

BROMSGROVE DISTRICT COUNCIL

SCRUTINY STEERING BOARD

2ND SEPTEMBER 2008

RECOMMENDATION TRACKER

This report lists all scrutiny recommendations approved by Cabinet with information on: who will be progressing the approved recommendations; when the recommendations are expected to be implemented by; and any officer comments which might be useful to the Scrutiny Steering Board. The recommendations are grouped by Task Group.

All general recommendations made by the Scrutiny Steering Board are also listed when applicable.

General Recommendations made by the Scrutiny Steering Board on: 22nd May 2008

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
N/A	The Cabinet request that the Performance Management Board considers a report on concessionary parking for over 60s once six months worth of data has been compiled (as requested by a member of the public, Mr. Bateman).	Head of Legal, Equalities and Democratic Services	2nd July 2008 – Cabinet & 15th July 2008 – PMB	✓	The Cabinet agreed to the request at its meeting held on 2nd July 2008 and it was referred to PMB. It was considered by PMB on 15th July 2008 and it was agreed that PMB would consider the concessionary parking for over 60s once six months of data is available. A report is expected to be considered by PMB in October. Mr. Bateman, who raised this issue, has been kept up to date.

*Note: "Rec. No." is the Recommendation Number as given within a Scrutiny Report compiled by a Task Group

Approved Recommendations from Refuse and Recycling Scrutiny Investigation: 2nd April 2008 (Date agreed by Cabinet)

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
1	<p>NVQ Training in Waste Management from WAMITAB (Waste Management Industry Training Advisory Board) via NEW College is given to all refuse and recycling staff over a 2 year period commencing September 2008 with the following conditions:</p> <ul style="list-style-type: none"> ▪ standards for 'performance criteria' and 'knowledge requirements' specific to this Council are built into the awards; ▪ the preferred primary assessment method is observation (rather than witness testimonies or personal statements); and ▪ that performance criteria is observed consistently over a certain time period rather than as a one-off 	<p>Head of Street Scene and Community</p> <p>Head of Human Resources and Organisational Development</p>	<p>Started During September 2008</p>		<p>All negotiations taken place with New College to satisfy the Councils requirements. Presentation to staff and selection of first group to undertake the training will follow.</p>
2	<p>It is made a requirement of all new employees to either hold the NVQ in Waste Management or achieve it within an agreed timeframe.</p>	<p>Head of Street Scene and Community</p> <p>Head of Human Resources and Organisational Development</p>			<p>First stage of the process is to get all our existing staff trained. Then this can be rolled out to new starters.</p>

3	<p>The following NVQ training is given to the three Refuse and Recycling Team Leaders:</p> <ul style="list-style-type: none"> ▪ Team Leading in Refuse and Recycling via NEW College ▪ BITS (Business Improvement Techniques) via RDI (Resource Development International) 	<p>Head of Street Scene and Community</p> <p>Head of Human Resources and Organisational Development</p>			<p>Have agreed to get NVQ training organised for the refuse and recycling crews first then organise training for the supervisors. Additional training/Support being organised with Helen Parkinson.</p>
4	<p>Request that Street Scene and Waste Management Officers monitor the progress Worcestershire County Council is making in relation to building their own sorting plant by 2009, as this will enable a commingled recycling service to be launched (making it easier to recycle and likely to encourage more recycling) and therefore significantly improve this Council's recycling rates.</p>	<p>Head of Street Scene and Community</p>	<p>On Going</p>		<p>Officers are attending regular meetings with the County Council. Both officers and Members meet as part of a County wide forum to discuss all waste related issues.</p>
5	<p>Street Scene and Waste Management Officers be requested to continue to encourage Worcestershire County Council officers to investigate recycling more materials through the Waste Management Forum.</p>	<p>Head of Street Scene and Community</p>	<p>On Going</p>		<p>Both officers and Members meet as part of a County wide forum to discuss all waste related issues.</p>

6	Request that Street Scene and Waste Management Officers continue to regularly and systematically benchmark against the top 10-15 local authorities in the recycling league table which are achieving higher recycling rates, with a view to adapting any parts of their services to Bromsgrove which may prove successful in helping to increase our recycling figures.	Head of Street Scene and Community	On Going		Officers regularly monitor activities through PSNET and APSE and technical press.
7	Street Scene and Waste Management Officers be requested to continually investigate ways in which the Council can expand the recycling service to reach the remaining 6% of the District.	Head of Street Scene and Community	On Going		This will only be feasible once the new Materials Reclamation Facility is available at the end of 2009. Plant being built by WCC
8	In order to educate as many children as possible to take responsibility for the future of their own environment and encourage more recycling throughout the District, Street Scene and Waste Management officers be requested to continue to encourage all schools to join the Eco-School programme, particularly primary schools.	Head of Street Scene and Community	On Going		Regular visits to schools by Officers to promote environmental issues.

9	Request that Street Scene and Waste Management officers keep up to date with developments of the Defra pilot incentive scheme and when the results are known, the option of introducing such a scheme be investigated further.	Head of Street Scene and Community	On going		All government department activities monitored direct through websites and technical press.
10	Request the Head of Street Scene and Waste Management to make certain there is thorough consultation with local residents in relation to the green bin charging arrangements due to be put in place. Effective communication will help ensure smooth implementation of the charging system which should avoid a reduction in customer service standards.	Head of Street Scene and Community	On going		Consultation underway and first article has been released in 'Together Bromsgrove' with planned media releases due to go out in subsequent issues local newspapers and the waste collection calendar.
11	Increase communication with local residents wherever possible to encourage reducing, reusing and recycling. For example, ensuring local residents are aware that they can request more recycling boxes free of charge.	Head of Street Scene and Community	On going		Information on web site and the waste collection calendar also via CSC. Various consultation days planned around the district at various Parish Council offices.

13	<p>Similar to Daventry District Council, training/information sessions be arranged to inform Members of the following to ensure they have a sound knowledge of the Street Scene and Waste Management Services to pass on to local residents:</p> <ul style="list-style-type: none"> ▪ the history of the service; ▪ where the Council is at present; and ▪ plans to progress the service in future. <p>Members of Parish Councils should also be invited to attend these sessions.</p>	<p>Head of Legal, Equalities and Democratic Services</p> <p>Head of Street Scene and Community</p> <p>Head of Human Resources and Organisational Development</p>			<p>A training/information session has been arranged to be held on 14 October 2008 and invitations to all Members will be sent out in due course.</p> <p>The Head of Street Scene and Community gave a presentation on Street Scene and Waste Management to Parish Council representatives in April 2008 at a Parish Council Forum meeting. However, representatives from Parish Councils will also be invited to attend the training session in October 2008.</p>
14	<p>Updates relating to the refuse and recycling service be included in Members' Bulletins.</p>	<p>Head of Street Scene and Community</p>			
15	<p>The Head of Street Scene and Waste Management be requested to further investigate the effectiveness of various vehicle tracking and communication systems with a view to trialling a model in the future.</p>	<p>Head of Street Scene and Community</p>	<p>Trial of tracking and communication system to take place later this year</p>		<p>Meetings are being held with various companies offering tracking and communication systems to identify the most appropriate system to use. Once this is established a trial will be undertaken.</p>

					layout and accessibility of the town centre.
2	<p>The County Council, along with bus operators and Bromsgrove District Council should embark on a major review of routes and frequencies to provide: (a) better links to outlying areas; (b) better links to major amenities such as Hospitals; and (c) evening and Sunday services.</p> <p>(As requested, the Cabinet agreed to refer this matter to the County Council, the LSP Transport Theme Group and the Town Centre Steering Group.)</p>	<p>Assistant Chief Executive</p> <p>Executive Director – Partnership and Projects</p>	February 2009 (Originally December 2008)		<p>The County Council has been contacted and we have been informed that the Bromsgrove Area Review is a wider review than just bus routes. The review is a lengthy, comprehensive piece of technical work which fully embodies the methodology of the adopted Integrated Transport Strategy. Module 1 of the review will take until approximately February 2009. There are six modules to complete the Integrated Passenger Transport Strategy.</p>
3	<p>This Council should participate to the fullest extent in a new partnership (with relevant agencies such as Network Rail and the County Council) aimed at supporting and advising upon the bus interchange facility to the proposed new rail station, e.g., advising on routes and frequency based on local research.</p> <p>(As requested, the Cabinet agreed to refer this matter to the County Council and the LSP Transport Theme Group.)</p>	Assistant Chief Executive	Ongoing	✓ Ongoing	<p>The council is actively participating in this project but is a minor funding partner, compared to Network Rail. The funding is complicated (there may well be up to 8 funders). The County Council are completing an accessibility study for the train station and outline plans have been produced by Network Rail. It is difficult to give firm dates, until the funding of the station is resolved.</p>

4	<p>Modern accessible bus fleets through proactive involvement by Bromsgrove District Council and Worcestershire County Council to develop a new 'vehicle rolling stock' (buses) strategy and bid for funds.</p> <p>(The Cabinet agreed to refer this matter to the County Council and that any involvement on the part of this Council in becoming a proactive partner in future bids for rolling stock, would to be put on hold until such time as the draft Local Transport Bill becomes law.)</p>	<p>Assistant Chief Executive</p> <p>Worcestershire County Council</p>	<p>Dependent on County Council</p>	<p>✓ Ongoing</p>	<p>The District Council has referred the scrutiny report to the County Council.</p> <p><i>August Update:</i> The Assistant Chief Executive met recently with the Council Council on this matter. County made the reasonable point that the District needs to have the right infrastructure first. Converting each bus stop will cost between £6,000 and £10,000. An infrastructure strategy is due to be agreed by September at County.</p>
5	<p>Preparatory discussions be commenced with Redditch Borough Council to assess the feasibility of a joint bid (via the County Council) for a co-operated Ring-and-Ride scheme, and also that the Council should investigate with the County the potential to introduce a Community Bus Service to further "infill" gaps in current services.</p> <p>(The Cabinet agreed to refer this matter to the LSP Transport Theme Group for investigation and that the Group would be requested to provide the Cabinet with a report in September detailing progress.)</p>	<p>Assistant Chief Executive</p>	<p>Business Case to CMT in May 2008 - Progress Report to Cabinet in September 2008 - Go live in May 2009 (subject to any planning issues)</p>	<p>✓ Ongoing</p>	<p>A project group has been established and a first draft business case was presented to CMT during May. A budget bid will be made in September, based on the consultation exercise currently underway and discussions with potential providers and if funding is approved in early 2009, we hope the service can go live in May 2009 (subject to any detailed planning issues).</p> <p><i>August Update:</i> On target for September</p>

					budget bid. Customer Panel feedback strongly supports this initiative.
6	<p>The County Council is to introduce a "Worcestershire Standard" bus shelter/stop, which was commended by the Task Group, and they recommend a period of consultation to establish whether (and where) more pick-up points could be located. It is also requested that, given the implications for winter bus travellers, urgent action be taken at a number of sites mentioned in the report to repair damaged/vandalised bus shelters.</p> <p>(The Cabinet agreed to refer these matters to the County Council.)</p>	Assistant Chief Executive	Dependent on WCC	✓ Ongoing	<p>As part of the Integrated Passenger Transport Strategy a Sub-Strategy on interchanges and bus stops will be produced by June 2008. The Bromsgrove train station and town centre interchanges will both be Gold Standard. Dates for overhauling the rest of the interchanges and bus stops will be contained in the new Strategy.</p> <p><i>August Update:</i> A meeting with the County Council was held on 18 June to discuss progress of the new Strategy. This meeting resulted in a subsequent meeting and agreement in principle to undertake an accessibility study on the town centre. The bus stop audit was completed and reported on in July (at County).</p>

7	<p>In addition to the need for more (modern) bus shelters, a number of people responding to the surveys indicated that consideration could also be given to (a) an increased number of pick-up points (to bridge the walking gap especially for those with mobility difficulties); and (b) the flexibility to “flag down” drivers in areas where it is safe to do so.</p> <p>(The Cabinet agreed to refer these matters to the County Council.)</p>	Assistant Chief Executive	Module 1 Completed by December 2008	Awaiting progress by WCC – please see officer comments	<p>As part of the Bromsgrove District Area Review the current number and concentration of bus stops will be considered. The County Council expects bus stops to be no more than 400 metres apart in an urban area. This rule cannot be applied in a rural setting, but consideration will be given to this issue in the review. Also, the community transport review should also help in this respect.</p> <p><i>August Update:</i> Awaiting progress by County Council. The County Council does not support this recommendation as it would prevent reliable route times</p>
8	<p>Improve bus time tables and make them more widely available by using a variety of “engagement” methods available (e.g. Together Bromsgrove, website, etc.), to consult with the public further to support the County’s preparation of a new marketing and information strategy.</p> <p>(The Cabinet agreed that this Council look at establishing</p>	Assistant Chief Executive	May 2008	✓ Ongoing	<p>A meeting was held with County Council and Network Rail in May to discuss community engagement for proposed new train station. A communications plan has been produced, which will also pick up the wider issue of marketing.</p> <p>Another meeting with the</p>

	<p>website links to consult with the public further to support the County's new marketing and information strategy.)</p>			<p>County Council in June took place to discuss the progress of the Integrated Passenger Transport Strategy.</p> <p><i>August Update:</i> Bus timetables are on the County Council website. This is one of the most used parts of the website. We have agreed to put something on bus times in the next Together Bromsgrove.</p>
9	<p>The Council becomes a pilot authority to work with our County Council partners to develop and implement a local best practice marketing and implementation strategy which can become a model for the County (Real Time Passenger Information (RTPI)).</p> <p>(The Cabinet agreed that this Council offer itself as a pilot authority with the County Council for the introduction of RTPI at major amenities and that both the Cabinet and Scrutiny Steering Board be kept up to date on developments.)</p>	Assistant Chief Executive	Dependant on WCC - Ongoing	<p>No further action at this stage, but the Assistant Chief Executive will have met with the County Council on 18 June to discuss a number of transport issues.</p> <p><i>June/July Update:</i> Assistant Chief Executive needs to chase up progress on this matter.</p> <p><i>August Update:</i> Assistant Chief Executive has spoken to the County Council. They want to focus on improving the infrastructure and getting the right routes running on time, before moving to Real Time Passenger Information (RTPI).</p>

10	<p>As part of the review, a route map be produced similar to the London Underground system map. The map would be based on a North/South and East/West configuration to enable it to capture the main destinations, i.e. Birmingham/ Bromsgrove/ Worcester (being North/South) and Redditch/ Bromsgrove/ Stourbridge (being East/West). This would enable all principal villages and estates along these routes to be listed together with the appropriate bus service number.</p> <p>(The Cabinet agreed that the feasibility of producing a London Underground style bus route map be looked at with the County Council. It was also felt a bus timetable might need to accompany any route map and the practicalities of the proposal as a whole would first need to be investigated in view of the possible work/costs involved.)</p>	Assistant Chief Executive	Dependant on WCC - Ongoing		<p>See response above to recommendations 9.</p> <p><i>August Update:</i> A Transport Marketing Strategy will be produced for September 2008. This will include new route maps and County have asked if we want to be a pilot. BDC has agreed.</p>
11	<p>(a) Commends the County's Strategy for bus driver training to this Council;</p> <p>(b) Asks that a copy of this report be forwarded to all bus operators drawing their attention to the broad issue of reminding drivers of their duty of care and courtesy to</p>	<p>Head of Legal, Equalities and Democratic Services</p> <p>Assistant Chief</p>	<p>Letter to bus operators by mid April 2008</p> <p>WCC contacting</p>	✓	<p>In relation to 11(b), a letter has been sent to all bus operators informing them where they can view a copy of the full Public Transport (Buses) Scrutiny Report.</p> <p>11(c) will be discussed</p>

	<p>passengers; and</p> <p>(c) Recommends that a newsletter in this regard be sent from the County Council to all operators and drivers.</p> <p>(The Cabinet agreed to refer this matter to the County Council.)</p>	Executive	bus operators	✓	<p>with County Council at meeting on 18 June 2008.</p> <p><i>August Update on 11(c):</i> County are talking to bus operators about these issues, but cannot compel them to be trained. On services directly contracted by the County, bus drivers are required to have training on customer service to NVQ Level 4.</p>
12	Proactive involvement by Bromsgrove District Council in the Worcestershire County Council Transport Strategy to ensure the good relationship between the Councils is continued.	Assistant Chief Executive	Ongoing	✓	Councillors Mrs. Dyer and Mrs. Sherrey are Members of the Group which are looking at Worcestershire County Council's Transport Strategy and they will continue to have proactive involvement as suggested by the Task Group. Relations with county are much improved and we are now beginning to see some of the benefits of partnership working on the town centre, train station and Longbridge.
13	(a) It is essential that the town centre bus station is completely rebuilt (preferably on the existing site) and should involve public consultation at the design and layout stage, which should include 'County	Executive Director – Partnership and Projects	15th April 2008	✓ Ongoing	<p>See response to recommendation 1 on the second page of this report.</p> <p>Capital funds have been allocated to refurbish the toilet facilities.</p>

	<p>Standard' bus shelters and signage;</p> <p>(b) The site of the present bus station is the preferred site according to the public survey, and lends itself to be developed incorporating an Information Centre and perhaps a Police Drop-In Centre; and</p> <p>(c) The existing toilet block be re-located, possibly on ground opposite the Drill Hall).</p> <p>(The Cabinet resolved:</p> <p>(i) that the issue of establishing a new bus station had already been dealt with under Recommendation 1;</p> <p>(ii) that it be agreed that the re-location of the existing toilet block as detailed at Recommendation 13 (c) be rejected as this was already being progressed;</p> <p>(iii) that the Portfolio Holder discuss with the Executive Director - Projects and Partnerships the possibility of establishing a Shopmobility unit close to the re-located toilet block and that the Portfolio Holder report back to the Cabinet in this regard; and</p> <p>(iv) that the Portfolio Holder and the Chairman of the Task Group report back to the</p>				<p>Consideration was given to moving the toilet facilities closer to the Shopmobility by the Town Centre Steering Group, but following consultation with representatives of the Disabled User Group it was decided to leave the toilets in their current location and carry out major refurbishments including a personal care suite.</p>
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	<p>Scrutiny Steering Board on progress on the above.</p> <p>The additional issue of establishing a Shopmobility unit close to the re-located toilet block was raised. It was agreed that this would be discussed outside of the meeting and the position with this reported back to the Cabinet.)</p>				
14	<p>The Task Group Chairman, Councillor B. Lewis F.CMI, be invited to sit on the Joint County and District Town Centre Steering Group to assist the Council in ensuring any approved recommendations contained within this Scrutiny Report are implemented.</p> <p>(Cabinet agreed that the membership of the Joint County and District Town Centre Steering Group remain the same.)</p>	Assistant Chief Executive	Ongoing	✓	As agreed by Cabinet, the Joint County and District Town Centre Steering Group will seek input from Councillor Lewis on any transport related issues. Please also note that implementation of approved recommendations will be monitored via this tracker report.

Approved Recommendations from Air Quality Scrutiny Investigation:

9th January 2008 (Date agreed by Cabinet)

*Rec. No.	Detail of Recommendation	Officer Responsible	Implementation to take place by	Tick if completed	Officer Comments
1	<p>This Council considers applying to Worcestershire County Council for certain roads to be made low emission zone roads therefore limiting access to certain types of vehicles which reduce air quality. Specifically, the following roads/areas should be low emission due to high NO₂ levels:</p> <ul style="list-style-type: none"> ▪ Approximately a 2 mile radius around Bromsgrove town centre ▪ A38 Bypass in Rubery ▪ All roads in Rubery with a weight restriction ▪ A456 in Hagley ▪ A491 in Hagley 	<p>Worcestershire County Council's Highways</p> <p>Executive Director – Partnership and Projects</p>	<p>Letter sent April 2008 and follow up email sent in June 2008</p>	<p>✓ Ongoing</p>	<p>A letter was sent to Worcestershire County Council's Highways Unit in April 2008 asking them to explore designation of roads as low emission zones.</p> <p>Currently the County Council have not responded and a follow up email has been sent to ask about progress on this matter.</p> <p>A response is still awaited from the County Council on this matter. Officers of BDC will follow up with a phone call.</p>
2	<p>The Council remain committed to improving Bromsgrove Railway Station including the Park and Ride facility as this will encourage the public to use public transport and therefore reduce the numbers of cars on the roads which are having a negative impact on air quality.</p>	<p>Executive Director – Partnership and Projects</p> <p>Assistant Chief Executive</p>	<p>By 21st March 2008</p>	<p>✓</p>	<p>Executive Director – Partnerships and Projects sent a letter to Railway Station Working Group on 12th March 2008 to ensure they are aware of the approved scrutiny recommendations, highlighting the issue of adequate car parking and</p>

					traffic management in the Aston Fields area with regard to access and egress from the car park.
4	<p>(a) Request that Worcestershire County Council's Highways alter the traffic signals on the A38 North into Bromsgrove so to reduce exit blocking and improve traffic flow near the AQMA; and</p> <p>(b) Request that both Worcestershire County Council's Highways and this Council's Environmental Health Team monitor the area before and after the alterations in order to obtain evidence to prove whether or not the alteration have been successful.</p> <p>(The Cabinet also wished the appropriate authority to consider making the operation of the traffic signals part time (e.g. during the night, the traffic was much lighter and this would reduce the amount of stationary traffic and therefore improve air quality.)</p>	<p>Worcestershire County Council's Highways</p> <p>Head of Planning and Environment Services</p> <p>Worcestershire County Council's Highways</p> <p>Highways Agency</p>	Letter sent 7th March 2008 and follow up email sent in June 2008.	✓ Awaiting response from WCC	<p>Executive Director – Partnerships and Projects sent a letter to Worcestershire County Council (WCC) on 7th March 2008 requesting the traffic lights be altered as requested and to ask that WCC indicate when they will undertake this work so that Environmental Health (EH) can monitor before the alteration and after.</p> <p>Currently the County Council have not responded to the initial letter sent in March 2008 and a follow up email has been sent to ask about progress on this matter.</p> <p>The matter will now be followed up with a phone call.</p>
5	Request that Environmental Health monitor the AQMA before and after the Highways Agency have added and amended yellow box markings on the roundabout at M42 Junction 1 at gridlock (which is hoped will improve the flow of traffic) to	<p>Executive Director – Partnership and Projects</p> <p>Head of Planning and</p>	June 2008	✓	<p>The yellow boxes have been repainted and monitoring of the air quality is continuous by EH.</p> <p>Executive Director –</p>

	<p>investigate whether or not there has been a reduction in air pollution.</p> <p>(Cabinet also resolved that the Police be requested to monitor the misuse of the yellow boxes as it was felt some motorists were not complying with the markings.)</p>	<p>Environment Services</p> <p>West Mercia Police</p>			<p>Partnerships and Projects sent a letter to West Mercia Police on 7th March 2008 asking for monitoring of the yellow boxes and addressing their misuse and a follow up letter was sent early June. A response from Police Chief Inspector Love was received mid June and the local policing team will be monitoring the situation for the next 3 months on an informal basis.</p>
6	<p>Request that the Highways Agency monitor the area of the M42 Westbound to M5 to find out if this scheme has been successful in reducing the number of incidents (which has often led to traffic congestion and therefore impacted on the AQMA) and communicate their findings to the Environmental Health Team.</p>	<p>Highways Agency</p> <p>Head of Planning and Environment Services</p>	<p>Letter sent 7th March 2008 and follow up letter sent in June 2008.</p>	<p>✓</p> <p>Awaiting response from WCC</p>	<p>Executive Director – Partnerships and Projects sent a letter to Highways Agency on 7th March 2008 requesting this information and ask them to contact EH team.</p> <p>Currently the Highways Agency has not responded to the initial letter sent in March 2008 and a follow up letter has been sent as a reminder and to ask about progress on this matter.</p> <p>A phone call will be made to the Highway's Agency.</p>

7	<p>The Town Centre Redevelopment Steering Group (LSP Theme Group) be requested to consider air pollution caused by traffic congestion when looking at redeveloping the town. This would include the Group looking at the possibilities of having vehicle access to The Strand from Birmingham Road (by Davenal House) and investigate, in partnership with Worcestershire County Council Highway's, whether or not it might help decrease traffic congestion and therefore lower the air pollution at this location which has high NO2 levels.</p>	<p>Executive Director – Partnership and Projects</p>	<p>Discussed at meeting with Highways Unit on 2nd June 2008</p>	<p>✓</p>	<p>The road management arrangements around The Strand, Stourbridge Road and Birmingham Road junction are a significant consideration for the Town Centre Steering Group. The County Council and District Council have commissioned Halcrow, Transport Engineers, to submit proposals for improvements to the road junction. The issue of air quality will form part of the criteria for determining the most appropriate road junction arrangements.</p> <p><i>August Update:</i> Plans are now being drawn up for changes to the road junction at Birmingham Road and Stourbridge Road. The plans propose changes to the filtering arrangements and fundamental changes to the traffic management around the Strand and Queens Head public house.</p>
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8	<p>(a) Request that Worcestershire County Council review the timing of the traffic signals located at the top end of the High Street by The Strand with a view to reducing the build up of standing traffic;</p> <p>(b) If County Council agree to amend the timing of the traffic signals in (a), request that they monitor the traffic congestion before and after making the alteration to measure whether the action has had a positive impact; and</p> <p>(c) Request Environmental Health monitor air quality around Davenal House, Birmingham Road before and after the (a) is implemented to measure whether it has helped improve air quality (which is known to be poor at this location).</p>	<p>Head of Planning and Environment Services</p> <p>Worcestershire County Council's Highways</p>	<p>Discussed at meeting with Highways Unit on 2nd June 2008</p>		<p>This will be linked to recommendation 7.</p>
9	<p>(a) The Head of Planning and Environmental Health Services be requested to consider the best ways to discourage development within an AQMA; and</p> <p>(b) An air quality guidance note for developers be drafted by the Planning and Environmental Health Officers to try and control and mitigate the impact property development has on air quality.</p>	<p>Head of Planning and Environment Services</p>	<p>On going</p>	<p>On going</p>	<p>The Planning and Environment Department apply government guidance with developers, but EH in coordination with Development Control are examining ways of strengthening application of Planning Policy Statement (PPS) 23.</p>

12	<p>(a) The Environmental Health Team be requested to work in partnership with Worcestershire PCT (and local GP surgeries) and ensure they are kept up to date in regards to which areas are known poor air quality areas to help investigate further the correlations between poor air quality areas and respiratory illnesses such as asthma; and</p> <p>(b) Request that Worcestershire PCT work closely with GPs to ensure the criteria used for diagnosing and recording data relating to asthma is standardised wherever possible to enable the analysis of data to be more meaningful.</p>	<p>Head of Planning and Environment Services Worcestershire PCT</p>	<p>Considered by LSP Theme Groups by 30th June 2008</p> <p>Letter sent 7th March 2008 and follow up letter sent in June 2008</p>	<p>✓ Awaiting response from PCT</p>	<p>There is an Air Quality Steering Group that includes the PCT. However, this only meets once a year so the issue will be raised at both the LSP Better Environment Group and the Health and Well Being Group.</p> <p>Executive Director – Partnerships and Projects sent a letter on 7th March 2008 to the Public Health Officer at PCT regarding outcomes of Air Quality Scrutiny Group.</p> <p>Currently the PCT has not responded to the initial letter sent in March 2008 and a follow up letter has been sent as a reminder and to ask about progress on this matter.</p> <p>This letter and e-mail will be followed by a phone call.</p>
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13	<p>(a) The Environmental Health Team be requested to actively discourage bonfires (with the exception of social events on and around 5th November) through promotion, similar to Birmingham City Council; and</p> <p>(b) Ensure that members of the public are aware how to report bonfires if they are a nuisance.</p>	Head of Planning and Environment Services	Ongoing	✓	<p>A press release regarding bonfires has been compiled and reference has been made to the BDC and WCC website regarding discouragement to bonfires. Information on how to report nuisance bonfires is also included. An article will also be published in the Together Bromsgrove magazine with the same information due to be published later in the year.</p>
14	<p>The Head of Street Scene and Waste Management be requested to further investigate and assess options available (such as using bio fuel in refuse and recycling vehicles) which could assist the Council in contributing to improving air quality.</p>	Head of Street Scene and Community	Ongoing	Updates to be provided	<p>The current cost of bio fuel is more expensive than the traditional fuel that we purchase. There are also environmental concerns about the current availability of such fuels and whether they have a beneficial affect on the environment.</p> <p>We are continuing to monitor the situation and understand that a government report has been commissioned into the environmental benefits of such fuels. At present, it is not considered appropriate for the Council</p>

				<p>to enter into a long term commitment to use bio fuels but a regular update will be provided.</p> <p><i>June/July Update:</i> Cost for bio fuel is still higher than standard diesel and we are being advised by our supplier that the quality of the fuel cannot be guaranteed. The environmental impact of such fuel is still under scrutiny and we are awaiting further reports about its long term viability. We are continually monitoring the situation and will consider the use of such fuels only when there is a better understanding of its long term environmental impact.</p> <p>The Society of Motor Manufacturers and Traders Limited (SMMT) latest newsletter says that a debate in Westminster Hall in June concluded that the potential effect of supporting bio fuels was not properly thought out before the Government introduced its Renewable</p>
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					<p>Transport Fuels Obligation (RTFO). The debate followed publication of the House of Commons Environmental Audit Committee's Report: 'Are bio fuels sustainable?' Jim Fitzpatrick MP, Transport Minister defended the RTFO but suggested the Government's 'policy of caution'. He also said the conclusions of the Gallagher report into bio fuels will be available at the end of the month.</p>
15	<p>It is requested that the newly established Energy Efficiency Project Group progress the Council's Staff Travel Plan as a matter of urgency and work together with the LSP Better Environment Theme Group.</p>	<p>Executive Director – Partnership and Projects</p>	<p>A draft Travel Plan will go to CMT. The Energy Efficiency Group will work on the draft so a plan can be presented to Cabinet in December 2008 (Originally October 2008).</p>		<p>The demand for a meaningful Travel Plan has also been supported by CMT.</p> <p>The travel plan proposal went to CMT in late May and it has been agreed that with the assistance of the County Council the existing travel plan that was prepared in 2005 will be refreshed and submitted to Cabinet in December 2008.</p>

16	<p>(a) To help the Council lead by example to other agencies, training be offered to all Members and staff (including those based at the Depot) on air quality (and other green issues) to improve their awareness of the impact their behaviour at home and at work can have on air quality;</p> <p>(b) As part of that training, it is suggested that the film “An Inconvenient Truth” relating to the work of the 2007 Nobel Peace Prize winner Al Gore be shown at the Council House; and</p> <p>(c) The Head of Street Scene and Waste Management ensure specific training is provided to refuse and recycling crews relating to where refuse vehicles should be parked (to avoid causing traffic congestion) with engines turned off during breaks.</p>	<p>Head of Legal, Equalities and Democratic Services</p> <p>Head of Planning and Environment Services</p> <p>Head of Human Resources and Organisational Development</p> <p>Head of Street Scene and Community</p>	<p>Training scheduled to be held on three dates during September for both Councillors and all staff.</p> <p>Weekly briefing for crews to include instruction outlined in recommendation 16 (c) will be developed and will commence from July 2008</p>	✓	<p>A showing of the film ‘An Inconvenient Truth’ by Al Gore has been scheduled to be held on 3rd, 10th and 17th September 2008 at 3.30pm in the Spadesbourne Suite for both Councillors and staff. The purpose is to raise awareness on the issues of sustainability. The film is a polemic and there will have other information available to present alternative views at each of the sessions. The sessions will be facilitated by one of the Executive Directors.</p> <p>Refuse and recycling crews are instructed as part of their induction training to avoid causing unnecessary obstruction when operating service vehicles. This instruction will be reiterated on a regular basis as a reminder and Street Scene and Waste Management will develop a weekly briefing for crews which will include this instruction along with other service specific issues.</p>
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17	<p>The Licensing Section be requested to remind taxi drivers not to leave their engines running whilst waiting for the next fare at a taxi rank. As an incentive to change their behaviour, it should be pointed out that (a) it will save fuel; and (b) it is an offence to leave a vehicle running when not in the vehicle and any person doing so is at risk of receiving a fixed penalty notice. This information could be included in a newsletter for example.</p>	<p>Head of Planning and Environment Services</p>	<p>End of February 2008</p>	<p>✓</p>	<p>A Newsletter incorporating this information has been sent to all taxi drivers and taxi operators in February 2008.</p>
18	<p>(a) To ensure car parking spaces are reserved for those who join the car sharing scheme (which could act as an incentive);</p> <p>(b) Through various forms of publicity, the Communication Team ensure that staff are frequently reminded and encouraged to join the Car Sharing Scheme and encouraged to use other alternatives to travel to work such as walking, cycling or public transport; and</p> <p>(c) The numbers of staff from Bromsgrove District Council joining the car sharing scheme be monitored.</p>	<p>Executive Director – Partnership and Projects</p> <p>Assistant Chief Executive</p>	<p>A draft Travel Plan will go to CMT. The Energy Efficiency Group will work on the draft so a plan can be presented to Cabinet in December 2008 (Originally October 2008).</p>		<p>Car sharing is one of the actions contained in the travel plan. (See recommendation no. 15 above).</p> <p>The draft travel plan was circulated at the Energy Efficiency Group on 27th March and went to CMT in late May. It has been agreed that with the assistance of the County Council the existing travel plan that was prepared in 2005 will be refreshed and submitted to Cabinet in December 2008.</p>

19	Further investigations be carried out by the Human Resources Section into the possibility of having: (a) a pool of Council owned environmentally friendly cars for essential and casual car users; or (b) a loan/lease scheme to assist and encourage staff to convert their own car to alternative fuel.	Head of Human Resources and Organisational Development	2010		The review of car allowances is being addressed through Single Status, and it is proposed that a new set of criteria is developed for determining which posts attract the allowance going forward. It has been agreed in principle that this review will take place over the next 12 months, and that any individual members of staff who are found to no longer undertake sufficient business miles to receive the allowance should be protected for 2 years, in accordance with the same principle for JE protection. This is to minimise the potential effect upon individual members of staff who may be financial losers through both JE and the review of car allowances. The possibility of having environmentally friendly pool cars and loan/leasing scheme will be included in this process.
20	The Council consider revising the current car allowance pay scales and not pay more to those who are potentially the worst polluters.	Head of Human Resources and Organisational Development	2010		See officer comments under recommendation number 19 above.

	(The Cabinet resolved that investigations be undertaken into the revision of the current car allowance pay scales to include the possibility of paying a flat rate for all users regardless of engine size.)				
21	Support be given to a Home Working Policy as reducing the number of times staff need to travel to and from the office will help reduce the number of cars on the road and this will help towards improving air quality. Therefore, a report from the Head of Human Resources and Organisational Development should be submitted to the Corporate Management Team without delay.	Head of Human Resources and Organisational Development	15th January 2008	✓	Corporate Management Team (CMT) is generally supportive of the principle and it was discussed once again on 15th January 2008. However CMT is mindful of the wider context, such as office accommodation / asset management and technological capabilities / resources. Consequently, CMT do not feel able to implement the policy at the present. Currently, there is a pilot within Revenues and Benefits to ensure that the technology to allow for home working is correct. Although a corporate Home Working Policy has not yet been adopted, Heads of Services can allow home working when appropriate.

Abbreviations:

AQMA = Air Quality Management Area

LSP = Local Strategic Partnership

RTPI = Real Time Passenger Information

BDC = Bromsgrove District Council
CMT = Corporate Management Team
EH = Environmental Health
JE = Job Evaluation

NO₂ = Nitrogen Dioxide
PCT = Primary Care Trust
PPS = Planning Policy Statement
RTFO = Renewable Transport Fuels
Obligation

SMMT = Society of Motor Manufacturers
and Traders Ltd
WCC = Worcestershire County Council

*Note: "Rec. No." is the Recommendation Number as given within a Scrutiny Report compiled by a Task Group