79%				Outside Scope	
	Discretionary	<u>139.75</u>	<u>143.00</u>	<u>146.00</u>	2.10%				Outside Scope	
360 litre wheeled bins										
- Administration and Container hire charge	Discretionary	107.00	109.00	111.00	1.83%				Outside Scope	
- Collection charge	Discretionary	59.00	60.25	61.00	1.24%				Outside Scope	
	Discretionary	<u>166.00</u>	<u>169.25</u>	<u>172.00</u>	1.62%		Outside Scope			
660 litre wheeled bins										
- Administration and Container hire charge	Discretionary	110.00	112.00	114.00	1.79%		Outside Scope			
- Collection charge	Discretionary	78.50	80.00	82.00	2.50%		Outside Scope			
	Discretionary	<u>188.50</u>	<u>192.00</u>	<u>196.00</u>	2.08%		Outside Scope			
1100 litre bulk containers										
- Administration and Container hire charge	Discretionary	129.00	132.00	135.00	2.27%		Outside Scope			
- Collection charge	Discretionary	88.25	90.00	92.00	2.22%		Outside Scope			
	Discretionary	<u>217.25</u>	<u>222.00</u>	<u>227.00</u>	2.25%		Outside Scope			

1100 litre bulk containers - lockable  
 - Administration and Container hire charge  
 - Collection charge

Discretionary	145.00	148.00	151.00	2.03%
Discretionary	88.25	90.00	92.00	2.22%
Discretionary	<u>233.25</u>	<u>238.00</u>	<u>243.00</u>	2.10%

Outside Scope  
 Outside Scope  
 Outside Scope

Food waste

Discretionary	No charge	No charge	No charge
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0 Outside Scope

## Fees and charges

### Recycling and Green Waste

	Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b><u>Green garden waste scheme</u></b>							
Sale of wheeled containers (includes purchase, delivery and administration costs)							
120 litre bin	Discretionary	20.00	21.00	22.00	4.76%	} 30,000	Outside Scope
240 litre bin	Discretionary	27.00	28.00	29.00	3.57%		Outside Scope
Annual subscription charge:							
120 litre bin	Discretionary	33.00	34.00	35.00	2.94%	} 420,000	Outside Scope
Each additional wheeled bin	Discretionary	33.00	34.00	35.00	2.94%		Outside Scope
240 litre bin	Discretionary	54.00	55.00	56.00	1.82%		Outside Scope
Each additional wheeled bin	Discretionary	54.00	55.00	56.00	1.82%		Outside Scope

## Fees and charges

### Car parking charges

	Charge Status	From May 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b><u>On street parking (includes VAT)</u></b>							
First residents permit	Discretionary	50.00	50.00	50.00	0.00%	N/A	Standard
Additional permits	Discretionary	75.00	75.00	75.00	0.00%		Standard
Daily visitor permits (max 120 per property per year)	Discretionary	2.00	2.00	2.00	0.00%		Standard
Amendment to permit	Discretionary	15.00	15.00	15.00	0.00%		Standard
<b><u>Waivers / bay suspensions</u></b>							
Waiver certificate (per vehicle) up to 3 days	Discretionary	15.00	15.00	15.00	0.00%	N/A	Standard
each additional day	Discretionary	5.00	5.00	5.00	0.00%		Standard
Bay suspension (each marked bay) up to 3 days	Discretionary	65.00	65.00	65.00	0.00%		Standard
each additional day	Discretionary	10.00	10.00	10.00	0.00%		Standard
<b><u>Pay and display parking (including pay by phone)</u></b>							
<b><u>Town Centre (higher scale) car parks</u></b>							
<b><u>Short stay parking (includes VAT)</u></b>							
<u>(Monday to Saturday unless otherwise indicated)</u>							
Egham (Precinct Extension)							
Disabled Persons	Discretionary	No charge	No charge	No charge		610,000	Standard
Fee up to 1 hour	Discretionary	1.00	1.00				Standard
Fee 1 to 2 hours	Discretionary	2.00	2.00				Standard
Fee 2 to 3 hours	Discretionary	3.00	3.00				Standard
<b><u>Medium Stay parking (includes VAT)</u></b>							
<u>(Monday to Saturday)</u>							
Egham (Hummer Road); Chertsey (Beomonds)							
Disabled Person	Discretionary	No charge	No charge	No charge		610,000	Standard
Fee up to 1 hour	Discretionary	1.00	1.00				Standard
Fee 1 to 2 hours	Discretionary	2.00	2.00				Standard
Fee 2 to 3 hours	Discretionary	3.00	3.00				Standard
Fee 3 to 4 hours	Discretionary	3.50	3.50				Standard
Fee 4 to 5 hours	Discretionary	4.00	4.00				Standard
Fee 5 to 6 hours	Discretionary	5.00	5.00				Standard
<b><u>Long stay parking (includes VAT)</u></b>							
<u>(Monday to Saturday)</u>							
Egham (Wasp Farm); Chertsey (Library); Virginia Water (British Legion) and (Memorial Gardens); Chertsey (Woodlands) Monday to Sunday							
Disabled Person	Discretionary	No charge	No charge	No charge		610,000	Standard
Fee up to 1 hour	Discretionary	1.00	1.00				Standard
Fee 1 to 2 hours	Discretionary	2.00	2.00				Standard
Fee 2 to 3 hours	Discretionary	3.00	3.00				Standard
Fee 3 to 4 hours	Discretionary	3.50	3.50				Standard
Fee 4 to 5 hours	Discretionary	4.00	4.00				Standard
All Day Fee	Discretionary	6.50	6.50				Standard



## Fees and charges

### Car parking charges

Charge Status	From May 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment		
<b>Pay and display parking</b>								
<b><u>Out of Town (Lower Scale) car parks (includes VAT)</u></b>								
<i>(Monday to Saturday)</i>								
St Judes Road, Victoria Street, Pooley Green and Gogmore Farm								
Disabled Person		Discretionary	No charge	No charge	No charge	Included above		
Fee up to 1 hour (Not Pooley Green)		Discretionary	0.40	0.40				
Fee 1 to 2 hours		Discretionary	0.80	0.80				
Fee 2 to 3 hours		Discretionary	1.50	1.50				
Fee 3 to 4 hours		Discretionary	2.50	2.50				
Fee 4 to 5 hours		Discretionary	3.00	3.00				
All Day Fee (Not Gogmore Farm)		Discretionary	5.00	5.00				
<b><u>Penalty charge notice</u></b>								
Parking in excess of hours to which a full charge is applicable Unless payment of £25.00 is made within 14 days of issue		Statutory	50.00	50.00	50.00	0.00%	65,000	Outside Scope
Parking in a disabled persons parking place without displaying a badge Unless payment of £35.00 is made within 14 days of issue		Statutory	70.00	70.00	70.00	0.00%		Outside Scope
<b><u>Season/permit parking (includes VAT)</u></b>								
<b><u>Season Ticket (Monday to Saturday)</u></b>								
Covering Chertsey Library and Waspe Farm car parks	Resident (per annum)	Discretionary	250.00	250.00		145,000	Standard	
	Non-resident (per annum)	Discretionary	650.00	650.00			Standard	
	Resident (per quarter)	Discretionary	75.00	75.00			Standard	
	Non-resident (per quarter)	Discretionary	200.00	200.00			Standard	
<b><u>Car park permits (Monday to Saturday)</u></b>								
Beomonds, British Legion, Hummer Road, Memorial Gardens, Precinct Extension, Woodlands	Resident (per annum)	Discretionary	250.00	250.00			Standard	
	Non-resident (per annum)	Discretionary	650.00	650.00			Standard	
	Resident (per quarter)	Discretionary	75.00	75.00			Standard	
	Non-resident (per quarter)	Discretionary	200.00	200.00		Standard		
<b><u>Car park permits (Monday to Saturday)</u></b>								
Gogmore Farm	(per annum)	Discretionary	500.00	500.00		Standard		
<b><u>Car park permits (Monday to Saturday)</u></b>								
Victoria Street, St Judes Road and Pooley Green	(per annum)	Discretionary	100.00	100.00		Standard		
	(per quarter)	Discretionary	30.00	30.00		Standard		
<b><u>Contract car parking</u></b>								
Chertsey (Beomonds Row, White Hart Row)	Non-resident (per annum)	Discretionary	700.00	700.00		Standard		
	Non-resident (per quarter)	Discretionary	200.00	200.00				
	Resident (per annum)	Discretionary		250.00				
	Resident (per quarter)	Discretionary		75.00				
Contract Parking Key Deposit (Refundable on return of the key)		Discretionary	40.00	40.00	40.00	0.00%	-	Outside Scope

## Fees and charges

### Other environment and sustainability charges

		From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment	
<b><u>Food hygiene and Health and Safety Courses</u></b>								
All courses (including those in a foreign language) will be chargeable per person. All fees will be set at the discretion of the Environmental Health and Licensing Manager to cover costs.	Discretionary	POA	POA	POA		0	Standard	
Food Export Certificate	Discretionary	92.00	94.00	96.00	2.13%	0	Outside Scope	
Re-inspections requested by food businesses	Discretionary	150.00	150.00	153.00	2.00%	1,500	Outside Scope	
<b><u>Environmental offences</u></b>								
<u>Penalty fines:</u>								
Noise Act domestic offence (reduced to £64 if paid within 10 days)	Set locally to statute maximum	110.00	80.00	80.00	0.00%	}	Outside Scope	
Noise Act commercial/licenses offence	Statutory	500.00	500.00	500.00	0.00%		Outside Scope	
Failure to produce waste transfer notice (reduced to £240 if paid within 10 days)	Statutory	300.00	300.00	300.00	0.00%		0	Outside Scope
Failure to produce waste carrier papers (reduced to £240 if paid within 10 days)	Statutory	300.00	300.00	300.00	0.00%		Outside Scope	
Failure to provide waste receptacles (reduced to £80 if paid within 10 days)	Set locally to statute maximum	110.00	100.00	100.00	0.00%		Outside Scope	
<b><u>Smoke free enforcement</u></b>								
<u>Penalty fines:</u>								
Smoking in a smoke free place (reduced to £30 if paid within 15 days)	Statutory	50.00	50.00	50.00	0.00%	}	Outside Scope	
Failing to display no-smoking signage (reduced to £150 if paid within 15 days)	Statutory	200.00	200.00	200.00	0.00%		0	Outside Scope
<b><u>Abandoned vehicles</u></b>								
Fixed penalty notice fee (reduced to £160 if paid within 10 days)	Discretionary	200.00	200.00	200.00	0.00%	200	Outside Scope	
<b><u>Littering and dog fouling/control fixed penalty fines</u></b>								
Littering (reduced to £80 if paid within 10 days)	Statutory	75.00	100.00	100.00	0.00%	}	Outside Scope	
Dog fouling/control (reduced to £80 if paid within 14 days)	Statutory	100.00	100.00	100.00	0.00%		150,000	Outside Scope

## Fees and charges

### Other environment and sustainability charges

		From April 2017 £	From April 2018 £	From April 2019 £	% Increase		Yield £	VAT treatment	
<b><u>Water sampling charges</u></b>									
Risk assessment (each assessment)	Statutory	500.00	500.00	500.00	0.00%	}	0	Outside Scope	
Sampling (each visit)	Statutory	100.00	100.00	100.00	0.00%			Outside Scope	
Investigation (each investigation)	Statutory	100.00	100.00	100.00	0.00%			Outside Scope	
Granting and authorisation (each authorisation)	Statutory	100.00	100.00	100.00	0.00%			Outside Scope	
Analysing a sample:									
taken under regulation 10	Statutory	25.00	25.00	25.00	0.00%			Outside Scope	
taken during check monitoring	Statutory	100.00	100.00	100.00	0.00%			Outside Scope	
taken during audit monitoring	Statutory	500.00	500.00	500.00	0.00%	Outside Scope			
No fee is payable where a sample is taken and analysed solely to confirm or clarify the results of the analysis of a previous sample.									
<b><u>Air Pollution fees</u></b>									
The setting of fees and charges for Local Air Pollution Prevention and Control (LAPPC) and Local Air - Integrated Pollution Prevention and Control (LA-IPPC) is determined annually by DEFRA (Department for Environment Food and Rural Affairs) under the regime falling within the Pollution Prevention and Control Act 1999. The appropriate fees can be accessed from the following link:						}	6,300	Outside Scope	
<a href="https://www.runnymede.gov.uk/article/14095/Environmental-Permits">https://www.runnymede.gov.uk/article/14095/Environmental-Permits</a>									
Alternatively the appropriate fees and charges can be obtained from the Environmental Health and Licensing Manager within the Environmental Health & Licensing Section at Runnymede Borough Council.									
<a href="mailto:environmentalhealth@runnymede.gov.uk">environmentalhealth@runnymede.gov.uk</a> or 01932 838383									
<b><u>Register of authorised processes</u></b>									
Complete register	Discretionary	836.00	853.00	870.00	1.99%	}	0	Outside Scope	
Individual entry	Discretionary	123.00	125.00	128.00	2.40%			Outside Scope	
<b><u>Contaminated Land</u></b>									
Basic contaminated land enquiry at an hourly rate	Discretionary	87.00	89.00	91.00	2.25%	}	1,000	Outside Scope	
Contaminated land enquiry for one property	Discretionary	194.00	198.00	202.00	2.02%			Outside Scope	
Contaminated land enquiry for more than one property	Discretionary	372.00	379.00	387.00	2.11%			Outside Scope	
<b><u>Dog control charges</u></b>									
<u>Minimum charge during normal office hours</u>									
Statutory charge for the return of a seized stray dog plus	Statutory	25.00	25.00	25.00	0.00%	}	700	Outside Scope	
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	67.00	67.00	67.00	0.00%			Outside Scope	
		92.00	92.00	92.00	0.00%				
		92.00	92.00	92.00	0.00%				
<u>Minimum charge for collection outside of normal office hours</u>									
Statutory charge for the return of a seized stray dog plus	Statutory	25.00	25.00	25.00	0.00%	}	700	Outside Scope	
Minimum collection and admin fee for the return of a seized dog is also payable	Discretionary	106.00	106.00	106.00	0.00%			Outside Scope	
		131.00	131.00	131.00	0.00%				

The collection fee may be increased where additional charges are incurred

## Fees and charges

### Other environment and sustainability charges

	Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment	
<b><u>Highway and engineering charges</u></b>								
<b><u>Copies of plans etc. (includes VAT)</u></b>								
A4 Size	Discretionary	11.60	11.80	12.00	1.69%	}	Standard	
A3 Size	Discretionary	12.75	13.00	13.25	1.92%		Standard	
Larger than A3 size	Discretionary	26.50	27.00	27.50	1.85%		Standard	
A minimum fee for replying to technical questions	Discretionary	150.00	153.00	156.00	1.96%		Standard	
The Chief Executive has the authority to increase the charge made where substantially more work than usual is required.								
<b><u>Rechargeable works (includes VAT)</u></b>								
At cost of works plus 20%						}	0 Standard	
<b><u>Street naming and numbering</u></b>								
<b><u>Existing properties</u></b>								
Individual property naming or renaming including notification	Discretionary	61.00	62.00	63.25	2.02%	}	Outside Scope	
Amendment to newly approved naming and numbering scheme (per plot)	Discretionary	15.00	15.50	15.75	1.61%		Outside Scope	
Renaming a street : requested by residents including notification	Discretionary						Outside Scope	
<b><u>New addresses</u></b>								
New development of first plot	Discretionary	61.00	62.00	63.25	2.02%	}	Outside Scope	
New development for plots 2 -5 (per plot)	Discretionary	31.00	31.50	32.25	2.38%		18,000	Outside Scope
New development for plots 6 - 10 (per plot)	Discretionary	26.00	26.50	27.00	1.89%		Outside Scope	
New development for plots 11 - 20 (per plot)	Discretionary	20.00	21.00	21.50	2.38%		Outside Scope	
New development for plots 21 and greater (per plot)	Discretionary	15.00	15.50	15.75	1.61%		Outside Scope	
Additional charge, where this includes naming of a street (per street)	Discretionary	102.00	104.00	106.00	1.92%		Outside Scope	
Additional charge, where this includes the naming of a building (eg block of flats) (per block)	Discretionary	102.00	104.00	106.00	1.92%		Outside Scope	
Guidance to change or allocate a new address to your property can be accessed by following this link: <a href="http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering">http://www.runnymede.gov.uk/article/14492/Fees-street-naming-and-numbering</a>								

## Fees and charges

### Other environment and sustainability charges

Charge Status	From April 2017 £	From April 2018 £	From April 2019 £	% Increase	Yield £	VAT treatment
<b><u>Miscellaneous fees and charges</u></b>						
<b><u>Graffiti removal (includes VAT)</u></b>						
Removal of extensive graffiti from private property (per hour)	73.00	73.00	75.00	2.74%	0	Standard
<b><u>Sale of technical documents</u></b>						
Fee at the discretion of the Environmental Health and Licensing Manager	POA	POA	POA		0	Standard
<b><u>Street trading consents</u></b>						
Basic fee	837.00	854.00	870.00	1.87%	0	Outside Scope
Additional annual charge for each day of the week a trader operates	194.00	198.00	200.00	1.01%		Outside Scope
<b><u>Annual animal licence fees</u></b>						
Higher Tier activities (exc. Home board and day care dogs) New application			335.96		14,000	Outside Scope
Higher Tier activities (exc. Home board and day care dogs) Renewal			227.67			Outside Scope
Lower Tier activities (Home board and day care dogs) New application			311.89			Outside Scope
Lower Tier activities (Home board and day care dogs) Renewal			203.61			Outside Scope
Additional activity charge			45.73			Outside Scope
Enforcement charge			160.56			Outside Scope
Re-rating fee			185.35			Outside Scope
Transfer / variation			50.00			Outside Scope
Copy of licence			30.00		Outside Scope	
<b><u>Vet fees</u></b>						
If Veterinary Inspections are necessary in order to grant above licences		Recovery of costs incurred				Outside Scope

8. **ENVIRONMENTAL SERVICES BUSINESS CENTRE PLAN 2019/20 (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**

**The report informs Members of the progress made against last year's Environmental Services Business Centre Plan and provides a summary of this year's Environmental Services Business Centre Plan for approval.**

**Recommendation(s):**

- i) Members approve the 2019/20 Environmental Services Business Centre Plan, as attached at Appendix 'C'; and**
- ii) the business cases requiring additional expenditure, be recommended for approval by Corporate Management Committee.**

**1. Context of report**

- 1.1 A corporate-wide Performance Management Framework (PMF) has been established to assist Members and Officers with the decision making process. The general purpose of the PMF is to bring about improvements and/or take remedial action in the event of service or financial challenges.
- 1.2 To complement the PMF, a Business Planning Cycle has also been introduced. This cycle involves each business centre and each team within Corporate Services completing an annual Business Centre/Team Plan which sets out for the forthcoming year: key drivers/influences, objectives, performance/activity indicators, the links to the Corporate Plan 2016-2020 for the teams/function under their responsibility, by utilising a standard corporate template.

**2. Report**

- 2.1 The full Environmental Services Business Centre/Team Plan can be found in Appendix 'C'. A summary is provided below.

**Purpose of the Business Centre**

- 2.2 Environmental Services is a multi-disciplinary business centre covering a range of services including Environmental Health and Licensing, Direct Services Organisation (DSO), Building Services, Engineering Services and Parking Services.

**Key achievements in 2018/19 (to date)**

- 2.3 The key achievements in 2018/19 to date by the Environmental Services Business Centre/Team are:
  - o Introduction of new animal licensing regime
  - o Completed and reviewed the pilot for Environmental Enforcement with Kingdom Environmental Protection Services
  - o Delivered the first phase of the DSO review
  - o Benchmarked the current DSO provision against an alternative provider

**Key drivers/influences**

2.4 The key drivers/influences impacting on the Environmental Services Business Centre and the objectives to deliver them in 2019/20 are laid out in the appended Business Centre Plan.

### Key new areas of work in 2019/20

2.5 The key new areas of work for the Environmental Services Business Centre in 2019/20 are:

- Completion of the DSO review
- Bedding in the new animal licensing regime and environmental enforcement process
- Specifying new Environmental Health and Licensing software
- Completion of the proposed Spelthorne Borough Council civic office refurbishment at Knowle Green
- Completion of the Engineering Service succession plan/service review

### Performance/Activity Indicators

2.6 The Performance Activity Indicators for 2019/20 are:

Indicator	Performance	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)
Number of formal complaints related to the Business Centre/Team		0	0	0	0	0
Number of decisions investigated by the ombudsman requiring a remedy by the Council		0	0	0	0	0
ES1: Residual household waste per household (kg)		115	115	115	115	460
ES2: Percentage of household waste sent for re-use, recycling and composting (%)		47%	47%	47%	47%	47%
ES3: Number of missed bin collection complaints (Managed through DSO review project)		500	500	500	500	2000
ES4: Number of street cleansing complaints (overflowing litterbins, overflowing dog bins, and general litter/detritus complaints) (Managed through DSO review project)		<b>Activity Indicator</b>				600
ES5: Number of parking Penalty Charge Notices issued		<b>Activity Indicator</b>				8000
ES6: Increase Trade Refuse income surplus by £2,000		+£0	+£650	+£1,325	+£2,000	+£2,000



ESvii: Percentage of food establishments in the borough achieving level 3 or above ratings under the National Food Hygiene Rating Scheme (%)					<b>94%</b>
ESviii: Carbon emissions from local authority operations (measured in tonnes of CO2e)					<b>?</b>
ESix: Number of fly-tipping incidents	<b>Activity Indicator</b>				<b>n/a</b>
ESx: Income from car parking charges	<b>Activity Indicator</b>				<b>n/a</b>

### 3. Policy framework implications

3.1 This Plan supports the achievement of all themes in the Corporate Plan.

### 4. Resource implications

4.1 The following table outlines requests for additional growth proposals, which subject to the approval by this Committee, will be referred to Corporate Management Committee. The business case for the first proposal is set out at section 5 of the Business Centre Plan and the corporate template is attached to the Business Centre Plan. These projects have been included in the Medium Term Financial Strategy and further relevant reports together with a business case will be subject to approval by Corporate Management Committee in due course.

<b>Description</b>	<b>Linked Objective/Project</b>	<b>Amount Requested</b>	<b>Business Case Completed?</b>
<b>Environmental Health Internal Capacity</b>	EHL1 and EHL5	Gross £32,350 pa	Yes
<b>Funding for ICT consultancy to support procurement of new Environmental Health and Licensing software</b>	EH6	Part of £20,000 additional ICT budget (Total capital costs for replacement systems likely to be £90-£100k; to be delivered in 2020/21)	No

**(To resolve)**

#### **Background papers**

None stated.

# Environmental Services Business Centre Plan 2019/2020

**Version control**

Author: IM  
Date: 19/10/18  
Version No: 1.4  
Status: Draft

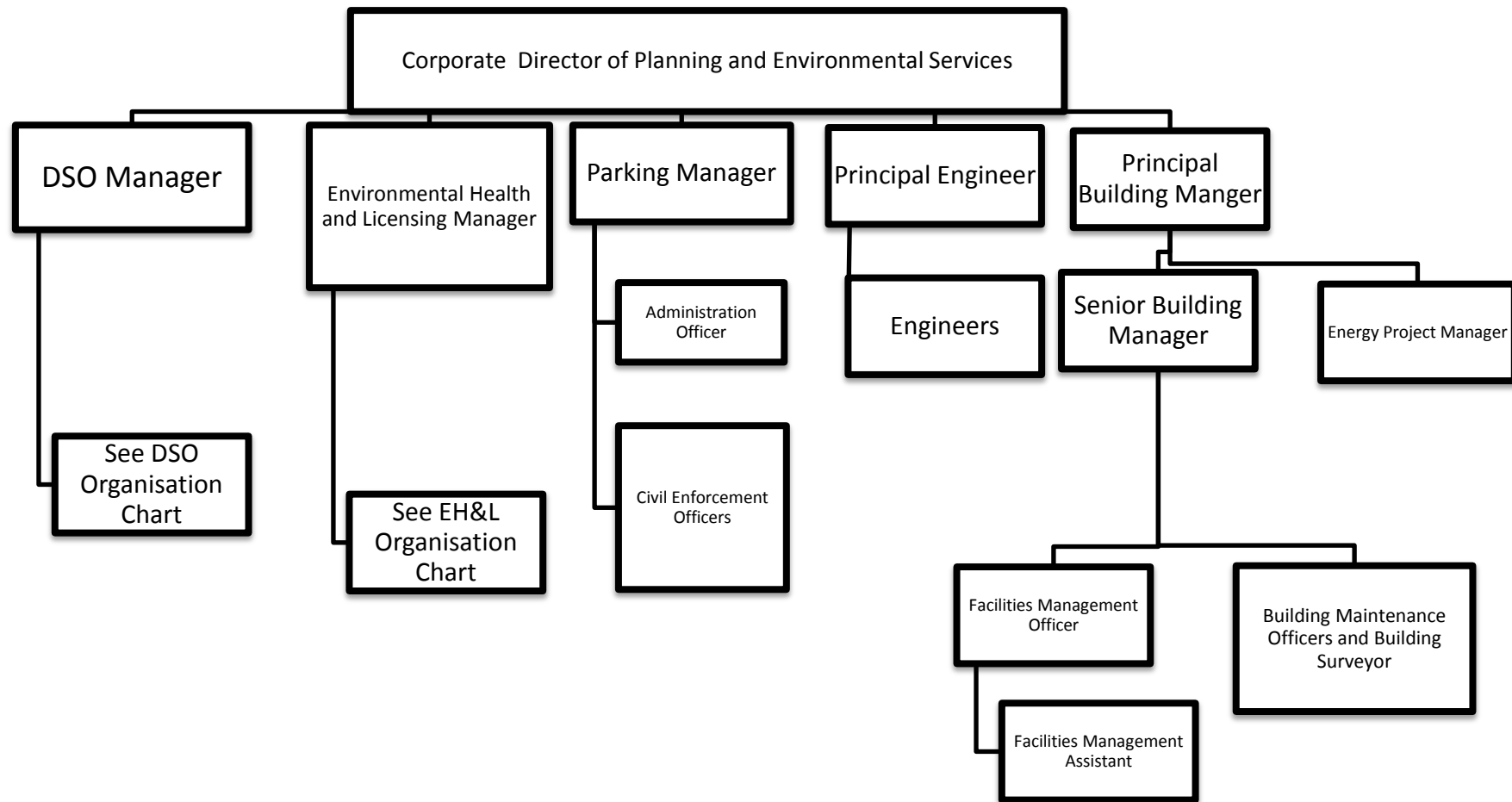
## Contents

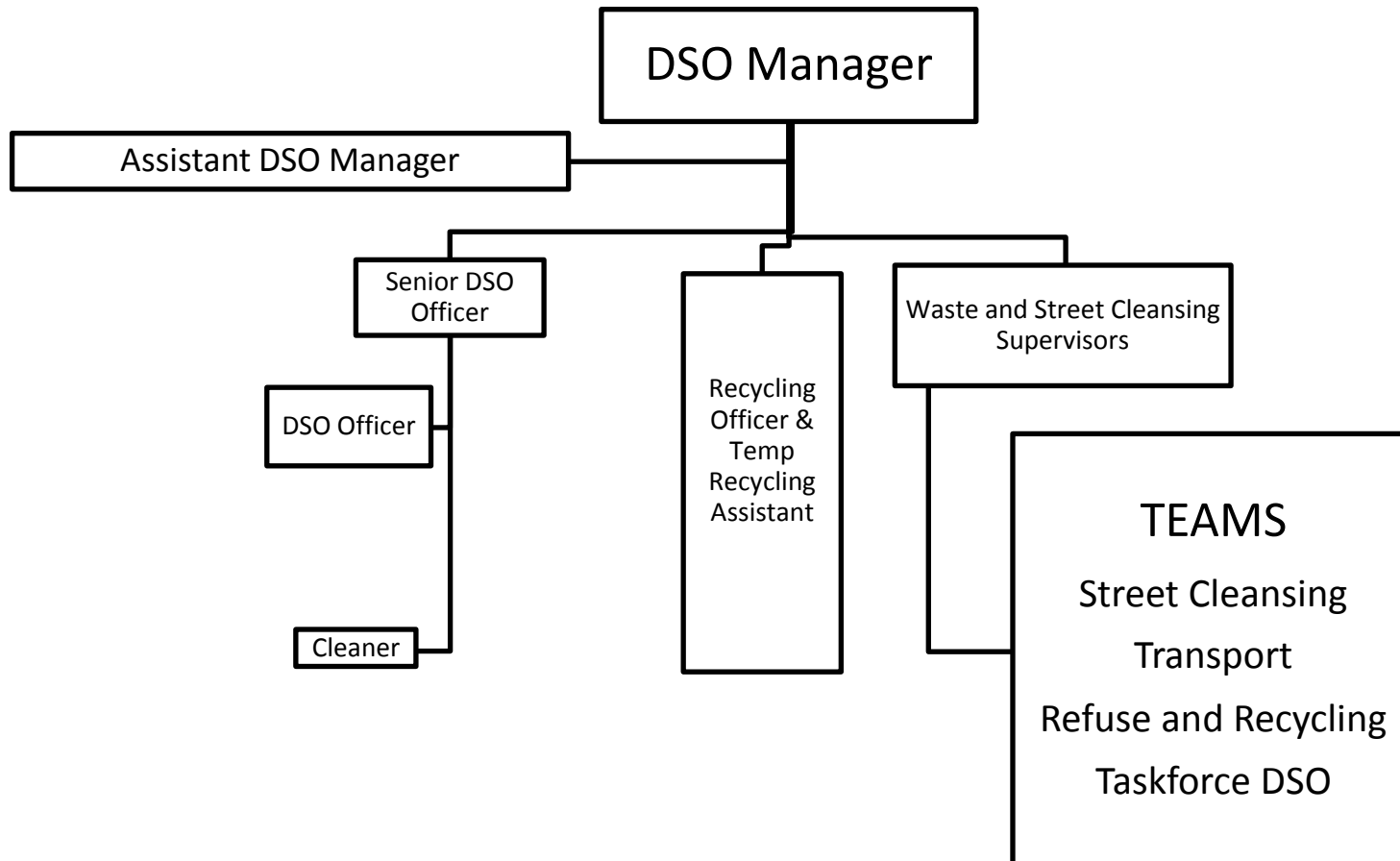
Content	Page
Section 1: Environmental Services Business Centre's structure	X
Section 2: Environmental Services Business Centre overview	X
Section 3: Key drivers/influences for the Environmental Services Business Centre	X
Section 4: Planned work	X
Section 5: Environmental Services Business Centre's requested growth	X
Section 6: Environmental Services Business Centre's performance indicators	X
Section 7: Summary of the Environmental Service Business Centre's contribution to Corporate Business Plan	X
Section 8: Environmental Services Business Centre's risk management	X

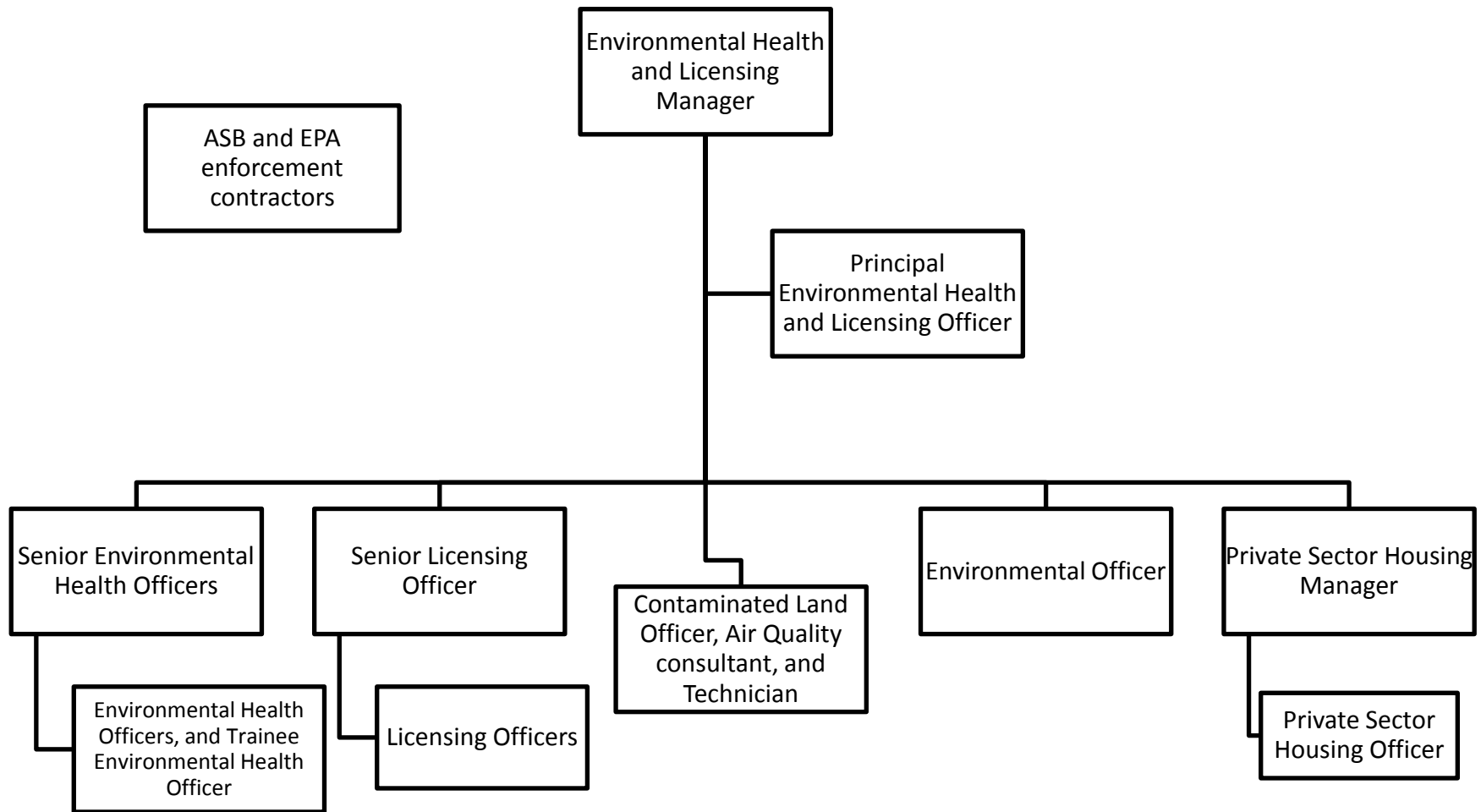
### **Section 1: Environmental Services Business Centre structure:**

**Committee(s): Environment & Sustainability Committee and Corporate Management Committee**

## Section 2: Environmental Services Business Centre overview







## Section 2: Environmental Services Business Centre overview

### Environmental Services Business Centre

Environmental Services is a multi-disciplinary business centre covering a range of services including Environmental Health and Licensing, Direct Services Organisation (DSO), Building Services, Engineering Services and Parking Services

#### Environmental Health and Licensing

Environmental Health and Licensing covers a number of areas, Commercial, Residential, Private Sector Housing, Environmental Crime and Licensing.

**Commercial** – enforcement of legislation relating to Food Safety in commercial premises such as restaurants and cafes, Health and Safety and Environmental Protection, smoking free commercial businesses, dealing with Private Water Supplies, Infectious Diseases and Animal Licensing.

**Residential** – enforcement of legislation relating to Air Pollution, Environmental Protection, Pest and Dog Control, Noise in residential premises, Caravan Site Licensing, Park homes and Contaminated Land matters, public health licensing of tattooists, acupuncturist and skin piercers..

**Private Sector Housing** – enforcement and administration licensing of houses in multiple occupation (HMOs) and housing standards in the private sector

**Environmental Crime** – enforcement of legislation relating to fly-tipping, abandoned vehicles, waste, and anti-social behaviour

**Licensing** – enforcement and administration of alcohol, personal and related licences, gambling licences and taxi licensing.

#### Staff

1 x Environmental Health and Licensing Manager

1 x Principal Environmental Health and Licensing

4.52 x Senior Environmental Health Officers

1 x Environmental Health Officer (Trainee)

1 x Environmental Health Technician

1 x Environmental Officer

1 x Contaminated Land Officer

1 x Senior Licensing Officer

0.67fte x Licensing Officers

1 x Licensing administrator

1 x Private Sector Housing Manager

2 x Private Sector Housing Officer

1 x Private Sector Housing Administrator

#### Key service statistics

No of food premises = 798

No of H&S = 1689

No of smoke free premises 2260

No of licensed caravan sites = 37  
No of industrial/pollution permits = 34  
No. of Animal boarding/breeding, pet shops and riding establishments licenses at Oct 1 2018 = 29  
No. of Skin piercing, acupuncture and tattoo licenses = 172  
No. of licensed HMOs as at Oct 1 2018 = 95  
No. of Betting shop premises licences = 12  
No. of Family entertainment centres licensed = 1  
No. of Club Gaming permits = 11  
No. of Lottery Licences = 48  
No of premises/club licences = 272  
No of premises gaming permits = 33  
No. of Private Hire Operators = 23  
No of taxi drivers licensed = 216  
No of taxis licensed = 189

Request for service/complaints 2017/18 = 2222 (excluding licensing but including abandoned vehicles)  
No of enforcement notices served 2017/18 = 36  
No of enforcement notices served by contractors June 2017 – Sept 2018 = 3212 (including write offs and cancellations)

#### Abandoned vehicles

No. of vehicles investigated 2017/18 = 237  
No. of vehicles removed/scrapped 2017/18 = 22

#### **Direct Services Organisation (DSO)**

The DSO operates the Council's Recycling and Waste Collection and Street Cleansing Services and a number of other related services from the Council's Ford Road Depot in Chertsey.

- The main Waste Collection services include the collection of mixed recycling, food and garden waste, household, trade and clinical waste and bulky household items and the management of recycling bring sites.
- Street Cleansing includes street sweeping and litter picking and the removal of fly tips and fly posters from public highways and land. Associated services include the removal of graffiti from public facing highway and other property, the maintenance of public lighting on Borough Housing land, parks, open spaces and car parks and the maintenance of CCTV cameras operated by the Council's Safer Runnymede service.
- The DSO also has teams that carry out the maintenance of drainage and sewers and watercourses, minor civil engineering works, Borough Housing void clearance, elections support, winter maintenance on Borough property and the opening and cleaning of public toilets.
- The DSO also manages a scheme for the sponsorship of highway roundabouts and an agency agreement with SCC for highway verge and hedge maintenance and weed control.
- The DSO has a key role in providing resources and equipment in the event of civil emergencies and operates Chertsey Depot, which provides a base for all of the DSO operated services, the Council's Parking Services team, Community buses and community meals vehicles and the Council's emergency store. The Depot also contains a workshop for the servicing and maintenance of the Council's operational vehicles.



**Key service statistics:**

Recycling

Tonnes of recycling collected per year:-

Mixed recyclables (Kerbside) = 7,020

Food waste = 2,412

Green waste = 2,657

No of green waste customers = 6,974

Refuse

Tonnes of waste collected per year:-

Domestic = 13,427

Trade = 2,075

Special collections = 0

Street Cleansing

No. of litter bins = 663

No. of dog bins – 328

Fly tips removed per year = 504

Graffiti

No. of instances of graffiti removed per year = 24

**Staff**

Direct Services Manager (1)

Deputy Direct Services Manager (1) (Vacant)

Waste and Street Cleansing Supervisors (3)

Senior DSO Officer (1)

DSO Officer (1)

Transport Manager (1)

Depot /Transport Assistant (1) (Vacant)

Recycling Officer (1)

Street Cleansing staff (20)

Recycling and Refuse staff (29)

Taskforce (2)

Electrician (0.4)

Office Cleaner (0.3)

### **Building Services**

The Building Services Team manages the maintenance of Runnymede and Spelthorne Borough Council's corporate buildings and facilities.

The team is responsible for managing the repair, maintenance and improvement of the two Council's corporate buildings through a range of building services including:-

- Facilities Management
- Condition surveys
- Planned and reactive repairs
- Refurbishment and improvements
- Fire safety improvements
- Works and service contracts
- Asbestos and Legionella control management
- Energy management and sustainability (Runnymede only)
- Legislative compliance and advice

### **Staff**

Principal Building Manager

Senior Building Manager

Energy and Sustainability Manager

Energy Management Assistant

Building Surveyor

2 x Building Maintenance Officers

1 x Facilities Management Officer

1 x Facilities Management Assistant

Annual Budgets 18/19: RBC - £461,000; SBC - £867,000 plus project work and Commercial Property maintenance.

### **Engineering Services**

The Engineering Services team provides a local land drainage service to identify, design and implement land drainage schemes that alleviate the risk of flooding and liaises with the Environment Agency in carrying out their land drainage functions. The team also liaises with Thames Water in improving sewage management in the Borough and advises Planners on the drainage provision for planning applications.

The team's engineers design and supervise the construction of projects such as town centre environmental improvements and provide engineering support and technical advice for other Council services. It manages the maintenance of street furniture (bus shelters and benches) and manages street naming and numbering within the Borough.

### **Key business centre statistics**

No. of street nameplates = 3,270

No. of seats = 12+

~~No. of bus shelters = 94~~

**Staff (3)**

Principal Engineer

1 x Engineer

1 x Vacant Engineer

**Parking Services**

The Parking Services team operates, manages and carries out enforcement in the Council's off street car parks and also carries out on street parking enforcement under an agency agreement on behalf of Surrey County Council.

The team deals with challenges, representations and appeals relating to Penalty Charge Notices (PCNs) and with complaints and correspondence in relation to parking matters.

The team liaises with SCC on parking policy and issues within the Borough .

**Staff (5)**

Parking Manager

Parking Administration Officer

3.5 FTE Civil Enforcement Officers

**Key business centre statistics**

14 pay and display car parks (1,313 spaces)

10 free car parks (313 spaces)

Number of Penalty Charge Notices (PCN) issued per year:-

On street per year - 3203 (2017/18)

Off street per year - 3003 (2017/18)

Car Parks 2017/18. Gross expenditure £386,616 Gross Income £794,865. Surplus £408,249.

On Street enforcement 2017/18 Gross expenditure £138,978 Gross Income £116,233 Deficit £20,745

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## Section 3: Key drivers/influences for the Business Centre

### Environmental Health and Licensing

Drivers and influences		
Internal drivers/influences		
Key corporate drivers/influences	Key drivers/influences of any business centre strategies/key documents	
<ul style="list-style-type: none"> <li>• The Corporate Business Plan is trying to achieve against the following themes:                             <ul style="list-style-type: none"> <li>- Supporting Local People</li> <li>- Enhancing Our Environment</li> <li>- Improving Our Economy</li> <li>- Organisational Development</li> </ul> </li> <li>• Corporate Key Performance Indicators.</li> <li>• There is a need to increase income generation to offset growing costs and loss of government grants.</li> </ul>	<ul style="list-style-type: none"> <li>Food Safety Service Plan</li> <li>Air Quality Strategy</li> <li>Contaminated Land Strategy</li> <li>Environmental Services Enforcement Policy.</li> <li>Licensing Policy</li> <li>Gambling Policy</li> <li>Private Sector Housing Enforcement Policy.</li> <li>Private Sector Housing Renewal Strategy.</li> </ul>	
External drivers/influences		
Key community/consultation drivers/influences	Key partner's / supplier's drivers/influences	National key drivers/influences
<ul style="list-style-type: none"> <li>• Food Standards Agency</li> <li>• Health and Safety Executive</li> <li>• Department for Environment, Farming and Rural Affairs (Defra)</li> <li>• Gambling Commission</li> <li>• Home Office</li> <li>• Public Health England</li> <li>• Environment Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Surrey Borough and District Councils</li> <li>• Health Protection Agency</li> <li>• Surrey County Council</li> <li>• Central Government Agencies</li> <li>• Surrey Police</li> <li>• Chartered Institute of Environmental Health (CIEH)</li> </ul>	<ul style="list-style-type: none"> <li>• Regulate enforcement expectations and delivery of services.</li> <li>• Regulatory minimum service standards.</li> <li>• Submission of statutory returns</li> </ul>

## DSO

Drivers and influences		
Internal drivers/influences		
Key corporate drivers/influences	Key drivers/influences of any business centre strategies/key documents	
<ul style="list-style-type: none"> <li>• The Corporate Business Plan is trying to achieve against the following themes:               <ul style="list-style-type: none"> <li>- Supporting Local People</li> <li>- Enhancing Our Environment</li> <li>- Improving Our Economy</li> <li>- Organisational Development</li> </ul> </li> <li>• Corporate Key Performance Indicators.</li> <li>• There is a need to increase income generation to offset growing costs and loss of government grants.</li> </ul>	<ul style="list-style-type: none"> <li>• SWP and SCC targets for increasing domestic recycling</li> <li>• RBC KPI's for recycling and refuse collection and street cleansing</li> <li>• EPA standards for street cleansing</li> </ul>	
External drivers/influences		
Key community/consultation drivers/influences	Key partner's / supplier's drivers/influences	National key drivers/influences
<ul style="list-style-type: none"> <li>• Consultation with trade waste customers to establish demand for trade recycling service</li> <li>• Consultation with schools to establish demand for recycling food waste</li> </ul>	<ul style="list-style-type: none"> <li>• Surrey Waste Partnership</li> <li>• Surrey County Council as Waste Disposal Authority</li> <li>• Surrey County Council as Highway Authority</li> <li>• Environmental Protection Act 1990</li> <li>• Changes in Government Legislations eg treatment of road sweepings</li> <li>• Biffa and Surrey Heath for disposal of dry recycling materials</li> <li>• Collier Environmental Services for disposal of garden waste</li> <li>• Heil Europe Ltd for servicing of transport fleet</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner Neighbourhoods and Environment Act 2005</li> <li>• Environmental Protection Act 2009</li> <li>• EU Waste Framework Directive</li> <li>• The Waste (England and Wales) Regulations 2012</li> <li>• Environmental Permitting (England and Wales) Regulation 2010</li> <li>• Hazardous Waste Regulations</li> <li>• Landfill Directive</li> <li>• End of Life Vehicles (ELVs) Regulation 2003</li> <li>• Environment Act 1995</li> <li>• Waste Minimisation Act 1998</li> <li>• The Health and Safety at Work Act 1974</li> <li>• Vehicle and Operator Services Agency</li> </ul>

## Building Services

Drivers and influences		
Internal drivers/influences		
<p style="text-align: center;"><b>Key corporate drivers/influences</b></p> <ul style="list-style-type: none"> <li>• The Corporate Business Plan is trying to achieve against the following themes:               <ul style="list-style-type: none"> <li>- Supporting Local People</li> <li>- Enhancing Our Environment</li> <li>- Improving Our Economy</li> <li>- Organisational Development</li> </ul> </li> <li>• Corporate Key Performance Indicators.</li> <li>• There is a need to increase income generation to offset growing costs and loss of government grants.</li> </ul>	<p style="text-align: center;"><b>Key drivers/influences of any business centre strategies/key documents</b></p> <p>Management of Asbestos, Legionella, Fire Risk – to improve and safeguard the health and well-being of the public, Council staff and their families</p> <p>Structural maintenance of all Council's operational buildings</p> <p>RBC Commercial Services are currently expanding the Council's portfolio of Commercial buildings which includes the Addlestone One development. It is not clear at present the extent of additional work associated with commercial property assets.</p>	
External drivers/influences		
<p style="text-align: center;"><b>Key community/consultation drivers/influences (if applicable)</b></p>	<p style="text-align: center;"><b>Key partner's / supplier's drivers/influences</b></p> <ul style="list-style-type: none"> <li>• Partnership with Spelthorne BC on Asset Maintenance – SBC striving to improve their efficiency saving while meeting stated maintenance objectives</li> <li>• Operational targets for services operated from buildings managed by Building Services (E.g. Leisure Centres, Halls etc.)</li> </ul>	<p style="text-align: center;"><b>National key drivers/influences</b></p> <ul style="list-style-type: none"> <li>• Statutory maintenance requirements</li> <li>• Housing and Planning Act 2016</li> <li>• Fuel Poverty Strategy for England 2015</li> <li>• Energy Act 2011</li> <li>• Climate Change Act 2008</li> </ul>

## Engineering Services

Drivers and influences		
Internal drivers/influences		
Key corporate drivers/influences	Key drivers/influences/documents	
<ul style="list-style-type: none"> <li>• The Corporate Business Plan is trying to achieve against the following themes:               <ul style="list-style-type: none"> <li>- Supporting Local People</li> <li>- Enhancing Our Environment</li> <li>- Improving Our Economy</li> <li>- Organisational Development</li> </ul> </li> <li>• Corporate Key Performance Indicators.</li> <li>• There is a need to increase income generation to offset growing costs and loss of government grants.</li> </ul>		
External drivers/influences		
Key community/consultation drivers/influences (if applicable)	Key partner's / supplier's drivers/influences (if applicable)	National key drivers/influences
	Runnymede Flood Forum Environment Agency Surrey County Council Surrey Borough and District Councils	Public Health Act 1925 (for street naming and name plates) Town and Improvement Clauses Act 1847 (for numbering of properties)

## Parking Services

Drivers and influences		
Internal drivers/influences		
<p style="text-align: center;"><b>Key corporate drivers/influences</b></p> <ul style="list-style-type: none"> <li>• The Corporate Business Plan is trying to achieve against the following themes:               <ul style="list-style-type: none"> <li>- Supporting Local People</li> <li>- Enhancing Our Environment</li> <li>- Improving Our Economy</li> <li>- Organisational Development</li> </ul> </li> <li>• Corporate Key Performance Indicators.</li> <li>• There is a need to increase income generation to offset growing costs and loss of government grants.</li> </ul>	<p style="text-align: center;"><b>Key drivers/influences of any business centre strategies/key documents</b></p> <ul style="list-style-type: none"> <li>• Corporate Business Plan objective of Enhancing our Environment. Less congestion through parking enforcement resulting in improved air quality.</li> <li>• Corporate Key Performance Indicators. Number of Penalty Charge Notices issued per Civil Enforcement Officer per hour Increasing On Street PCN income and reducing operating costs to break even</li> </ul>	
External drivers/influences		
<p style="text-align: center;"><b>Key community/consultation drivers/influences (if applicable)</b></p>	<p style="text-align: center;"><b>Key partner's / supplier's/ drivers/influences</b></p> <ul style="list-style-type: none"> <li>• SCC Local Transport Plan Parking Strategy</li> <li>• SCC/RBC Agency Agreement for On Street Parking Enforcement</li> </ul>	<p style="text-align: center;"><b>National key drivers/influences</b></p> <p>Department for Transport (DfT) National and Local Polices for coordinating on and off street parking</p>



## Section 4: Planned work

Key:  Project  Review  One-off Activity\*  New Business As Usual  Business As Usual

\*N.B. One-off Activity refers to an activity that is needed as a one-off but is not a project or a review e.g. writing a new policy/strategy or undertaking recruitment.

Reviews				
Ref.	Objective	Team/section leading on the review (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Completion date or stage at the end of the year (March 2020)
<b>DSO 4</b>	Complete the review of the DSO and deliver any outcomes agreed	<b>Direct Services Organisation</b>	To ensure ongoing efficiency and sustainability of the DSO	As required by the review (see project plan)

One-off Activity				
Ref.	Objective	Team/section leading on the activity (shown in bold) and support teams	Outcome(s) i.e. the benefit(s) the objective brings once delivered	Completion date or stage at the end of the year (March 2020)
<b>EHL6</b>	Complete tendering of new EH&L software system to replace or upgrade the current CIVICA system	<b>Environmental Health and Licensing</b>	To replace an essential software system which the current provider has discontinued development of.	By the end of December 2019

<b>PAR1</b>	Production of annual off street parking charges review.	<b>Parking</b>	Production of report with recommendations for Environment and Sustainability Committee  Implementation of Committee decisions in relation to charges.	By the end of December 2019
<b>PAR2</b>	Production of report in relation to Off Street Parking Enforcement for PATROL (Parking and Traffic Regulations Outside London)	<b>Parking</b>	Production of report and publishing it on PATROL and RBC web sites.	By the end of December 2019
<b>BS1b</b>	Project Management of proposed Spelthorne BC civic office refurbishment at Knowle Green.	<b>Building Services</b>	To create additional income from the Spelthorne Asset Maintenance Partnership	By the end of June 2019
<b>ENG4</b>	Complete Engineering Service succession plan/service review	<b>Engineering</b>	To produce a formal succession plan in preparation of the retirement of the existing Principal Engineer and any associated changes to the service	By the end of March 2020

<b>Business As Usual</b>				
<b>Ref.</b>	<b>Objective</b>	<b>Team/section leading on the activity (shown in bold) and support teams</b>	<b>Outcome(s) i.e. the benefit(s) the objective brings once delivered</b>	<b>Completion date or stage at the end of the year (March 2020)</b>

<b>EHL1</b>	To administrate and enforce wide ranging environmental health related legislation.	<b>Environmental Health</b>	To ensure RBC meets is statutory duties.	Continuous review of service performance completed at the end of March 2020 through appraisals and KPIs
<b>EHL2</b>	Continuous Implementation of National Food Hygiene Rating Scheme (FHRS) for the estimated 798 premises	<b>Environmental Health</b>	To have all food premises within the RBC area inspected and rated under the scheme and for those ratings to be published on the Food Standards Agency national database.	Continuous – Annual review completed by Q4
<b>EHL3</b>	Maintain RBC’s compliance with the National Air Quality Plan and manage air quality in the two RBC Air Quality Management Areas (AQMA).	<b>Environmental Health</b> – Lead officer Duncan Cairns	To ensure RBC meets is statutory duties in submitting Air Quality Assessments to central government in respect of the RBC AQMAs.  Together with any additional action using the RBC Air Quality Action Plan following review of any updates to the National Air Quality Plan	Continuous – Submission of Air Quality Assessment By the end of June 2019
<b>EHL4</b>	Running and administration of the RBC Taxi Forum.	<b>Environmental Health and Licensing</b>	To provide a mechanism outside of the formal licensing system for taxi drivers and operators to engage with licensing officials on policy and licensing issues.	Continuous – Forum meets four times a year

<b>EHL5</b>	Delivery of ASB and environmental enforcement initiative.	Environmental Health	To ensure environmental standards are maintained in the Borough	Continuous – Review of contract performance completed by By the end of March 2020
<b>EHL6</b>	To ensure all applicable HMOs are licensed for the estimated 650 premises	<b>Environmental Health and Licensing - Private Sector Housing</b>	To ensure the Council meets the legal standards.	Continuous – Review of service performance completed at the end of March 2020 through appraisals and KPIs
<b>PAR3</b>	Ensure parking enforcement carried out to the agreed standards	<b>Parking</b>	To help maintain order/compliance with parking regulations.	Continuous – Review of service performance completed at the end of March 2020 through appraisals and KPIs
<b>BS1a</b>	Maintenance and survey of Runnymede and Spelthorne Borough Council corporate properties	<b>Building Services</b>	To preserve the Council's assets and support the maintenance of health and safety standards.	Full stock condition surveys for RBC and SBC. Completion by the end of June 2020.

<b>BS2</b>	Maximise opportunities for service delivery to newly acquired corporate property for the Addlestone ONE development	<b>Building Services</b>	Identify income generation opportunities for services for new assets  [Additional information awaited from Commercial Services to inform Outcome and Actions – TBC]	Ongoing
<b>BS3</b>	To increase awareness of energy efficiency opportunities through a range of means at the Council's disposal	<b>Building Services – Energy Management</b>	The Council will become more energy efficient and therefore more sustainable in its activities.	Continuous– Review of service performance completed at the end of March 2020 through appraisals and KPIs
<b>BS4</b>	Promotion of energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential properties in its area.	<b>Building Services – Energy Management</b>	To conform with the requirements of the Fuel Poverty Regulations removing residents from fuel poverty where practicable.  Deliver ECO3 project.	Bring all rented properties where practicable up to EPC rating by 1 April 2020
<b>DSO1</b>	Increase Recycling Rate to 47%	<b>Direct Services Organisation</b>	Improved Recycling Rates to increase recycling credits reduce costs, increase sustainability and improve environmental impacts.	Target for completion by the end of March 2020
<b>DSO2</b>	Increase Trade Refuse income surplus by £2,000 from 2018/19 end of year figure.	<b>Direct Services Organisation</b>	Identification of cost effective ways to increase income generating services	Target for completion by the end of March 2020
<b>DSO3</b>	Increase Green Waste customers to XXXX – To be confirmed through DSO review	<b>Direct Services Organisation</b>	Identification of cost effective ways to increase income generating services	Target for completion by the end of March 2020

<b>ENG1</b>	To support the delivery of the River Thames Scheme	<b>Engineering</b>	Ensure there is a partnership approach to the delivery of the scheme and ultimately hopefully increase the Borough's resilience to future major flooding incidents.	Continuous - Officers sitting on the relevant working groups and implement any agreed actions to meet the milestones (see project plan)
<b>ENG2</b>	To support corporate projects with civil, municipal and drainage engineering support	<b>Engineering</b>	To support corporate objectives for place making	Ongoing work
<b>ENG3</b>	To respond to 100% of consultations associated within planning applications within 21 days	<b>Engineering</b>	To support the Planning Service and provide drainage and associated advice	Continuous- Review of service performance completed at the end of March 2020 through appraisals

## Section 5: Environmental Services Business Centre requests for growth

Description	Linked objective/project	Amount requested	Business case completed? (Not always relevant – if unsure CE to determine. If yes – attach with this plan)
Environmental Health Internal Capacity	EHL1 and EHL5	Gross £32,350 pa	Yes – See attached
Funding for ICT consultancy to support procurement of new Environmental Health and Licensing software	EH6	Part of £20,000 additional ICT budget (Total capital costs for replacement systems likely to be £90-£100k; to be delivered in 2020/21)	No

## Section 6: Environmental Services Business Centre performance indicators

Performance Indicator	Target					Actual					Current status	Trend
	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)	Q1 (Apr-June)	Q2 (Jul-Sept)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Full year (Apr-Mar)		
Number of formal complaints related to the Business Centre/Team.	0	0	0	0	0							
Number of decisions investigated by the ombudsman requiring a remedy by the Council.	0	0	0	0	0							
ES1: Residual household waste per household (kg)	115	115	115	115	460							
ES2: Percentage of household waste sent for re-use, recycling and composting (%)	47%	47%	47%	47%	47%							
ES3: Number of missed bin collection complaints (Managed through DSO review project)	500	500	500	500	2000							
ES4: Number of street cleansing complaints (overflowing litterbins, overflowing dog bins, and general litter/detritus)	Activity Indicator				600							



complaints) (Managed through DSO review project)												
ES5: Number of parking Penalty Charge Notices issued	<b>Activity Indicator</b>				<b>8000</b>							
ES6: Increase Trade Refuse income surplus by £2,000	<b>+£0</b>	<b>+£650</b>	<b>+£1,325</b>	<b>+£2,000</b>	<b>+£2,000</b>							
ESvii: Percentage of food establishments in the borough achieving level 3 or above ratings under the National Food Hygiene Rating Scheme (%)					<b>94%</b>							
ESviii: Carbon emissions from local authority operations (measured in tonnes of CO2e)					<b>?</b>							
ESix: Number of fly-tipping incidents	<b>Activity Indicator</b>				<b>n/a</b>							
ESx: Income from car parking charges	<b>Activity Indicator</b>				<b>n/a</b>							

## Section 7: Summary of the Environmental Services Business Centre contribution to Corporate Business Plan themes

Priority	Supporting Local People	Enhancing Our Environment	Improving Our Economy	Organisational development
Reference number	DSO3,	DSO1, ENG2, PAR1	EHL4	DSO2, BS1A, BS1B, BS2, ENG4
	EHL3, BS3, BS4, PAR2, and PAR3			
	EHL1, EHL2, EHL5, EHL6, ENG1, ENG3			
<b>Supports all Corporate Themes</b>				
Reference number	DSO4			

## Section 8: Environmental Services Business Centre risk management (excluding project risks with separate Project Charter)

Ref *	Issue	Consequences	Impact area <i>Life and limb</i> <i>Reputational</i> <i>Financial</i> <i>Legal</i> <i>Other</i>	Probability	Impact**	Risk Rating	Control Measure(s)	Probability *** <i>(Post control measures)</i>	Impact*** <i>(Post control measures)</i>	Rating <i>(Post control)</i>	Owner
<b>Environmental Health and Licensing</b>											
EHL1, 2,6	Staff unable to attend work for any reason (severe weather, sickness)	Unable to provide full range of the services	Would lead to delays with potential life and limb, operational, reputational, financial or legal impacts	3	4	12	Train staff in other areas to cover absences	3	3	9	PB
<b>Direct Services Organisation (DSO)</b>											
DSO1	Staff unable to attend work for any reason (severe weather, sickness)	Unable to provide full range of the services	Would lead to delays with potential life and limb, operational, reputational, financial or legal impacts	3	4	12	Contingency plans to identify priorities	3	3	9	SF
DSO2	Highways Environm'nt'l Maintenance Agreement with SCC ends	RBC no longer has control of the standard of highway environmental maintenance	Would lead to possible reputational and financial, impacts	2	2	4	SCC assurance for term of agreement	2	1	2	SF
DSO4	SCC removes	Extra cost for RBC in	Would lead to possible	3	2	6	None available	3	2	6	SF

	financial support for graffiti removal from highway assets	operating the service.	reputational and financial, impacts								
<b>Building Services</b>											
BS1	Staff unable to attend work for any reason (severe weather, sickness)	Unable to provide full range of the services	Would lead to delays with potential operational, reputational, financial or legal impacts	3	3	9	Small team. Difficult to have more staff trained	3	3	9	SF
BS2	Partnership with Spelthorne ends	Staff surplus to RBC requirements	Would lead to delays with potential reputational, financial or legal impacts	3	4	12	Unable to mitigate with certainty	3	4	12	SF
BS3	Prolonged power cut at or other shut down of Civic Centre	RBC, Police and SCC unable to operate essential services	Would lead to delays with potential life and limb, operational, reputational, financial or legal impacts	3	4	12	Maintain generator. Identify buildings for relocation of staff	3	3	9	SF
BS4	CWGC removes financial support for Coopers Hill public toilets Coopers	Additional RBC funding required	Additional funding required totalling £2,000.	3	2	6	Contingency provision in budget	3	1	3	SF

<b>Engineering Services</b>											
ES1	Staff unable to attend work for any reason (severe weather, sickness)	Unable to provide full range of the services	Would lead to delays with potential reputational, financial or legal impacts	3	3	9	Unable to mitigate	3	3	9	SF
<b>Parking Services</b>											
PS1	Staff unable to attend work for any reason (severe weather, sickness)	Unable to provide adequate car park and on-street enforcement. On street potentially leading to increased traffic congestion	Would lead to delays with potential reputational, financial or legal impacts	3	3	9	Other team members trained to cover some areas. Use of agency or temporary CEO's to cover prolonged absence.	3	2	6	IM
PS2	Small team with reliance on single individuals for key areas of work.	Unable to provide service if key staff are absent	Delay. Potential financial, reputational	3	3	9	In the absence of the Parking Manager the Parking Assistant can deal with some routine issues. Prioritising.	3	2	6	IM
PS3	Prolonged loss of power to computer systems	CEO's unable to issue PCN's and admin staff unable to process them	Would lead to legal, financial, reputational, operational impacts and possibly	3	3	9	Relocate computers	3	2	6	IM

			leading to increased traffic congestion due to lack of enforcement								
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**Risk matrix** When assessing a risk for the first time you should assume there are no controls already in place. The subsequent assessment is completed with the controls in place. The assessor should assign values for the identified 'likelihood' of occurrence (A) and the severity of the 'Impact' (B). By multiplying 'A' and 'B' together you get the rating score, which gives an indication of how important the risk is. The thick black line is the "line of tolerance". Those risks that are plotted above the line (score 10 – 25) are "out of tolerance" and will be referred to the Corporate Risk Register for further oversight and support. For project risks not in this document, you should also flag to Applied Resilience any risks within Project Initiation Documents that are above the line (this should be done at the time of the PID being approved).

<b>LIKELIHOOD (A)</b>	<b>Certain</b> 5	5	10	15	20	25
	<b>Probable</b> 4	4	8	12	16	20
	<b>Possible</b> 3	3	6	9	12	15
	<b>Unlikely</b> 2	2	4	6	8	10
	<b>Highly unlikely</b> 1	1	2	3	4	5
		<b>Negligible</b> 1	<b>Small</b> 2	<b>Noticeable</b> 3	<b>Serious + Significant</b> 4	<b>Critical + Considerable</b> 5
<b>IMPACT (B)</b>						

<b>Likelihood of Occurrence (A)</b>	<b>Severity of Impact (B)</b>
1 – Highly unlikely to happen	1 – Negligible impact
2 – Unlikely to happen	2 – Only a small effect
3 – Possibly will happen	3 – Noticeable effect
4 – Probably will happen	4 – Serious problem with significant impact
5 – Certain to happen	5 – Critical issue and considerable impact

Green = Low risk, Amber 9 = Medium risk, Amber 10 –12 high risk, Red = High risk





# Business Case

## Project/ Proposal details

<b>Proposal Short Name</b>	Environmental Health Internal Capacity		
<b>Proposer</b>	Ian Maguire	<b>Date:</b> 15/10/18	<b>Version:</b> 1.0
<b>Service area</b>	Environmental Services		

## Proposal context

### Background

Members have agreed the continuation of the Environmental Enforcement contract. While the pilot generates a surplus, none of this during the pilot period has been applied to contract management, which was absorbed by the team during the pilot. This is not sustainable. New burdens have recently been added to the Environmental Health function (HMO Licencing and Animal Licencing). The necessary staffing resources to support these have been approved by Members for commencement within the 18/19 year, but the additional contract management work for Environmental Enforcement will only commence, and has therefore not yet been sought, when the new contractor is appointed.

Even with the function-specific staffing increases in the areas mentioned above present EH&L resources are operating at full capacity and increasingly becoming stretched by the introduction and requirements of new legislation and functions. In the last year general service requests across the whole of spectrum of EH work have risen from 1,653 to 2,135 (including a 81.6% increase in planning consultations up from 202 to 365 a number of which require significant input from officers in regard to air quality, noise and contaminated land), larger fly tipping incident investigations together with vehicle seizures and abandoned vehicle activities all continue to rise.

There is little if any EH work that is not statutory in nature and changes in the regulatory landscape have resulted in other non-traditional enforcement work increasing being dealt with by EH particularly ASB matters and environmental crime e.g. EH have been managing the littering and dog control enforcement trial over the last year from within its existing staff resource. The outlined matters together with a growing demand for EH input into corporate issues such as Heathrow expansion require additional staff resource. These matters in combination have been assessed as needing an additional 0.6 FTE of support at the Senior Environmental Health Officer level.

### Key facts:

- Authority has been given to tender the enforcement of fixed penalty notices for littering and dog control legislation for a minimum two year period (June 2018), that procurement work has begun.
- The current Environmental Enforcement contract extends to December 2018.
- The first 11 months of the pilot saw 1899 FPNs issued with a total of £110,080 collected in fines, or which £16,940 is surplus (the remainder paid to our contractor)

## Strategic objectives – relate the project/proposal to Corporate values and priorities

**How does the proposal fit with the Councils' strategic priorities?**

**Customer-focused** – we will have very satisfied customers

**Passionate** – we will empower our staff to be passionate about all we do

**Performance driven** – we will strive for excellence in all we do

**Innovative** – we aim to creatively improve our services

**Promoting equality and diversity** – we believe in fairness as well as creating a diverse workforce so we can draw upon a wide range of views and experiences to meet the changing needs of our customers

**Delivering excellent value for money** – we will deliver cost effective services

**Strategic objectives – relate the project/proposal to Corporate values and priorities**

Corporate priorities in the [Corporate Business Plan](#) under each Corporate theme supported by this proposal:

- Supporting Local People
  - To take opportunities for improving the safety of our residents and visitors.
- Enhancing Our Environment
  - To review and enhance our enforcement work, and manage planning breaches, fly tipping and other environmental crimes robustly and proactively.
  - To continue maintaining the services in our well regarded open spaces.
- Improving Our Economy
  - To encourage enjoyment of the historic environment as part of the Council’s leisure and tourism offer.

This can be achieved by maintaining an adequate and effective environmental enforcement function

So that:

- Cost effective contract management is secured
- The Councils reputation is preserved

**Appraisal of business options (must include evaluation of a ‘do nothing’ option)**

**Option 1 (preferred option):**

**Description**

Successful implementation of an external contractor (for a 2 year period beginning in Jan 2019 to run to 2021), to carry out enforcement work addressing littering and dog control (dog fouling) issues within the Borough has been well received. EH&L have no spare capacity within existing staff resources and successful onward implementation of this work will require a contract management resource for both monitoring and reporting purposes. An additional 0.6 FTE to increase the current staff establishment in EH&L to cover the expanding work and deal with the increase in day-to-day workload and provide a realistic resource to manage the environmental crime external contractor is considered necessary. Whilst this resource hopefully will be funded via income from FPN’s this is dependent of payment rates and recovery of costs through prosecutions. Therefore there is a risk that should payment rates fall below a break- even point management resource costs will not be met.

**Impact**

Current contract work is being undertaken by the existing EH&L Management team. This was considered appropriate during the ‘pilot’ stage of the work when the cost effectiveness and worth of the new function were unknown. Especially in combination with other expanded areas of work (namely HMO Licencing and Animal Licencing) there is no capacity to manage this contract to ensure this sensitive function is delivered and financial and reputation risks are minimised

**Benefits**

An effective management of the contract, including supporting the prosecution of offences will ensure the legitimate fine income is maximise – improving the effectiveness of this activity as a deterrent and reducing financial exposure to the Council. By applying the anticipated surpluses for this function to the contract management in the team this should have no negative financial implications.

**Staffing Appraisal (preferred option):**

<i>Existing Staffing</i>	<i>New Staffing</i>	<i>External Staffing</i>
None (bolt on to existing management)	0.6 FTE Environmental Health Officer	None

Financial appraisal (preferred option) (seek advice and support from your Accountant):

	Yr1	Yr2	Yr3
<i>Revenue items</i>			
Staff salaries (existing/ new)	£32,350	£32,350	£32,350
Consumables	£	£	£
Consultancy/ temp staff	£	£	£
Other (please describe)	£	£	£
<b>Total revenue costs</b>	<b>£32,350</b>	<b>£32,350</b>	<b>£32,350</b>
<i>Capital Items</i>			
Equipment/ system etc	£		
Supplies (please describe)	£		
Other (please describe)	£		
<b>Total capital/ one off costs</b>	<b>£De minimus</b>		
<b>Total Expenditure</b>	<b>£32,350</b>	<b>£32,350</b>	<b>£32,350</b>
<i>Income generation</i>			
FPN Surplus*	£8,000-£10,000	£8,000-£10,000	£8,000-£10,000
Income from other FPNs and Chargeable interventions*	£3,000	£3,000	£3,000
*These are estimates			
<b>Total Income</b>	<b>£13,000</b>	<b>£13,000</b>	<b>£13,000</b>
<b>Income - Expenditure</b>	<b>£19,500</b>	<b>£19,500</b>	<b>£19,500</b>

### **Option 2 (mandatory; do nothing option)**

#### **Description**

The vast majority of the teams work are statutory functions for RBC including enforcement of environmental crime and other EH associated legislation. Without an additional resource RBC would not be able to meet its statutory duties. While in respect to other environmental health enforcement RBC could elect not to pursue or prosecute fly-tippers or enforce littering and dog fouling but this is likely to both have a substantial detrimental effect on the local environment and encourage further problems in this areas.

Doing nothing in relation to following up enquires and complaints will lead to increase in service complaints and an adverse impact on residents. RBC is under a statutory duty to investigate all complaints of alleged statutory nuisance e.g. noise. Failure to do so could lead to JR and complaints to the ombudsman.

In adequate contract management of the Environmental Enforcement Contractors could also lead to poor performance, and therefore an unsustainable financial model and poor work resulting in reputation harm.

### **Option 3 (rejected option)**

#### **Description**

No other options have been considered

### **Approval at CLT**

<b>Decision</b>	<b>Approved</b>	<b>Date:</b>	<b>16/10/18</b>
<b>Approved by</b>			
<b>Feedback</b>			

9. **AIR QUALITY (ENVIRONMENTAL SERVICES)**

**Synopsis of report:**  
**To inform Members of a report considered by the Runnymede Joint Committee in respect of Air Quality.**

**Recommendation(s):**  
**Members of the Environment and Sustainability Committee are asked to note the report considered by the Runnymede Joint Committee**

1. **Context of report**

- 1.1 Members of the Runnymede Joint Committee asked for a report on air quality to be brought forward. Members who sit on the Runnymede Borough Council Heathrow Expansion Member Working Group provided further comment on matters that could be included in that report.
- 1.2 The Runnymede Joint Committee considered the Air Quality report at their meeting of 17 October 2018. Due to a fire alarm the meeting was ended early, with the opportunity given to Committee Members to pose any outstanding queries to Officers for response outside the meeting. No further queries have been raised.

2. **Report**

- 2.1 The Air Quality Report is attached at Appendix 'D' for information.

3. **Conclusions**

- 3.1 Members are asked to note the report and, should they have any queries, provide Officers with these so that a response can be shared outside the meeting with Members of both the Environment and Sustainability and Joint Committee.

**(For information)**

**Background Papers**

None stated.

○ **RUNNYMEDE BOROUGH COUNCIL AND  
SURREY COUNTY COUNCIL**



**RUNNYMEDE JOINT COMMITTEE**

**DATE:** 17<sup>th</sup> October 2018

**LEAD OFFICER:** Duncan Carins, Principal Environmental Health Officer,  
Runnymede Borough Council

**SUBJECT:** Air Quality

**AREA(S)  
AFFECTED:** ALL

**SUMMARY OF ISSUE:**

- Air quality issues from queuing vehicles on the highways within Air Quality Management Areas
- Whether or not the current air quality monitoring system can provide dedicated base line information about pollution from aircraft flying over the Borough and if there were to be an increase in the numbers of flights due to an expanded Heathrow then would the current reporting program on air quality be able to advise on any difference at ground level of the pollution thereby generated by increased overflying.

**RECOMMENDATIONS:**

**The Runnymede Joint Committee is asked to note the report.**

**REASONS FOR RECOMMENDATIONS:**

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Members of the Joint Committee have asked for a report on air quality. Councillors who sit on the Runnymede Borough Council Airport Expansion working group, have further expressed their views as to what areas the report should cover:

- A) What is currently in place in terms of a network of monitoring equipment across the borough?
- B) Any plans to increase/decrease the network?
- C) What information is being collected?
- D) What are the gaps in the information? For example, is there monitoring of particulate matter less than 2.5 micrometres (PM<sub>2.5</sub>)?

The concern being is that there is no baseline which means that, while there is no point speculating on possible changes in air quality that may or may not occur as a result of the Government granting planning permission and allowing expansion at Heathrow, there may not be the means to accurately talk about what direction the measurements are moving in if and when they occur. So it is a case of establishing a good assessment of the current quality especially in respect to particulates.

In addition, the chairman is keen to see information on air quality in relation to residents' health and health indicators, and in the context of the Joint Strategic Needs Assessment.

The road network is something that Members look at as well in relation to air quality so it would be interesting for them to have information from that point of view.

## 2. ANALYSIS:

### 2.1 Health and poor air quality

- 2.1.1 Air pollution can impact on our health. We know this from scientific research, including large cohort studies that follow people's health over several years. In the short term, people with lung conditions (including Chronic Obstructive Pulmonary Disease (COPD) and asthma) may experience increased symptoms when exposed to air pollution and this can impact on people's daily quality of life. Older adults, children, pregnant women and people with long term chronic conditions, may be more vulnerable to the effects of air pollution. Long-term exposure to air pollutants contributes to cardiovascular disease (heart disease and stroke), lung cancer, and respiratory disease.
- 2.1.2 Pollutants that impact significantly on health include: PM<sub>2.5</sub> (small particulate matter, which includes combustion particles from petrol or diesel engines and tyre and break wear); nitrogen dioxide (gases generated by vehicles, or by chemical reactions in the atmosphere); and ozone (this gas is formed when other pollutants react in the atmosphere).
- 2.1.3 In 2010, the Department of Health's Committee on the Medical Effects of Air Pollutants (COMEAP) reported that long-term exposure to PM<sub>2.5</sub> caused approximately 29,000 'equivalent' deaths in the UK in 2008, which equates to 527 'equivalent' deaths in Surrey or 5,337 life-years lost. These are described as 'equivalent' deaths as air pollution is likely to contribute a small amount to the deaths of a larger number of individuals rather than being the sole cause of death and is therefore considered to be a contributory factor, with the major effect on deaths from cardiovascular disease (CVD) and to a lesser extent lung cancer and other respiratory diseases.
- 2.1.4 The Public Health Outcome Framework (PHOF) for England recognises the burden of ill health resulting from long-term exposure to PM<sub>2.5</sub>. PHOF Indicator 3.01 reports that 5.6% of deaths in Surrey during 2016 were attributable to particulate air pollution (PM<sub>2.5</sub>), with Runnymede showing a slightly higher estimate than Surrey (5.8%), although lower than Spelthorne (6.1%), Epsom and Ewell (6.0%) and Elmbridge (5.9%).

### 2.2 Legal context of air quality requirements of the Local Authority

- 2.2.1 The Environment Act 1995 [section 82] requires Local Authorities to review the air quality with regards to certain pollutants and determine if the defined objective standards are being achieved or not. If the objective standards are not being achieved then the Borough Council is required to declare the affected area an Air Quality Management Area (AQMA) [section 83] and put in place an action plan [section 85] which details how the Council intends to move the affected area back to one which complies with the objective standards.
- 2.2.2 The current air quality objective standards for the pollutants, Nitrogen Dioxide (NO<sub>2</sub>) and Particulate Matter with a particle diameter of less than 10 micrometres (PM<sub>10</sub>) are as follows:

Pollutant	Air Quality Objective	
	Concentration	Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200 µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m <sup>3</sup>	Annual mean

2.2.3 In terms of particulate matter with a diameter of less than 2.5 micrometres (PM<sub>2.5</sub>) then the Government currently has a “target” annual mean value of 20 µg/m<sup>3</sup> to be reached by 2020. The Government is currently reporting that they will achieve their target levels for PM<sub>2.5</sub>.

### 2.3 Nitrogen Dioxide;

2.3.1 Within Runnymede Borough Council (RBC) there are currently two AQMA's. An AQMA was declared along the full length of the M25 in 2000. Since levels of nitrogen dioxide have been reducing over time hence it may well be that consideration could be given to un-declaring certain areas of the motorway as an AQMA since there will be no exceedance of the objective standards.

2.3.2 However, in Egham then due to the proximity of the M25 in relation to the railway level crossing at Pooley Green then the AQMA along the M25 had to be extended from the M25 to include the area in and around the railway crossing since the air quality exceeded the objective standard. This extension was mostly due to the railway barriers being down for long periods which results in vehicles queuing.

2.3.3 The other AQMA in RBC is at the four way traffic lights controlled junction of Station Road/ Church Road (B3121), Brighton Road/ High Street (A318). The level of nitrogen dioxide at this junction has been decreasing slowly over the recent years. The main issue with this junction relates to the traffic volumes and queuing traffic. The situation at the narrow road junction is not helped by the fact that the junction becomes blocked up by such things as vehicles turning right and thereby traffic is unable to filter past the turning vehicles. These types of obstructions cause larger queues to form because the traffic has been unable to flow. The Transport Policy Team has confirmed that this junction is already included within the draft Local Transport Strategy for Runnymede as an improvement project, but has no current funding. The latest estimated cost indicates £3.5m to introduce this project.

2.3.4 There are currently concerns about another traffic controlled junction in Chertsey at Weir Road /Bridge Street traffic lights since levels of nitrogen dioxide at nearby residential properties is close to the annual objective standard of 40 µg/m<sup>3</sup>. A close watching brief is being maintained at this junction in case an AQMA needs to be declared.

2.3.5 If air quality issues are to be addressed within the Borough and in so doing bring areas that currently exceed the objective standards for NO<sub>2</sub> to a level that do not breach the standards as soon as practicable, then it has been suggested that the problems at the traffic light controlled road junction in Addlestone be considered as the highest priority. As noted above while the junction is within the draft Local Transport Strategy the Transport Policy Team have confirmed that it is not in their current pipeline development list of projects and no funding is available to deliver the current project or investigate alternatives.

2.3.6 In terms of the level crossing at Pooley Green as noted, most of the problem is caused by stationary traffic waiting for the barriers to lift. The Transport Policy Team has advised that the level crossing at Vicarage Road is indicated in the draft Local Transport Strategy for Runnymede. The project consideration to date was for an underpass but this has implications due to height of vehicles and speed. This project is currently estimated at £20m.

2.3.7 The maintenance and design of major roads, which includes the M25 and M3 motorways, falls under the responsibility of Highway England. If following the review of the M25 AQMA it is determined that certain areas of the M25 AQMA should remain then RBC will reiterate its concerns to Highway England about these areas and ask if there is any further measures which Highway England could put in place e.g. could the Government be persuaded to reduce the national speed limits on motorways to 60mph at locations where there are AQMAs associated with the motorway.

### 2.4 Particulate matter less than 10 µg/m<sup>3</sup> (PM<sub>10</sub>):-

2.4.1 Due to the nature of the sources of pollutants within the Borough it has been extensively reported and agreed with DEFRA that PM<sub>10</sub> currently is a pollutant within Runnymede's area that does not come close to breaching the stated objective level and hence there is no requirement for this pollutant to be monitored.

2.4.2 In terms of the legal obligation on Local Authorities in England for PM<sub>2.5</sub>, this is a target placed on the Government and there is therefore no specific objective level for English Local Authorities to report against.

2.4.3 Considering the above, it's clear that the air quality objectives for particulate matter less than 10 µg/m<sup>3</sup> (PM<sub>10</sub>) are not likely to be breached so the Council does not measure for this pollutant. Generally if measurements for particulate matter is to be undertaken then expensive continuous monitors would have to be used. The cost to set up a single station to specifically monitor for particulate matter would be in the order of £30,000.

## 2.5 **Monitoring equipment currently deployed within the Borough**

2.5.1 Currently Runnymede Borough Council monitors at 32 locations within the Borough for nitrogen dioxide. This is undertaken using diffusion tubes. Diffusion tubes are relatively inexpensive ~ £50 per year for 12 tubes and as a result the diffusion tube network can be quickly and easily expanded if there is a requirement. The tubes are put out and exposed for a month and then collected and sent to the laboratory for analysis. These monthly levels are then summated to calculate the annual average levels. The Council has been using this form of measurement since 2000 at some locations. For detailed information on this see the Annual Status Report attached in Annex 1.

## 2.8 **Other factors**

2.8.1 It should also be noted that in terms of general external air quality monitoring then there are many variables which could have an effect in and hence such monitoring cannot be considered an "exact science." Variation on levels from one year to the next can be caused by such things as weather (wind direction, temperature, stillness), pollution incidents from afar (trans-European pollution) as well as naturally occurring variables such as dust from the deserts or high levels of pollen which can cause variation in results from one year to the next.

2.8.2 The air quality monitoring system currently in place which allows the Council to consider air quality in terms of the objective standards for nitrogen dioxide is the use of diffusion tubes. Diffusion tubes are excellent for the job that they are put in place for to provide overall annual averages but they have limitations. Since aircraft are at height when they pass over the Borough and hence the contribution made by aircraft at ground level would be exceptionally small due to the dispersion created by distance and there are many other external influences on the results then it would be extremely difficult for diffusion tube monitoring to definitively determine whether or not that there has been an increase in nitrogen dioxide from more aircraft flights overflying the Borough.

## 2.9 **Air quality impacts associated with a third runway at Heathrow Airport**

2.9.1 There is a direct relationship between air quality and the number of surface access vehicles using the airport, the number of plane movements, any increased downtime at level crossings, and the height that aircraft fly.

2.9.2 It is possible in the future that there could be an increase in airport-related road traffic, plane movements, and more level crossing down time, yet local air quality be no worse or better than it is currently due to advancements in energy/fuel technology of both vehicles and aircraft. However, there is uncertainty with the level of impact that Runnymede can expect.

2.9.3 The Government could look to place a planning condition on any expanded Heathrow in relation to air quality. If that were the case then it may well be that there would then be a requirement that monitoring takes place very close to the airport in order to monitor aircraft emissions in order to check on the terms of the condition imposed. It should be further noted that currently within 2km of Heathrow there are eight continuous air quality monitors accurately measuring for various pollutants which include particulate matter and nitrogen dioxide. Slightly further away from Heathrow there are a further eight such continuous monitors. Therefore it is suggested that the air quality very close to Heathrow is being routinely monitored and hence if there are an increase in aircraft actively allowed then these monitors should be well placed to advise on whether or not the increase in aircraft taking off and landing is causing concern to the AQMAs within the borough and district councils adjacent to the airport. For further information on the



results from the continuous air quality monitors then these can be viewed at [www.heathrowairwatch.org.uk](http://www.heathrowairwatch.org.uk).

- 2.9.4 In terms of surface road access, Heathrow Airport in their consultation documents have publically advised that an expanded airport will not result in any more 'airport-related (road) traffic' due to an expected modal shift. However, it is not clear whether this pledge is set against a 2018 baseline or a 2030 scenario where there is still a two runway airport. Officers remain sceptical as to whether this pledge would be achievable.
- 2.9.5 In terms of level crossing downtime, the impact of any new rail scheme on local level crossing downtime will be dependent on the final chosen local scheme to serve the airport. Officers are aware of the following:
- Transport Secretary, Mr Chris Grayling, called for proposals from the private sector to construct a southern rail extension from London to Heathrow on 20 March 2018. These proposals have not been published.
  - Heathrow Southern Railway Limited (HSRL) has submitted a proposal to Government and is promoting their scheme. An indication of the HSRL preferred routes can be found in the HSRL brochure entitled Transforming Access to Heathrow from the south (see <https://heathrowrail.com/wp-content/uploads/2018/06/HSR-Brochure-1906-pdf> ). The HSRL indicative plan shows two possible routes through Runnymede.
  - The Department for Transport (DfT) is the franchising authority. DfT have not published the location of stops on the route.
  - We have no information on other proposals submitted to Government
- 2.9.6 Officers are therefore currently unable to advise on what the impact of a final Southern Rail Access Scheme might be for Runnymede.
- 2.9.7 With regards to aircraft flight height, the height which planes enter and depart the airport determines how much of an impact there will be on local air quality. When departing the airport, aircraft have a requirement to climb at a certain rate. RBC's Principal Environmental Health Officer has advised that airport aircraft have to obtain a height of 1000ft within 6.5km of the airport and they then have to keep climbing at 4 degrees up until 4000ft, meaning the absolute minimum height they are required to have obtained as they cross into Runnymede airspace is around 1525ft. It is the opinion of Officers that the contribution to air quality on the ground in Runnymede is negligible.
- 2.9.8 Aircraft also enter airspace above Runnymede for 'stacking' purposes (when they are in a queue to land). There are four stacks which serve Heathrow. The stacking system was original set by the Government in the 1960 and currently there is a great deal of debate over reconfiguring the airspace by air traffic control given advances in technologies to improve the flow of aircraft. One area that has come under the spotlight is the potential removal of the current vertical stacking system. Currently the nearest vertical stack to Runnymede is called Ockham stack, which is to the east of the Borough. Aircraft arrive in the stacking system at around 12,000 feet and spiral down to around 7000ft where they are then guided away from the stack and onto the instrument landing system approach line. The absolute minimum height at which an aircraft can join the landing line is 2,500 feet some 7.5 nautical miles from the runway. This is to ensure that the aircraft have sufficient height to approach at the minimum angle of landing and the aircraft is approaching the runway in a straight line. Aircraft are in and around the Braywoodside area when they join the landing flight path when landing on an Easterly operation. In 2016 the number of days when the airport was on solely on westerly operation was 226 days, 80 days 100% easterly operation and 60 days on a mixed operation. Hence most flights will be landing on a westerly operation. However it has been suggested that instead of a vertical stacking system then a new linear system can be used which will be able to slightly change aircraft flight paths so that all arriving aircraft can be told at which point they need to turn onto the landing line and hence negate the need to have any vertical stacking systems. This linear adjustment in

flightpaths has been used at London City airport rather than a vertical stack. With the current vertical stacking aircraft being at such a height over Runnymede, any contribution to air quality issues on the ground would be very negligible as distinguished to the wider area, however it is hoped that an improved air traffic control system is introduced that will do away with the old vertical stacks.

2.9.9 With regards to any “height infringements”, the DfT and Heathrow Airport engage with airlines which have a poor record of climb to improve performance. If an airline was of the view that Heathrow’s systems were not accurate then the airline company would have the opportunity to challenge the authenticity of the information which is being used against them. If a local community still had concerns with the accuracy of the system then a request could be made to Heathrow Airport to provide some detailed technical information on how their systems are calibrated and checked in order to ensure accuracy.

## **2.10 RBC’s Heathrow Expansion Member Working Group**

2.10.1 In order to represent the interests of the communities in Runnymede with regards to the impacts of any expansion at Heathrow Airport, Runnymede Borough Council established the Heathrow Expansion Member Working Group.

2.10.2 Since the group’s formation it has reviewed and recommended a wide range of consultation responses to RBC’s Corporate Management Committee/Full Council for approval.

2.10.3 Given the possible impacts on Runnymede of an expanded airport, the next key activity for the working group is to create an ‘expectations list’ comprising of a number of compensatory requests from Heathrow Airport Limited/Government on behalf of the communities of Runnymede. This will consider environmental impacts, including air quality. For example, the Council may wish to request that Heathrow Airport fund an improved air quality monitoring system within Runnymede, similar to that implemented for the Manchester Airport expansion, and ask that the airport commit to a statement that air quality will be no worse than it is now at key sites, with measures to ensure continuous improvement.

## **2.11 Resource implication.**

2.11.1 Currently the Council is resourced to consider its duties under the Environment Act. This involves officer time for the deployment and collection of the diffusion tubes and the production of the Annual Status Report to Defra. Within current budget constraints there is no dedicated resource or requirement to deal with the implementation of bespoke programme to look specifically at aircraft pollution since it is well established that there is little contribution made on the ground from aircraft at height and hence is not something that requires to be further considered under Environment Act obligations.

## **3. OPTIONS:**

### **3.1 Options to consider;**

#### **1. Roads**

Highway authority to consider if there is anything further that can be done on the Highways within AQMAs in order to reduce the level of nitrogen dioxide from queuing vehicles.

#### **2. Aircraft**

a. Detailed modelling work could be commissioned based on source contributions which could provide a modelled baseline of the contribution that aircraft make within the Borough in terms of the various pollutants. If there is an expanded Heathrow then further modelling could be undertaken to ascertain if there has been a difference created.

b. If physical monitoring is sought then it is suggested that suitable staff be engaged to write specifications for the purchase of a range of monitoring equipment, site selection, deployment, operating and collating information.

#### **4. CONSULTATIONS:**

- 4.1 The draft report was given over to Dr Rachel Gill (Consultant in Public Health) and Caroline Prince (Transport Planner) at Surrey County Council for comments.

#### **5. FINANCIAL IMPLICATIONS:**

##### 5.1 1. Roads

Cost to Surrey County Council if they are able to undertake any further assessments of the roads that they are responsible for within AQMAs in the Borough and if adjustments can be made then the cost of these adjustments would have to be considered.

##### 2. Aircraft

If modelling is considered then for each round of modelling requested then it is suggested that a figure of around £12,000 would have to be set aside for each round requested. If it is suggested that equipment would be purchased then each PM monitor would cost around £30,000 and if nitrogen dioxide continuous analysers were also purchased then this would add a further £12,000. Personnel would have to be engaged to consider the problem further and provide a specification of what monitoring equipment could be used to specifically monitor for aircraft air pollution falling to the ground. If such a scheme is considered viable then these systems would have to be set up and thereafter operated and function within the correct parameters. Since it is very specialist work then it is suggested that a consultant in aviation air quality is engaged to undertake a viability report and provide a specification of suitable equipment. Once the system is designed then it would probably require an additional member of staff, full time for the first year to put in place the system and then this would reduce to around two days per week for the following years.

#### **6. WIDER IMPLICATIONS:**

##### 6.1 None.

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	No significant implications
Equality and Diversity	No significant implications
Localism (including community involvement and impact)	No significant implications
Sustainability (including Climate Change and Carbon Emissions)	No significant implications
Corporate Parenting/Looked After Children	No significant implications
Safeguarding responsibilities for vulnerable children and adults	No significant implications
Public Health	No significant implications

#### **7. CONCLUSION AND RECOMMENDATIONS:**

- 7.1 The Environment Act places certain duties on Councils to report on breaches of air quality and take certain action when breaches of the objective standards are found. Currently only nitrogen dioxide levels are breached at various road networks within the Borough and hence AQMAs have been declared at these locations. An action plan is in place with a view to bring the levels to below the objective standards as soon as practicable. Since the high levels of nitrogen dioxide are caused by vehicles on the road and since the Borough Council

has no control of the Highway it therefore looks to Surrey County Council to provide assistance in trying to improve the flow of traffic and thereby reduces queuing vehicles and hence reduces nitrogen dioxide levels. As a result it has been suggested that there may be new or alternative solutions which the Highway authority could instigate and if feasible implement which could assist in bringing levels of nitrogen dioxide down to below the objective standard.

- 7.2 The Council uses diffusion tubes to monitor for nitrogen dioxide to generate an annual mean figure. Currently there is no requirement to monitor for particular matter since it has been screened out for assessment. The system in place for the Council's air quality responsibilities is geared for its current purpose of considering the issue of nitrogen dioxide and since aircraft at height produce a tiny fraction of the air pollution at ground level then their contribution is not significant in terms of the pollutants monitored under the regime. Hence the current system created under the Environment Act in relation to air pollution is not geared or refined enough to deal with the detection of any tiny variation of air pollution that might be caused on the ground by increased in overhead flights.
- 7.3 If Members feel there is a requirement for detailed and specific air quality monitoring then there will need to be sufficient resource set aside to devise and operate a suitably sensitive monitoring system which might be able to definitive show increases in air pollution caused by extra overflights within the Borough. A request for funding could potentially be made through an 'expectations list' which RBC's Heathrow Expansion Member Working Group is currently in the process of creating.

## **8. WHAT HAPPENS NEXT:**

- 8.1 Members to consider the report and advise if they feel the current level of activity is appropriate with the level of resource available.

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### **Contact Officer:**

Duncan Carins, Principal Environmental Health Officer, Runnymede Borough Council.

### **Consulted:**

Dr R Gill, Consultant in Public Health, Public Health, Surrey County Council  
Paul Fishwick, Local Transport Programmes Manager, Surrey County Council

### **Annex:**

Annex 1 - Runnymede Annual Status Report 2016.

### **Background papers:**

none

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10. **EXCLUSION OF PRESS AND PUBLIC**

**OFFICERS' RECOMMENDATION that –**

**the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.**

**(To resolve)**

**PART II**

**Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection**

a) Exempt Information

11. DSO Review – Update and consideration of JWS submission

12. DSO Pay Review

b) Confidential Information

(No reports to be considered under this heading)