

Open

Overview & Scrutiny Committee

Agenda

6.00pm
Thursday, 6th September 2012
The Earl Baldwin Suite
Duke House
Clensmore Street
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor H E Dyke
Vice-Chairman: Councillor T Ingham

Councillor R Bishop	Councillor C Brewer
Councillor L Davies	Councillor N Gale
Councillor J Greener	Councillor P B Harrison
Councillor J A Hart	Councillor P V Hayward
Councillor V Higgs	Councillor H J Martin
Councillor D C H McCann	Councillor B McFarland
Councillor M Rayner	Councillor C Rogers
Councillor A M Sewell	Councillor D R Sheppard
Councillor S J Williams	Councillor G C Yarranton

Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of “Exempt Information” for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct (“the Code”) requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members’ Code of Conduct as set out in Section 14 of this constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI’s and ODI’s are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council’s Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

Co-opted Members

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their meetings in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

For Further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Louisa Bright, Democratic Services Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 6th September 2012

The Earl Baldwin Suite, Duke House, Clensmore Street, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Director of Community Assets & Localism, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meetings held on the 5 th July 2012 and the 8th August 2012.	7
5.	Recommendations from the Treasury Management Review Panel meeting on 5th September 2012 (To follow) <ul style="list-style-type: none">• Annual Report on Treasury Management Service, Actual Prudential Indicators 2011/12 and Revision to the Investment Policy and Strategy Statement 2012/13• Local Authority Mortgage Scheme	-
6.	Air Quality in Stourport-on-Severn To consider a report from the Director of Economic Prosperity & Place that advises Member of the results of a Detailed Assessment of air quality in Stourport-on-Severn at the junction of York Street/Bridge Street/New Street/High Street between October 2010 and October 2011.	14

7.	South Worcestershire Development Plan – Proposed Significant Changes Consultation To consider a report from the Senior Forward Planning Officer that provides Members with an update on the preparation of the South Worcestershire Development Plan.	62
8.	How Are We Doing? Performance Update To consider a report from the Business Improvement Officer that updates Members on the performance of the Council for Quarter 1 (from 1 st April to 30 th June 2012).	67
9.	Work Programme To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Priority, Annual Priorities and the Forward Plan.	95
10.	Press Involvement To consider any future items for scrutiny that might require publicity.	-
11.	To consider any other business, details of which have been communicated to the Director of Community Assets & Localism before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
12.	Exclusion of the Press and Public To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2

Not open to the Press and Public

13.	Funding for Affordable Housing To consider a report from the Principal Strategic Housing Office which details funding for Affordable Housing.	97
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14.	<p>Acquisition of a Site for the new Leisure Centre</p> <p>To consider a report from the Director of Community Well Being and Environment which outlines the progress on securing a potential site for the new leisure centre.</p>	102
15.	<p>To consider any other business, details of which have been communicated to the Director of Community Assets & Localism before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	

WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

**THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,
KIDDERMINSTER**

THURSDAY, 5TH JULY 2012 (6.00PM)

Present:

Councillors: H E Dyke (Chairman), T Ingham (Vice-Chairman), R Bishop, C Brewer, L Davies, J Greener, P B Harrison, J Hart, P Hayward, V Higgs, H J Martin, D C H McCann, B McFarland, M Rayner, C Rogers, A Sewell, D R Sheppard, S J Williams and G C Yarranton.

Observers

Councillors: M J Hart and F M Oborski.

OS.13 Apologies for Absence

Apologies for absence were received from Councillor N Gale.

OS.14 Appointment of Substitutes

No substitutes were appointed.

OS.15 Declarations of Interests by Members

No declarations of interest were made.

OS.16 Minutes

Decision: The minutes of the meetings held on 31st May and 14th June 2012 be confirmed as a correct record and signed by the Chairman.

OS.17 How Are We Doing? Priorities Performance Update

The Committee considered a report from the Business Improvement Officer on the performance of the Council, including its Priorities for Quarter 4 from 1st January to 31st March 2012.

Members were advised the current format of reporting performance would cease and a new style of performance management reporting would be introduced with effect from 1st April 2012. The new format would continue to be reported to the Overview and Scrutiny Committee on a quarterly basis.

The Business Improvement Officer led Members through the report and appendices, Members raised specific queries in relation to the monitoring of the payroll contract (RES BP11 ACC19), Friends of Parks (CAP BP11 CUL 32),

development of Local Children's Partnership (CAP BP11 CUL 38), the ReWyre initiative (PRS BP11 PR42d), processing of planning applications (PRS PI 02A), Love Your Place campaign (PRS BP11 EM20) and the WyredIn on-line residents magazine (CAP BP11 CSP01b). The Business Improvement Officer was asked to seek clarification on the specific issues raised and notify the Members of the Committee accordingly.

Agreed:

- 1. The progress to date for the Priorities and Performance Indicators be noted.**
- 2. The Business Improvement Officer to seek clarification on the specific issues raised and notify the Members of the Committee accordingly.**

OS.18 Wyre Forest Affordable Warmth Action Plan

The Committee considered a report from the Principal Health and Sustainability Officer which provided a progress update on the Wyre Forest Affordable Warmth Action Plan 2011/12, and sought endorsement of the Wyre Forest Affordable Warmth Action Plan 2012/13.

Members were led through the report and advised that the Health and Sustainability Team within the Housing Services led the co-ordination and delivery of work to tackle fuel poverty and affordable warmth issues in Wyre Forest. To deliver an annual Affordable Warmth Action Plan, the Team worked with partners on the Wyre Forest Affordable Warmth Steering Group, including Act on Energy, Public Health, the Fire Service and Disability Action Wyre Forest.

The Wyre Forest Climate Change Strategy aimed to reduce carbon emissions within the District, including the domestic sector. Delivery of the Affordable Warmth Action Plan would contribute towards this and demonstrate the Council's leadership in this area.

Agreed: Recommend to Cabinet:

The Affordable Warmth Action Plan 2012/13, as attached at Appendix 2 to the report of the Overview and Scrutiny Committee on 5th July 2012, be approved.

OS.19 Wyre Forest Climate Change Action Plan

The Committee considered a report from the Principal Health and Sustainability Officer which provided a progress update on the Wyre Forest Climate Change Action Plan 2011/12 and sought endorsement of the Wyre Forest Climate Change Action Plan 2012/13.

Members were led through the report and advised that the Health and Sustainability Team within Housing Services had led the co-ordination and delivery of work to tackle climate change issues within Wyre Forest. The Wyre Forest Climate Change Strategy 2008-2011 aimed to raise awareness about climate change, reduce climate change gas emissions in the District and enabled adaption to the impacts of climate change. It was written in alignment with the Worcestershire Partnership's

Climate Change Strategy, which was currently being reviewed. The Wyre Forest 2012/13 action plan has been written to ensure that this important area of work continued whilst the review was underway.

Agreed: Recommend to Cabinet:

The Climate Change Action Plan 2012/13, as attached at Appendix 2 to the report of the Overview and Scrutiny Committee on 5th July 2012, be approved.

OS.20 Treasury Management Review Panel

The Committee considered the membership of the Treasury Management Review Panel for the current municipal year. The Chairman asked Members to put their names forward either directly to the Democratic Services Officer or via their respective Group Leaders.

Agreed: Nominations for membership of the Treasury Management Review Panel to be sent to the Democratic Services Officer or Group Leaders.

Councillor P Hayward left the meeting at this point, (6.55pm).

OS.21 Scrutiny Proposal Forms

The Committee considered two scrutiny proposal forms submitted by Councillors F M Oborski and G C Yarranton relating to the Wyre Forest Matters Partnership Area of Highest Need project and the bund at Puxton Marshes..

Agreed:

- 1. The items be accepted onto the work programme and progressed by way of review panels.**
- 2. The Democratic Services Officer to contact Group Leaders for nominations from Members to take part in the reviews.**

OS.22 Worcestershire County Council Infrastructure Consultation

A report was presented to the Committee by the Planning Policy Manager on the Worcestershire County Council Infrastructure Consultation.

The Chairman advised Members that this was the only available meeting before the consultation deadline for the item to be considered, and to enable a report to be prepared by Officers to accompany the document the papers were circulated a few days before the meeting. The Chairman apologised to the Committee for receiving the papers at short notice which gave little opportunity for full consideration.

The Committee decided not to take the item at the meeting and wished to register with Worcestershire County Council their strong disapproval at the shortness of the consultation period in respect of such an important matter. In order for Members to give the document full and detailed consideration it was agreed a formal request be submitted to Worcestershire County Council for additional time to consider the document and lodge consultation responses.

Agreed:

- 1. The item be deferred to a Special meeting of the Overview and Scrutiny Committee to be held in August 2012.**
- 2. The Democratic Services Officer send a letter on behalf of the Chairman of the Committee to the Planning, Economy and Performance Section, Worcestershire County Council, formally requesting additional time to consider the document and lodge consultation responses.**

OS.23 Feedback from Cabinet

Agreed: The content of the Cabinet action list following consideration of the recommendations from 19th June 2012 be noted.

OS.24 Work Programme

Agreed: The work programme be noted.

There being no further business, the meeting ended at 7.20pm.

WYRE FOREST DISTRICT COUNCIL
SPECIAL OVERVIEW & SCRUTINY COMMITTEE
THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,
KIDDERMINSTER
WEDNESDAY, 8TH AUGUST 2012 (6.00PM)

Present:

Councillors: H E Dyke (Chairman), G W Ballinger, R Bishop, L Davies, N Gale, J Greener, P B Harrison, J A Hart, P V Hayward, H J Martin, D C H McCann, B McFarland, M Price, M Rayner, C Rogers, A M Sewell, J A Shaw, D R Sheppard, S J Williams and G C Yarranton.

Observers

Councillors F M Oborski and J Phillips.

OS.25 Apologies for Absence

Apologies for absence were received from Councillors T Ingham (Vice-Chairman), C Brewer and V Higgs.

OS.26 Appointment of Substitutes

Councillor G W Ballinger was appointed as a substitute for Councillor C Brewer.
Councillor M Price was appointed as a substitute for Councillor T Ingham.
Councillor J A Shaw was appointed as a substitute for Councillor V Higgs.

OS.27 Declarations of Interests by Members

Councillor N Gale declared an Other Disclosable Interest (ODI) in agenda item 5 – Recommendations from the Housing Review Panel, as she is a Board Member of The Community Housing Group.

Councillor J Greener declared an ODI in agenda item 5 – Recommendations from the Housing Review Panel, as she is a Board Member of The Community Housing Group.

Councillor G Yarranton declared an ODI in agenda item 4 – Planning for Infrastructure in Worcestershire - Consultation on Strategic Options (June 2012), as he is a Worcestershire County Councillor, and declared an ODI in agenda item 5 – Recommendations from the Housing Review Panel, as he is a Board Member of The Community Housing Group.

Councillor F M Oborski declared an ODI in agenda item 4 – Planning for Infrastructure in Worcestershire - Consultation on Strategic Options (June 2012), as she is a Worcestershire County Councillor, and declared an ODI in agenda item 5 – Recommendations from the Housing Review Panel, as she is a nominee for The Community Housing Group Annual General Meeting in September 2012 to become a Board Member.

Councillor M Rayner declared an ODI in agenda item 5 – Recommendations from the Housing Review Panel, as she is a nominee for The Community Housing Group Annual General Meeting in September 2012 to become a Board Member.

Councillor H Dyke declared an ODI in agenda item 5 – Recommendations from the Housing Review Panel, as her husband works for The Community Housing Group.

OS.28

Planning for Infrastructure in Worcestershire – Consultation on Strategic Options (June 2012)

The Committee considered a report from the Planning Policy Manager on the Worcestershire County Council's consultation document entitled "Planning for Infrastructure in Worcestershire – Consultation on Strategic Options to Inform Preparation of Strategy", which sought Member's views on the proposed representations to be submitted to the County Council on the consultation document.

Members were led through the report and advised infrastructure was of critical crosscutting importance across Worcestershire as it provided support services that was necessary to ensure sustainable and long term economic and social growth, along with creating quality places where people wanted to live and work.

A debate ensued and Members expressed concern on the lack of commitment to improve road surfaces and transport infrastructure within North Worcestershire. It was felt the document was very loosely worded and vague and Members felt it lacked depth of detail.

The Committee reviewed the proposed responses, as set out in Appendix 2 of the report to the Overview and Scrutiny Committee and revised comments were put forward to the Planning Policy Manager. It was the wish of the Committee that a stronger representation be made to convey the Council's displeasure at the lack of investment in transport infrastructure within the District.

Agreed:

Recommend to the Cabinet Member for Place Shaping that the representations set out at Appendix 2, as amended, to the report of the Overview and Scrutiny Committee on 8th August 2012 be approved for submission to Worcestershire County Council.

OS.29

Recommendations from the Housing Review Panel

The Committee considered the recommendations from the Housing Review Panel. The Chairman of the Review Panel, Councillor M Price, presented the recommendations and advised Members that the Panel had worked with the Community Housing Group and representatives from the Tenants Federation and Tenants Consultative Committees on the Membership of the proposed Tenant Services Committee.

A Tenant representative, Mr Phil Roberts, addressed the Committee and spoke in favour of the recommendations made by the Panel.

Agreed:

Recommend to Cabinet:

- 1. The five existing Tenant Board Members act in an interim capacity between September 2012 and September 2013 to represent the tenants on the Tenant Services Committee in the new governance structure, during which time a democratically held election be held for the nine positions to ultimately form the Tenant Services Committee from September 2013, where all Community Housing Group Tenants would be given the opportunity to stand and vote at the election. Such election in the first instance to require all tenants to be canvassed for proposed nominations for election, to be followed by an election that gives every tenant the opportunity to cast a vote(s) for their preferred candidate(s).**
- 2. Those persons nominated to stand for election will be subject to normal background checks to ascertain their eligibility to stand for election; the background checks will cover areas such as rent arrears, criminal records and bankruptcy.**
- 3. Community Housing Group to make available a Job Description and Person Specification together with eligibility criteria (as set out at 2 above) to any tenant wishing to consider nomination for election to the Tenant Services Committee.**
- 4. Community Housing group be requested to ensure that there is a uniformed geographic representation of tenants on the Tenant Services Committee from across the Wyre Forest District.**
- 5. A representative from both the Tenants Federation and Central Tenant Forum be involved to oversee the election and appointment process and to act as a scrutiny role throughout the proceedings.**
- 6. Prior to the elections taking place, the Community Housing Group to run 'taster' sessions for any Tenants considering nomination to enable them to gain an understanding of the role and what would be expected of them on the Tenant Services Committee. The sessions could also involve shadowing existing Tenant Board Members if appropriate.**
- 7. Following the election the successful appointees to the Tenant Services Committee to receive training from the Community Housing Group prior to them first taking up their Board role, to enable them to effectively take up their role from September 2013.**

There being no further business, the meeting ended at 7.05pm.



Overview & Scrutiny Committee

Briefing Paper

Report of: Mike Parker, Director of Economic Prosperity & Place
Date: Thursday, 6th September 2012
Open

Air Quality in Stourport-on-Severn

1. Summary

- 1.1 This briefing paper advises Members of the results of a Detailed Assessment of air quality in Stourport-on-Severn at the junction of York Street/Bridge Street/New Street/High Street between October 2010 and October 2011.
- 1.2 Monitoring for nitrogen dioxide was carried out using a real time analyser and five passive diffusion tube sites around the junction of the four roads. The assessment identified nitrogen dioxide levels above the objective level of $40\mu\text{g}/\text{m}^3$ annual mean and the Council now has to consider declaring an Air Quality Management Area, but, first, it is proposed to consult on the monitoring findings.

2. Background

- 2.1 The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (DEFRA 2007) sets out a framework for air quality management, including a number of air quality objectives. Part IV of the Environment Act 1995 requires local authorities to periodically review and assess air quality in their areas, this process is intended to identify areas where air quality objectives are unlikely to be achieved. Where such locations are found, the local authority is required to declare them as Air Quality Management Areas (AQMA) and to develop an Air Quality Action Plan in order to reduce the pollutant emissions to achieve the national objective levels.
- 2.2 The DEFRA guidance on Local Air Quality Management (2009) requires the local authority to first undertake an Updating & Screening Assessment (USA); if the USA identifies areas where there is a risk of pollutant levels exceeding the national objective levels, then a Detailed Assessment should be carried out to determine whether an exceedence of an air quality objective is likely and the geographical extent of that exceedence. If such exceedences are found, then the local authority must declare an AQMA. Subsequent to declaring an AQMA, a Further Assessment has to be carried out to confirm that the AQMA is justified, that the area has been correctly identified, that the sources of the exceedence are identified and to calculate the reduction necessary to meet the objective level. This information is then used to inform an Air Quality Action Plan which identifies the measures by which the exceedences are to be reduced.

- 2.3 The air quality standards and objectives are set out by the government to protect human health. The standards are set as concentrations below which effects are unlikely even in sensitive population groups; the objectives set out the extent to which the government expect the standards to be achieved by a certain date.
- 2.4 The air quality objectives for Nitrogen Dioxides are $200\mu\text{g}/\text{m}^3$ not to be exceeded more than 18 times a year (the one hour mean) and $40\mu\text{g}/\text{m}^3$ (the annual mean)

3. Key Issues

- 3.1 Monitoring of the New Street/High Street/York Street/Bridge Street junction was carried out between October 2010 and October 2011 using a real time analyser and five passive diffusion tubes. The reports at appendices 1 and 2 show the locations of the monitoring sites and the results obtained.
- 3.2 The results of the monitoring indicate that there were no instances at any time where the 1 hour mean objective level was exceeded. However the $40\mu\text{g}/\text{m}^3$ objective annual mean was exceeded by a substantial margin ($50.6\mu\text{g}/\text{m}^3$ for the period mean; $46.6\mu\text{g}/\text{m}^3$ for the 2011 annualised mean).
- 3.3 It is highly likely that the explanation of these figures is that this highway junction is heavily trafficked by a steady, but flowing, concentration of traffic that elevates the annual mean without specific elevated peaks that would cause the 1 hour mean to be exceeded.
- 3.4 The Council must now consider declaring an Air Quality Management Area but, first, the Detailed Assessment findings have to be consulted upon. Once that consultation is completed, further reports will be brought before Members regarding the AQMA declaration; that too will involve some public consultation.

4. Options

- 4.1 As the requirements on the authority (and backed by DEFRA) are that if the objective level is exceeded it must declare an AQMA, the options are limited and are realistically:
 - i. To endorse the consultation process proceeding as the next step and to receive the outcome of that at a future meeting as part of the consideration of declaring the AQMA
 - ii. Request further information for officers on any matters requiring further clarity before making a decision.

5. Consultation

- 5.1 This report proposes consultation be undertaken.

6. Wards affected

6.1 Mitton.

7. Appendices

7.1 Appendix 1 – Monitoring Report October 2010- October 2011.

7.2 Appendix 2 – Detailed Assessment.

8. Background Papers

8.1 None.

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Title: Director Economic Prosperity & Place
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Air Quality Monitoring Report, High Street, Stourport-on-Severn, Wyre Forest, Oct 2010 - Oct 2011

May 2012



Experts in air quality
management & assessment

Document Control

Client	Wyre Forest DC	Principal Contact	Danielle Edgerton
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Job Number	J1455
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Report Prepared By:	Kieran Laxen
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Document Status and Review Schedule

Report No.	Date	Status	Reviewed by
1455/1/F2	29 May 2012	Final Report	Prof. Duncan Laxen

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Contents

1	Introduction	3
2	Assessment Criteria	4
3	Data Ratification.....	6
4	Monitoring Data.....	7
5	References.....	10
6	Glossary.....	11
A1	Professional Experience.....	12

Tables

Table 1:	Air Quality Objectives	4
Table 2:	Daily Air Quality Index Bandings	5
Table 3:	NO _x and NO ₂ Data Summary, 1 October 2010 – 1 October 2011	7

Figures

Figure 1:	Hourly Mean NO _x Concentrations, 23 rd May to 30 th November, 2011.....	8
Figure 2:	Hourly Mean NO ₂ Concentrations, 18 th May to 30 th November, 2011	9

Local Authority Officer	Danielle Edgerton
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1 Introduction

- 1.1 This report presents ratified air quality monitoring data measured at an automatic monitoring station at High Street, Stourport-on-Severn, Wyre Forest, during October 2010 to October 2011. The site was reported to have problems during the period November 2010 to January 2011.
- 1.2 The automatic monitoring station measured concentrations of the following pollutants:
 - nitrogen oxides (NO_x),
 - nitric oxide (NO)
- 1.3 The data have been ratified in accordance with the accepted procedures in the report prepared by AEA on behalf of Defra: QA/QC Procedures for the UK Automatic Urban and Rural Air Quality Monitoring Network (AURN) (Defra, 2011a).
- 1.4 All unratified data were provided by Enviro Technology. Site visits, calibrations and services were carried out by Enviro Technology Ltd and Wyre Forest DC.
- 1.5 The ratified data are assessed in relation to the statutory air quality objectives and the UK's air pollution bands.

2 Assessment Criteria

- 2.1 The Government has established a set of air quality standards and objectives to protect human health. The 'standards' are set as concentrations below which effects are unlikely even in sensitive population groups, or below which risks to public health would be exceedingly small. They are based purely upon the scientific and medical evidence of the effects of an individual pollutant. The 'objectives' set out the extent to which the Government expects the standards to be achieved by a certain date. They take account of economic efficiency, practicability, technical feasibility and timescale. The objectives for use by local authorities are prescribed within the Air Quality Regulations, 2000, Statutory Instrument 928 (2000) and the Air Quality (England) (Amendment) Regulations 2002, Statutory Instrument 3043 (2002). The objectives for nitrogen dioxide were to have been achieved by 2005, and continue to apply in all future years thereafter.
- 2.2 The European Union has also set limit values for nitrogen dioxide. Achievement of these values is a national obligation rather than a local one (Directive 2008/50/EC of the European Parliament and of the Council, 2008). The limit values for nitrogen dioxide are the same levels as the UK objectives, but applied from 2010 (The Air Quality Standards Regulations 2010 (No. 1001), 2010). The relevant objectives for this report are provided in Table 1.

Table 1: Air Quality Objectives

Pollutant	Time Period	Objective
Nitrogen Dioxide	1-hour mean	200 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 18 times a year ^a
	Annual mean	40 $\mu\text{g}/\text{m}^3$

^a Where data capture is less than 90% the advice is to present the 99.8th percentile of 1-hour mean concentrations, which approximates this objective (Defra, 2009).

- 2.3 In addition to the objectives and limit values, Defra has established a set of descriptors, for the 1-hour data for nitrogen dioxide, classifying the concentrations in an index from 1 to 10 and thus labelling the levels as low, moderate, high and very high (Defra, 2011b). The banding is referred to as the Daily Air Quality Index (DAQI). The DAQI criteria are set out in Table 2.

Table 2: Daily Air Quality Index Bandings

Band	Index	Nitrogen Dioxide 1-hour Mean ($\mu\text{g}/\text{m}^3$)
Very High	10	600 or more
High	9	535 – 599
	8	468 – 534
	7	400 – 467
Moderate	6	335 – 399
	5	268 – 334
	4	200 – 267
Low	3	134 – 199
	2	67 – 133
	1	0 – 66

3 Data Ratification

NO_x, NO and NO₂

- 3.1 The monitor used to measure NO_x and NO is a Tapi M2000E. This unit measures the concentrations in parts per billion (ppb). The NO₂ is calculated as the difference between the NO_x and NO.
- 3.2 The analysers return 15-minute average concentration readings. The data are initially adjusted using calibration span and zero factors determined from the calibration reports. A visual examination of the data is then carried out, together with a comparison with monitoring data from nearby monitoring sites in the Automatic Urban and Rural Network (AURN) (Defra, 2011a)¹, and an examination of fault logs for the instruments, with any erroneous data removed. From the visual examination adjustments are made to account for residual zero off-set or step changes/drift in the data. Finally the data are converted from count number (ppb or ppm) to mass per volume (µg/m³ or mg/m³). The NO_x data in µg/m³ are presented as NO₂ equivalent values.
- 3.3 Once the data are ratified, hourly and period mean values are calculated. A valid hourly mean requires at least three 15-minute values. The results are presented as hour ending GMT.

Quality of Ratified Data

- 3.4 Ratified data have been defined for each pollutant as being of 'low', 'medium' or 'high' quality. This is based on professional judgement taking account of all the factors discussed in this section.

¹ Including AURN monitoring stations at Leominster, Aston Hill, Birmingham Tyburn, Birmingham Tyburn roadside, Birmingham Acocks green.

4 Monitoring Data

- 4.1 The following table sets out the maximum hourly values, period mean and data capture for each pollutant. A figure showing hourly mean concentrations for the monitoring period is also provided for each pollutant. A database with the full ratified hourly mean data is being provided separately.

Table 3: NO_x and NO₂ Data Summary, 1 October 2010 – 1 October 2011

Pollutant	NO _x	NO ₂	Exceedences ^a	NO ₂ Objectives
Maximum 1-Hour Mean (µg/m ³)	932.7	174.1	0	200 µg/m ³ ; no more than 18 exceedences
99.8 th Percentile (µg/m ³)	-	154.8	-	200 µg/m ³ as a 99.8 th percentile concentration
Period Mean	151.6	50.6	-	40 µg/m ³ (annual mean)
Annualised to 2011 Mean ^b	-	46.6	-	40 µg/m ³ (annual mean)
Data Capture	72.3%	72.3%	-	-

^a As NO₂ equivalent

^b An annualisation factor of 0.92 was applied. This was calculated from the ratio of the period mean to the 2011 annual mean concentration at AURN background monitoring sites: Leominster, Aston Hill and Birmingham Tyburn. Period means at the AURN sites exclude the data between 10 November 2010 15:00 to 5 January 2011 16:00 and 29 June 2011 15:00 to 27 July 2011 17:00.

- 4.2 It is not possible to strictly compare the measured concentrations with the objectives, as these apply to a calendar year; however, the October 2010 to October 2011 period mean exceeded the objective value of 40 µg/m³, by a substantial margin. The 1-hour mean objective value was, however, not exceeded at any time, and the 99.8th percentile concentration was below 200mg/m³. It is thus unlikely that the 1-hour mean objective would have been exceeded.
- 4.3 Table 4 sets out the distribution of the 1-hour mean values into the different DAQI bands.

Table 4: DAQI Bandings for Nitrogen Dioxide, 1 October 2010 – 1 October 2011

Band	Index	Number of 1-hour Values
Very High	10	
High	9	
	8	
	7	
Moderate	6	
	5	
	4	
Low	3	64
	2	1884
	1	4386

- 4.4 All hourly measured nitrogen dioxide concentrations fell into the 'low' pollution band during the October 2010 to October 2011 monitoring period.

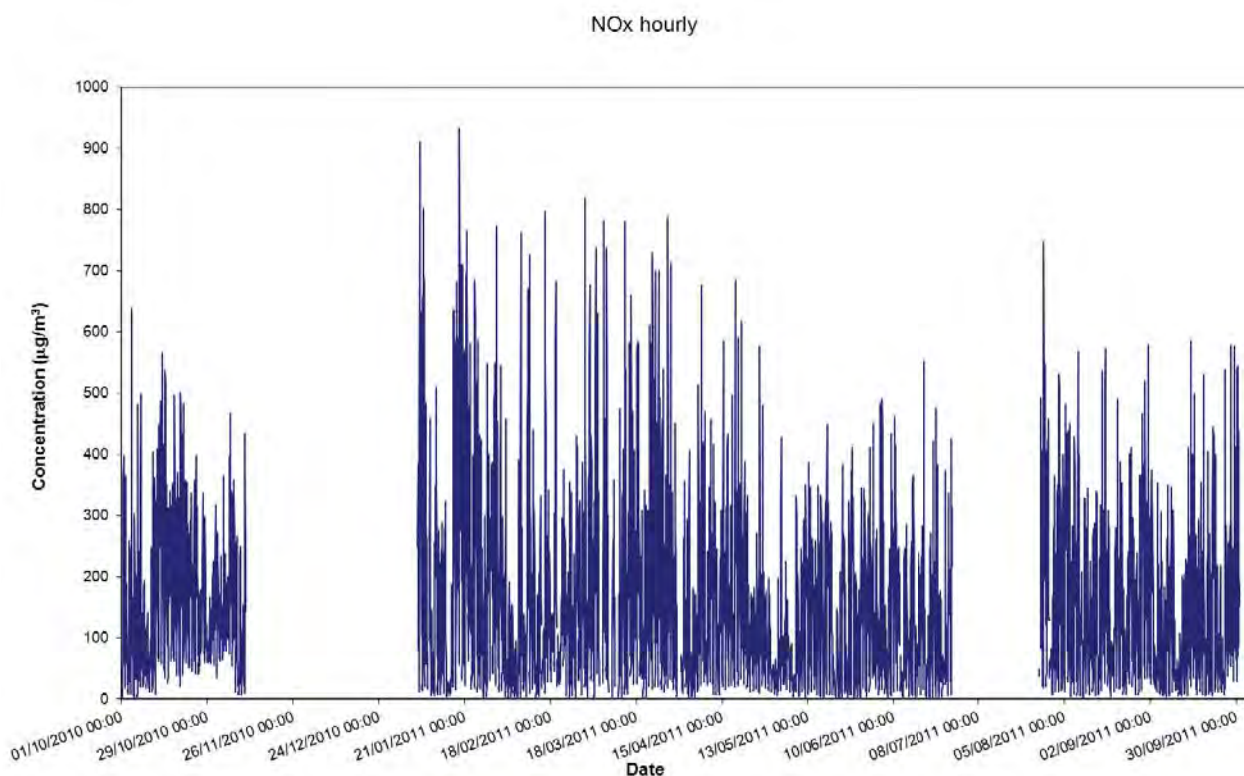


Figure 1: Hourly Mean NOx Concentrations, 23rd May to 30th November, 2011

- 4.5 The data have been subject to zero adjustment and scaling according to the calibrations carried out. Data from the period 10 November 2010 15:00 to 5 January 2011 16:00 and 29 June 2011 15:00 to 27 July 2011 17:00 have been removed due to errors with the data. The results compare

well with those from other automatic sites in the area over this period. The ratified data are considered to be of high quality.

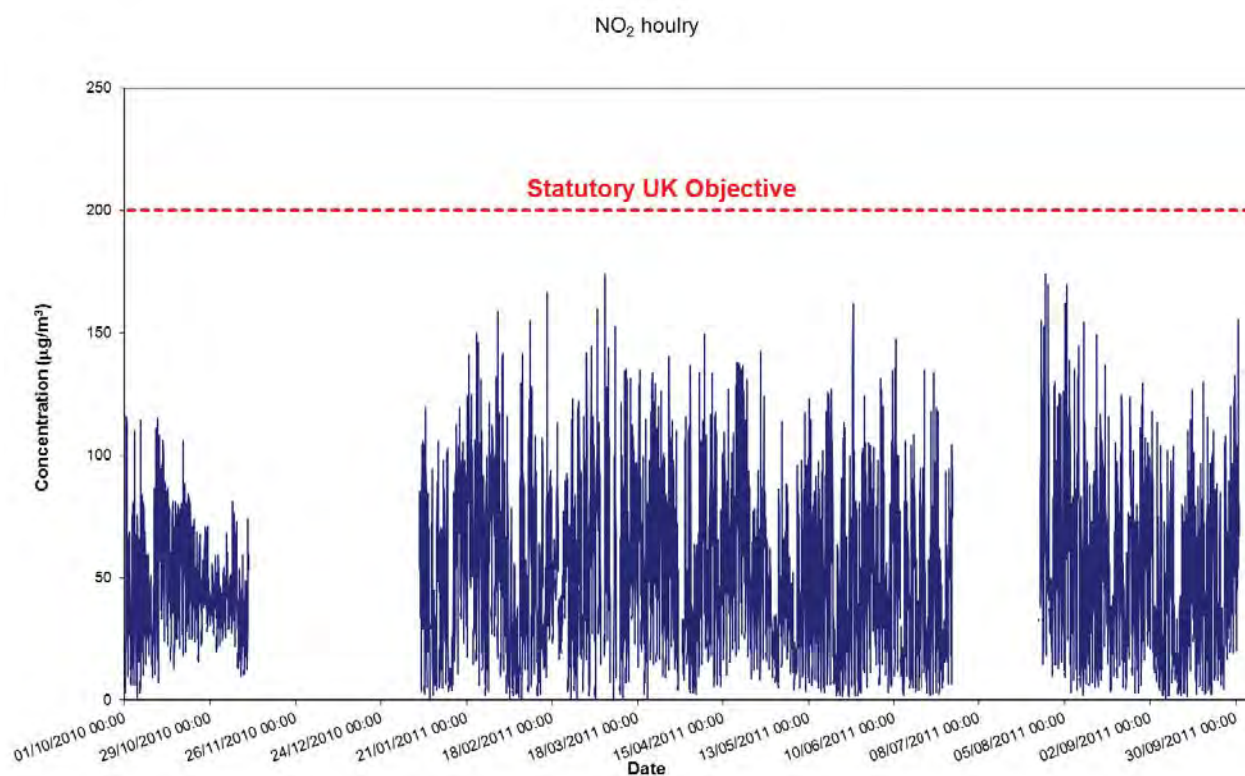


Figure 2: Hourly Mean NO₂ Concentrations, 18th May to 30th November, 2011

- 4.6 The data have been subject to zero adjustment and scaling according to the calibrations carried out. Data from the period 10 November 2010 15:00 to 5 January 2011 16:00 and 29 June 2011 15:00 to 27 July 2011 17:00 have been removed due to errors with the data. The results compare well with those from other automatic sites in the area over this period. The ratified data are considered to be of high quality.

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6 Glossary

Exceedence A period of time when the concentration of a pollutant is greater than the appropriate air quality objective. This applies to specified locations.

mg/m³ milligrammes per cubic metre

µg/m³ microgrammes per cubic metre

NO₂ Nitrogen dioxide.

NO Nitric oxide.

NO_x Nitrogen oxides (taken to be NO₂ + NO).

Objectives A nationally defined set of health-based concentrations for nine pollutants, seven of which are incorporated in Regulations, setting out the extent to which the standards should be achieved by a defined date. There are also vegetation-based objectives for sulphur dioxide and nitrogen oxides.

ppb parts per billion by volume

ppm parts per million by volume

Standards A nationally defined set of concentrations for nine pollutants below which health effects do not occur or are minimal.

A1 Professional Experience

Prof. Duncan Laxen, BSc (Hons) MSc PhD MEnvSc MIAQM

Prof Laxen is the Managing Director of Air Quality Consultants, a company which he founded in 1993. He has over forty years experience in environmental sciences and is a member of Defra's Air Quality Expert Group and the Department of Health's Committee on the Medical Effects of Air Pollution. He has been involved in major studies of air quality, including nitrogen dioxide, lead, dust, acid rain, PM₁₀, PM_{2.5} and ozone and was responsible for setting up UK's urban air quality monitoring network. Prof Laxen has been responsible for appraisals of all local authorities' air quality Review & Assessment reports. He has carried out air quality assessments for power stations; road schemes; ports; airports; railways; mineral and landfill sites; and residential/commercial developments. He has also been involved in numerous investigations into industrial emissions; ambient air quality; indoor air quality; nuisance dust and transport emissions. Prof Laxen has prepared specialist reviews on air quality topics and contributed to the development of air quality management in the UK. He has been an expert witness at numerous Public Inquiries and published over 70 scientific papers and given numerous presentations at conferences.

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Mr Laxen is a Consultant with AQC. Previously having two years experience in scientific research on internal combustion engines he now works in the field of air quality assessment and is involved in a range of development projects, most of which have involved use of ADMS modelling methodologies for biomass boilers and roads. He has pioneered the use of OpenAir software within the Company, which is used to analyse air quality monitoring data. He is responsible for routine calibration of air quality monitoring stations, together with data ratification.

Full CVs are available at www.aqconsultants.co.uk



Detailed Assessment: Air Quality in Stourport-on- Severn for Wyre Forest District Council

May 2012



Experts in air quality
management & assessment

Document Control

Client	Wyre Forest District Council	Principal Contact	Danielle Edgerton
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Job Number	J1455
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Report Prepared By:	Kieran Laxen and Dr Clare Beattie
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Document Status and Review Schedule

Report No.	Date	Status	Reviewed by
1455/2/F1	29 May 2012	Final Report	Prof. Duncan Laxen

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Contents

1	Introduction	3
2	Assessment Methodology	6
3	Relevant exposure	9
4	Monitoring	10
5	Modelling.....	12
6	Conclusions and Recommendations	16
7	References.....	17
8	Glossary.....	18
9	Appendices	19
A1	Dispersion Modelling Methodology.....	20
A2	Annualisation of Real Time Monitoring Data.....	25
A3	Modelling Results for Specific Receptors	26
A4	Professional Experience.....	29

Tables

Table 1:	Air Quality Objectives for Nitrogen Dioxide	5
Table 2:	Summary of Health Effects of Nitrogen Dioxide.....	5
Table A1.1:	Summary of Traffic Data used in the Assessment (AADT) ^a	21
Table A2.1:	Data used to Adjust Short-term Monitoring Data at the High Street, Stourport Automatic Monitor Data to a 2011 Annual Mean	25

Figures

Figure 1:	Stourport on Severn Study Area including Monitoring Locations (red) and Specific Receptor Locations (green).....	7
Figure 2:	Ground-floor Isopleth Maps showing the 36 $\mu\text{g}/\text{m}^3$ contour (Green) and 40 $\mu\text{g}/\text{m}^3$ contour (Red)	14
Figure 3:	First-floor Isopleth Maps showing the 36 $\mu\text{g}/\text{m}^3$ contour (Green) and 40 $\mu\text{g}/\text{m}^3$ contour (Red)	15
Figure A1.1:	Modelled Road traffic Network Links	22
Figure A1.2:	Comparison of Measured Road-NO _x to Unadjusted Modelled Road NO _x Concentrations	23
Figure A1.3:	Comparison of Measured Total NO ₂ to Primary Adjusted Modelled Total NO ₂ Concentrations	24
Figure A1.4:	Comparison of Measured Total NO ₂ to Final Adjusted Modelled Total NO ₂ Concentrations	24

Wyre Forest District Council confirms that it accepts the recommendations made in this report.

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1 Introduction

- 1.1 Air Quality Consultants Ltd has been commissioned by Wyre Forest District Council to undertake a Detailed Assessment of air quality in Stourport-on-Severn. Stourport-on-Severn is a popular inland tourist attraction and boating centre and lies at the junction of the River Severn and the Staffordshire and Worcestershire Canal, approximately 5 miles south of Kidderminster.
- 1.2 In April 2008 the Council completed its Air Quality Progress Report, and concluded that a Detailed Assessment should be undertaken in High Street, Stourport-on-Severn. In 2009 the Council successfully applied for a grant to assist in the purchase automatic monitoring equipment for Stourport-on-Severn, which was commissioned in November 2010.
- 1.3 The aim of this Detailed Assessment is to determine whether the annual mean nitrogen dioxide objective is exceeded at relevant locations and, if so, the extent of exceedences and thus the boundary of the Air Quality Management Area (AQMA) required.

Background

- 1.4 The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (Defra, 2007) sets out a framework for air quality management, which includes a number of air quality objectives. National and international measures are expected to achieve these objectives in most locations, but where areas of poor air quality remain, air quality management at a local scale has a particularly important role to play. Part IV of the Environment Act 1995 requires local authorities to periodically review and assess air quality in their areas. The role of this process is to identify areas where it is unlikely that the air quality objectives will be achieved. These locations must be designated as AQMAs and a subsequent Air Quality Action Plan (AQAP) developed in order to reduce pollutant emissions in pursuit of the objectives.
- 1.5 Review and Assessment is a long-term, ongoing process, structured as a series of 'rounds'. Local Authorities in England, Scotland and Wales have now largely completed the first, second, third and fourth rounds of Review and Assessment.
- 1.6 Technical Guidance for Local Air Quality Management (LAQM.TG(09)) (Defra, 2009) sets out a phased approach to the Review and Assessment process. This prescribes an initial Updating and Screening Assessment (USA), which all local authorities must undertake. It is based on a checklist to identify any matters that have changed since the previous round. If the USA identifies any areas where there is a risk that the objectives may be exceeded, which were not identified in the previous round, then the Local Authority should progress to a Detailed Assessment.
- 1.7 The purpose of the Detailed Assessment is to determine whether an exceedence of an air quality objective is likely and the geographical extent of that exceedence. If the outcome of the Detailed

Assessment is that one or more of the air quality objectives are likely to be exceeded, then an Air Quality Management Area (AQMA) must be declared. Subsequent to the declaration of an AQMA, a Further Assessment should be carried out to confirm that the AQMA declaration is justified; and that the appropriate area has been declared; to ascertain the sources contributing to the exceedence; and to calculate the magnitude of reduction in emissions required to achieve the objective. This information can be used to inform an Air Quality Action Plan, which will identify measures to improve local air quality.

- 1.8 This report represents a Detailed Assessment in the fourth round of Review and Assessment. There is one long term diffusion tube site on High Street, (on the corner of York Street), which in recent years has been augmented by a further three diffusion tubes and the real time site (with triplicate collocated tubes). The long term site has shown marginal exceedences since 2008.

The Air Quality Objectives

- 1.9 The Government has established a set of air quality standards and objectives to protect human health. The 'standards' are set as concentrations below which effects are unlikely even in sensitive population groups, or below which risks to public health would be exceedingly small. They are based purely upon the scientific and medical evidence of the effects of an individual pollutant. The 'objectives' set out the extent to which the Government expects the standards to be achieved by a certain date. They take account of economic efficiency, practicability, technical feasibility and timescale. It also sets out how the different sectors: industry, transport and local government, can contribute to achieving the air quality objectives. The objectives for use by local authorities are prescribed within the Air Quality Regulations, 2000, Statutory Instrument 928 (2000) and the Air Quality (England) (Amendment) Regulations 2002, Statutory Instrument 3043 (2002).
- 1.10 The objectives for nitrogen dioxide were to have been achieved by 2005, and continue to apply in all future years thereafter. Measurements across the UK have shown that the 1-hour nitrogen dioxide objective is unlikely to be exceeded where the annual mean concentration is below $60 \mu\text{g}/\text{m}^3$ (Defra, 2009). Thus exceedences of $60 \mu\text{g}/\text{m}^3$ as an annual mean nitrogen dioxide concentration are used as an indicator of potential exceedences of the 1-hour nitrogen dioxide objective.
- 1.11 The objectives apply at locations where members of the public are likely to be regularly present and are likely to be exposed over the averaging period of the objective. Defra explains where these objectives will apply in its Local Air Quality Management Technical Guidance (Defra, 2009). The annual mean objectives for nitrogen dioxide are considered to apply at the façades of residential properties, schools, hospitals etc.; they do not apply at hotels. The 1-hour mean objective for nitrogen dioxide applies wherever members of the public might regularly spend 1-hour or more, including outdoor eating locations and pavements of busy shopping streets.

- 1.12 The relevant air quality criteria for nitrogen dioxide are provided in Table 1, while Table 2 provides a brief summary of the health effects of nitrogen dioxide.

Table 1: Air Quality Objectives for Nitrogen Dioxide

Pollutant	Time Period	Objective
Nitrogen Dioxide	1-hour mean	200 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 18 times a year
	Annual mean	40 $\mu\text{g}/\text{m}^3$

Table 2: Summary of Health Effects of Nitrogen Dioxide

Pollutant	Main Health Effects
Nitrogen Dioxide	Short-term exposure to high concentrations may cause inflammation of respiratory airways. Long term exposure may affect lung function and enhance responses to allergens in sensitised individuals. Asthmatics will be particularly at risk (Defra, 2007).

2 Assessment Methodology

Monitoring

- 2.1 Monitoring for nitrogen dioxide on High Street, Stourport-on-Severn has been carried out by Wyre Forest District Council using a real time analyser and five passive diffusion tube sites (one site co-located with the automatic monitoring site). The monitoring sites and study area are shown in Figure 1. The diffusion tubes were prepared and analysed by Gradko using the 20% TEA in water preparation method. It is necessary to adjust diffusion tube data to account for laboratory bias. A bias adjustment factor for 2011 of 0.89 has been obtained from the national diffusion tube bias adjustment spreadsheet (version 03/12). A local bias adjustment factor of 1.12 has been calculated from the co-location study in Stourport-on-Severn. The national factor has been used because the data capture from the local co-location study was under 75%, and in order to be consistent with the 2012 Updating and Screening Assessment. It should, however, be noted that had the local factor been used, the diffusion tube concentrations would have been adjusted up rather than down and more widespread exceedences would be identified.
- 2.2 The monitoring includes diffusion tube sites which are located at 2.4 - 2.9 m high and an automatic monitor where the inlet is 1.4 m high from the ground.

Modelling

- 2.3 Annual mean nitrogen dioxide concentrations have been predicted using detailed dispersion modelling (ADMS-Roads v3). The input data used are described in Appendix A1. The model outputs have been verified against the monitoring data described in paragraph 2.1. Further details of model verification are also supplied in Appendix A1.
- 2.4 Concentrations have been predicted for a grid of receptors across the study area to allow concentration isopleths to be plotted. In addition, concentrations have been predicted at a number of worst-case receptor locations (Figure 1).
- 2.5 The receptors have been modelled at both 1.5 m and 4.5 m to represent exposure at ground-floor and first-floor.

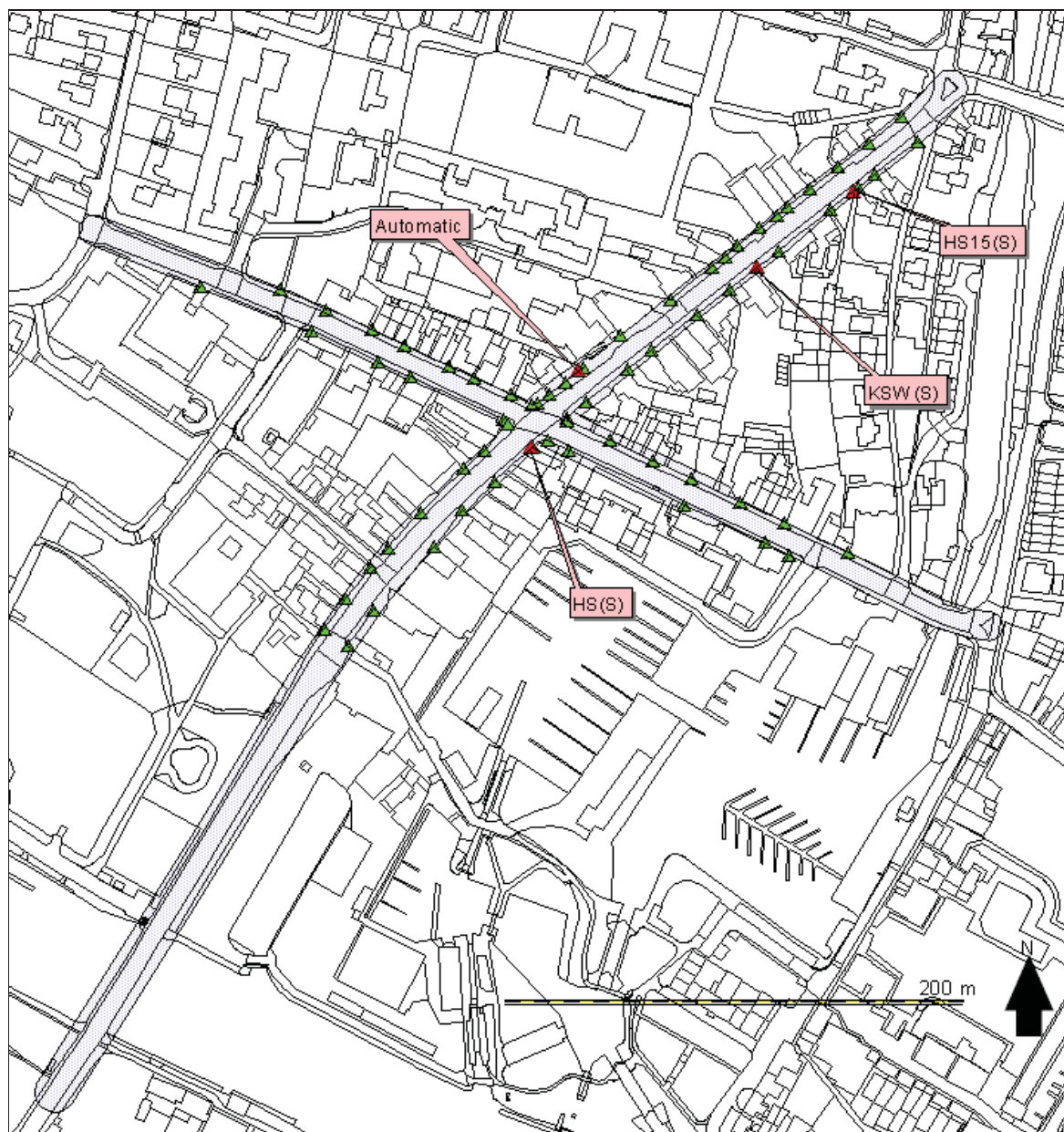


Figure 1: Stourport on Severn Study Area including Monitoring Locations (red) and Specific Receptor Locations (green).

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Uncertainty

- 2.6 Uncertainty is inherent in all measured and modelled data. All values presented in this report are the best possible estimates, but uncertainties in the results might cause over- or under-predictions. All of the measured concentrations presented have an intrinsic margin of error. Defra (2012) suggests that this is of the order of plus or minus 20% for diffusion tube data and plus or minus 10% for automatic measurements. The model results rely on traffic data provided by Worcestershire County Council and any uncertainties inherent in these data will carry into this

assessment. There will be additional uncertainties introduced because the modelling has simplified real-world processes into a series of algorithms. For example: it has been assumed that wind conditions measured at Pershore during 2011 will have occurred throughout the study area during 2011; and it has been assumed that the dispersion of emitted pollutants will conform to a Gaussian distribution over flat terrain. An important step in the assessment is verifying the dispersion model against the measured data. By comparing the model results with measurements, and correcting for the apparent under-prediction of the model, the uncertainties can be reduced.

- 2.7 The limitations to the assessment should be borne in mind when considering the results set out in the following sections. In particular, the adjustment of diffusion tube data, which has then been translated into the adjustment of modelled results is not likely to be worst-case. While the model should give an overall accurate picture, i.e. one without bias, there will be uncertainties for individual receptors. The results are 'best estimates' and have been treated as such in the discussion.

3 Relevant exposure

- 3.1 A site visit was carried out by Air Quality Consultants on 3 May 2012. During this visit accurate heights of the monitoring sites were measured for the purpose of verifying the model (see Appendix A1). Furthermore it was noted that there was no relevant ground-floor exposure to the annual mean objective on the High Street. Potential ground-floor exposure was identified on New Street, although it was unlikely to be residential.
- 3.2 First-floor relevant exposure was identified at several locations on High Street and other roads in the study area.
- 3.3 The monitoring, described earlier, includes diffusion tube sites which can be considered as indicative of the concentrations at first floor where there is relevant exposure and an automatic monitor which represents the ground-floor exposure.

4 Monitoring

4.1 Monitoring data for the sites within the study area (Figure 1) are summarised in Table 2. The 2011 diffusion tube data have been adjusted using both the national bias adjustment factor and a locally calculated adjustment factor and both values are presented in Table 2.

Table 2: Annual Mean Nitrogen Dioxide Concentrations Measured in Stourport on Severn 2008 - 2011

Site Name	Location	Site Type	Grid Ref	2008 ^a	2009 ^a	2010 ^a	2011 ^b	2011 ^c
Automatic monitor - Annual mean (µg/m ³)								
-	Bentleys, 36 High Street	Roadside	380994.87 271302.44	n/a	n/a	n/a	46.6 ^d	
Objective				40				
Automatic monitor – 99.8 th percentile of the 1-hour mean (µg/m ³)								
-	Bentleys, 36 High Street	Roadside	380994.87 271302.44	n/a	n/a	n/a	154.8	
Objective				200 µg/m ³ as a 99.8 th percentile concentration				
Diffusion tubes - Annual mean (µg/m ³)								
HS(S)	High Street (Corner of York Street lamp post outside sweet shop)	Roadside	380974.22 271268.93	40.5	40.3	41.1	38.6	48.5
KSW(S)	Kodak Spectacles Warehouse, High Street (façade)	Roadside	381072.74 271347.44	n/a	32.1	38.1	32.6	41.1
HS15(S)	15 High Street (façade)	Roadside	381114.93 271380.74	n/a	n/a	40.1	32.4	40.8
HS4(S) ^e	4 High Street (façade)	Roadside	381169.26 271420.37	n/a	n/a	45.3	33.7	42.4
A1/2/3	Analyser outside Bentleys, 36 High Street	Roadside	380994.87 271302.44	n/a	n/a	47.9	37.1	46.6
Objective				40				

^a As reported in Wyre Forest 2011 Progress Report (Wyre Forest District Council, 2011). Data have been bias adjusted by the Council.

^b Based on the national bias adjustment factor of 0.89 from the National Bias Adjustment Spreadsheet (03/12)

^c Based on the local bias adjustment factor of 1.12 calculated based on the 2011 annual mean at the automatic monitoring site in High Street, Stourport.

^d Annualised concentrations based on data from October 2010 to October 2011 – see appendix A2 for details

^e Site not within study area for this assessment.

- 4.2 There are measured exceedences of the annual mean objective at the automatic monitoring location, although there is a high degree of uncertainty in the data because the annual mean concentration is based on an annualised concentration for the period October 2010 – October 2011 which has a low data capture (72.3%).
- 4.3 During 2010 exceedences were identified at four of the five diffusion tube sites. The 2011 concentrations depend on the bias adjustment factor applied to the raw data. Using the national factor (0.89) there are no exceedences at the diffusion locations, whereas using a local factor (1.12) there are exceedences at all of the diffusion tube sites.
- 4.4 There are no measured concentrations exceeding $60 \mu\text{g}/\text{m}^3$, and thus exceedences of the 1-hour objective are unlikely. Furthermore the 99.8th percentile concentration at the automatic monitor is below the $200 \mu\text{g}/\text{m}^3$ threshold that would indicate an exceedence of the hourly objective.

5 Modelling

- 5.1 Annual mean nitrogen dioxide concentrations in 2011 have been predicted at each of the receptor locations shown in Figure 1. The modelled road-NO_x concentrations have been verified against the monitoring data assuming the diffusion tube are adjusted using the national bias adjustment factor. Despite the low data capture, the automatic monitor has also been included in the verification process. If a local bias adjustment factor had been used then concentrations would be higher than presented.
- 5.2 Using the national bias adjustment factor, the predicted modelled concentrations widely exceed the annual mean objective at ground-floor and at first-floor level at Receptors 54, 55 and 56. The results for these three receptors are shown for first-floor in Table 3. The results for all the receptor locations are shown in Appendix A3.
- 5.3 The highest modelled annual mean nitrogen dioxide concentration is 41.4 µg/m³, predicted at Receptor 56. This receptor is within a canyon next to the diffusion tube location HS(S) where the measured concentrations were 38.6 µg/m³, adjusted using the national bias adjustment factor of 0.89 and 48.5 µg/m³ using the local bias adjustment factor.

Table 3: Modelled Annual Mean Nitrogen Dioxide Concentrations at Specific Receptors

Receptor	Location	Height	2011 (µg/m ³) ^a
54	Bridge Street	4.5	40.2
55	Bridge Street	4.5	40.2
56	Bridge Street	4.5	41.4
Objective		40	

^a Values in bold are exceedences of the objective.

- 5.4 Isopleth maps of the modelled annual mean nitrogen dioxide concentrations at ground-floor (1.5 m high) and first-floor (4.5 m high) level are presented in Figure 2 and Figure 3.
- 5.5 There is a high degree of uncertainty within the modelling because of the difference between the local and national bias adjustment factors. The local bias adjustment factor is highly uncertain because of the low data capture at the site and the requirement to annualise the data to represent a 2011 annual mean, which is the reason a national factor has been used to scale the diffusion tube concentrations. In order to account for this uncertainty the 36 µg/m³ contour should be used to define areas where there may be an exceedence of the objective.
- 5.6 Based on the 40 µg/m³ contour, Figure 2 shows that the annual mean objective is likely to be exceeded the facades of buildings around the junction of Bridge Street/York Street/New Street/High Street. This is consistent with exceedences of the annual mean objective at the

automatic monitor located in the same area. Accounting for the uncertainty described earlier, the potential area of exceedence increases to most of York Street, Bridge Street north of the river and High Street up to approximately 130 m from the junction. However, there is no relevant exposure for the annual mean objective at ground-floor level. So an AQMA is not necessary for the ground-floor level, unless residential properties are due to be introduced at ground-floor level around the junction.

- 5.7 The first-floor map shows a smaller area where the annual mean objective is likely to be exceeded at the facades of buildings, although there are a number of potentially relevant receptors within this area. Again accounting for the uncertainty the $36 \mu\text{g}/\text{m}^3$ contour shows potential exceedences at most of the facades on York Street, Bridge Street approximately 65 m from the junction and High Street approximately 30 m from the junction.
- 5.8 There is uncertainty surrounding both the measured and modelled concentrations. It is therefore recommended that an AQMA is declared to include, as a minimum, those residential properties which lie within the $36 \mu\text{g}/\text{m}^3$ contour, in order to be precautionary.
- 5.9 No exceedences of $60 \mu\text{g}/\text{m}^3$ as an annual mean nitrogen dioxide concentration have been identified at locations of relevant exposure, and thus exceedences of the 1-hour objective are unlikely.

Population Exposure

- 5.10 Objective exceedences are predicted at approximately 60-70 properties; at this stage it is unclear how many are residential, however, assuming that all are residential and that each property has on average two occupants, this equates to approximately 120-140 residents.

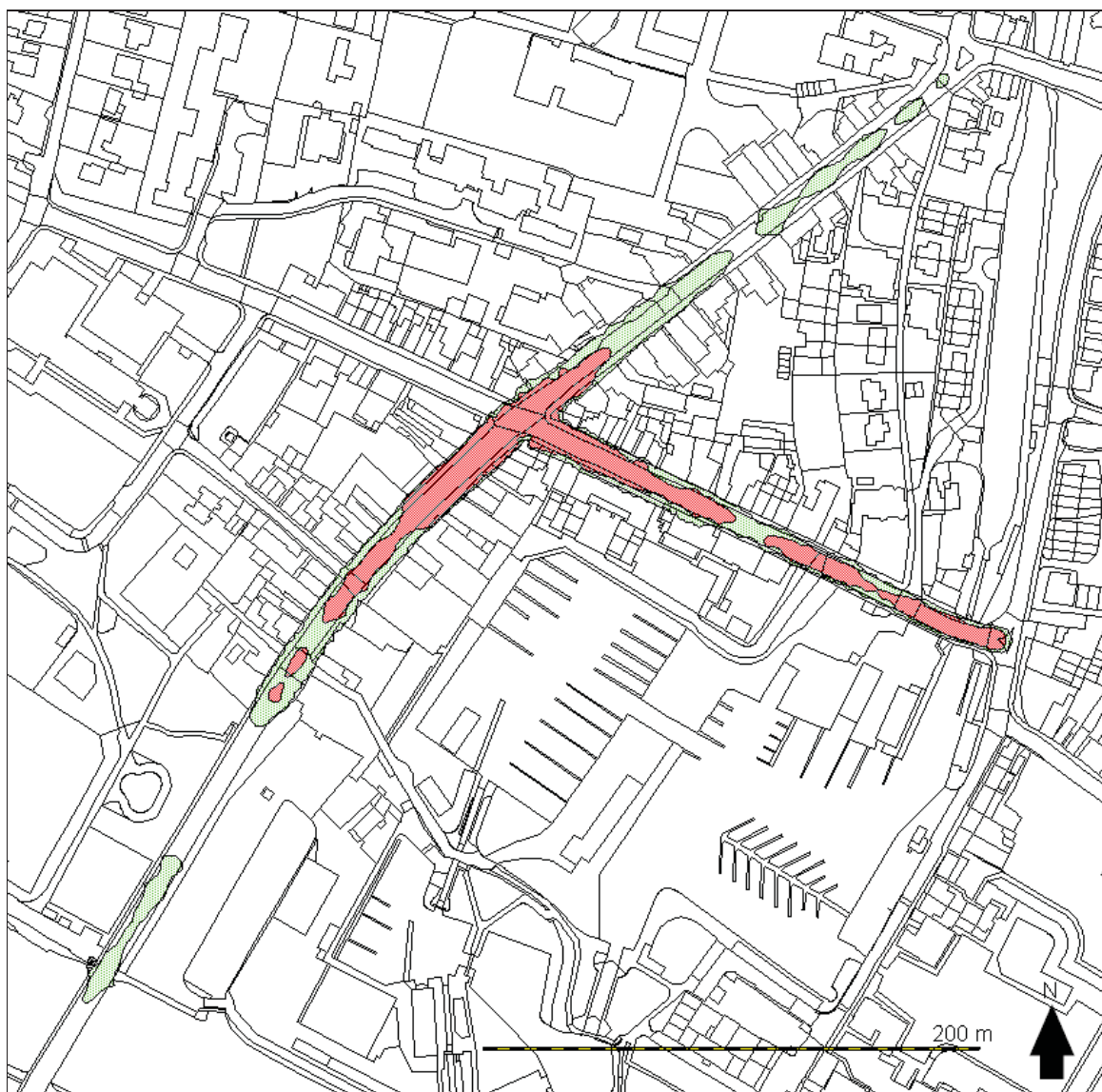


Figure 2: Ground-floor Isopleth Maps showing the 36 $\mu\text{g}/\text{m}^3$ contour (Green) and 40 $\mu\text{g}/\text{m}^3$ contour (Red)

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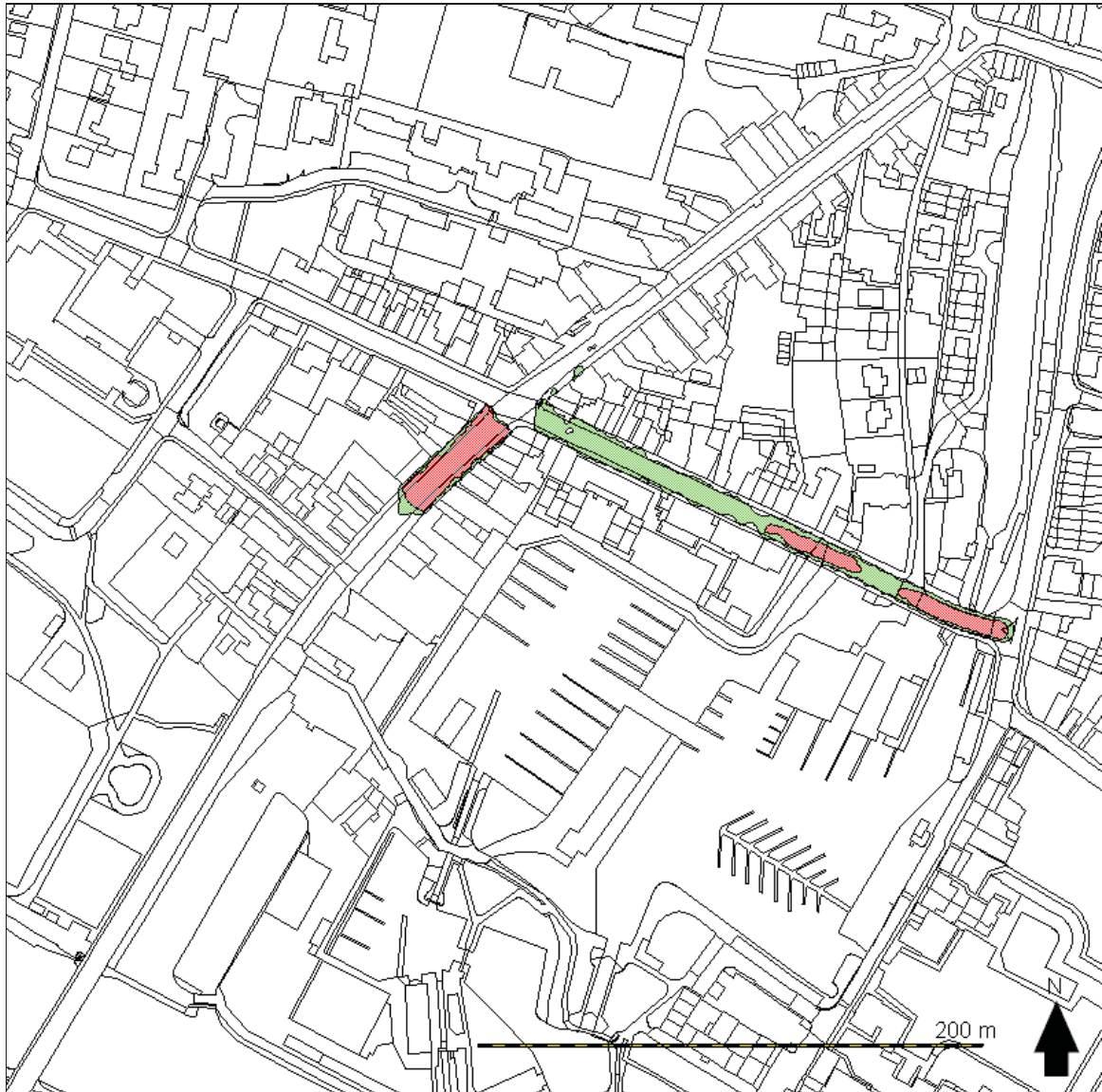


Figure 3: First-floor Isopleth Maps showing the 36 $\mu\text{g}/\text{m}^3$ contour (Green) and 40 $\mu\text{g}/\text{m}^3$ contour (Red)

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6 Conclusions and Recommendations

- 6.1 A Detailed Assessment has been carried out for nitrogen dioxide around the junction of Bridge Street/York Street/New Street/High Street. This area was identified as being at risk of exceeding the annual mean air quality objective for nitrogen dioxide in Wyre Forest District Council's 2008 Progress Report.
- 6.2 The Detailed Assessment has been carried out using a combination of monitoring data and modelled concentrations. Concentrations of nitrogen dioxide have been modelled for 2011 using the ADMS-Roads dispersion model. The model has been verified against measurements made at the three nitrogen dioxide diffusion tube monitoring locations on High Street and Bridge Street along with at the automatic monitoring site located on High Street.
- 6.3 The assessment has identified that the annual mean nitrogen dioxide objective is being exceeded at a number of relevant locations around the junction of Bridge Street/York Street/New Street/High Street. No exceedences of $60 \mu\text{g}/\text{m}^3$ as an annual mean nitrogen dioxide concentration have been identified at locations of relevant exposure, and thus exceedences of the 1-hour objective are unlikely.
- 6.4 There is uncertainty surrounding both the measured and modelled concentrations. The adjusted diffusion tube concentrations are based on a national bias adjustment factor, which scales the concentrations down. A local factor has been calculated, which would scale the diffusion tube data up, however, this factor was based on comparison with an estimated annual mean for the automatic monitor, which had low data capture. Given the level of uncertainty, **it is therefore recommended that an AQMA is declared to include, as a minimum, either:**
- 1) **those residential properties that lie within the $36 \mu\text{g}/\text{m}^3$ contour of concentrations modelled at a 4.5 m height (Figure 3), to be precautionary based on the modelling; or**
 - 2) **those residential properties that lie within the following distances from the junction at first-floor level: 150 m along York Street; 200 m along High Street; 150 m along New Street; and 150 m along Bridge Street, to be precautionary and account for both monitoring and modelling.**
- 6.5 It is also recommended that Wyre Forest District Council continues monitoring nitrogen dioxide at the existing monitoring locations, in particular at diffusion tube location HS(S) and that consideration be given to additional monitoring along York Street.
- 6.6 Finally, Wyre Forest District Council should proceed with the completion of a Further Assessment of air quality along High Street, York Street, New Street and Bridge Street within 12 months of the declaration of an AQMA.

7 References

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<http://www.defra.gov.uk/environment/quality/air/airquality/>.

The Air Quality (England) (Amendment) Regulations, 2002, Statutory Instrument 3043 (2002), HMSO.

The Air Quality Regulations, 2000, Statutory Instrument 928 (2000), HMSO.

8 Glossary

AADT	Annual Average Daily Traffic
ADMS-Roads	Atmospheric Dispersion Modelling System
AQMA	Air Quality Management Area
Defra	Department for Environment, Food and Rural Affairs
EFT	Emissions Factor Toolkit
Exceedence	A period of time when the concentration of a pollutant is greater than the appropriate air quality objective. This applies to specified locations with relevant exposure
HDV	Heavy Duty Vehicles (> 3.5 tonnes)
LDV	Light Duty Vehicles (<3.5 tonnes)
µg/m³	Microgrammes per cubic metre
NO	Nitric oxide
NO₂	Nitrogen dioxide
NO_x	Nitrogen oxides (taken to be NO ₂ + NO)
Objectives	A nationally defined set of health-based concentrations for nine pollutants, seven of which are incorporated in Regulations, setting out the extent to which the standards should be achieved by a defined date. There are also vegetation-based objectives for sulphur dioxide and nitrogen oxides
Standards	A nationally defined set of concentrations for nine pollutants below which health effects do not occur or are minimal
TEA	Triethanolamine – used to absorb nitrogen dioxide



9 Appendices

A1	Dispersion Modelling Methodology	20
A2	Annualisation of Real Time Monitoring Data.....	25
A3	Modelling Results for Specific Receptors	26
A4	Professional Experience.....	29

A1 Dispersion Modelling Methodology

Meteorological Data

- A1.1 The model has been run using a full year of meteorological data for 2011 from the meteorological station at Pershore.

Background Concentrations

- A1.2 The background concentrations across the study area have been defined using the national pollution maps published by Defra (2012a). These cover the whole country on a 1x1 km grid and are published for each year from 2008 until 2020. The maps include the influence of emissions from a range of different sources; one of which is road traffic. There are concerns that Defra may have over-predicted the rate at which road traffic emissions of nitrogen oxides will fall in the future. The maps currently in use were verified against measurements made during 2008 at a large number of automatic monitoring stations and so there can be reasonable confidence that the maps are representative of conditions during 2008. Similarly, there is reasonable confidence that the reductions which Defra predicts from other sectors (e.g. rail) will be achieved.
- A1.3 In order to calculate background nitrogen dioxide and nitrogen oxides concentrations in 2011, it is assumed that there was no reduction in the road traffic component of backgrounds between 2008¹ and 2011. This has been done using the source-specific background nitrogen oxides maps provided by Defra (2012a). For each grid square, the road traffic component has been held constant at 2008 levels, while 2011 values have been taken for the other components. Nitrogen dioxide concentrations have then been calculated using the background nitrogen dioxide calculator which Defra (2012a) publishes to accompany the maps. The result is a set of 'adjusted 2011 background' concentrations.

Model Inputs

- A1.4 Predictions have been carried out using the ADMS-Roads dispersion model (v3). The model requires the user to provide various input data, including the AADT flows for each of the vehicle class, road characteristics (including road width and street canyon height, where applicable), and the vehicle speed. Vehicle emissions are calculated within ADMS-roads (v3) based on vehicle flow, composition and speed using the same emission factors as published within the EFT, version 4.2.2 (Defra, 2012a).

¹ This approach assumes that there has been no reduction in emissions per vehicle but also that traffic volumes have remained constant. This is not the same as the assumption made for dispersion modelling, in which emissions per vehicle are held constant while traffic volumes are assumed to change year on year. Overall, this discrepancy is unlikely to influence the overall conclusions of the assessment.

Traffic Data

- A1.5 AADT flows and vehicle fleet composition data have been provided by Wyre Forest District Council. Traffic flows were provided as 12 hour flows based on counts on Monday 14 April 2011 and have been adjusted to AADT flows using a ratio calculated using DfT hourly average statistics which were further adjusted for the month of the year.
- A1.6 Traffic speeds have been estimated from local speed restrictions and take account of the proximity to junctions and congestion.
- A1.7 The traffic data used in this Detailed Assessment are summarised in Table A1.1 and the network links shown in Figure A1.1.

Table A1.1: Summary of Traffic Data used in the Assessment (AADT)^a

Road Link	2011	Modelled Speed (kph)
1	2,629 (4.3%)	25
2	8,321 (4.3%)	25
3	10,950 (4.3%)	40
4	16,300 (4.1%)	40
5	2,739 (1.5%)	25
6	2,739 (1.5%)	40
7	16,300 (4.1%)	25
8	2,629 (4.3%)	25
9	7,961 (3.8%)	25
10	10,591 (3.9%)	40
11	2,629 (4.3%)	15
12	1,175 (1.5%)	15
13	12,125 (4%)	15
14	7,890 (4.1%)	15
15	9,134 (3.6%)	15
16	16,300 (4.1%)	15
17	2,739 (1.5%)	15
18	10,591 (3.9%)	15
19	10,950 (4.3%)	15

^a This is just a summary of the data entered into the model, which were input as hourly average flows of motorcycles, cars, buses, Light Goods Vehicles and Heavy Goods Vehicles, as well as diurnal flow profiles for these vehicles.

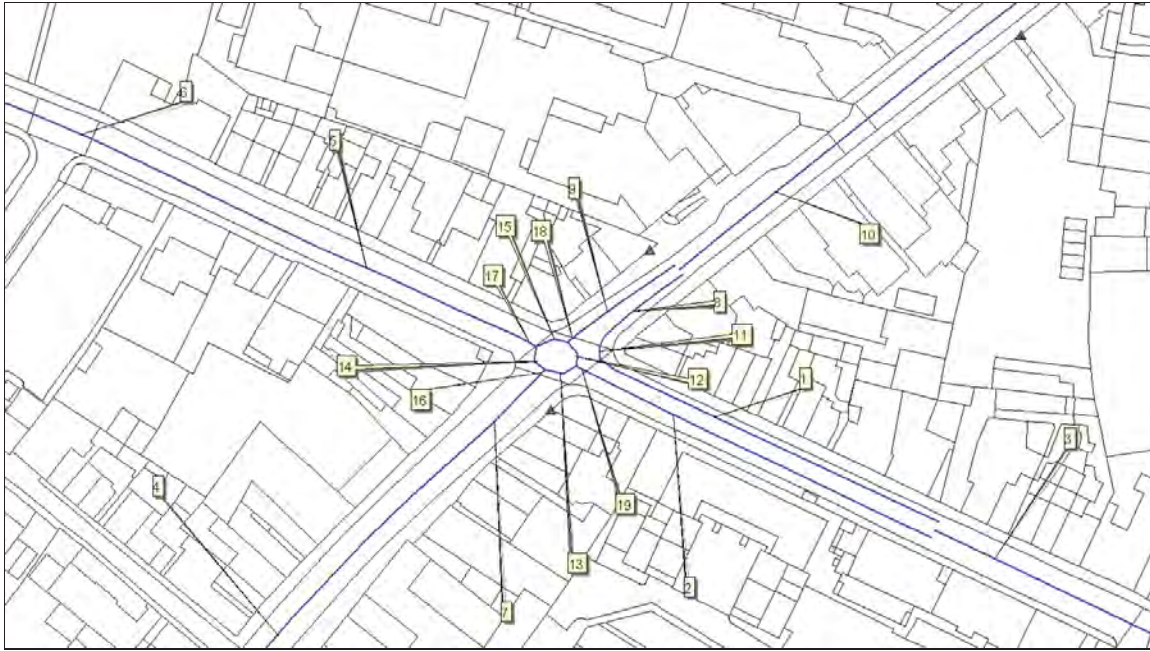


Figure A1.1: Modelled Road traffic Network Links

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Model Verification

- 9.1 In order to ensure that ADMS-Roads accurately predicts local concentrations, it is necessary to verify the model against local measurements. This section describes the verification that has been carried out against the annual mean nitrogen dioxide concentrations measured at the real time analyser and three diffusion tube sites within the study area in 2011.
- 9.2 Most nitrogen dioxide (NO_2) is produced in the atmosphere by reaction of nitric oxide (NO) with ozone. It is therefore most appropriate to verify the model in terms of primary pollutant emissions of nitrogen oxides ($\text{NO}_x = \text{NO} + \text{NO}_2$). The model has been run to predict the annual mean NO_x concentrations during 2011 at the four sites. The monitoring sites were modelled at the following heights, which are accurate heights measure during a site visit carried out by AQC: High Street automatic monitor – 1.43 m; HS(S) – 2.88 m; KSW(S) – 2.30 m; and HS15(S) – 2.38 m.
- 9.3 The model output of road- NO_x (i.e. the component of total NO_x coming from road traffic) has been compared with the 'measured' road- NO_x . Measured road- NO_x was calculated from the measured NO_2 concentrations and the predicted background NO_2 concentration using the NO_x from NO_2 calculator available on the Defra LAQM Support website (Defra, 2011a).
- 9.4 A primary adjustment factor was determined as the slope of the best fit line between the 'measured' road contribution and the model derived road contribution, forced through zero (Figure A1.2). This factor was then applied to the modelled road- NO_x concentration for each receptor to provide adjusted modelled road- NO_x concentrations. The total nitrogen dioxide concentrations were then determined by combining the adjusted modelled road- NO_x concentrations with the

predicted background NO₂ concentration within the NO_x from NO₂ calculator. A secondary adjustment factor was finally calculated as the slope of the best fit line applied to the adjusted data and forced through zero (Figure A1.3).

- 9.5 The following primary and secondary adjustment factors have been applied to all modelled nitrogen dioxide data:

Primary adjustment factor : **2.765**

Secondary adjustment factor: **1.009**

- 9.6 The results imply that the unadjusted model was under-predicting the road-NO_x contribution. This is a common experience with this and most other models. The final NO₂ adjustment is minor.

- 9.7 Figure A1.4 compares final adjusted modelled total NO₂ at each of the monitoring sites, to measured total NO₂. The adjusted, modelled results are all within 25% of the measured concentrations.

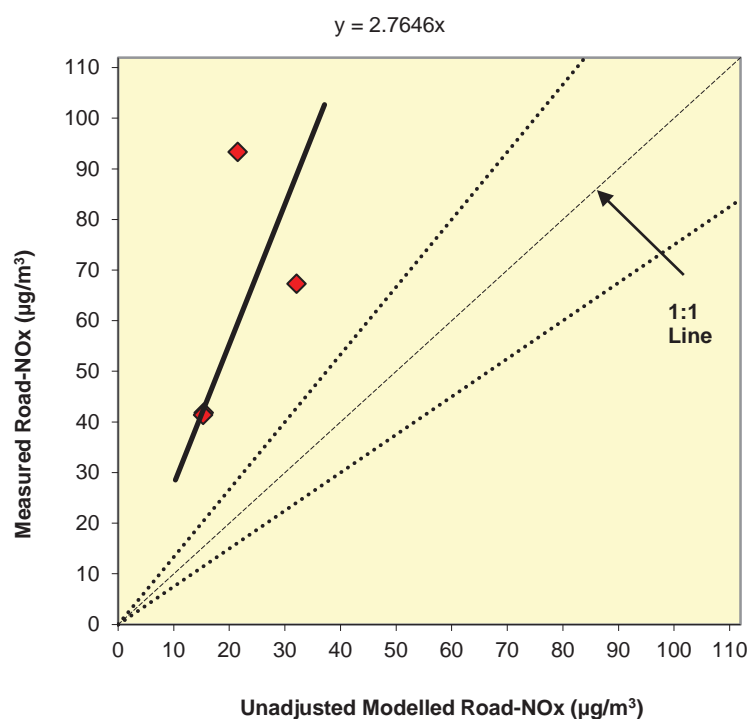


Figure A1.2: Comparison of Measured Road-NO_x to Unadjusted Modelled Road NO_x Concentrations

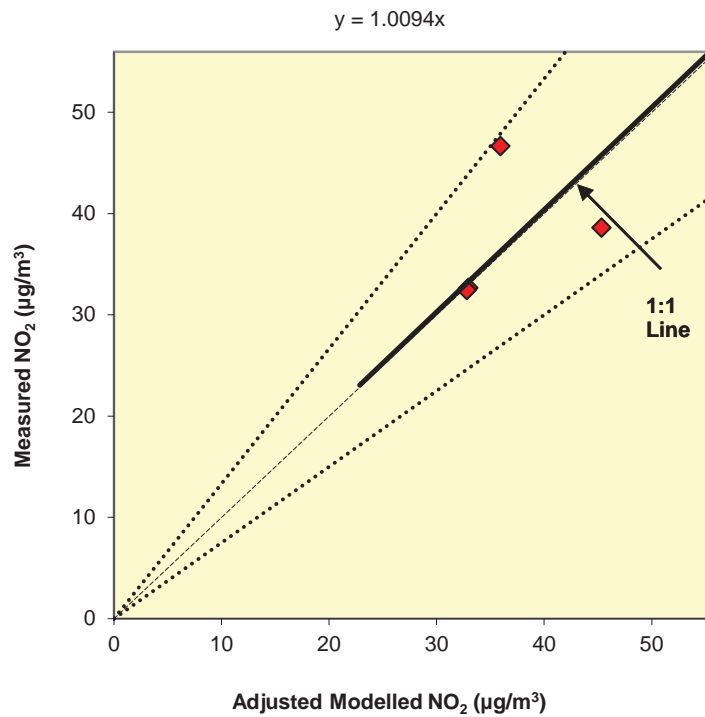


Figure A1.3: Comparison of Measured Total NO₂ to Primary Adjusted Modelled Total NO₂ Concentrations

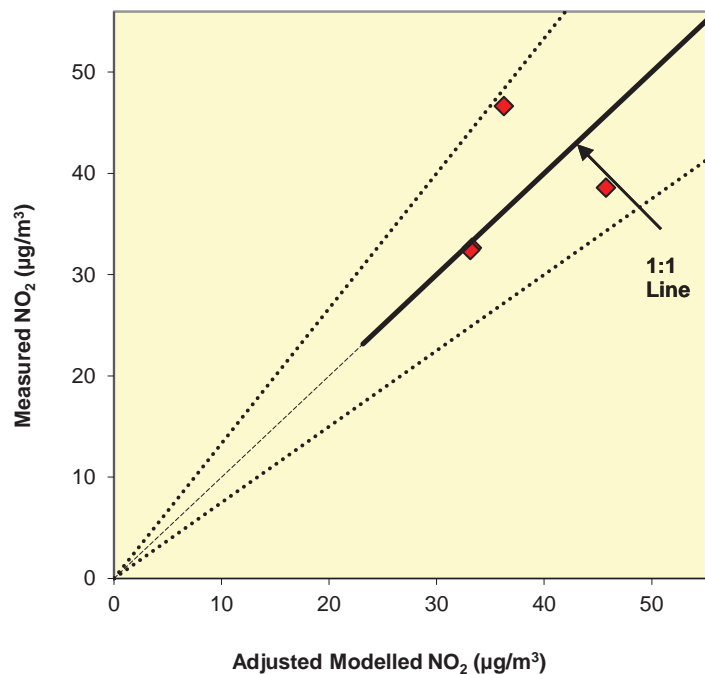


Figure A1.4: Comparison of Measured Total NO₂ to Final Adjusted Modelled Total NO₂ Concentrations

A2 Annualisation of Real Time Monitoring Data

- A2.1 The High Street, Stourport automatic monitoring site has available ratified data for the period October 2010 to October 2011. During this period there was a low data capture of 72.3%. There were two main periods when the data was missing: 10 November 2010 15:00 to 5 January 2011 16:00 and 29 June 2011 15:00 to 27 July 2011 17:00.
- A2.2 The data do not represent a full calendar year. Therefore, in accordance with the guidance set out in Box 3.2 of LAQM.TG(09), the data have been adjusted to an annual mean, based on the ratio of concentrations during the October 2010 – October 2011 monitoring period excluding the two main periods of missing data to those over the 2011 calendar year at three background sites operated as part of the Automatic Urban and Rural Network (AURN) where long-term data are available.
- A2.3 The annual mean nitrogen dioxide concentrations and the period means for each of the three monitoring sites from which adjustment factors have been calculated are presented in Table A2.1, along with the Overall Factor.

Table A2.1: Data used to Adjust Short-term Monitoring Data at the High Street, Stourport Automatic Monitor Data to a 2011 Annual Mean

Period Mean Concentration ($\mu\text{g}/\text{m}^3$)	Leominster	Aston Hill	Birmingham Tyburn	Overall Factor
2011	9.6	5.2	34.4	-
Oct 2010 – Oct 2011 Excluding: 10 Nov 2010 – 5 Jan 2011 and 29 Jun -27 Jul 2011	10.2	5.8	36.6	-
Adjustment Factor	0.93	0.89	0.94	0.921

- A2.4 The period mean for the automatic monitor for October 2010 to October 2011 is $50.6 \mu\text{g}/\text{m}^3$. Therefore the annualised concentrations for 2011 is $50.6 \mu\text{g}/\text{m}^3 \times 0.921 = 46.6 \mu\text{g}/\text{m}^3$.

A3 Modelling Results for Specific Receptors

Table 3: Modelled Annual Mean Nitrogen Dioxide Concentrations at Specific Receptors in 2011 ($\mu\text{g}/\text{m}^3$)^a

Receptor	Location	Ground-floor (1.5 m)	First-floor (4.5 m)
Receptor 1	High Street	38.7	22.5
Receptor 2	High Street	39.2	30.2
Receptor 3	High Street	39.4	32.8
Receptor 4	High Street	36.0	28.7
Receptor 5	High Street	35.9	32.9
Receptor 6	High Street	36.9	32.4
Receptor 7	High Street	34.6	31.6
Receptor 8	High Street	33.7	31.2
Receptor 9	High Street	33.3	30.9
Receptor 10	High Street	36.1	31.5
Receptor 11	High Street	33.9	31.2
Receptor 12	High Street	33.6	31.0
Receptor 13	High Street	35.1	31.3
Receptor 14	High Street	33.7	30.8
Receptor 15	High Street	33.4	30.7
Receptor 16	High Street	33.5	30.6
Receptor 17	High Street	33.4	30.7
Receptor 18	High Street	34.0	31.1
Receptor 19	High Street	34.1	31.1
Receptor 20	High Street	34.7	31.5
Receptor 21	High Street	36.2	31.8
Receptor 22	High Street	33.9	31.5
Receptor 23	High Street	35.0	32.0
Receptor 24	High Street	35.8	32.5
Receptor 25	High Street	36.7	33.1
Receptor 26	High Street	38.7	34.0
Receptor 27	High Street	40.8	33.7
Receptor 28	High Street	47.2	34.6

Receptor	Location	Ground-floor (1.5 m)	First-floor (4.5 m)
Receptor 29	York Street	49.2	39.7
Receptor 30	New Street	37.2	22.1
Receptor 31	New Street	27.4	22.4
Receptor 32	New Street	21.5	19.7
Receptor 33	New Street	20.1	18.6
Receptor 34	New Street	17.5	16.8
Receptor 35	New Street	17.0	16.3
Receptor 36	New Street	16.7	16.0
Receptor 37	New Street	16.2	15.6
Receptor 38	New Street	16.2	15.8
Receptor 39	New Street	17.3	16.6
Receptor 40	New Street	18.0	17.3
Receptor 41	New Street	19.3	18.1
Receptor 42	New Street	33.3	24.7
Receptor 43	Bridge Street	35.5	21.3
Receptor 44	Bridge Street	44.8	39.7
Receptor 45	Bridge Street	44.4	39.6
Receptor 46	Bridge Street	37.7	32.8
Receptor 47	Bridge Street	38.1	32.8
Receptor 48	Bridge Street	38.3	32.8
Receptor 49	Bridge Street	36.9	32.2
Receptor 50	Bridge Street	37.4	32.4
Receptor 51	Bridge Street	38.2	32.5
Receptor 52	Bridge Street	38.3	32.3
Receptor 53	Bridge Street	37.2	32.7
Receptor 54	Bridge Street	45.6	40.2
Receptor 55	Bridge Street	44.8	40.2
Receptor 56	Bridge Street	49.1	41.4
Receptor 57	York Street	36.4	21.6
Receptor 58	York Street	43.2	37.1
Receptor 59	York Street	38.4	33.7
Receptor 60	York Street	37.8	36.7

Receptor	Location	Ground-floor (1.5 m)	First-floor (4.5 m)
Receptor 61	York Street	39.2	36.7
Receptor 62	York Street	37.2	34.1
Receptor 63	York Street	35.1	33.7
Receptor 64	York Street	36.0	34.4
Receptor 65	York Street	37.9	35.0
Receptor 66	York Street	40.4	35.8
Receptor 67	York Street	41.5	37.1
Objective		40	

^a Values in bold are exceedences of the objective.

A4 Professional Experience

Prof. Duncan Laxen, BSc (Hons) MSc PhD MEnvSc FIAQM

Prof Laxen is the Managing Director of Air Quality Consultants, a company which he founded in 1993. He has over forty years experience in environmental sciences and is a member of Defra's Air Quality Expert Group and the Department of Health's Committee on the Medical Effects of Air Pollution. He has been involved in major studies of air quality, including nitrogen dioxide, lead, dust, acid rain, PM₁₀, PM_{2.5} and ozone and was responsible for setting up UK's urban air quality monitoring network. Prof Laxen has been responsible for appraisals of all local authorities' air quality Review & Assessment reports. He has carried out air quality assessments for power stations; road schemes; ports; airports; railways; mineral and landfill sites; and residential/commercial developments. He has also been involved in numerous investigations into industrial emissions; ambient air quality; indoor air quality; nuisance dust and transport emissions. Prof Laxen has prepared specialist reviews on air quality topics and contributed to the development of air quality management in the UK. He has been an expert witness at numerous Public Inquiries and published over 70 scientific papers and given numerous presentations at conferences.

Dr Clare Beattie, BSc (Hons) MSc PhD CSci MEnvSc MIAQM

Dr Beattie is a Principal Consultant with AQC, with more than twelve years relevant experience. She has been involved in air quality management and assessment, and policy formulation in both an academic and consultancy environment. She has prepared air quality review and assessment reports, strategies and action plans for local authorities. Dr Beattie developed guidance documents on air quality management on behalf of central government, local government and NGOs. She has appraised local authority air quality assessments on behalf of the UK governments, and provided support to the Review and Assessment helpdesk. She has also provided support to the integration of air quality considerations into Local Transport Plans and planning policy processes.

Kieran Laxen, MEng(Hons) AMEnvSc MIAQM

Mr Laxen is a Consultant with AQC. Previously having two years experience in scientific research on internal combustion engines he now works in the field of air quality assessment and is involved in a range of development projects, most of which have involved use of ADMS modelling methodologies for biomass boilers and roads. He has pioneered the use of OpenAir software within the Company, which is used to analyse air quality monitoring data. He is responsible for routine calibration of air quality monitoring stations, together with data ratification.

Full CVs are available at www.aqconsultants.co.uk



Overview and Scrutiny Committee

Briefing Paper

Report of: Maria Dunn, Senior Forward Planning Officer
Date: Thursday, 6th September 2012
Open

South Worcestershire Development Plan - Proposed Significant Changes Consultation

1. Summary

- 1.1 This report provides Members with an update on the preparation of the South Worcestershire Development Plan and sets out a suggested response to the Proposed Significant Changes consultation.

2. Background

- 2.1 Members will recall that representations in response to the South Worcestershire Preferred Options Paper were reported to this committee on 3rd November 2011. These representations were subsequently endorsed by Cabinet at their meeting on 22nd November.
- 2.2 The South Worcestershire Authorities have now published details of how the representations received at the Preferred Options stage have been addressed. The Preferred Options consultation last autumn led to over 2,000 individual representations from individuals, local communities, developers and service providers, which in turn generated over 10,000 responses. A further targeted consultation on 'Significant Changes to the Emerging SWDP' is taking place between 6th August and 14th September 2012. This consultation only relates to the specific issues outlined within the 'Proposed Significant Changes' consultation document and was not an opportunity to re-open other issues.

3. Key Issues

- 3.1 This section outlines the key changes which are of significance to Wyre Forest District. Perhaps the most significant change is an increase in the overall housing numbers for the SWDP area to 23,000. This increase has come about as a result of the updated Strategic Housing Market Assessment which was published in February 2012. The publication of the National Planning Policy Framework (NPPF) has also had an impact on the SWDP and a number of additional policies have been added to cover policy gaps emerging as a result of the move from the system of PPGs and PPSs to the NPPF.

- 3.2 A number of changes have been made in relation to settlements which relate to the comments previously submitted. Firstly, an additional employment site has been identified within Droitwich at Stonebridge Cross. This site lies to the North of Droitwich and is a 10ha site. It had originally been excluded on the basis that development here would have a detrimental impact on Westwood House and its parkland setting. However, these objections have been withdrawn and it is now proposed that the site is allocated to help meet the employment land requirements for the plan period.
- 3.3 Proposals for Clows Top village are of particular concern to Wyre Forest District. Clows Top village has been re-assessed and is now considered to be a category 2, rather than a category 3 settlement because it has a village hall. Members may recall that land at Highbrae was previously proposed to accommodate 25 dwellings. Wyre Forest District's own Site Allocations and Policies Publication DPD includes a site within the village and the development of both this site and the site proposed within the South Worcestershire Development Plan would represent over development within the village and put a strain on the existing infrastructure. The key changes include a reduction in the number of units on the site within the South Worcestershire Development Plan from 25 to 17 on the grounds of scale and impact on the character of the village. The responses to the representations also clarify that no drainage or sewerage issues have been identified and that no overriding concerns have been identified by the County Council.
- 3.4 Members previously raised concerns relating to the level of development at Abberley Common and Great Witley and the impact that this would have on infrastructure and services within Stourport-on-Severn. One of the sites identified within the village of Abberley Common is now identified to deliver 10 units rather than the 27 it was initially expected to deliver. This takes the overall level of development in Abberley Common from 33 dwellings to 16. In Great Witley the level of development has been reduced from 35 units to 23 units. The reason for a reduction in the allocations within both Abberley Common and Great Witley is again related to scale and impact on the character of the villages. These reduced allocations will reduce the impact which new development has on service and infrastructure delivery in Stourport-on-Severn.
- 3.5 The NPPF changes the policy approach to windfalls at the national level. PPS3 did not allow windfalls to be taken into account within the first 10 years of the plan period, however, the NPPF does not preclude windfalls being included within the first 10 years and as such, the South Worcestershire authorities have assumed an element of windfall development based on previous delivery rates. A new policy has been inserted into the document relating to new housing in category 1, 2, and 3 settlements which will allow windfalls within the settlement boundaries and will allow new residential development identified through Neighbourhood Development Plans and Community Right to

Build Orders. This could lead to small-scale growth within these settlements.

- 3.6 The Roxel site which straddles the District boundary is currently allocated as Green Belt within Wychavon District and as employment land within Wyre Forest District. As part of the proposed changes to the Preferred Options, the South Worcestershire Development Plan proposes taking the part of the site which falls within Wychavon District out of the Green Belt. This would mean a consistent policy approach is taken by both Districts.
- 3.7 Changes have also been made to the Gypsy, Traveller and Travelling Showpeople policy. Further work is now being undertaken to identify some small sites (up to 10 pitches) on some strategic sites including urban extensions within Malvern Hills District and Worcester City. Malvern Hills will also now prepare a separate Gypsy, Traveller and Travelling Showpeople Site Allocations DPD to address provision post 2012.
- 3.8 The timescale for developing the plan has also been amended and the Publication version is now expected in November 2012 with Adoption anticipated in December 2013.

4. Options

- 4.1 The Committee may wish to:
- Recommend to the Cabinet Member for Place Shaping that the representations set out at Appendix 1 to this report are approved for submission in response to the Proposed Significant Changes consultation.
 - Suggest alternative representations to be submitted in response to the Proposed Significant Changes consultation.

5. Consultation

- 5.1 None.

6. Related Decisions

- 6.1 Previous South Worcestershire Development Plan representations:
- Issues and Options – Cabinet, December 2007
 - Preferred Options - Cabinet, November 2008
 - Preferred Options 2 – Cabinet, November 2011

7. Relevant Council Policies/Strategies

7.1 None.

8. Implications

8.1 None.

9. Wards affected

9.1 All.

10. Equality Impact Assessment

10.1 The South Worcestershire Authorities will undertake an Equality Impact Assessment on the Plan.

11. Appendices

11.1 Appendix 1 – Draft Representations.

12. Background Papers

12.1 South Worcestershire Development Plan – Proposed Significant Changes Consultation - <http://www.swdevelopmentplan.org/wp-content/uploads/2012/08/SignificantChangesConsultationDocument1.pdf>

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Title: Senior Forward Planning Officer
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Email: maria.dunn@wyreforestdc.gov.uk

South Worcestershire Development Plan: Proposed Significant Changes
Draft Representations

Wyre Forest District Council notes the changes proposed and wishes to raise the following issues.

Wyre Forest District welcomes the reduction in the number of dwellings proposed for the village of Clows Top from 25 to 17 and notes the re-allocation of the village as a category 2, rather than a category 3 settlement based on the presence of the village hall. Wyre Forest District's own Site Allocations and Policies Publication DPD includes a site within the village and joint working will be required in order to ensure that the delivery of these site does not put a strain on the services and facilities within the location. There are particular concerns relating to drainage within the area which will need to be addressed through development proposals on both sites.

The reduction in the number of residential units proposed within the villages of Great Witley and Abberley Common is also welcomed. This will reduce the impact which new development has on the town of Stourport-on-Severn which acts as a service centre for these communities.

The approach to windfall development is noted, as is the possible impact that this could have on housing numbers within villages which rely on services provided by the town of Stourport-on-Severn. It is also acknowledged that Community Right to Build Orders and Neighbourhood Planning could increase the level of housing provision in these villages and cross-boundary working will be important should applications or proposals come forward in these villages.

Wyre Forest District welcomes the amendment to the Green belt boundary which removes the Roxel plant from the Green Belt. The part of the site which lies within Wyre Forest District is allocated as employment land and this amendment will lead to a more consistent approach being taken by both Wyre Forest and Wychavon Districts.

Wyre Forest District Council welcomes the commitment to identifying further Gypsy, Traveller and Travelling Showpeople sites to meet the identified need. The Council also welcomes the preparation of a specific DPD on this topic within Malvern Hills. Again, cross boundary working will be necessary where sites are located in close proximity to Wyre Forest District Council's boundaries.



Overview & Scrutiny Committee

Briefing Paper

Report of: Rhiannon Foxall, Business Improvement Officer
Date: Thursday, 6th September 2012
Open

How Are We Doing? Performance Update

1. Summary





- 1.1 To update Members on the performance of the Council for Quarter 1 (from 1st April to 30th June 2012).

2. Background

- 2.1 Since April this year, our performance management framework has been revised in order to monitor our Wyre Forest Forward Programme. This includes the delivery of the Council's purposes which define 'who we are', 'the future direction of the council' and 'what our focus is', as set out in **Appendix 1**.
- 2.2 Using the principles of Systems Thinking we have developed a number of measures to monitor progress in delivering our purposes. There are two types of measures. A **leading measure** is a 'real time' indicator which tells us what is happening in the system and will help us to lead change and improvement. A **lagging measure** is a 'rear view' indicator which tells us what's happening in the system but after the event e.g. customer satisfaction.
- 2.3 Covalent, our performance management software system, has been redesigned to accommodate our new performance monitoring processes which include:
- Leading Measures
 - Lagging Measures
 - Corporate Plan Actions





3. Progress

- 3.1 **Appendix 2** details the data which has been collected for Quarter 1 against the measures for our purposes. Below is a summary of the overall performance of our measures. **It should be noted that the unknown classification represents where currently data is not yet collected for that measure or where there is insufficient data to identify a trend. Managers are working to address where data is not yet captured.**

Short Term Trends		
	Improving	37%
	No Change	12%
	Getting Worse	29%
	Unknown	22%

3.1.1 **Appendix 3** details the current data for the Lagging Measures that are collected on a quarterly basis, as highlighted in yellow. However, the majority of the lagging measures are monitored on a six monthly or yearly basis.

3.1.2 **Appendix 4** details the current status of the actions that impact on the Corporate Plan 2011-14. A summary is detailed below:

Action Status Key & Summary	
	9 (13%) - Completed
	60 (83%) - Progressing and not reached target date
	0 (0%) – Progress to be checked as due date approaching
	3 (4%) – Overdue

4. Key Issues

- 4.1 To support the change of our reporting procedures we have been working closely with Rugby Borough Council who already have robust processes in place for monitoring measures using the Covalent system. We shall continue to use their expertise whilst our new performance arrangements evolve.
- 4.2 Managers are scheduled to receive training in September on the new system to support them in monitoring and reviewing the performance of their service.

5. Options

- 5.1 That the change in performance reporting and progress made for Quarter 1 be noted.

6. Consultation

- 6.1 Cabinet Member for Community Well-Being.
- 6.2 Corporate Management Team.

7. Related Decisions

7.1 None.

8. Relevant Council Policies/Strategies

8.1 Wyre Forest District Council Corporate Plan 2011 – 2014.

8.2 Wyre Forest Forward Annual Plan 2012/13.

9. Implications

9.1 Resources: No direct implications from this report.

9.2 Equalities: No direct implications from this report.

9.3 Partnership working: No direct implications from this report.

9.4 Human Rights: No direct implications from this report.

9.5 E-Government: No direct implications from this report.

10. Equality Impact Needs Assessment

10.1 An equality impact assessment has been undertaken and it is considered that there are no discernible impacts on the nine protected characteristics as set out by the Equality Act 2010.

11. Wards affected

11.1 None.

12. Appendices

12.1 Appendix 1 – Purposes diagram.

12.2 Appendix 2 – Leading Measures Report.

12.3 Appendix 3 – Lagging Measures Report.

12.4 Appendix 4 - Corporate Plan Action Report.

13. Background Papers

Leading Measures, Lagging Measures and Corporate Plan action information is available on the Council's Performance Management System, Covalent. Alternatively, reports can be requested from the Business Improvement Officer.

Officer Contact Details:

Name: Rhiannon Foxall
Title: Business Improvement Officer
Contact Number: Ext. 2786
Email: rhiannon.foxall@wyreforestdc.gov.uk

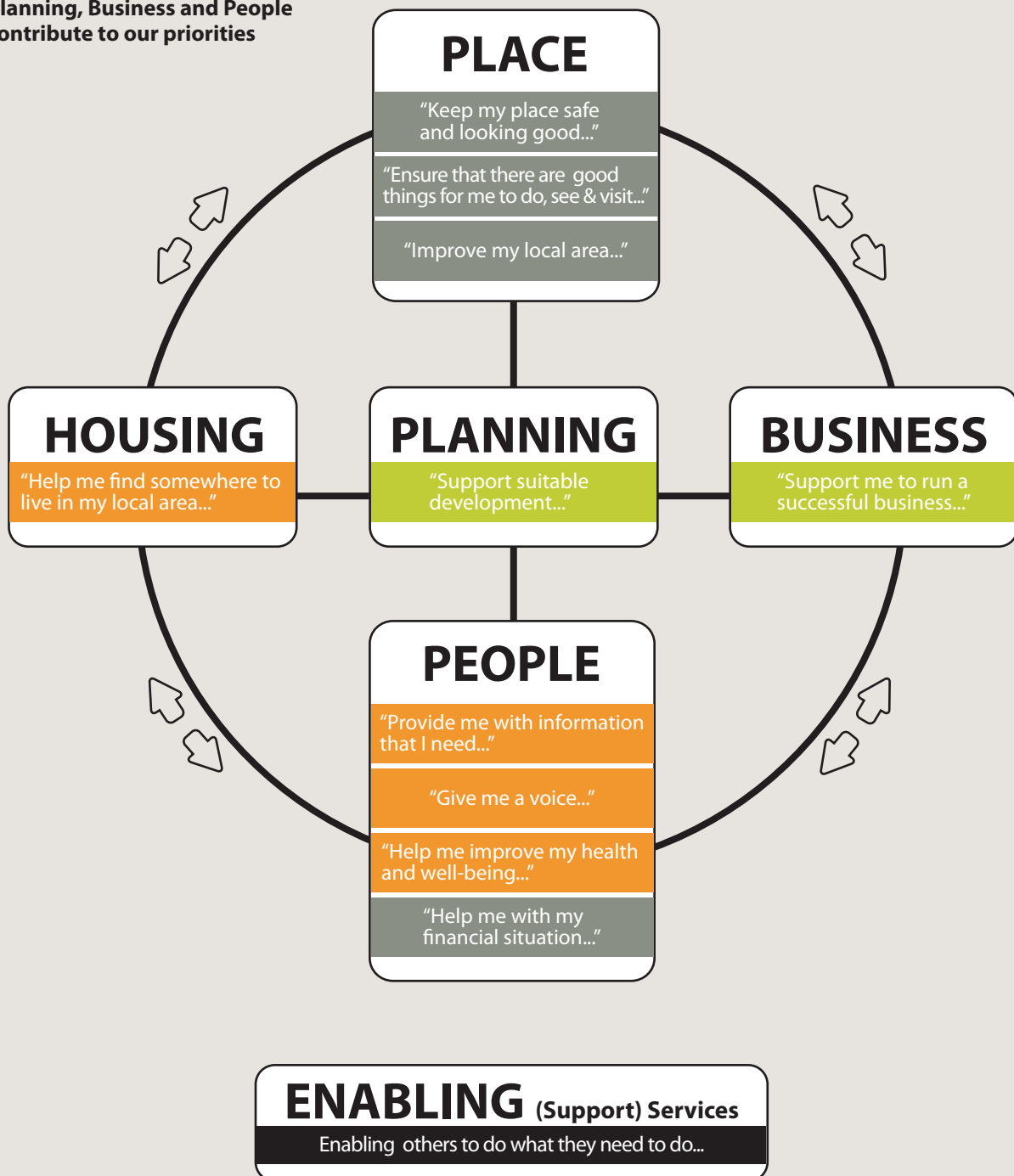
WYRE FOREST FORWARD

Our outcome priorities:

- **Community well-being**
- **Economic prosperity**
- **The Underpinning priority** (Delivering together, with less)
- **Overlapping of both Community Well-being and Economic prosperity priorities**

Our purposes:

"..." Listed under Place, Housing, Planning, Business and People contribute to our priorities



'Delivering together with less', this priority affects everything we do

Leading measures

Current data for all leading measures



Short Term Trends		
	Improving	37%
	No Change	12%
	Getting Worse	29%
	Unknown	22%

Council's Purpose Business

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE017	Vacancy/void rate of commercial premises						?		?		Tracey Southall
LE018	Speed of paying creditors					93.97%	?	94.64%	↑		Joanne Wagstaffe
LE019	Local procurement spend										Tracey Southall

Council's Purpose Enabling (Support Services)

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE056	Percentage of ICT helpdesk calls resolved at first point of contact					67.37%	?	71.48%	↑		Dave Johnson

Agenda Item No. 8 Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE057	Total number of requests to the ICT helpdesk					377		519			Dave Johnson
LE058	Percentage availability of ICT servers/systems							99.87%			Dave Johnson
LE059	Percentage of payments made and received by BACS					87.94%		87.03%			Joanne Wagstaffe
LE060	Accuracy rate for salary payments to staff					100%		100%			Joanne Wagstaffe

Council's Purpose Housing

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE055	Number of people presenting themselves in need of housing advice										Kate Bailey

Council's Purpose People

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE020	Capability at first point of contact										Lucy Wright
LE021	Overall Value demand at the Hub (Phone)					63.44%		69.78%			Lucy Wright

Agenda Item No. 8
Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE021a	Value demand at the Hub (Phone) - Council Tax					68%	?	69%	↑		Lucy Wright
LE021b	Value demand at the Hub (Phone) - Benefits					56%	?	51%	↓		Lucy Wright
LE021c	Value demand at the Hub (Phone) - Waste					62%	?	60%	↓		Lucy Wright
LE021d	Value demand at the Hub (Phone) - Customer Services					74%	?	80%	↑		Lucy Wright
LE021e	Value demand at the Hub (Phone) - Development Control					78%	?	69%	↓		Lucy Wright
LE021f	Value demand at the Hub (Phone) - WRS					82%	?	82%	▬		Lucy Wright
LE021g	Value demand at the Hub (Phone) - Highways					71%	?	71%	▬		Lucy Wright
LE021h	Value demand at the Hub (Phone) - Street Scene					80%	?	88%	↑		Lucy Wright
LE021i	Value demand at the Hub (Phone) - Other					75%	?	64%	↓		Lucy Wright
LE021j	Value demand at the Hub (Phone) - Democratic Services					0%	?	58%	↑		Lucy Wright
LE022	Overall Failure demand at the Hub (Phone)					15.44%	?	30.22%	↓		Lucy Wright
LE022a	Failure demand at the Hub (Phone) - Council Tax					18%	?	31%	↑		Lucy Wright
LE022b	Failure demand at the Hub (Phone) - Benefits					34%	?	49%	↑		Lucy Wright
LE022c	Failure demand at the Hub (Phone) - Waste					23%	?	40%	↑		Lucy Wright

Agenda Item No. 8
Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE022d	Failure demand at the Hub (Phone) - Customer Services					13%	?	20%	↑		Lucy Wright
LE022e	Failure demand at the Hub (Phone) - Development Control					9%	?	31%	↑		Lucy Wright
LE022f	Failure demand at the Hub (Phone) - WRS					18%	?	18%	▬		Lucy Wright
LE022g	Failure demand at the Hub (Phone) - Highways					16%	?	29%	↑		Lucy Wright
LE022h	Failure demand at the Hub (Phone) - Street Scene					8%	?	12%	↑		Lucy Wright
LE022i	Failure demand at the Hub (Phone) - Other					100%	?	42%	↓		Lucy Wright
LE022j	Failure demand at the Hub (Phone) - Democratic Services					0%	?	42%	↑		Lucy Wright
LE023	Overall Value demand at the Hub (in person)					82.78%	?	81.78%	↑		Lucy Wright
LE023a	Value demand at the Hub (in person) - Council Tax					82%	?	82%	▬		Lucy Wright
LE023b	Value demand at the Hub (in person) - Benefits					66%	?	62%	↓		Lucy Wright
LE023c	Value demand at the Hub (in person) - Waste					77%	?	85%	↑		Lucy Wright
LE023d	Value demand at the Hub (in person) - Concessionary fares					87%	?	87%	▬		Lucy Wright
LE023e	Value demand at the Hub (in person) - Blue Badges					91%	?	88%	↓		Lucy Wright
LE023f	Value demand at the Hub (in person) - Other County Services					82%	?	81%	↓		Lucy Wright

Agenda Item No. 8
Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE023g	Value demand at the Hub (in person) - Car Parks					84%		88%			Lucy Wright
LE023h	Value demand at the Hub (in person) - Planning					92%		81%			Lucy Wright
LE023i	Value demand at the Hub (in person) - Other					84%		82%			Lucy Wright
LE024	Overall Failure demand at the Hub (in person)					17.22%		18.22%			Lucy Wright
LE024a	Failure demand at the Hub (in person) - Council Tax					18%		18%			Lucy Wright
LE024b	Failure demand at the Hub (in person) - Benefits					34%		38%			Lucy Wright
LE024c	Failure demand at the Hub (in person) - Waste					23%		15%			Lucy Wright
LE024d	Failure demand at the Hub (in person) - Concessionary Fares					13%		13%			Lucy Wright
LE024e	Failure demand at the Hub (in person) - Blue Badges					9%		12%			Lucy Wright
LE024f	Failure demand at the Hub (in person) - Other County Services					18%		19%			Lucy Wright
LE024g	Failure demand at the Hub (in person) - Car Parks					16%		12%			Lucy Wright
LE024h	Failure demand at the Hub (in person) - Planning					8%		19%			Lucy Wright
LE024i	Failure demand at the Hub (in person) - Other					16%		18%			Lucy Wright

Agenda Item No. 8
Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE025	Number of web site hits on Committee papers										Penny Williams
LE026	Number of people signed up to receive WyredIn					855	?	822	↓		Suzanne Johnston-Hubbold
LE027	Number of hits on videos of council meetings from September 2012										Penny Williams
LE028	Level of participation in formal meetings					31	?	0	↓		Penny Williams
LE029	Number of followers on social media					462	?	523	↑		Lucy Wright
LE030a	Number of followers on Facebook					102	?	105	↑		Lucy Wright
LE030b	Number of followers on Twitter					360	?	418	↑		Lucy Wright
LE031	Percentage of consultations put on the consultation portal										Jane Doyle
LE032	Percentage of residents who experience a positive health outcome as a consequence of a housing improvement intervention										Kate Bailey
LE033	Participation rates in sport/leisure facilities					50,073	?		?		Kay Higman
LE033a	Participation rates in sport/leisure facilities - Glades					31,708	?		?		Kay Higman
LE033b	Participation rates in sport/leisure facilities - Stourport					16,398	?		?		Kay Higman
LE033c	Participation rates in sport/leisure facilities -					1,967	?		?		Kay Higman

Agenda Item No. 8
Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
	Bewdley										
LE034	Capability at first point of contact - Revenues					87%	?	85%	↓		Sarah Lane
LE035	Capability at first point of contact - Benefits					74%	?	67%	↓		Sarah Lane
LE036	Upper limit of end to end processing times for new claims					107	?	127	↓		Resources
LE037	Lower limit of end to end processing times for new claims					1	?	1	▬		Resources
LE038	Upper limit of end to end processing times for change of circumstances					155	?	163	↓		Resources
LE039	Lower limit of end to end processing times for change of circumstances					1	?	1	▬		Resources
LE040	Value for Council Tax enquiries received by phone					68%	?	69%	↑		Lucy Wright
LE041	Failure for Council Tax enquiries received by phone					18%	?	31%	↓		Lucy Wright
LE042	Value for Benefit enquiries received by phone					56%	?	51%	↓		Lucy Wright
LE043	Failure for Benefit enquiries received by phone					34%	?	49%	↓		Lucy Wright
LE044	Value for Council Tax enquiries received in person					82%	?	82%	▬		Lucy Wright
LE045	Failure for Council Tax enquiries received in					18%	?	18%	▬		Lucy Wright

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
	person										
LE046	Value for Benefit enquiries received in person					66%	?	62%	↓		Lucy Wright
LE047	Failure for Benefit enquiries received in person					34%	?	38%	↓		Lucy Wright
LE048	Collection rates - Council Tax					29.33%	?	39.57%	↑		Sarah Lane
LE049	Collection rates - NNDR					28.97%	?	37.69%	↑		Sarah Lane
LE050	Number of people on universal credit (housing benefit until 2013)	7,495	?	7,522	↓	7,587	↓	7,657	↓		Sarah Lane

Council's Purpose Place

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE001	Value demand for waste management services	69%	↑	37%	↓	62%	↑	61%	↓		Lucy Wright
LE002	Failure demand for waste management services	31%	↓	63%	↑	38%	↓	39%	↑	Increase in enquiries in May relating to the change in collection days	Lucy Wright
LE003	Percentage demands for Waste Management Services received by phone					88%	?	86%	↑		Lucy Wright
LE004	Percentage demands for Waste Management Services received in person					7.5%	?	10%	↓		Lucy Wright

Agenda Item No. 8
Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE005	Percentage demands for Waste Management Services received by e-mail					3.5%	?	4%	↑		Lucy Wright
LE006	Percentage demands for Waste Management Services received by other method					1%	?	0%	↓		Lucy Wright
LE007	Percentage demands for Waste Management Services for missed collections					31%	?	28%	↑		Lucy Wright
LE008	Results of regular graded inspections of streets	74%	?	72%	↓	81%	↑		?		Susan Winmill
LE009	Number of recalls/repeat visits for Environmental Maintenance servcies						?		?		Susan Winmill
LE010	Percentage of downtime of street cleaning equipment						?		?		Susan Winmill
LE011	Number of penalty charge notices (car parking) issued	433	?	457	↓	593	↓		?		Susan Winmill
LE011a	Number of penalty charge notices issued (on street)	197	?	214	↓	222	↓		?		Susan Winmill
LE011b	Number of penalty charge notices issued (off street)	186	?	206	↓	280	↓		?		Susan Winmill
LE011c	Number of penalty charge notices issued (Weavers Wharf)	50	?	37	↑	91	↓		?		Susan Winmill
LE012	Number of environmental penalty notices issued	47	?	57	↓	50	↑	37	↑		Susan Winmill

Agenda Item No. 8
Appendix 2

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE012a	Number of non tax vehicle penalty notices	41	?	36	↑	30	↑	19	↑		Susan Winmill
LE012b	Number of vulnerable vehicle penalty notices	6	?	21	↓	20	↑	18	↑		Susan Winmill
LE013	Number of fixed penalty notices issued	4	?	0	↓	0	▬	0	▬		Susan Winmill
LE014	Total recorded crime	709	?	722	↓	646	↑	539	↑		Kathryn Washington
LE015	Total recorded ASB incidents	603	?	547	↑	452	↑	461	↓		Kathryn Washington
LE016	Number of visitors to Bewdley Museum					17,646	?	21,021	↑		Kay Higman

Council's Purpose Planning

		Current year									
Code	Short Name	April 2012		May 2012		June 2012		July 2012		Latest Note	Managed By
		Value	Short Trend	Value	Short Trend	Value	Short Trend	Value	Short Trend		
LE051	Upper limit of end to end processing times for planning applications										John Baggott
LE052	Lower limit of end to end processing times for planning applications										John Baggott
LE053	Number of requests for pre-application advice						?	10	?		John Baggott
LE054	Number of planning applications received						?	95	?		John Baggott

Lagging measures

All Lagging measures for Quarter 1 (April – June)



Council's Purpose Business

Code	Short Name	Quarters		Half Years	Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	H1 2012/13	2012/13		
		Value	Value	Value	Value		
LA010	Total value of start up grants to businesses provided	Not measured for Quarters		Not measured for Half Years			Ken Harrison
LA011	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 6 months	Not measured for Quarters					Ken Harrison
LA012	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 12 months	Not measured for Quarters					Ken Harrison
LA013	Percentage of businesses in receipt of a Business Start Up Grant who are still trading after 24 months	Not measured for Quarters					Ken Harrison
LA014	Total value of booster grants to businesses provided	Not measured for Quarters		Not measured for Half Years			Ken Harrison
LA015	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 6 months	Not measured for Quarters					Ken Harrison
LA016	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 12 months	Not measured for Quarters					Ken Harrison
LA017	Percentage of businesses in receipt of a Business Booster Grant who are still trading after 24 months	Not measured for Quarters					Ken Harrison
LA018	VAT Registrations	Not measured for Quarters		Not measured for Half Years			Ken Harrison
LA019	VAT De-Registrations	Not measured for Quarters		Not measured for Half Years			Ken Harrison
LA020	Net Growth	Not measured for Quarters		Not measured for Half Years			Ken Harrison
LA021	Net decline	Not measured for Quarters		Not measured for Half Years			Ken Harrison
LA022	Total stock of VAT registered businesses	Not measured for Quarters		Not measured for Half Years			Ken Harrison
LA023	Overall commercial stock levels (District level)	Not measured for Quarters					Ken Harrison
LA024	Property registered on commercial property database	Not measured for Quarters					Ken Harrison

Council's Purpose Enabling (Support Services)

Code	Short Name	Quarters		Half Years	Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	H1 2012/13	2012/13		
		Value	Value	Value	Value		
LA040	Single Satisfaction Survey for Support Services	Not measured for Quarters		Not measured for Half Years			Ian Miller
LA041	Working days lost to sickness	530.31		Not measured for Half Years			Rachael Simpson
LA042	Total amount of hours forfeited by staff via the Flexi Time and TOIL systems	1,716		Not measured for Half Years			Rachael Simpson
LA043	Percentage of audit recommendations implemented	58.6%		Not measured for Half Years			Cheryl Ellerton

Council's Purpose Housing

Code	Short Name	Quarters		Half Years	Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	H1 2012/13	2012/13		
		Value	Value	Value	Value		
LA037	Average earnings	Not measured for Quarters		Not measured for Half Years			Kate Bailey
LA038	Average houseprice	Not measured for Quarters		Not measured for Half Years			Kate Bailey
LA039	Number of affordable new homes completed	0		Not measured for Half Years			Kate Bailey

Council's Purpose People

Code	Short Name	Quarters		Half Years	Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	H1 2012/13	2012/13		
		Value	Value	Value	Value		
LA025	Level of voter registration	Not measured for Quarters		Not measured for Half Years			Penny Williams
LA026	Level of voting in elections	Not measured for Quarters		Not measured for Half Years			Penny Williams
LA027	Viewpoint survey response on participation in decision making	Not measured for Quarters		Not measured for Half Years			Jane Doyle
LA028	National survey on participation rates - Sport England	Not measured for Quarters		Not measured for Half Years			Kay Higman
LA029	Percentage of people whose quality of life and sense of wellbeing has improved as a result of Cultural Activities	Not measured for Quarters					Kay Higman
LA030	Participation rates in attending Healthy Living events and training	Not measured for Quarters		Not measured for Half Years			Kay Higman
LA031	Number of excess winter deaths per 1000 population together with age and gender profiles	Not measured for Quarters		Not measured for Half Years			Kate Bailey
LA032	Obesity rate per 1000 population together with age and gender profiles	Not measured for Quarters		Not measured for Half Years			Kate Bailey

Council's Purpose Place

Code	Short Name	Quarters		Half Years	Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	H1 2012/13	2012/13		
		Value	Value	Value	Value		
LA001	Satisfaction with refuse collection	Not measured for Quarters					Steve Brant
LA002	Satisfaction with recycling collection	Not measured for Quarters					Steve Brant
LA003	Satisfaction with cleanliness	Not measured for Quarters					Susan Winmill
LA004	Efficiency of staff and equipment for cleansing regimes	Not measured for Quarters					Susan Winmill
LA005	Satisfaction with parks	Not measured for Quarters		Not measured for Half Years			Joe Scully
LA006	Percentage of people who agree that the police and other public services are successfully dealing with ASB	Not measured for Quarters		Not measured for Half Years			Kathryn Washington
LA007	Perception of ASB as a problem	Not measured for Quarters		Not measured for Half Years			Kathryn Washington
LA008	Satisfaction with leisure centres and events	Not measured for		Not measured			Kay Higman

Agenda Item No. 8
Appendix 3

		Quarters	for Half Years			
LA009	Satisfaction with activities and events for cultural services	Not measured for Quarters	Not measured for Half Years			Kay Higman

Council's Purpose Planning

Code	Short Name	Quarters		Half Years	Years	Latest Note	Managed By
		Q1 2012/13	Q2 2012/13	H1 2012/13	2012/13		
		Value	Value	Value	Value		
LA033	Number of new houses completed through development	Not measured for Quarters		Not measured for Half Years			John Baggott
LA034	Number of new commercial floor space completed through development	Not measured for Quarters		Not measured for Half Years			John Baggott
LA035	Number of success rate of appeals (indicator of quality and satisfaction)	Not measured for Quarters		Not measured for Half Years			John Baggott
LA036	Cusomter satisfaction following publication of Annual Monitoring report	Not measured for Quarters		Not measured for Half Years			John Baggott

Corporate Plan 2011-2014

All actions that impact on the Corporate Plan 2011-2014



Action Status Key & Summary	
	9 (13%) - Completed
	60 (83%) - Progressing and not reached target date
	0 (0%) – Progress to be checked as due date approaching
	3 (4%) – Overdue

CORP 2011-14 Corporate Plan 2011-14

	<input type="text" value="35%"/>	Due Date	31-Mar-2021
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress for the Corporate Plan 2011-14 as supported by the actions and sub actions below

CORP P1 Securing the economic prosperity of the district

	<input type="text" value="50%"/>	Due Date	31-Mar-2015
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress of the Securing the Economic Prosperity of the District priority as supported by the actions and sub actions below

CORP P1-SA1 Supporting regeneration and enterprise

	<input type="text" value="26%"/>	Due Date	31-Mar-2015	Responsible Officer	Ken Harrison
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the strategic action, Supporting Regeneration and Enterprise, as supported by the sub actions below		

CORP-P1-SA1.1 Local Economy

	<input type="text" value="22%"/>	Due Date	30-Apr-2013	Responsible Officer	Ken Harrison
Latest Note	Rhiannon Foxall	14-Aug-2012	<p>To support the recovery of the local economy by implementing initiatives arising from the State of the Area Debate.</p> <p>First take up of apprenticeships now starting to come through (2 completed and more expected)</p> <p>First take up of business rate relief for empty shops also coming through</p>		

CORP-P1-SA1.2 ReWyre Regeneration

	<input type="text" value="30%"/>	Due Date	30-Apr-2013	Responsible Officer	Ken Harrison
Latest Note	Rhiannon Foxall	14-Aug-2012	<p>Continue to implement ReWyre regeneration initiatives:</p> <ul style="list-style-type: none"> - Eastern Gateway - Churchfields - West Midlands Safari Park - Former British Sugar Site <p>Key milestones as per project plan</p> <p>Work continues to demonstrate viability of Eastern Gateway especially regarding highways and access.</p>		


			Residential phases of Churchfields progressing Masterplan for Safari Park under consideration by officers LDO confirmed for South Kidderminster Enterprise Park
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CORP P1-SA2 Creating a cleaner and greener environment					
	<div><div>75%</div></div>	Due Date	31-Mar-2013	Responsible Officer	Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the strategic action, Creating a cleaner and greener environment, as supported by the sub actions below		

CORP P1-SA2.1 Paddling pools				Complete a strategic review of paddling pools in the District.	
	<div><div>50%</div></div>	Due Date	31-Mar-2013	Responsible Officer	Kay Higman; Joe Scully
Latest Note	Rhiannon Foxall	20-Aug-2012	Costings analysed and data collected for options to be put forward for a decision by Cabinet.		









CORP P1-SA2.2 Waste collection				Implement new collection regime in waste and recycling service	
	<div><div>100%</div></div>	Due Date	01-Jun-2012	Responsible Officer	Steve Brant
Latest Note	Rhiannon Foxall	22-Aug-2012	Revised waste collection system fully implemented. All new rounds based upon a four day week collection service, (Tue-Fri). New Garden rounds launched 6th March, and new Waste launched 15th May. All rounds now configured into a "zoned" collection pattern of North-East-South-West, with all Refuse week 1 and all Recycling week 2. Approx £100,000 savings against budget.		








CORP P2 Delivering together with less				
	<div><div>37%</div></div>	Due Date	31-Mar-2021	
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress of the Delivering Together With Less priority as supported by the actions and sub actions below	








CORP P2 SA1 Financial Savings					
	<div><div>44%</div></div>	Due Date	30-Apr-2015	Responsible Officer	CMT; Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the strategic action, Financial Savings, as supported by the sub actions below		









FS01 New HQ					
	<div><div>47%</div></div>	Due Date	31-Mar-2014	Responsible Officer	Ian Miller; Caroline Newlands
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, New HQ, as supported by the sub actions below		








FS01.1 Completion of new HQ and within budget					
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	<div><div>95%</div></div>	Due Date	30-Sep-2012	Responsible Officer	Ian Miller; Caroline Newlands
Latest Note	Rhiannon Foxall	22-Aug-2012	Handover late August. Staff moves by early October		
FS01.2 Delivery of £500,000 per annum of savings					
	<div><div>0%</div></div>	Due Date	31-Mar-2014	Responsible Officer	Ian Miller; Caroline Newlands
Latest Note					
FS02 Leisure Centres Review					
	<div><div>32%</div></div>	Due Date	30-Apr-2015	Responsible Officer	Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Leisure Centres Review, as supported by the sub actions below		
FS02.1 Decision					
Decision taken on future leisure facilities for the District					
	<div><div>100%</div></div>	Due Date	31-Mar-2012	Responsible Officer	Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012	Cabinet decision in January		
FS02.2 Contract					
Extend leisure contract with DC leisure					
	<div><div>20%</div></div>	Due Date	31-May-2012	Responsible Officer	Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012	Legal section for DC Leisure are finalising paperwork for extension to contract.		
FS02.3 New facility					
New leisure facility to be open by April 2015					
	<div><div>10%</div></div>	Due Date	30-Apr-2015	Responsible Officer	Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012	Offer has been made and accepted on suitable site subject to Cabinet approval and other conditions. Leisure consultant procurement practically complete.		
FS02.4 Savings					
Deliver agreed financial savings					
	<div><div>0%</div></div>	Due Date	30-Apr-2015	Responsible Officer	Linda Collis
Latest Note					
FS03 Shared Services Agenda					
	<div><div>83%</div></div>	Due Date	30-Sep-2013	Responsible Officer	Ian Miller
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Shared Services Agenda, as supported by the sub actions below		
FS03.1 North Worcestershire Emergency					
Deliver savings of £10,000 through the					

Planning and Business Continuity Service			Implementation of the North Worcestershire Emergency Planning and Business Continuity Service	
	<div><div>100%</div></div>	Due Date 01-Apr-2012	Responsible Officer	Ian Miller
Latest Note	Rhiannon Foxall	22-Aug-2012	North Worcestershire Emergency Planning and Business Continuity Shared Service commenced 1st April 2012.	
FS03.2 Vehicle Route Optimisation System				
	<div><div>66%</div></div>	Due Date 30-Sep-2013	Responsible Officer	Steve Brant
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Vehicle Route Optimisation System, as supported by the sub actions below	
FS03.2.1 Procurement			Procurement of Route Optimisation Software for all partners	
	<div><div>100%</div></div>	Due Date 30-Jun-2012	Responsible Officer	Steve Brant
Latest Note	Rhiannon Foxall	22-Aug-2012	All partners are committed to buying the software	
FS03.2.2 Implementation			Implementation of Route Optimisation system within Wyre Forest District boundaries	
	<div><div>100%</div></div>	Due Date 31-Mar-2013	Responsible Officer	Steve Brant
Latest Note	Rhiannon Foxall	22-Aug-2012	Revised collection system delivered for general waste and garden waste rounds. Commenced Spring 2012. As part of natural wastage a number of front line posts have been lost and not filled and this has led to some significant savings coupled with the more efficient method of working	
FS03.2.3 Optimisation			Optimisation of collection routes across partner authorities (phased implementation from April to September 2013)	
	<div><div>0%</div></div>	Due Date 30-Sep-2013	Responsible Officer	Steve Brant
Latest Note				
FS04 Funding Wyre Forest				
	<div><div>15%</div></div>	Due Date 31-Mar-2013	Responsible Officer	Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Funding Wyre Forest, as supported by the sub actions below	
FS04.1 Council Tax			Decide Council Tax support arrangements	
	<div><div>15%</div></div>	Due Date 31-Dec-2012	Responsible Officer	Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	CMT Cabinet have received several briefings, July Cabinet Report agreed the details for Consultation that has now commenced. Briefing at Members Forum in July. Next Report scheduled for October Cabinet	

FS04.2 Business Rates				Take any decision required on the new Business Rate System	
	<input type="text" value="15%"/>	Due Date	31-Dec-2012	Responsible Officer	Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	Work continues with the Worcestershire Treasurers and Birmingham LEP and it is likely that this Council will be included in both expressions of interests for polling arrangements. Updates have been made to CMT Cabinet and Group Leaders		
FS04.3 Fees and charges				Monitor fees and charges income on a quarterly basis to check that it matches income profile	
	<input type="text" value="15%"/>	Due Date	31-Mar-2013	Responsible Officer	Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	Due monthly, to be included in Quarter 1 and Quarter 2 Budget Monitoring Report to Cabinet in September		
CORP P2 SA2 Financial Savings and behaviour change					
	<input type="text" value="27%"/>	Due Date	31-Mar-2021	Responsible Officer	CMT
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the strategic action, Financial Savings and Behaviour Change, as supported by the sub actions below		
FSBC01 Systems Thinking					
	<input type="text" value="20%"/>	Due Date	31-Mar-2015	Responsible Officer	Linda Collis; Ian Miller
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Systems Thinking, as supported by the sub actions below		
FSBC01.1 Savings				Deliver agreed savings target of £500k	
	<input type="text" value="0%"/>	Due Date	31-Mar-2015	Responsible Officer	Linda Collis; Ian Miller
Latest Note					
FSBC01.2 Revenues and Benefits and the Hub				Undertake and complete a review of revenues and benefits and the Hub	
	<input type="text" value="95%"/>	Due Date	31-Jul-2012	Responsible Officer	Linda Collis; Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	Consultation underway. Consultation end date 21st September. Implementation of new system mid October.		
FSBC01.3 Leadership				Undertake and complete a review of Leadership	
	<input type="text" value="5%"/>	Due Date	31-Jul-2012	Responsible Officer	Linda Collis; Ian Miller
Latest Note	Rhiannon Foxall	13-Aug-2012	Intervention underway		


FSBC01.4 Financial systems				Undertake and complete a review of financial systems	
	<input type="text" value="0%"/>	Due Date	01-Mar-2015	Responsible Officer	Linda Collis; Ian Miller
Latest Note	<input type="text"/>	<input type="text"/>			
FSBC01.5 Keep My Place Clean				Undertake and complete a review of Keep My Place Clean	
	<input type="text" value="20%"/>	Due Date	31-Oct-2012	Responsible Officer	Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012		Intervention underway. Check process to be complete by mid September. Re-design commencing October	
FSBC01.6 Development Management				Undertake and complete a review of development management	
	<input type="text" value="0%"/>	Due Date	31-Mar-2015	Responsible Officer	Mike Parker
Latest Note	Rhiannon Foxall	13-Aug-2012		Intervention underway	
FSBC02 Community Asset and Service Transfer Work					
	<input type="text" value="19%"/>	Due Date	28-Feb-2013	Responsible Officer	Caroline Newlands
Latest Note	Rhiannon Foxall	22-Aug-2012		The above percentage is the overall progress on the action, Community Asset and Service Transfer Work, as supported by the sub actions below	
FSBC02.1 Stourport Civic Centre and Hall Decision				Delegated Member decision taken on transfer to Stourport Holding Body after County Council's decision on relocation of Library	
	<input type="text" value="75%"/>	Due Date	31-Aug-2012	Responsible Officer	Caroline Newlands
Latest Note	Rhiannon Foxall	14-Aug-2012		District Localism being offered with Cabinet member.	
FSBC02.2 Stourport Civic Centre and Hall implementation				Implementation of project	
	<input type="text" value="0%"/>	Due Date	31-Aug-2012	Responsible Officer	Caroline Newlands
Latest Note	<input type="text"/>	<input type="text"/>			
FSBC02.3 My Street, My Community pilot scheme draft				Pilot scheme drafted	
	<input type="text" value="20%"/>	Due Date	30-Sep-2012	Responsible Officer	Caroline Newlands
Latest Note	Rhiannon Foxall	22-Aug-2012		Working with health authority and County Council report on target for September	
FSBC02.4 My Street, My Community pilot scheme implementation				3 month pilot scheme implemented	
	<input type="text" value="0%"/>	Due Date	31-Oct-2012	Responsible Officer	Caroline Newlands
Latest Note	<input type="text"/>	<input type="text"/>			


FSBC02.5 My Street, My Community Pilot Review			Review of pilot and agree future of programme	
	<div><div></div></div> 0%	Due Date	28-Feb-2013	Responsible Officer Caroline Newlands
Latest Note				
FSBC03 Delivery of ICT Strategy				
	<div><div></div></div> 43%	Due Date	31-Mar-2014	Responsible Officer Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Delivery of ICT Strategy, as supported by the sub actions below	
FSBC03.1 Efficiency Savings 11/12			Continue to deliver the ICT Strategy and achieve agreed efficiency savings of £230,280 for 2011-12	
	<div><div></div></div> 100%	Due Date	31-Mar-2012	Responsible Officer Joanne Wagstaffe
Latest Note				
FSBC03.2 Efficiency Savings 12/13			Continue to deliver the ICT Strategy and achieve agreed efficiency savings of £184,810 for 2012-13	
	<div><div></div></div> 73%	Due Date	31-Mar-2013	Responsible Officer Joanne Wagstaffe
Latest Note	Rhiannon Foxall	22-Aug-2012	The ICT Strategy is progressing to programme; we are now on a critical path for the fit-out of the New HQ and are dependent on external suppliers and consultants hitting deadlines to ensure a smooth delivery. Savings are realised across Directorates and these will be confirmed when in the next Financial Strategy when budgets are reviewed and revised.	
FSBC03.3 Efficiency Savings 13/14			Continue to deliver the ICT Strategy and achieve agreed efficiency savings of £215,250 for 2013-14	
	<div><div></div></div> 0%	Due Date	31-Mar-2014	Responsible Officer Joanne Wagstaffe
Latest Note				
FSBC03.4 Staff satisfaction			Review staff satisfaction of ICT arrangements for new processes through Annual Staff Survey	
	<div><div></div></div> 0%	Due Date	31-Dec-2012	Responsible Officer Joanne Wagstaffe
Latest Note				
FSBC04 Preparing You for New HQ				
	<div><div></div></div> 50%	Due Date	30-Sep-2012	Responsible Officer Caroline Newlands
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Preparing Your For New HQ, as supported by the sub actions below	
FSBC04.1 Move to New HQ			Successful move to the new HQ	

	<div><div>0%</div></div>	Due Date	30-Sep-2012	Responsible Officer	Caroline Newlands
	Latest Note				
FSBC04.2 Mobile and flexible working				A minimum of 115 officers will be working at home or on a mobile basis	
	<div><div>100%</div></div>	Due Date	30-Sep-2012	Responsible Officer	Caroline Newlands
	Latest Note				
FSBC04.3 Making Information Manageable				At least 65% of council service areas will be using electronic document and records management systems for the delivery of their work	
	<div><div>50%</div></div>	Due Date	30-Sep-2012	Responsible Officer	Caroline Newlands; Mike Parker
	Latest Note				
FSBC05 Public Sector Carbon Management Programme					
	<div><div>5%</div></div>	Due Date	31-Mar-2021	Responsible Officer	Mike Parker
	Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Public Sector Carbon Management Programme, as supported by the sub actions below	
FSBC05.1 Carbon emissions				Deliver a 30% reduction in the council's carbon emissions over a five year period from 2011 to 2016	
	<div><div>0%</div></div>	Due Date	31-Mar-2016	Responsible Officer	Mike Parker
	Latest Note				
FSBC05.2 Savings				Deliver the agreed savings target	
	<div><div>10%</div></div>	Due Date	01-Mar-2021	Responsible Officer	Mike Parker
	Latest Note	Rhiannon Foxall	14-Aug-2012	First year initiatives and projects currently being developed at Business Case stage	
CORP P2 SA3 Cultural and behaviour change					
	<div><div>42%</div></div>	Due Date	31-Mar-2015	Responsible Officer	CMT
	Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the strategic action, Cultural and behaviour change, as supported by the sub actions below	
CBC01 Organisational Development					
	<div><div>23%</div></div>	Due Date	31-Dec-2012	Responsible Officer	Linda Collis; Ian Miller
	Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Organisational Development, as supported by the sub actions below	


CB01.1 Statements of desired behaviour			Agree statements of desired behaviour for our council values	
	<div><div>10%</div></div>	Due Date	31-Dec-2012	Responsible Officer Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012	Due date changed due to this action bring linked in to leadership intervention and learning and development work. Presentation due at Management Forum on 4th September on values element of work	


CB01.2 Staff survey			Undertake the annual staff satisfaction survey	
	<div><div>60%</div></div>	Due Date	31-Oct-2012	Responsible Officer Ian Miller
Latest Note				

CB01.3 Organisational Development Strategy			Produce an organisational development strategy	
	<div><div>0%</div></div>	Due Date	31-Dec-2012	Responsible Officer Linda Collis
Latest Note	Rhiannon Foxall	22-Aug-2012	Due date changed as this action is linked in with the values work and leadership intervention	


CBC02 Member Development				
	<div><div>62%</div></div>	Due Date	31-Mar-2014	Responsible Officer Penny Williams
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Member Development, as supported by the sub actions below	


CBC02.1 Role of Local Member			Participate in the Role of the Local Member Programme for Worcestershire including the launch	
	<div><div>25%</div></div>	Due Date	31-Mar-2014	Responsible Officer Penny Williams
Latest Note	Rhiannon Foxall	22-Aug-2012	Members in Greenhill area are piloting this. The feedback from the members involved is very positive. Next County Council meeting is on 16th July and Malcolm Grimston from the LGA will be attending. County Council to feedback after this meeting. Awaiting further updates from Worcestershire County Council.	

CBC02.2 Training			Deliver Scrutiny Training for Members	
	<div><div>100%</div></div>	Due Date	31-May-2012	Responsible Officer Penny Williams
Latest Note	Rhiannon Foxall	22-Aug-2012	CFPS scrutiny training on 22nd May and DS training on 31st May, both were well received with positive feedback.	


CORP P3 Improving community wellbeing				
	<div><div>19%</div></div>	Due Date	31-Mar-2015	
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress of the Improving Community Wellbeing priority as supported by	


the actions and sub actions below

CORP P3 - SA1 Working towards meeting current and future housing needs			-- enter action details here --	
	<input type="text" value="25%"/>	Due Date	31-Mar-2015	Responsible Officer Kate Bailey
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the strategic action, Working towards meeting current and future housing needs, as supported by the sub actions below	

CORP P3 - SA1.1 Existing housing			To make better use of existing housing	
	<input type="text" value="25%"/>	Due Date	31-Mar-2013	Responsible Officer Kate Bailey
Latest Note	Rhiannon Foxall	22-Aug-2012	182 insulation measures installed through WFDC scheme 20 assisted with DFG 3 Empty homes brought back into use 8 assisted to move into more suitable accommodation (overcrowding/underoccupation or medical)	

CORP P3 - SA1.2 Affordable housing			To improve the availability of new affordable housing opportunities in the district	
	<input type="text" value="25%"/>	Due Date	30-Mar-2013	Responsible Officer Kate Bailey
Latest Note	Rhiannon Foxall	22-Aug-2012	Start on site – Hurcott, Churchfields, Clent & Sebright Start on site for The Green anticipated August Meetings held with Developers and Registered Providers regarding various sites	

CORP P3 - SA2 Encouraging healthier lifestyles				
	<input type="text" value="33%"/>	Due Date	31-Mar-2015	Responsible Officer Linda Collis; Kay Higman
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the strategic action, encouraging healthier lifestyles, as supported by the sub actions below	

CORP P3 - SA2.1 Leisure Centre			Deliver a new, affordable and sustainable leisure centre for the District	
	<input type="text" value="33%"/>	Due Date	31-Mar-2015	Responsible Officer Linda Collis; Kay Higman
Latest Note	Rhiannon Foxall	22-Aug-2012	The above percentage is the overall progress on the action, Leisure Centre, as supported by the sub actions below	

CORPP3 - SA2.1.1 Cabinet approval			Cabinet approval to purchase site	
	<input type="text" value="100%"/>	Due Date	30-Jun-2012	Responsible Officer Linda Collis; Kay Higman
Latest Note	Rhiannon Foxall	22-Aug-2012	Cabinet approval in January	

CORPP3 - SA2.1.2 Consultation			Consultation with public and partners to support development of design brief	
	<input type="text" value="0%"/>	Due Date	30-Sep-2012	Responsible Officer Linda Collis; Kay Higman

Agenda Item No. 8 Appendix 4

Latest Note	Rhiannon Foxall	22-Aug-2012	Cabinet report moved from July to September so due date changed
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CORPP3 - SA2.1.3 Tender				Complete tender documentation	
	<input type="text" value="0%"/>	Due Date	30-Dec-2012	Responsible Officer	Linda Collis; Kay Higman
Latest Note	<input type="text"/>	<input type="text"/>			

CORP P3 - SA3 Addressing inequalities and deprivation					
	<input type="text" value="0%"/>	Due Date	31-Mar-2013	Responsible Officer	Kathryn Washington
Latest Note	Rhiannon Foxall	14-Aug-2012	Actions ongoing regarding environmental and ASB issues. Small contribution given towards WFDC dog fouling campaign. Informal review conducted and proposal to be presented to Operational Group in September. Stating to plan for 16 days of action against Domestic Abuse which is in November.		

**Overview & Scrutiny Committee 2012/2013
Work Programme**

June 2012 (Special)

LDF Development Plan Documents

July 2012

Qtr 4 (2011/12) exception reporting incorporate directorate business plans

Set up Treasury Management Review Panel

Set up Housing Review Panel

Affordable Warmth Action Plan

Climate Change Action Plan

September 2012

Recommendations from Treasury Management Panel:

- Local Authority Mortgage Scheme
- Treasury Management Strategy Backward Look 2011-12
- Annual Report on TM Service, Actual Prudential Indicators 2011/12 and review of Counterparty Criteria

Recommendations from Sports & Leisure Centre Review Panel

Air Quality Monitoring – Stourport

South Worcestershire Development Plan

Performance Management Quarter 1 Update

Affordable Housing Funding

October 2012

WFDC Tenancy Strategy

WFDC Housing Assistance Policy (Inc. Recs from Housing Review Panel)

November 2012

Recs from Housing Review Panel

Localisation of Council Tax Benefit (Rec from Cabinet following consultation period)

Recommendations from Treasury Management Panel (Treasury Management Strategy Statement & Annual Investment Strategy Mid Year Review Report)

Performance Management Quarter 2 Update (including September and six monthly lagging measures)

December 2012

Budget Review Panel – Terms of Reference

Annual Crime & Disorder Review

Wyre Forest Health and Ageing Well Action Plan

Recommendations from Treasury Management Strategy Statement & Annual Investment Strategy Mid Year Review Report 2012/13

January 2013

Consultation of Financial Strategy 2013-16

February 2013

Consultation of Financial Strategy 2012-15 (Recs from Budget Review Panel)

Designation of Conservation Area – New Road / Marlborough Street (RM)

Recommendations from Treasury Management Panel (Treasury Management Strategy Statement)*

Consultation of Financial Strategy 2013-16
Performance Management Quarter 3 Update

March 2013

Potential adoption of LDF Documents (RM - TBC)
Potential Parish Neighbourhood Plan (RM - TBC)
Carbon Management Plan

April 2013

May 2013

June 2012

Performance Management Quarter 4 Update (including March and annual lagging measures)

Items for Members Forum

North Worcestershire Community Safety Partnership update – Kathryn Washington (January 2013)
Police and Crime Commissioner – Kathryn Washington (January 2013)
Local Development Framework Documents – Rebecca Mayman (date TBA)
Carbon Management Plan (date TBA)

Review Panels

Housing Review – 11th July 2012, 31st July 2012, 9th August 2012, 22nd August 2012, 29th August 2012, 13th September 2012, 27th September 2012, 25th October 2012

AOHN – 12th September 2012

Flooding – Date to be arranged following conclusion of Housing Review Panel

Treasury Management – 5th September 2012