

A G E N D A

Environment Scrutiny Committee

Date: **Wednesday, 8th December, 2004**

Time: **10.00 a.m.**

Place: **Brockington, 35 Hafod Road,
Hereford**

Notes: Please note the **time, date** and **venue** of
the meeting.

For any further information please contact:

*Paul James, Members' Services,
Brockington, 35 Hafod Road, Hereford
Tel:01432 260 460 Fax:01432 260286*

e-mail pjames@herefordshire.gov.uk

**County of Herefordshire
District Council**

AGENDA

for the Meeting of the Environment Scrutiny Committee

To: Councillor J.H.R. Goodwin (Chairman)
Councillor W.L.S. Bowen (Vice-Chairman)

Councillors P.J. Dauncey, G.W. Davis, Mrs. A.E. Gray, K.G. Grumbley,
T.W. Hunt, R. Mills, J.W. Newman and Miss F. Short

	Pages
1. APOLOGIES FOR ABSENCE	
To receive apologies for absence.	
2. NAMED SUBSTITUTES (IF ANY)	
To receive details any details of Members nominated to attend the meeting in place of a Member of the Committee.	
3. DECLARATIONS OF INTEREST	
To receive any declarations of interest by Members in respect of items on the Agenda.	
4. MINUTES	1 - 6
To approve and sign the Minutes of the meeting held on 17th September, 2004.	
5. CAPITAL BUDGET MONITORING	7 - 14
To advise Members on the progress of the 2004/05 Capital Programme for Environment Areas within the overall context of the Herefordshire Council Capital Programme.	
6. ENVIRONMENT REVENUE BUDGET MONITORING	15 - 24
To advise members of Budget Monitoring the position for the Environment Programme Area budgets for the period to 30 th September 2004. The report lists the variations against budget at this stage in the year.	
7. A49 TRUNK ROAD - ROAD SAFETY ISSUES	
To discuss road safety issues concerning the A49 trunk road in Herefordshire.	
A49 Highways Agency statement	
This statement was received after the agenda was published but was made available at the meeting.	
8. GOOD ENVIRONMENTAL MANAGEMENT (GEM) PERFORMANCE 2004/5 HALF YEAR	25 - 42

	To review the Council's environmental management / ISO 14001 system at the half year to ensure that it continues to be suitable, adequate and effective and deliver improvement in environmental performance.	
9.	SUPPORTING LOCAL BUS SERVICES	43 - 52
	To clarify the Council's policy on the allocation of bus service subsidies and to inform the Committee on the level of passenger use of subsidised bus services.	
10.	HEREFORDSHIRE PLAN AMBITIONS - CONTRIBUTION MADE BY THE ENVIRONMENT DIRECTORATE	53 - 56
	To report on the Environment Directorate's contributions to the work of the Environment Ambition Group and Transport Wider Reference Group.	
11.	HUMAN RESOURCES	57 - 62
	To report on the sickness absence and other matters for the Environment Directorate.	
12.	BEST VALUE REVIEWS - IMPLEMENTATION OF IMPROVEMENT PLANS	63 - 66
	To report the remaining actions and the exceptions to the programmed progress in the improvement plans resulting from the reviews of Development Control, Public Conveniences, and Public Rights of Way.	
13.	MONITORING OF 2004/2005 PERFORMANCE INDICATORS - APRIL 2004 TO SEPTEMBER 2004	67 - 72
	To update Members on the exceptions to the targeted progress made by the Environment Directorate for the six months April to September 2004 towards achieving the performance indicators / targets which appear in the Council's Corporate Plan and are reported bi-monthly.	
14.	UPDATE ON THE REVIEW OF THE COUNCIL'S PARKING STRATEGY	
	To receive an oral update on the review of the Council's Parking Strategy.	

PUBLIC INFORMATION

HEREFORDSHIRE COUNCIL'S SCRUTINY COMMITTEES

The Council has established Scrutiny Committees for Education, Environment, Health, Social Care and Housing and Social and Economic Development. A Strategic Monitoring Committee scrutinises Policy and Finance matters and co-ordinates the work of these Committees.

The purpose of the Committees is to ensure the accountability and transparency of the Council's decision making process.

The principal roles of Scrutiny Committees are to

- Help in developing Council policy
- Probe, investigate, test the options and ask the difficult questions before and after decisions are taken
- Look in more detail at areas of concern which may have been raised by the Cabinet itself, by other Councillors or by members of the public
- "call in" decisions - this is a statutory power which gives Scrutiny Committees the right to place a decision on hold pending further scrutiny.
- Review performance of the Council
- Conduct Best Value reviews
- Undertake external scrutiny work engaging partners and the public

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

MINUTES of the meeting of Environment Scrutiny Committee held at Brockington, 35 Hafod Road, Hereford on Friday, 17th September, 2004 at 10.00 a.m.

Present: Councillor J.H.R. Goodwin (Chairman)
Councillor W.L.S. Bowen (Vice Chairman)

Councillors: P.J. Dauncey, J.W. Edwards, Mrs. A.E. Gray,
K.G. Grumbley, T.W. Hunt, R. Mills and J.W. Newman

In attendance: Councillors P.J. Edwards and R.M. Wilson (Cabinet Member – Highways and Transportation)

17. NAMED SUBSTITUTES (IF ANY)

Councillor J.W. Edwards substituted for Councillor G.W. Davis.

18. APOLOGIES FOR ABSENCE

Apologies were received from Councillor G.W. Davis.

19. DECLARATIONS OF INTEREST

Councillor J. W. Edwards and Mr S. Oates (Head of Highways and Transportation) declared prejudicial interests in agenda item 8 – Public Rights of Way – Performance and Strategy Update, and left the meeting during discussion on that item.

20. MINUTES

RESOLVED: That subject to amending 2005/04 to read 2004/05 in the 3rd paragraph of item 7 – Waste Management – in the minutes of the meeting held on 18th June and the minutes of 23rd June 2004 be approved as a correct record and signed by the Chairman.

21. CAPITAL BUDGET MONITORING

The Committee were advised on the progress of the 2004/05 Capital Programme for Environment Areas within the overall context of the Herefordshire Council Capital Programme.

The report indicated that the total Environment Capital Programme had been reduced from the £12,643,720. notified to the previous meeting to £12,009,519. The variations were indicated in the report and the Capital budget details at Appendix 1 to the report. The total spent or committed to 31st July was £4.812m or 39% of the Revised Forecast.

In the course of scrutinising the budget position the Committee noted the following principal points:

- Park and Ride – no expenditure would be incurred until nearer the Christmas period. Feasibility work was about to be commissioned into a park and ride sites analysis.

- Rotherwas Access Road scheme – A further bid had been submitted as part of the LTP programme. A government decision on further funding was awaited.
- Roman Road – Apart from a number of land acquisitions, which were subject to compulsory purchase and allowed for in the budget, the scheme was progressing well with expected completion in Spring 2005. The Committee were informed that any funding for improvements to the railway bridge at the eastern end of Roman Road (near Aylestone Hill) would have to be considered as part of the development of the next LTP.
- Pembridge By-pass – this budget was being utilised to progress a traffic study, particularly of HGV traffic, in the North-West of the County, including Pembridge. The study results would inform the next LTP.
- Hereford Crematorium – this budget was part of a wider budget for the improvement of the Crematorium.
- Public Conveniences Improvement – While an improvement programme had been formulated in line with the Best Value review, the current budget was insufficient to implement the programme. A revised rolling programme of improvements was being developed.

RESOLVED: That the Environment Capital Programme 2004/05 monitoring report be noted.

22. ENVIRONMENT REVENUE BUDGET MONITORING

The Committee were advised of the Budget Monitoring position for the Environment Programme Area budgets for the period to 31st July 2004. The report listed variations against budget at this stage in the year.

The report indicated that the total Environment Budget for 2004/05 was, as reported to the previous meeting, £23,369,485 plus the carry forward of £371,000 from 2003/04. A transfer to the Property Programme Area reduced the budget by £39,880 following the reallocation of staff costs arising out of the 'improving the service' exercise. £314,000 had been added to the budget from the restructuring support group. The total Environment Budget was therefore £24,014,605.

The Committee noted that the report suggested significant staff savings through staff vacancies would arise during 2004/05. The Committee expressed a degree of concern that performance targets, particularly in Development Control, would be affected. The Head of Planning Services accepted that while there had been higher than anticipated staff vacancies, current performance had been better than expected in the circumstances. A number of vacancies had now been filled.

RESOLVED: That the Environment Revenue budget monitoring report for the period to 31st July 2004 be noted.

23. HEREFORDSHIRE'S SECOND LOCAL TRANSPORT PLAN

The Committee considered the consultation draft Local Transport Plan Guidance (July 2004), prepared by the Department for Transport and were invited to comment on its implications for the development of the second Herefordshire Local Transport Plan prior to the Director of Environment making a formal response on behalf of the Council.

The Head of Highways and Transportation reported that the Transport Act 2000 set out the statutory requirement for local highway authorities to produce and review local transport plans. The next Local Transport Plan for Herefordshire (LTP 2) had

to be submitted to the government by 29 July 2005 and would cover the period 2006/07 to 2010/11. The LTP set out the Council's transport objectives over its period of coverage and was used to secure investment in transport improvements from the government.

The Transportation Manager reported that The Department for Transport (DfT) had issued consultation draft guidance on the preparation of the next LTP on which a response must be made by 8 October 2004. A copy of the guidance (as summarised by the DfT) was attached to the report at Appendix 1. He highlighted the key changes from the guidance provided for the current LTP on which the government had placed greater emphasis. He also highlighted a number of key matters for consideration namely: implications of the proposed changes to funding; the emphasis on urban issues and the significantly increased workload in preparing the various additional strategy and management plans required for inclusion in the new LPT.

In response to a question regarding the inclusion of rail transport in the LTP, the Transportation Manager confirmed that rail was included and that local authorities could, subject to funding availability, make investment in this area. He acknowledged that a number of rail transport proposals may be included in the LTP 2 bid.

While government guidance indicated that greater emphasis would be given to urban issues, the Committee's response, acknowledged by the Cabinet Member (Highways & Transportation), was that rural areas also had issues, as highlighted by Herefordshire being high on the government's index of multiple deprivation.

RESOLVED: That the report be noted and it be recommended that the matter of Rural Issues highlighted by Herefordshire being high on the government's index of multiple deprivation, be included in the formal response to the government consultation on the draft guidance.

24. PUBLIC RIGHTS OF WAY - PERFORMANCE AND STRATEGY UPDATE

Councillor J.W. Edwards and Mr. S. Oates left the meeting for the duration of this item.

The Committee received an update on progress on the Rights of Way Strategy and a progress report on the key work programmes for the Public Rights of Way Service.

The Public Rights of Way Manager highlighted the following points:

- National BVPI 178 - the required survey work, as defined in the report, had been carried out and the authority was on track to meet the target. He did however, caution that most other unitary authorities were urban based and evidence had come to light that there were discrepancies between authorities in the compilation of the data for the statistics;
- Definitive Map Modification Orders - The service was reviewing current procedures with a view to addressing the backlog;
- Town and Country Planning Act Diversions – these were being processed within 6 months and there was no backlog;
- Highways Act Diversions - as set out in the Public Rights of Way Strategy, the intention was to reduce the backlog of applications by revising the current policies and requiring applicants to carry out more initial preparation work. It was also proposed to seek rejection of a number of old applications,

which were unable to progress for one reason or another.

- Maintenance – in 2003 5173 defects were reported of which 63.2% had been cleared. So far this year 2100 defects had been reported of which 37% had been cleared. A good working relationship had been established with Herefordshire Jarvis Services.
- The Countryside and Rights of Way Act 2000 was a significant piece of legislation, which was having a major impact on the service.
- Benchmarking – subject to comparable statistics being used by other authorities, the benchmarking data provided an indication of how Herefordshire compared.
- Rights of Way Strategy – extensive consultation had been completed and several revisions had been made as a result. Many of the dates in the strategy had been changed to more accurately reflect the availability of resources. The Strategy had generally been well received.

In response to criticism concerning the apparent lack of impetus in clearing the backlog of diversion and modification orders, the Cabinet Member (Highways and Transportation), reported that the strategy indicated the balance of resources, both staff and financial, devoted to the service. He commented that currently this was weighted more towards keeping the network open and maintained rather than towards research-intensive diversion and modification orders. Based on the statistics in the report, particularly the slow rate in clearing the backlog of modification orders, the Committee questioned whether resources were being deployed effectively and requested further information on proposals to tackle these interrelated issues.

The Committee generally debated the maintenance of the network and noted information from Councillor J. Hope concerning the landowners responsibilities for maintenance, particularly in relation to the declaration that farmers would be expected to make under the 'Single Farm Payment' (to be introduced by DEFRA in 2005) concerning the condition of rights of way over their land. The Committee felt that a number of issues concerning the level of maintenance; maintenance payments and the effects of the DEFRA payments scheme needed further explanation.

In response to a question concerning access to the network under the Disability Discrimination Act 1995 the Public Rights of Way Manager reported that the majority of the network was owned by landowners who were not service providers and therefore affected by the Act. The Council was however reviewing its responsibilities in relation to major network routes i.e. the Wye Valley Walk.

Following a brief statement by Councillor P. J. Dauncey concerning the erection of signs at Bromyard Downs and comment by local Member (Councillor T. Hunt) the Cabinet Member – Highways and Transportation, reported that the matter was under consideration by the Director of Environment and the County Secretary & Solicitor and a response would be made to the Local Members.

RESOLVED:

THAT

- a) the report be noted and further information be presented concerning the various issues raised namely: in relation to the effective deployment of resources; the level of maintenance; maintenance payments and the effects of the DEFRA payments scheme and;**
- b) the Director of Environment and the County Secretary & Solicitor inform the Local Members of the position concerning the signs**

erected at Bromyard Downs.

25. MONITORING OF 2004/2005 PERFORMANCE INDICATORS - APRIL 2004 TO JULY 2004

Members were updated on progress made by the Environment Directorate for the four months April to July 2004 towards achieving all the performance indicators / targets which appeared in the Council's Corporate Plan.

The report of the targeted performance was attached to the report at Appendix 1.

The Committee noted the seasonal variation of targets BV82a, b and c, particularly in relation to composting. Concerning BV199 the Head of Highways and Transportation reported that the performance figures were currently unavailable and confirmed that a low percentage figure should be aimed for.

The Cabinet Member (Environment), reported that the recent promotion of compost bins had been extremely successful.

RESOLVED: That the exceptions monitoring report in relation to the 2004/5 local and national performance indicators be noted.

26. BEST VALUE REVIEWS - IMPLEMENTATION OF IMPROVEMENT PLANS

The Committee received a report on the remaining actions and the exceptions to the programmed progress in the improvement plans resulting from the reviews of Development Control, Public Conveniences, Public Rights of Way and Highway Maintenance.

Programmed actions in the improvement plans were detailed in Appendix 1 to the report.

RESOLVED: That the report on the implementation of the Best Value Review Improvement Plans be noted

27. UPDATE ON REVIEW OF PARKING STRATEGY

The Committee received an oral report from Councillor J.H.R. Goodwin, Chairman of the Review Group, on the review of the Council's Parking Strategy.

The Chairman of the Review Group briefly reported that the Group had met on a number of occasions and had received various evidence on a range of issues concerning parking. A meeting was being arranged to interview representatives of key identified groups which the public would be invited to attend. While the original timetable for the review had slipped, he hoped that the final report on the review would be reported to the Committee at its December 2004 meeting.

The meeting ended at 11.48 a.m.

CHAIRMAN

CAPITAL BUDGET MONITORING

Report By: DIRECTOR OF THE ENVIRONMENT

Purpose

1. To advise Members on the progress of the 2004/05 Capital Programme for Environment Areas within the overall context of the Herefordshire Council Capital Programme.

Financial Implications

2. Capital Budgets for the Environment Programme Areas for 2004/05 are shown in Appendix 1, on an individual basis, with funding arrangements indicated in overall terms.
3. The total of the Capital Programme has been increased from £12,009,519 notified to the previous meeting (see Appendix 1) to £12,044,105.
4. This marginal increase in the cash value of the programme is largely due to additional funding becoming available for the Cycle Network. (£30,000).

Considerations

5. The report has been largely based on the third round of capital monitoring, which involved an examination of all schemes at the end of September 2004. Care is being taken to ensure the forecast spend accurately reflects the expected spend in 2004/05. The overall spending position is being kept under careful review by the Environment General capital-working Group.
6. The actual spend against each scheme is shown as at 30th September 2004.
7. The total spent or committed to 30th September date is £6.249million or 51.9% of the Revised Forecast. In 2003/04 the percentage committed or spent was at this stage higher at 62%.
8. Because of the need to obtain a compulsory purchase order spending on the Rotherwas Access Road will be significantly less than originally forecast. The spending forecasts have been amended to reflect this change.

RECOMMENDATION

THAT the report be noted.

BACKGROUND PAPERS

- None identified.

ENVIRONMENT GENERAL CAPITAL PROGRAMME 2004/5

Appendix 1

	Original Budget 2004/5	Revised Forecast 2004/5	Change in Forecast	Total spent to 30/09/04	Total committed 30/09/04 to 30/9/04	Total spent or committed at 30/9/04	% spent or committed
	£000	£000	£000	£000	£000	£000	%
LOCAL TRANSPORT PLAN							
Hereford Integrated Transport Strategy							
Walking and Access							
Pedestrian Crossing Improvements	5	5		1	1	1	20.0
Pedestrian Route & Disabled Access Imps	35	38	3	6	32	38	100.0
Cycling							
Cycle Network Development	70	70		25	11	36	51.4
Public Transport Minor Schemes							
Bus Priority Measures	45	45		3	5	8	17.8
WyeS Moves	5	5		5	10	5	100.0
Passenger Waiting Facilities	30	30	0	4	14	14	46.7
Travel Centre	20	0	-20				
Park and Ride							
Christmas Park and Ride	20	20			16	16	80.0
Park and Ride Sites analysis	22	22			20	20	90.9

	Original Budget 2004/5	Revised Forecast 2004/5	Change in Forecast	Total spent to 30/09/04	Total committed 30/09/04 to 30/09/04	Total spent or committed at 30/09/04	% spent or committed
	£000	£000	£000	£000	£000	£000	%
Rotherwas Minor Schemes							
Rotherwas Integrated Access	15	15		0	4	4	26.7
Rotherwas Access Road							
Rotherwas Access Road	915	425	-490	156	12	168	39.5
Roman Road							
Roman Road	3100	3270	170	786		786	24.0
Rural Towns and Market Towns Transport Strategy							
Walking and Access							
Pedestrian and Disabled Access Imps	15	15		10		10	66.7
Rural Footway Improvements	60	60		5		5	8.3
Cycling							
Network of Cycle Routes and Parking	80	80		10	3	13	16.3
Public Transport Minor Schemes							
Public Transport Information Access Points	35	35				0	0.0
Rural Bus Improvements	68	68			56	56	82.4
Passenger Waiting Facilities	40	40		4	11	15	37.5

	Original Budget 2004/5	Revised Forecast 2004/5	Change in Forecast	Total spent to 30/09/04	Total committed 30/09/04	Total spent or committed	% spent or committed
	£000	£000	£000	£000	£000	£000	%
Low Floor Bus Project							
Rural Low Floor Bus Project	500	500		157	157	157	31.4
North West Herefordshire HGV Study (Formerly Pembridge Bypass)							
North West Herefordshire HGV Study	5	10	5	0	0	0	0
Countywide Strategy Hearts and Minds							
Travel Awareness	35	35		25	25	25	71.4
Green Travel Promotions	28	0	-28		0	0	
School Travel Support	25	25		26	26	26	104
Minor Safety Schemes							
Minor Safety Improvements	250	290	40	135	69	204	70.3
Traffic Calming							
Traffic Calming	110	113	3	20	14	34	30.1
Safer Routes to Schools							
Safer Routes to Schools inc 20mph zones	300	345	45	147	195	342	99.1

	Original Budget 2004/5	Revised Forecast 2004/5	Change in Forecast	Total spent to 30/09/04	Total committed 30/09/04 to 30/9/04	Total spent or committed	%
	£000	£000	£000	£000	£000	£000	%
Speed Control							
Safety Cameras		10	10	6	3	9	90.0
Village Speed Restrictions	33	53	20	38	15	53	100.0
Vehicle Activated Signs	20		-20				
Monitoring							
Monitoring	20	25	5	17	6	23	92.0
Highways Maintenance							
Capitalised Maintenance of Principal Roads	1,200	1,200		398	182	580	48.3
Capitalised Maintenance of Non Principal Roads	3,272	3,272		1,485	1,350	2835	86.6
Footways	550	550		128	190	318	57.8
Bridge Maintenance							
Capitalised Assessment & Strength of Bridges	500	500		165	272	437	87.4
Transport Staff costs allocated over LTP	301	301				0	0

	Original Budget 2004/5 £000	Revised Forecast 2004/5 £000	Change in Forecast £000	Total spent to 30/09/04 £000	Total committed 30/9/04 £000	Total spent or committed £000	%
Non LTP SCHEMES							
Hereford Crematorium		100	100		0	0	0
Leominster Closed Landfill Monitoring Infrastructure		45	45	2	2	2	4.4
Extension to Hereford Cemetary		100	100		0	0	0
Public Convenience Improvements		150	150		0	0	0
Legion Way Bus stop		6	6		0	0	0
Completing the Jigsaw		68	68	9	9	9	13.2
Sect 106 Friar St	38		-38				
LPSA improving road safety	7		-7			0	
LPSA improving road safety	96	103	7			0	0
Urban Bus Challenge WyeSMoves	774		-774			0	0
TOTAL EXPENDITURE	12,644	12,044	-600	3,773	2,476	6,249	51.9

FUNDING	Original Budget 2004/5 £000	Revised Forecast 2004/5 £000	Change in Forecast £000
Supported Capital Expenditure Revenue	11,072	11,072	0
Prudential Borrowing		395	395
Safety Cameras Installation		10	10
Objective 2 Rotherwas Integrated Access	15	15	0
Cycle Network Level		50	50
Objective 2 Rural Transport Strategy	62	62	0
Objective 2 Rotherwas Access Road		170	170
Objective 2 Roman Road	490		-490
Objective 2 - SRTS	35	35	0
LPSA	103	103	0
Private Developers	93	58	-35
Urban Bus Challenge	774	0	-774
Completing the jigsaw		68	68
Legion way		6	6
TOTAL FUNDING AVAILABLE	12,644	12,044	-600

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ENVIRONMENT REVENUE BUDGET MONITORING**Report By: DIRECTOR OF ENVIRONMENT****Purpose**

1. To advise members of Budget Monitoring the position for the Environment Programme Area budgets for the period to 30th September 2004. The report lists the variations against budget at this stage in the year.

Financial Implications

2. It is expected that all budget variances will be contained within the overall 2004/05 revenue budget for Environment. Management action will be taken to contain any budget pressures which arise.

Considerations

3. The report on Budget Monitoring is attached at Appendix 1 for Members' consideration.
4. The total Environment Budget for 2004/05 is the amount reported to the last meeting of the Committee which was £24,015,000.
5. A net underspending of £1,030,000 is anticipated during 2004/05 from Environment General (£650,000), Regulatory (£30,000) and Planning (£350,000). With the exception of any underspending on the Waste Management PFI contract any underspendings would be carried forward into 2005/6

Environment General

6. The Waste Disposal P.F.I contract budget is expected to be underspent by at least £600,000 largely due to the sums included for additional costs following renegotiation not being required until 2005/06 and 2006/07. In addition the costs for the existing contract are anticipated as being lower than the budget assuming existing volumes are maintained. Any underspending will be transferred to the Council's General Reserves in line with current policy.
7. The income received so far this year for Cemeteries and Crematorium suggests an underspending of approximately £50,000 in 2004/05.

Environment Regulatory

8. The spending on these services looks very much in line with the budget at present. It is expected that staff vacancies will generate underspendings of at least £30,000 during the year.

Environment Planning

9. During the first six months of the year the building control and development fee income is above budget by approximately £190,000. This trend has continued through October and into November. Although the income continues to be very buoyant it should not be assumed this situation will continue for the remainder of the year. Staff savings due to vacancies have led to an underspending during the period of approximately £100,000. Unless the vacancies can be quickly filled a net underspending of at least £350,000 can be anticipated during 2004/05. Any additional fee income during the remainder of the year will increase this figure.
10. It has been assumed that the 2004/5 Planning delivery grant will be fully spent during this financial year.

RECOMMENDATION

THAT the Revenue Budget Monitoring Report for 2004/05 be noted subject to the comments which members may wish to make.

BACKGROUND PAPERS

- None identified.

	2004/05 Budget £000	Actuals to Period 6 £000	Estim. Out turn £000	Variance £000
Environment Regulatory	2,519	1,097	2,489	-30
Environment General	17,589	6,392	16,939	-650
Planning	2,753	446	2,403	-350
Central Support costs	1,154		1,154	
	24,015	7,935	22,985	-1,030

	2004/05 Budget £000	Actuals to Period 6 £000	Estimated Out-turn £000	Variance £000
<u>Environment Regulatory:</u>				
Operational Budgets				
Air Pollution	-32	-12	-32	0
Landfill and Contaminated Land	143	68	143	0
Water Pollution	10	1	10	0
Pest Control	-18	-40	-18	0
Dog Control	22	8	22	0
Animal Health and Welfare	2	-5	2	0
Licensing	-135	-80	-135	0
Street Trading	-73	-41	-73	0
Total Operational Budgets	-81	-101	-81	0
Staffing budgets	2,014	1,008	1,984	-30
Staff related running costs	473	190	473	0
Support service team recharge	113	0	113	0
Total Staff related budgets	2,600	1,198	2,570	-30
<u>Total Environment Regulatory:</u>	2,519	1,097	2,489	-30

	2004/05 Budget £000	Actuals to Period 6 £000	Estimated Out-turn £000	Variance £000
<u>Environment General</u>				
Operational Budgets				
Highways - Roads Maintenance	3,422	1,233	3,422	0
Highways - NRSWA	-115	-61	-115	0
Highways - Winter Maintenance	451	214	451	0
Highways - Drainage/Flood Alleviation	135	92	135	0
Highways - Street Lighting	758	105	758	0
Highways - Bridgeworks	66	22	66	0
Highways - Public Rights of Way	218	112	218	0
Highways - Shopmobility	16	15	16	0
Highways- Car Parking	-1,170	-515	-1,170	0
Highways- DeCrim. of Parking enforcement	-483	-307	-483	0
Highways Cleansing	781	404	781	0
Public Conveniences	295	178	295	0
Total Operational Budgets	4,374	1,492	4,374	0
Staffing Budgets				
Staffing - related Running Costs (incl IT)	645	226	645	0
Support Service Team Recharge (to be apportioned between Transportation and other Environment Services)	284	0	284	0
Total Staff Related Budgets	3,243	1,439	3,243	0
Total Highways	7,617	2,931	7,617	0

	2004/05 Budget £000	Actuals to Period 6 £000	Estimated Out-turn £000	Variance £000
Transportation:				
Operational Budgets				
Transport - Public Transport (incl. Rural)	806	400	806	0
Transport - Design/Planning	28	16	28	0
Transport - Traffic management	80	17	80	0
Transport - Road Safety	1	-3	1	0
Transport - School Crossing Patrols	2	1	2	0
Transport - Bus Stations	-14	-12	-14	0
Transport - Concessionary Travel	303	3	303	0
Transport - Searches	-2	5	-2	0
Highways - S.38 Fees	-41	-21	-41	0
Total Operational Budgets	1,163	406	1,163	0
Staffing Budgets				
Staffing Related running costs (inc IT)	-191	15	-191	0
Total Staff Related Budgets	917	524	917	0
Total Transportation	2,080	930	2,080	0

	2004/05 Budget £000	Actuals to Period 6 £000	Estimated Out-turn £000	Variance £000
Waste Management/Other:				
Operational Budgets				
Waste Collection (Domestic)	2,767	1,240	2,767	0
Waste Collection (Trade)	-93	-336	-93	0
Waste Management	52	9	52	0
Waste Disposal	4,751	1,380	4,151	-600
Recycling	140	81	140	0
Travellers Sites	-65	3	-65	0
Cemeteries	55	10	35	-20
Crematorium	-258	-110	-288	-30
<hr/>				
Total Operational Budgets	7,349	2,277	6,699	-650
Staffing Budgets				
Staff-related Running Costs (inc. IT)	126	60	126	0
Total Staff Related Budgets	543	254	543	0
<hr/>				
Total Waste/Other	7,892	2,531	7,242	-650
<hr/>				
<u>Total Environment General:</u>	17,589	6,392	16,939	-650
<hr/>				

	2004/05 Budget £000	Actuals to Period 6 £000	Estimated Out-turn £000	Variance £000
<u>Environment Planning</u>				
Building Control:				
Building Control Fees	-610	-370	-655	-45
Building Control Staff	14	6	14	0
Development Control:				
Development Control Fees	-851	-580	-996	-145
Development Control Staff	20	17	20	0
Forward Planning	84	42	84	0
Conservation Grants	64	-29	64	0
Conservation Management	45	14	45	0
<hr/>				
Total Operational Budgets	-1,234	-900	-1,424	-190
<hr/>				
Staffing Budgets	2,951	1,226	2,791	-160
Staffing related Running Costs (Inc.IT)	945	120	945	0
Support Service team recharge	91	0	91	0
<hr/>				
Total Staff Related Budgets	3,987	1,346	3,827	-160
<hr/>				
<u>Total Environment Planning:</u>	2,753	446	2,403	-350
<hr/>				
<u>Central Support Costs</u>	1,154		1,154	
<hr/>				
<u>Total - Environment:</u>	24,015	7,935	22,985	-1,030

A49 TRUNK ROAD: ACCIDENTS AT ASHTON AND A49 ROUTE MANAGEMENT STRATEGY BETWEEN ROSS-ON-WYE AND SHREWSBURY

Firstly, the Highways Agency should like to extend its sympathy to Ian Lycett's family as well as the families of those involved in the previous accident.

The A49 in the vicinity of Ashton is a rural, single carriageway road. The accidents occurred at a bend in the road. This bend is marked by advance warning signs and advisory 30 mph speed limit signs, mounted on yellow backing boards to make them more visible.

After the first accident, qualified road safety specialists carried out a detailed inspection of the site with the Police. This did not identify any problems with the road layout or the road itself, which might have contributed to the accident. A senior safety engineer inspected the site following the second accident and again no problems with the road were reported.

Inquests are to be held into the circumstances surrounding the accidents. If, in spite of the conclusion of the site inspections, it is established that the highway infrastructure may have been a contributory factor to these accidents, the Highways Agency will look again at what measures could improve safety at this location in the light of what the inquiry finds.

The Highways Agency has undertaken a Route Management Strategy Study (RMS) for the A49 between Ross-on-Wye and Shrewsbury. The RMS is a technique to provide a framework for managing individual trunk roads over a ten-year horizon as part of wider transport networks. RMSs are intended to interlock with local transport strategies (set out in Local Transport Plans) with the context of the Regional Spatial Strategy. Part of the process involves consulting major stakeholders and the public to establish the problems and issues the strategy will aim to address. It has taken longer than expected because it had to be reviewed to take account of regional planning issues. The report from this work will be published before Christmas.

The study has identified a number of measures to improve safety along the route from Ludlow to Leominster, but Ashton has not been identified as a problem area for accidents.

I can assure you, however, that the time taken to complete this study work has not stopped the Highways Agency striving to improve safety along the whole of this route. Some £280,000 has already been spent on local safety schemes since April 2002. These include:

- Traffic calming at Peterstow, £40K
- The extension of a 30mph limit south of Hereford, £30K
- A junction improvement at Harewood End, £50K.
- Signing and lining improvements at Callow Hill, £100K, and Dinmore Hill £60K.

Further schemes valued at £650,000 are programmed for completion by April 2005. They are:

- Traffic calming with speed limit at Much Birch, £100K
- Traffic calming at Harewood End, £30K
- Safety barrier and a speed limit at Dinmore Hill, £450K
- Poolmill junction improvements north of Bridstow, £70K

In addition routine maintenance works on the A49 costing in the region of £1.4 million will have been completed during the financial year 2004/05.

All studies to date, including the Route Management Strategy to be published shortly and the detailed inspections at the site of the accidents have concluded that this particular section of the A49 does not have a high accident record. We are not therefore, at present, proposing to make any improvements in the Ashton area, subject to the outcome of the inquests.

Once again, the Highways Agency offers sincere condolences to the families of the victims of these accidents.

GEM PERFORMANCE 2004/5 HALF YEAR**Report By: DIRECTOR OF THE ENVIRONMENT****Purpose**

1. To review the Council's environmental management / ISO 14001 system at the half year to ensure that it continues to be suitable, adequate and effective and deliver improvement in environmental performance.

Financial Implications

2. Objectives and targets are met within set budgets and resources.

Considerations

- 3 The report covers progress to date in 2004/5, including the GEM objectives and targets, and the main areas required by the ISO 14001 standard. These are GEM audit results, performance against GEM objectives and targets, continuing suitability of the GEM system, legal compliance and concerns of relevant interested parties.

4 GEM audit results:**4.1 External auditors**

The July surveillance visit by our ISO 14001 certifiers, SGS Yarsley (SGS), resulted in 9 Corrective Action Requests (CARs) and 8 Opportunities for Improvement.

Five of these require corporate attention and have been recently discussed by Chief Executive's Management Team. The most serious of these related to undertaking GEM audits on time, timely close out of GEM audits and effective internal corrective action. The GEM group will now track the progress of the audit programme monthly.

Service-related CARs and opportunities for improvement raised by SGS are being addressed by the Directorate Management Teams (DMTs) and services concerned and will be tracked by the GEM group. Appendix 2 gives full information about the Corrective Actions raised by SGS and the planned response.

4.2 Internal GEM audits: position at end of September 2004

Audits completed	31
Work in progress	1
Outstanding audits	14
Number of GEM Audits planned	46

Details of GEM audit non- conformances

Number of non-conformances signed off	8
Number of non-conformances outside date for completion but not closed	13
Number of non-conformances still within date	4
Total number of non-conformances issued	25

All GEM auditees with overdue non-conformances were contacted individually in October. Auditors and Directorate GEM Lead Officers have also been asked to help ensure timely close out.

5 Performance

5.1 Extension of scope

In July 2004 Waste Management & Transportation achieved certification to ISO 14001. These are both services that rely on changes in public behaviour to meet their targets. This represents a step out from the previous scope, which focussed on areas where the Council could improve environmental performance itself.

5.2 Performance against objectives

The GEM programme for 2004/5 is grouped under nine objectives. Appendix 1 shows progress against objectives, which all have the target number "0". Many of the objectives are medium term aspirations for areas of improvement and are therefore not easily "completed".

Objective 1: **Reduce waste** generated by Council services by 1% and increase levels of recycling and the use of recycled materials. Half year figures show the Council has recycled 23 tonnes of paper, card, cans and plastic bottles. This is around 14.7% - just above this year's target for householder waste.

Objective 2, relating to **work with partners, suppliers and contractors**, has seen the largest number of delays. However Owen Williams are currently working on certification to ISO 14001 for their local office.

Objective 4: Achieve 1% reduction in **energy use** in operational property and the use of energy from renewable sources. Figures for larger properties show a 4% overall reduction in energy use in 2003/4. Use of renewable energy in Council buildings and street lights in the last year has reduced carbon dioxide emissions by 10%. The Council is participating in the national Local Authorities Carbon Management Initiative. An estimated 70,500 tonnes of CO₂ is emitted from Council operations, principally from buildings, transport and landfill sites and street lighting. Options for energy reductions are now being explored and could lead to significant savings. Sources of funding and mechanisms to access them are also being researched.

The Herefordshire Partnership Climate Change Strategy for Herefordshire is being developed with considerable input from council staff. Consultation is now underway with the public and other interested parties on the key issues to address.

Objective 6, to "Reduce environmental risks relating to the Council's **property** portfolio", is crucially dependent on buy-in from all directorates to undertake the Officer in Charge of Buildings (OiC) role. An incentive scheme for OiCs is being considered.

5.3 Performance against targets

This year's programme contains sixty two targets. Fourteen targets due have been completed. Eighteen targets due by the end of September have been delayed and are now due in the second half of the year. So far this year twenty four corrective actions have been raised. Many targets have been delayed because they have been caught up in larger issues such as reorganisation and national issues. The **half year report** at Appendix 1 gives information on performance against each target due up to the half year. It includes the Corrective Action Register, giving the reason for delay for each corrected target.

All Lead Officers and Managers for targets will be reminded of the importance of achieving the targets by the due date and Directorate GEM Lead Officers will raise this point at DMTs.

Next year's GEM programme will be more focussed on a small number of key areas, with a reduced number of targets, for instance relating to carbon reduction.

5.4 Key Performance Indicators

Key Performance Indicators (KPIs) for the Council/HJS/Owen Williams partnership, including those relating to environmental standards, remain the subject of debate. A paper will go to the Partnership Board (HC/HJS/OW) on 6th December. Targets and monitoring then need to be put in place, preferably relating to information from the beginning of this financial year.

It is proving time consuming to link the environmental management systems of the three partners and facilitate links to up to date documentation. Better results could be achieved with the provision of a shared extranet.

5.5 WMS

A new WMS 'Green list' is available on the Council Intranet. WMS now supply remanufactured print cartridges of a higher standard with improved take back facilities in case of failure. Purchase of these as standard could save the Council considerable sums. WMS also supply self stick brown (recycled) envelopes at a similar cost to white (unrecycled) envelopes. Officers will be asked to buy items on the Green list and use brown envelopes to back up our call to the public to recycle their waste.

6 Continuing suitability:

6.1 Review of Council environmental policy

This needs to be updated as the current version (June 2002) predates certification and is restricted to the Council's direct impacts on the environment. Now that waste and transportation are part of the scope the policy needs to be revised so that it refers to our role in encouraging the public to reduce their environmental impact. This will also link better to the public-facing emphasis of CPA and to the achievement of our corporate objective to be "responsive to local needs by protecting the physical environment".

It is proposed to revise the policy so that it will remain applicable when all activities and services are within the scope of ISO 14001. The interested parties defined in the ISO 14001 system will be consulted by written procedure. The interested parties are the Herefordshire Partnership Environment Ambition Group, the Environment Agency and Welsh Water (regulators) and Members (represented by Cabinet Member and Chair and Vice Chair of Env Scrutiny). The revision will then go to the GEM group and on to Chief Executive and Cabinet Member for Environment for approval in Spring 2005.

6.2 An Environmental Strategy is currently being drafted. This brings together all the major environmental commitments already made in Statutory Plans and other key documents. The Strategy currently focuses on the Environment Directorate. This document will link to next year's GEM programme.

7 Legal compliance:

All known compliance issues are tracked through Corrective Action Forms (see 7.1 below). There has been one breach of consent relating to Sewage Treatment Works and one relating to the crematorium since the last report: both of these have been closed out.

7.1 Corrective Action Forms

Corrective Actions Forms (CAFs) are raised when non-compliance is identified, including any points raised by regulators. Corrective action is agreed and the forms signed off once these have been actioned. CAFs are now included on the report covering points raised by ISO 14001 certifiers and reviewed regularly at GEM meetings.

Six CAFs have been raised since the last Management Review in May 2003. Four have been closed out. See Appendix 2 for full information.

8 Concerns of interested parties:

None reported.

9 Future developments:

A commitment to extend the scope of ISO 14001 to all activities and services remain. Bearing in mind the number of non-conformances (9) raised in July 2004, the GEM team has recommended that the planned rollout of ISO 14001 certification to other activities and services in February 2005 be delayed until the triennial review in July 2005. The GEM group's current focus is on strengthening the expanded system.

A lead-in period of several months, including 3 months response to environmental audit, is required for all new services entering the ISO 14001 scope. The GEM group will decide in January 2005 which services to put forward for certification at next year's triennial review of certification.

GEM is a corporate system, supporting a key corporate objective. The current review of Service Plans for 04/05 has shown treatment of the environment to be weak. CXMT have therefore recommended that the template for Service Plans for 05/06 require services to show how they support the Council's corporate objectives, including environment.

RECOMMENDATION

That the report be noted, subject to any comments members may wish to make to the Cabinet Member, Environment.

Background Papers

- None identified

Further information on GEM is available from the Environmental Sustainability Unit or in the GEM folder on the Intranet Info Library.

Appendix 1 Performance on GEM 2004/5 targets due

<i>O T</i>	<i>Target text</i>	<i>Lead Manager</i>	<i>Lead Officer</i>	<i>Due date</i>	<i>Progress</i>	<i>Done?</i>	<i>Completed</i>	<i>File ref</i>
1 0	Reduce waste generated by Council services by 1% and increase levels of recycling and the use of recycled material (WM)			01/10/2004	Target publicised at Officer in Charge of Buildings meeting in Oct. Half year figures show 23 tonnes of paper, card, plastic bottles and cans were recycled from offices, a recycling rate of 14.8 %.	<input type="checkbox"/>		
2 2	Ensure revision of Procurement Strategy sets clear environmental standards.	M Rosenthal	J Eades 0379	01/10/2004	Report and revised Procurement Strategy presented to CXMT in July 04. Draft broadly approved by CXMT. Sustainability continues to feature strongly in the revised draft strategy. See also 2.1	<input type="checkbox"/>		CXMT Team Briefing, 5th July, 2004
2 0	Improve environmental performance of the Council by working with partners, suppliers and contractors (CP)			01/10/2004	Uncertainty over Procurement Officer role and proposed revision of Procurement Strategy is making this difficult to achieve.	<input type="checkbox"/>		
3 0	Promote the Council's environmental initiatives and increase the awareness of Council staff of their environmental impact and role in GEM (TA)			01/10/2004	GEMgen. Key managers emailed re CXMT GEM recs. GEM slot at Oct OIC meeting. Managers Forum on environmental issues ran in Nov. Marshfield Centre ground source heat pump installed. E-wise (energy software for schools) developed and distributed to Eco-schools	<input type="checkbox"/>		
4 0	Achieve a 1% reduction in energy use in operational council property and maintain the use of energy from renewable sources; (ECW)			01/10/2004	Available figures for larger properties show a 4% overall reduction in energy use last year, though gas use rose slightly. Use of renewable energy in Council buildings and street lights has reduced carbon dioxide emissions by 10%. Receipt of consumption data from utilities via WMS is still slow so automatic meter reading for larger properties is being investigated. WMS expect to continue to provide renewable energy. Council is participating in Phase 2 of the national Carbon Management Initiative. (15/11)	<input type="checkbox"/>		
5 0	Reduce the environmental impact of Council transport use through the Staff Travel Plan and other initiatives (TU)			01/10/2004	Considerable progress in awareness. Focus groups held, physical improvements such as pool bikes and stands, cycle training and route planning under development. Travel Plan pages up on Intranet and considerable publicity out to staff during Green Transport week in September.	<input type="checkbox"/>		
6 0	Reduce environmental risks relating to the Council's property portfolio and tenant management (PM)			01/10/2004	Transfer of older people's homes to SHAW. Environmental courses for major council suppliers are being investigated with training providers.	<input type="checkbox"/>		
7 0	Build on existing work to protect and enhance biodiversity on Council owned land. (B)			01/10/2004	Biodiversity and Landscape SPGs adopted as Interim Planning Guidance. 'Trees and Development' SPG drafted. Bracken crushing on Coppett Hill. Otter holt constructed at Bodenham Lakes. Review of Biodiversity Action Plan underway.	<input type="checkbox"/>		

<i>OT Target text</i>	<i>Lead Manager</i>	<i>Lead Officer</i>	<i>Due date</i>	<i>Progress</i>	<i>Done? Completed</i>	<i>File ref</i>
8 0 Further integrate GEM into corporate performance management. (CPM)			01/10/2004	Liaison with Steve Martin. Proposed proforma for Corporate Plan links to all HP ambitions including environment. Discussions with Sue Griffiths at GEM meeting.	<input type="checkbox"/>	
9 0 Roll out scope of ISO 14001 certification to cover all Council activities and services by Feb 2005.			01/10/2004	GEM group recommended focus should be to strengthen existing system and therefore no further extension be considered for Feb visit. Awaits acceptance by Cabinet member.	<input type="checkbox"/>	
6 8 Submit capital bid to members to replace crematorium	A Tector	D Ravenscroft 1996	01/05/2004	Bid for £1,00K for feasibility study in prioritised list for consideration by members 15/7. Decision delayed for reasons connected to capping. Bid approved in August. (3/8)	<input checked="" type="checkbox"/>	03/08/2004
8 5 Undertake sustainability appraisal of the Revised Deposit UDP	D Nicholson	P Russell 0166	01/05/2004	Completed and signed off by the Cabinet member in April.	<input checked="" type="checkbox"/>	26/04/2004 2004 ENV.015
3 3 Improve accessibility and user friendliness of GEM information on the intranet and web site	T Marsh	S Lloyd	01/06/2004	New front page installed and content reviewed.	<input checked="" type="checkbox"/>	21/05/2004 Intranet/GEM folder
3 2 Report to Cabinet Member for the Environment and Environmental Scrutiny on performance against GEM objectives & targets in 03/04	S Gent	T Marsh	01/06/2004	Complete, 18th June 04	<input checked="" type="checkbox"/>	18/06/2004 Ref 2004 ENV.018, June 04 & Env Scrutiny papers
6 1 Develop a framework for environmental issues relating to industrial estates management and lettings.	A Hext	A Terry 1526	01/06/2004	Framework agreed by Alison Hext. Posted on Property/Master docs. Information item at Property Managers meeting 8/7/04	<input checked="" type="checkbox"/>	30/04/2004
7 5 Review hedge cutting/nesting bird protocol for PROW and Highways and undertake any training required.	S Oates	R Herblade/S Pennington 0789	01/06/2004	Revised procedure agreed by Stephen Oates and circulated in June 2004.	<input checked="" type="checkbox"/>	23/06/2004 GEM Intranet folder
7 1 Digitise the establishment boundaries of properties the Council owns or has an interest in (excluding Highways land)	A Ball	J Wood 1534	01/06/2004	Complete	<input checked="" type="checkbox"/>	31/05/2004 On Map info on PS fileserver
9 1 Review significant environmental aspects and their control at Directorate level		GEM Team	01/06/2004	Progress made. Completed set will be agreed at GEM meeting on 13th July.	<input checked="" type="checkbox"/>	13/07/2004 GEM Intranet folder
9 2 Waste and Transportation join ISO 14001 scope	A Tector/S Oates	Managers/ESU	01/07/2004	Achieved as extension to scope on July 23/24.	<input checked="" type="checkbox"/>	24/07/2004 SGS report
8 1 Review Capital Scheme Selection Process and strengthen appraisal of environmental issues.	A Tanner	S Cameron 1867	01/09/2004	New process in use from Sept for 05/06 round. Includes section (Chapter 8) on environmental impact and controls. Electronic form now in place (30/10).	<input checked="" type="checkbox"/>	02/08/2004
1 5 Pilot networking photocopyers at Brockington and Plough Lane	P Bailey	M Tittle 0597	01/10/2004	Complete and working well at Plough Lane. Complete at Brockington - some difficulty programming order of jobs. 23/9	<input checked="" type="checkbox"/>	17/09/2004 List of connected staff held by MT

	<i>O I Target text</i>	<i>Lead Manager</i>	<i>Lead Officer</i>	<i>Due date</i>	<i>Progress</i>	<i>Done? Completed</i>	<i>File ref</i>
2	Work with our suppliers, including WMS, to improve the range of products meeting Council environmental requirements and increase purchasing of them	Contracts Panel	WMS/ESU	01/10/2004	New Green list from WMS publicised in GEMgen, also improved supplier for remanufactured cartridges. Discussion in progress about acceptability of brown (recycled) envelopes.	<input checked="" type="checkbox"/>	05/09/2004
5	Reduce the total number of vehicles deployed at two high schools by 10%, with effect from the start of the new school year in Sept 04.	G Salmon	A Blackman 0927	01/10/2004	Reduction achieved at Kington High School and John Kyrle (Ross).	<input checked="" type="checkbox"/>	03/08/2004 Speak to Lead Officer

Appendix 1 Corrective Actions - for targets delayed or changed in 2004/5

CA	Ob	Tar	Target text	Lead Man	Due date	Progress	Com	Revision	CA reason
04523	8	2	Computerise PSD1's to improve monitoring of environmental incidents and near misses	D Johnson	01/03/2005	Available on Intranet via Council/Corporate H&S/H&S Accident report. Update: Due to operational difficulties the facility has been withdrawn until the Intranet moves to new platform in Jan 05.	<input type="checkbox"/>		No work is currently being done on Intranet as it is migrating to a new more stable platform in January 2005. Manual system will therefore continue until IT issues can be addressed on new platform.
04522	7	4	Obtain FSC certification for Council commercial and countryside woodlands	Forestry Commission	01/12/2004	FC now uncertain if finance available due to pressure on grant budget. Process with overarching body appears to be complete, but await confirmation of formal certification. (15/9)	<input type="checkbox"/>		
04521	4	7	Investigate feasibility of generating electricity from gas at Stretton Sugwas closed landfill site.	A Tector	01/01/2005	2 companies involved in initial investigations - major issue is achieving a steady flow of gas from the field. Will need to involve utilities re connection. May relate to Carbon Management Programme.	<input type="checkbox"/>		See progress field.
04520	2	10	Review winter service plan and procedures including footways and secondary routes, salt storage and provision (see 2.3)	S Oates	01/11/2004	In process. Using current doc (from H&W) plus eggs from other counties. Will then review Salting procedure and leaflet. For salt storage see 6.5.	<input type="checkbox"/>		Slowed by reorganisation of H&T.
04519	7	3	Enlarge database of flora and fauna on commons	G Thompson	01/01/2005	56 out of 81 surveyed., several to Phase 1 standard. Aim to complete set by end of Dec. Info will be made available by end of March and a decision taken on whether to extend survey to privately owned commons.	<input type="checkbox"/>		Surveys have been undertaken more thoroughly than first planned.
04518	7	2	Scope the extent of environmental management in place on Council owned land	T Marsh	01/02/2005	Industrial estates complete. Highways land now being entered and due for completion by 1/1.	<input type="checkbox"/>		Decision to wait for completion of data entry before re-running exercise (first done last year)
04517	7	6	Clarify responsibilities for Roadside Nature Reserves	S Oates	16/12/2004	Action plan agreed. PJ drafting SLA and offering to HNT by 16/12. Agreement will include update of survey data and ensuring posts in place. 23/9	<input type="checkbox"/>		Awaits drafting of SLA and decision from HNT on whether to undertake work.

CA	Ob	Tar	Target text	Lead Man	Due date	Progress	Com	Revision	CA reason
04516	6	5	Review salt storage and provision in all locations and seek funding for storage improvements.	S Oates	01/01/2005	Clearance from CT awaited for conversion of building at Thorn. Due complete by December. Mirror repairs to be done at Burcott and Kingsland and sheeling at Ross. Burcott and Ross will be phased out when Thorn store operational.	<input type="checkbox"/>		Decision making process plus negotiations with interested parties, including Highways Authority
04515	4	2	Co-ordinate the Herefordshire Partnership Climate Change Strategy for Herefordshire.	T Marsh	01/04/2005	Inventory of emissions for Herefordshire, including from HC, complete by end of August for 2002. Draft of Draft Strategy to be written by November. Consultation on targets via DEMOCs tool will run Sept - Nov 04. Funding continues to be sought. Aim for approval by April 05.	<input type="checkbox"/>		Process involves partnership working and outside funding. In addition errors in national data slowed process.
04514	3	1	Run CRIS report on GEM related training requirements identified through SRD and address needs.	A Atfield	01/11/2004	Report run - 15 requests identified. Two training slots in Oct ran at Castle Green. (26/10)	<input checked="" type="checkbox"/>		Decided that October would be a good time to run sessions.
04513	2	0	Improve environmental performance of the Council by working with partners, suppliers and contractors (CP)		01/10/2004	Uncertainty over Procurement Officer role and proposed revision of Procurement Strategy is making this difficult to achieve.	<input type="checkbox"/>		Will be delayed until revised Procurement Strategy agreed (due for agreement by Cabinet by 1/1/0).
04512	2	9	Establish effective links between partner EM systems to agreed standards	F Smith	01/01/2005	HJS achieved ISO 14001 certification in April 2004. Owen Williams have set certification target of June 05. Meetings have been held with EM leads in both organisations but lack of extranet is proving difficult. Recommendation re extranet through CXMT May 04.	<input type="checkbox"/>		No current commitment from partnership to developing shared extranet.
04511	2	1	Undertake survey of major suppliers, then provide information to relevant contractors on Council environmental requirements	M Rosenthal	01/11/2004	Council's procurement strategy is being reviewed so will undertake exercise once revised strategy in place. (6/8)	<input type="checkbox"/>		Will be delayed until revised Procurement Strategy agreed (due for agreement by Cabinet by 1/1/0) and Procurement Officer in post. Review completion date 1/1/04
04510	2	7	Evaluate environmental policies of central Herefordshire Partnership organisations to feed into HP Review	HPEAG	01/12/2004	Some information now submitted by organisations after prompting. Questionnaire re further information circulated mid September with reminder in November. (15/11)	<input type="checkbox"/>		Poor response rate to requests for information. GP forced to visit organisations to enable completion.

CA	Ob	Task Target text	Lead Man	Due date	Progress	Com	Revision	CA reason
04509	2	3	F Smith	01/11/2004	Set of KPIs including a number relating to sustainability submitted to PPMG in June 2004. Printing spec agreed.	<input type="checkbox"/>		Reorganisation in Env directorate, national Jarvis situation.
04508	1	2	G Cook	01/12/2004	Draft presented to Waste Group in May. Final version now being developed for use in various publications. (1/11)	<input type="checkbox"/>		Gemma's placement finished.
04507	1	3	G Dunhill	01/11/2004	Proposed KPI on this issue presented to the PPMG in June 04. Awaits confirmation, GEM Audit scheduled and in Print plan to run trail of recycled paper when they have a quiet week 11/8.	<input type="checkbox"/>		Delay in decision by Board on KPIs
04506	1	5	P Bailey	01/10/2004	Complete and working well at Plough Lane. Complete at Brockington - some difficulty programming order of jobs. 23/9	<input checked="" type="checkbox"/>		ICT found it hard to complete to schedule due to pressure of work
04505	2	2	M Rosenthal	01/10/2004	Report and revised Procurement Strategy presented to CXMT in July 04. Draft broadly approved by CXMT. Sustainability continues to feature strongly in the revised draft strategy. See also 2.1	<input type="checkbox"/>		Strat & Action Plan due back to CXMT by end of August and then on to Cabinet in Sept. Further 2 month extension.
04504	5	1	R Ball	01/12/2004	Plan to CXMT 17/8. Draft Plan now on intranet to be further developed by staff input before adoption. Considerable publicity for Travel Plan pages through Travelwise week in Sept 04. Plan now adopted by CXMT.	<input checked="" type="checkbox"/>		Redraft of Plan requested by Lead Director for project. Extension of 3 months. Plan now on intranet but not yet adopted. Further extension of 3 months.
04503	6	7	C Birks	01/02/2005	Not submitted for 2004/5 - programme already oversubscribed.	<input type="checkbox"/>		Capital programme oversubscribed. Submit for consideration for 05/06 spending round (delayed from May 04).
04502	8	4	T Marsh	01/11/2004	Preliminary meetings held. First draft circulated in May. More substantial document consulted on at end Sept. Some statistical problems delayed completion. Drafting of Action Plan in progress.	<input type="checkbox"/>		Task more complex than anticipated and included corrections to data so date extended by further 2 months. Will need to go to EMT and Cabinet Member.

CA	Ob	Tar	Target text	Lead Man	Due date	Progress	Com	Revision	CA reason
04501	6	2	Finalise leases and monitoring arrangements with HJS and FOCSA for all depots	S Gent	01/03/2005	Position with regard to HJS to be reviewed in March 05 when financial position of HJS will be clearer. Discussions with Severn Waste and Focsa in progress, aiming for agreement by Christmas. (16/8)	<input type="checkbox"/>		Negotiations with HJS temporarily suspended due to national issues. Negotiations with FOCSA complicated by decisions on site. Review position in Dec 04.
040424	3	4	Train in-house CEEQUAL assessor and put forward major engineering capital project for award.	M Jackson	01/04/2005	CEEQUAL assessor trained in April 04.	<input type="checkbox"/>		CEEQUAL trained assessor has now changed post to ESS in reorganisation of Env Dir. Construction Team will review this target in March 05.
	6	0	6 Reduce environmental risks relating to the Council's property portfolio and tenant management (PM)		01/10/2004	Transfer of older people's homes to SHAW. Environmental courses for major council suppliers are being investigated with training providers.	<input type="checkbox"/>		
	3	0	0 Promote the Council's environmental initiatives and increase the awareness of Council staff of their environmental impact and role in GEM (TA)		01/10/2004	GEMgen. Key managers emailed re CXMT GEM recs. GEM slot at Oct OIC meeting. Managers Forum on environmental issues ran in Nov. Mansfield Centre ground source heat pump installed. E-wise (energy software for schools) developed and distributed to Eco-schools	<input type="checkbox"/>		
	8	0	0 Further integrate GEM into corporate performance management. (CPM)		01/10/2004	Liaison with Steve Martin. Proposed proforma for Corporate Plan links to all HP ambitions including environment. Discussions with Sue Griffiths at GEM meeting.	<input type="checkbox"/>		
	1	0	0 Reduce waste generated by Council services by 1% and increase levels of recycling and the use of recycled material (WM)		01/10/2004	Target publicised at Officer in Charge of Buildings meeting in Oct. Half year figures show 23 tonnes of paper, card, plastic bottles and cans were recycled from offices, a recycling rate of 14.8 %.	<input type="checkbox"/>		

Appendix 2: CARs progress summary

Ref	Dir	Resp	Corrective Actions /Observations	Action Planned	Progress	Date due
CAF 03/4 7	Env	PS/John Burton	STW at Haywood (Callow) breached its EA consent for suspended solids on 6th Jan 04.	Undertake any urgent works needed. Place on service contract with Mayclothing.	Access secured after initial difficulty and lock changed. Urgent works undertaken and maintenance schedule in place.	30/04/04
CAF 04/05 5	E		Failure against consent at crem in April 04	System now in place to copy ESU into any failure notifications to the regulator, Environmental Health.	Check of records undertaken at crem on 1/11/04 confirmed that no exceedances have been recorded since this date.	
CAF 04/5 1	Env	PS/John Burton	Gross SS & BOD failure at Haywood Callow STW on 7th June reported in email from Environment Agency 22/7, letter 23/6	Informed JB of email. He has contacted Mayclothing who plan to visit on 30/6. Owner of land ex-directory so notice for easement access must be by letter. JB to write to EA re reason for failure and any further remedial action needed after the contractor's visit. JB is also investigating transfer of ownership to Welsh Water as the STW serves private housing and does not relate to the Council property requirements.	Mayclothing cleared blockage, which was caused by user error. Residents informed by letter of requirements of system. Reply written to EA. Mobile number obtained, which should aid access to STW.	7/07/04
CAF 04/5 2	Env	H&T, PS, HJS	Email from Mark Thomas, HJS, on 16/7 saying " HJS have written to the Council Project Manager (Frank Smith) setting out the position with regards to Salt this Winter - in short, we will not be operating from Burcott Road or Ross. Stephen (Oates) is aware of our concerns and is actively working to get a salt barn in Thorn - we wait to hear confirmation. There is also an issue on the storage of the gritters. They need to be parked on other than contaminated land.	GEM Audit of salt storage procedure - visits to depot sites on 19/7.	Lease for salt barn at Thorn finalised in Nov 04 for use in the 05/06 season. Conversion will be required and is anticipated that works will take some months. Burcott Rd, Kingsland and Bromyard to be used this year, with emergency stocks at Pontilas (in a barn) and Ross (sheeted). Maintenance to be undertaken on stores at Burcott and Kingsland. Once Thorn store is operational, stores at Ross and Burcott will be phased out.	

<i>Ref</i>	<i>Dir</i>	<i>Resp</i>	<i>Corrective Actions / Observations</i>	<i>Action Planned</i>	<i>Progress</i>	<i>Date due</i>
CAF 04/5 3	SHS	LD/EH/PS	Noise complaint re EnviroAbility recycling operations at Old Station Yard, Ross in August 04.	Env Health enquiry/complaint number Open Insight 79163, recorded on 9/8. EH officer has visited operation and sent memo to PS 18/8. Kevin Bray (EH 0168) and Mel Smith (PS) now leading. Complaint only notified to GEM as result of audit. Need to remind managers of need to report such occurrences to their GEM leads.	The investigating officer was John Thornton. Now with Kevin Bray. Soundproofing works were undertaken in October 04 and noise levels will be monitored by EH.	Jan 05
CAF 04/5 4	E	n/a	Telephone call from Env Agency to Andrew Terry, Property Services Estates Officer, on 27/10/04 re oil from storm drain at Rotherwas entering Wye	Andrew Terry explained that our interceptor is about to be emptied - but no waste can escape from it so it cannot be from there. However as Welsh Water's non-return valve is silted up, oil that has accumulated in the estates drains over the summer (and is not disturbed by light rain) may be reaching the river. This happens regularly when the first winter rains hit and water levels rise. Andrew has discussed this matter on a number of occasions with the EA.	No further action required.	n/a
CAR 1*	CT E	Audit, ESU, PS, EHTS	1) Whilst action has been taken to close out some of the outstanding internal audit corrective actions, 6 of the original still remain and a further 4 have also exceeded the agreed timescale for close out. 2) The particulate emissions for cremator 2 exceeded the consent limits on 13/4/04, but the incident was not registered in the non-conformance system or discussed at the management review meeting of 25/7/04. 3) Corrective action to address the breach of discharge consent limits at Upton Bishop PSW was not effective, as a similar breach has arisen at Callow PSW.	1) Close out remaining audits. Ensure that all audits for rest of year are closed out on time. 2) Amend crem procedure so that when breaches are notified to EHTS, ESU is copied in so that NC sheet can be raised and actions recorded. (Alan Stokes/JG) 3) Closely monitor EA readings from both STWs to check that corrective actions taken are now effective. TM to ask Andy Tector if EH can monitor monthly. PS to explore possible funding for upgrade and transfer to Welsh Water.	1) FS has asked SGS if schedule can be lightened. Monthly updates on audit progress and CARs raised is now being provided to GEM group by Internal Audit. 2) ESU now copied into notification of any crem breaches. 3) A Tasked by FS if he will undertake sampling at STWs.	30/9/04
CAR 2	All	Lead Director	1) There are no formal minutes for the management review meeting of 25/5/04 and no other documented evidence of attendees, or that items in the GEM Report had been reviewed. 2) There is no documented evidence that top management have reviewed the problems regarding outstanding internal audits and overdue corrective actions from 2003.	Provide agenda and supporting material to Lead Director for interim Management Review to include points raised by the certifiers. FS to discuss interim reviews with Lead director at regular intervals, with materials then sent on to directorates or CXMT as necessary. Consider whether to do MR style report to EMT for Env dir related issues. Ensure CARs reported in any further Man Review. See also obs 1.	CXMT approved report on 9th November, including CARs raised that required corporate action. Role of cabinet Member and Environment Scrutiny now written into Management Review procedure.	30/10/04

<i>Ref</i>	<i>Dir</i>	<i>Resp</i>	<i>Corrective Actions /Observations</i>	<i>Action Planned</i>	<i>Progress</i>	<i>Date due</i>
CAR 3	P&C	P&C/HAL O	Halo Centre, Bromyard. 1) Fire alarm checks have not been carried out weekly as required by the Fire Certificate, eg checks only carried out on 9/7, 25/6, 13/6, 7/5, 23/3/04. Quarterly fire alarm checks by Tann Synchronome were last done on 8/4/04 and are now overdue. 2) The annual inspection of the water system has not been carried out since December 02 and chlorination of the system is now overdue. 3) There is no evidence that objectives are being reviewed and the status of objectives listed is not recorded. Monitoring of energy consumption has not been carried out since Feb 04.	HALO will be asked to ensure fire alarms checks are carried out weekly and that quarterly checks done on schedule. Leisure facility (point 2) outside scope, but money in place for water system inspection and chlorination to be carried out. Review & report on progress on objectives. Ensure energy is monitored on a monthly basis. Draw attention of OICs to points raised at October meeting.	Jon Layton (cc Suzanne) informed of CARs and sent proposed actions in order for him to resolve the issues. Site visit undertaken 21/9 by SL & Suzanne (+ to other info Centres?). Action Plan produced and being implemented on an ongoing basis by Halo management. OIC meeting booked for 19/10.	30/9/04
CAR 4*	CT E	Audit/ESU	1) 2003/4 Internal audit programme has not yet been completed - 6 audits still outstanding. 2) Internal audits have not been carried out on new areas to be included in the scope (waste mgmt & transportation).	Carry out 6 remaining 2003/4 audits asap. Add Waste & Transportation audits to Q2 programme for 2004/5. Note that any services joining scope must have audits plus 3 months action in place.	Date now set for meeting of OICs - 19th Oct 2/9	30/9/04
CAR 5	Env	PS/Waste	At Grafton site managed by Property Services a number of wastes have been stored in deteriorating condition or in circumstances which could result in pollution, for example open skip of waste vehicle batteries and open skip of general waste from Halcrow, open drum containing waste oil inside building. It could not be established whether or not the gasoil store (behind unlocked door) is empty or contains 300 gallons as indicated.	PS aim to transfer FOCCSA elsewhere and clear the site prior to disposal. Meanwhile ensure all contractors using the site operate and store oil/fuel in accordance with HC procedures and the contract with Waste Management. Ensure skips are covered at all times. PS to remove general waste and empty fuel oil tank &/or improve security on it. Also clarify issue of lorry washing on site.	EA have written to FOCCSA saying they are happy with the present lorry washing arrangements. A Terry (PS) to arrange site clean up.	30/10/04
CAR 6	Env	Waste Man	FOCCSA method statements are not identified on the Waste Management aspects register as relevant controls in need of periodic audit. No objective evidence was available to demonstrate audit against any of the environmental elements of FOCCSA's method statements. Servicing records for FOCCSA vehicles show emissions checking on a two monthly basis as opposed to monthly as detailed in FOCCSA method statement. FOCCSA method statements were not available at their offices. It was not clear how compliance against working plan was monitored by Herefordshire/Worcestershire as records of site visits were not available.	Undertake thorough audit of env elements of FOCCSA contract and method statements and review with FOCCSA. Clarify the monitoring regime for SWS disposal contract and location and availability of records. See also CAR8.	Meeting with Paul Morris and Philip Smith (SHEQ) FOCCSA 31/8. They are moving to ISO 14001 certification in the next few months. Meeting with WCC Contract Monitoring Team 2/9 and Rob Macmillan of Severn Waste 9/9. EHTS Aspects Register updated with info gained. Waste audit in Nov included visit to FOCCSA.	30/9/04

<i>Ref</i>	<i>Dir</i>	<i>Resp</i>	<i>Corrective Actions /Observations</i>	<i>Action Planned</i>	<i>Progress</i>	<i>Date due</i>
CAR 7*	Env	ESU/MW/ Trans	The aspects registers for transportation and waste management are incomplete and require review to clearly identify specific activities and their method of control/improvement.	Review these aspects registers with lead officers to ensure all activities are covered plus their control measure and relevant legislation.	Aspects reg for trans improved & sent to R Ball for comment. (17/8). Aspects reg for waste now updated. (15/9)	30/9/04
CAR 8	Env	WM/ESU	FOCOSA hold some spill clean-up equipment. However there was no objective evidence of a system in place to require testing of arrangements or review of effectiveness following incidents.	Include in audit re CAR 6. Ensure that up to date and agreed procedures &/or method statements are in place and available to staff and WM re all env impacts.	Point raised with FOCOSA in meeting 31/8. They acknowledge the need to document spills and will probably use Mayrise. Follow up with Paul Morris in 3 months - end of Nov. 2/9	30/11/04
CAR 9	Env	ESU	The register of legislation requires review in order to reflect further responsibilities and relevance of identified legislation resulting from the extension to scope (eg re waste management legislation. Further examples - duty in respect of identification of contaminated land, role as litter control authority etc) to ensure that review of legal compliance covers all relevant areas.	Review after more detailed look at aspects register for waste and transport. Schedule review to cover any further changes required re further extension to scope in Feb 05. Consider linking to return of legal compliance review.	Legal compliance review to be completed by end Dec 04 (TM) including review of Register by SL.	30/12/04
Obs 1	Env	ESU/All	Ensure that the GEM Annual Report provides evidence of review of Policy Statement and confirms compliance with legal requirements.	Include in next Man Rev undertaken by CXMT.	6 month report approved 9/11/04 includes information on legal compliance and commitment to update policy in Spring 05.	31/12/04
Obs 2	CT E	Audit/WM	Ensure that an internal audit of waste management is carried out immediately to ensure compliance with aspects register and relevant procedures.	Complete CAR 7 (aspects) then do audit, including audit of contracts held. (See also CARs 4 & 7).	Visits to WM contractors undertaken. Contract audit of FOCOSA contract undertaken in Q2.	31/8/04
Obs 3	PS/E	PS/OICs	The Property Management File is authorised at Issue 1, but no record of approval of revisions and additions is included within the document - consider a revision page to record updates and approval of changes.	Most updates to PMFs now sent by email and hyperlinks to current corporate docs are provided from emailed index. Numbers of staff in Land & Property Information Service have reduced, which may be a constraint. Ensure need to keep PMFs up to date is raised at OIC meeting in autumn. CB to ask GED to reiterate importance of OIC role at CXMT. GEM group asked to raise issue at DMTs. Meeting for new OICs and update for current OICs to be held in Oct- AD co-ordinating.	OICs are updated by email. The number of files and the extent of Officer in Charge duties makes manual revision impractical. PMFs are thoroughly reviewed as part of the Site audit and there are annual meetings for OICs. Use of the electronic index with hyperlinks included in OIC briefing in October.	31/10/04

<i>Ref</i>	<i>Dir</i>	<i>Resp</i>	<i>Corrective Actions / Observations</i>	<i>Action Planned</i>	<i>Progress</i>	<i>Date due</i>
Obs 4	CSS	Mary Tittle	The fire alarm at Brockington had not been tested this week due to a switch to a new call centre - ensure this is recorded in the log.	Mary notified and asked to make sure log book completed & copy sent to us. (27/7)	Information received.	31/8/04
Obs 5	CSS	Mary Tittle	Whilst strong commitment was demonstrated at Brockington to reduced energy consumption and waste to landfill, there was evidence of cardboard in the general waste bin and lights left on in unoccupied rooms.	Mary notified, recommended more stickers/signage. (27/7)	Email sent round by MT and more stickers provided.	30/9/04
Obs 6	P&C O	P&C/HAL	The general standard of housekeeping at the rear of the Halo Centre could be usefully improved - evidence of scrapped furniture and general debris.	Arrange for disposal of unwanted items. See also CAR3.	Action Plan produced and being implemented on an ongoing basis by Halo management. Email 23/9.	30/9/04
Obs 7	Env	PS (MH)	At next visit review records for chiller units held by M&E Engineer at Property Services including gas type, weight of charge, applicability of regulations requiring annual leak test and assessment of current testing against industry good practice.	Record refrigerant fluid charge of all units and ensure leak testing in place for any units with charge over 3kg.	MH expects to complete by end of Sept.	30/9/04
Obs 8	Env	PS/HJS	The Council has improved systems for specification of sustainable timber. Review at next visit how compliance with these requirements is audited for projects work and HJS.	Investigate and record standards at HJS and Jewsons. Brian Davies to collect certificates from 2 contractors to use as model. Track developments re Govt one stop shop on timber procurement. Need to check info received from HJS suppliers.	Research undertaken into Timber Trade Federation certificate. Govt guidance due for update in Sept, which may be helpful. Jewsons expect to have Chain of Custody for local branch in November 04.	30/9/04

SUPPORTING LOCAL BUS SERVICES

Report By: Director of Environment

Wards Affected

County-wide

Purpose

1. To clarify the Council's policy on the allocation of bus service subsidies and to inform the Committee on the level of passenger use of subsidised bus services.

Financial Implications

2. None as a result of this report.

Background

3. **The bus industry.** Bus services outside London were deregulated by the 1985 Transport Act (although most of Herefordshire had been a trial area for the new system since 1981). Under the Act, bus operators were given the freedom to operate commercially, with networks and service levels being determined solely by commercial considerations. Bus services were opened up to competition between operators, whilst obligations to maintain uneconomic services were removed.
4. **The Council's role.** In recognition that commercial networks would not provide full coverage, either geographically or by time of day, local authorities retained the power to subsidise those services that they consider to be socially necessary. The Act, however, changed the basis on which subsidies could be paid and introduced a system of competitive tendering. Approximately 60% of bus services are provided commercially.
5. **Funding.** Subsidised services are funded from revenue budgets. The allocation in 2004/5 being £691,000. In 1998, the Government introduced the Rural Bus Subsidy Grant (RSBG), which is allocated to local authorities on the basis of the size of their rural populations, for the purpose of improving bus services in rural areas. The definition of "rural" for the purposes of the Grant allows it to be used for services throughout Herefordshire, except those wholly-within the City of Hereford. The county's RSBG allocation for 2004/5 is £803,000. At present, a further £203,272 per annum is spent on services funded through the government's Urban and Rural Bus Challenge Schemes, this funding having been obtained through a competitive bidding process. This funding source has not, however, been repeated by Government at present and the current allocations for Herefordshire are due to come to an end in March 2006.

Current Policy

6. **Determination of the subsidised network.** The 1985 Transport Act places a duty upon local authorities to "secure the provision of such public passenger transport

Further information on the subject of this report is available from Jim Davies, Public transport Manager on 01432 260948

services as the council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose..." (Section 63 (1) (a).) The Act also requires the council to formulate policies as to which services they will secure to discharge this duty. These policies are contained in the Bus Strategy, which forms part of the Local Transport Plan. Current policy is to:

a) Maximise the geographical coverage and frequency of the network within available resources.

b) To support services up to a cost limit of £2.14 per passenger journey (April 2004 prices). The figure is adjusted annually in line with inflation from a base of £1 per passenger as established by Hereford & Worcester County Council which, at the time of establishment, allowed 95% of the then existing contracts to be continued within the new criteria. Exceptions are made for journeys conveying people to work and for hospital visiting and a basic service of one return journey per week to the nearest market town will continue to be provided for rural communities, irrespective of the subsidy criteria, for as long as an identifiable demand exists.

c) To support services funded by Rural Bus Subsidy Grant up to a cost limit of £5 per passenger journey. In recognition of the need for time to develop new services in rural areas, such services will continue to be funded up to a cost limit of £10 per passenger journey provided that the long-term trend in subsidy requirement is towards the £5 limit.

Capital Measures Introduced through Local Transport Plan Programme

7. The current Local Transport Plan has delivered a range of improvements to improve the attractiveness of bus travel in the County. This has included:
 - a. Provision of new bus shelters and raised kerbs for easy access to the bus at various bus stop locations throughout the County
 - b. Comprehensive refurbishment of the Hereford Country Bus Station and Leominster Bus Station
 - c. Low Floor Bus Project that has introduced 50 new wheelchair-accessible buses to improve the quality and accessibility of services in the County. This project has received national recognition and surveys have shown that the introduction of these buses has resulted in an average increase in passengers of approximately 6% and have been successful in attracting new passengers to using the bus.
 - d. Christmas Park and Ride service in Hereford. Detailed evaluation of the potential for permanent park and ride facilities is currently underway with a view to the possible inclusion of specific schemes in the next Local Transport Plan.

Securing Subsidised Services

8. The 1985 Transport Act requires the council to secure subsidised bus services through a process of competitive tendering. The maximum length for any subsidy

agreement is 5 years, after which the contract must be retendered, and current policy is to award contracts for this maximum period.

Retendering of contracts takes place twice a year, with new contracts starting in September and February. A subsidiary tendering date in May each year is used, if necessary, for seasonal services and for contracts which do not fit the normal pattern. The timescale for tendering forms part of a Code of Conduct on Service Stability, whereby bus operators and the council have agreed to restrict the number of days in a year when timetables can change to give greater certainty to passengers. The retendering process is as follows:

- i. Establish from existing contractors that they do not intend to continue the service without subsidy.(20 weeks before contracts commence).
- ii. Information on patronage collected from operators' records and on-bus surveys. (20 weeks before contracts commence)
- iii. Bus operators invited to apply for tender documents. Notice inviting applications from operators placed in the Official Journal of the European Communities. (19 weeks before commencement of contracts)
- iv. Contract specifications drawn up. (19 – 17 weeks before commencement of contracts)
- v. Tender documents sent to operators that have applied for them. (17 weeks before commencement of contracts)
- vi. Tenders received from operators (14 weeks before commencement of contracts)
- vii. Analysis of tenders by Public Transport Manager and recommendations for tender awards approved by Transportation Manager. (14 - 11 weeks before commencement of contracts)
- viii. Contracts awarded as per Transportation Manager's approvals. (11 weeks before commencement of contracts)
- ix. Bus operators register details of new services with the Traffic Commissioner (8 weeks before commencement of contracts)
- x. New contracts commence.

- 9. Criteria for award of contracts.** Under the Transport Act, 1985 the Council is obliged to supply tender documents to any person requesting them, although a subsidy contract can only be awarded to the holder of a Public Service Vehicle Operator's licence. The criteria under which the council can award a subsidy contract are laid down by the 2000 Transport Act, which amended the 1985 Act. Under this Act the Council is required to award contracts having regard to "a combination of economy, efficiency and effectiveness" which allows a combination of cost and quality factors to be taken into account. This would allow the Council to withhold a tender from any operator considered, for whatever reason, to be incapable of operating the service. There is a requirement to publish the results of the tendering

Further information on the subject of this report is available from Jim Davies, Public transport Manager on 01432 260948

process, together with the reasons for the award or non-award of any contract. Contracts are awarded in accordance with the subsidy criteria contained in the Bus Strategy provided that the available budget is not exceeded.

Recent experience has been that prices have risen greatly in excess of inflation when contracts are retendered. In the last tendering round (September 2004), prices rose by 36% in the case of core funded contracts and by 47% in the case of contracts funded through RBSG. In these circumstances it has not been possible to award all contracts within the available budget, even though they otherwise meet the criteria for subsidy. The results of the tendering exercise are not known until eleven weeks before contracts are due to commence, during which time it is necessary to decide on one of the following courses of action:

- a) Award the contracts and seek to identify savings elsewhere within the public transport budget.
- b) Retender the service at a reduced level of service.
- c) Abandon the service and inform affected communities of alternatives (if any).

This work has to be done against a deadline determined by the termination date of the contracts being retendered to ensure those services that are to be retained continue without a break in service.

Numbers of People Benefiting from Services

10. **Numbers of passengers using** subsidised services are monitored through on-bus surveys and returns from operators. Ridership is measured against cost to determine "subsidy per passenger" figures so as to ensure that subsidies are allocated in accordance with policy. The following table shows the number of passengers carried in 2003/4 in Herefordshire by category of service. Figures for individual contracts are shown in Appendix 1 to this report.

Passengers on Herefordshire bus services 2003/4

Service funding	Total Passengers 2003/4	% of Total
Core funded services	683,122	17%
RSBG funded services	361,472	9%
Bus Challenge services	551,471	14%
Total carried on subsidised services	1,596,065	40%
Commercial services	2,350,671	60%
Total carried on ALL services	3,946,736	100%
SUBSIDY PER PASSENGER		

Further information on the subject of this report is available from Jim Davies, Public transport Manager on 01432 260948

Subsidy per passenger – Core funded	£1.14	
Subsidy per passenger – RBSG funded	£2.22	
Subsidy per passenger – Challenge funded	£0.36	
Subsidy per passenger carried (all services)	£0.43	

Conclusion

11. The above report presents the current position regarding the Council's support for public bus services within the County. The development of the next Local Transport Plan offers an opportunity to consider future policy and improvements in relation to bus services. The Committee is invited to comment upon the current policy and indicate the issues that should be taken into account when developing the bus strategy for inclusion in the next Local Transport Plan.

RECOMMENDATION

THAT;

- (a) **Members note the content of this report.**
- (b) **Make comments for the consideration of the Director of Environment and the Cabinet Member for Highways and Transportation when reviewing the bus strategy for inclusion in the next Local Transport Plan.**
- (c) **The Cabinet Member reviews the contract award procedure with particular regard to circumstances in which existing procedure cannot be followed due to budgetary constraints.**

BACKGROUND PAPERS

- Local Transport Plan 2001-2005
- Results of Bus service Tenders

APPENDIX 1

Cost and patronage levels on subsidised local bus service contracts.

The tables show the Contract Number; Route; and Operator for each contract. The remaining columns show the number of passengers carried per annum; the annual subsidy for the contract and the "Subsidy per Passenger", which is the annual subsidy divided by the Annual Passengers.

1. Core funded contracts.

No.	Route	Operator	Annual Passengers	Annual Subsidy	Subsidy per pass.
51	Kington-Hereford	Sargeants Bros Coaches	22412	£42,020	£1.87
55	Pencombe-Hereford	Bromyard Omnibus Co	994	£1,157	£1.16
68	Hereford Access Bus	Sargeants Bros Coaches	12462	£9,058	£0.73
69	Hereford - Bartonsham	First Midland Red	47580	£33,676	£0.71
76	Ross-on-Wye - Monmouth	Stagecoach West	29224	£31,104	£1.06
83	Monmouth-Hereford	Dukes Travel	21880	£13,843	£0.63
84	Longtown Area Services	Abbey Cars	2098	£3,256	£1.55
87	Kington-Kingsland	Sargeants Bros Coaches	1134	£3,147	£2.78
89	Bromyard Locals	Bromyard Omnibus Co	6254	£6,780	£1.08
90	Bishops Frome-Hfd	Bromyard Omnibus Co	1225	£1,911	£1.56
91	Hereford-Brecon (Suns)	Yeomans Canyon Travel	2596	£4,496	£1.73
93	Hereford Evening Services	First Midland Red	41288	£56,960	£1.38
94	Hereford Sunday Services	First Midland Red	36972	£28,964	£0.78
96	Hfd-Credenhill/H Park E	First Midland Red	8736	£8,088	£0.93
97	Hfd-Belmont/Bbstock/NFm	First Midland Red	4420	£4,312	£0.98
99	Hereford - Newton Fm (S)	First Midland Red	416	£1,080	£2.60
101	Ledbury-Malvern	Newbury Coaches	56264	£26,847	£0.48
102	Ross Town Service	H&H Motors	36558	£17,325	£0.47
107	Kington Local Services	Sargeants Bros Coaches	2860	£4,312	£1.51
108	Burford-Leominster	R&B Travel	1087	£2,027	£1.86

Further information on the subject of this report is available from Jim Davies, Public transport Manager on 01432 260948

112 Rotherwas Diversion	First Midland Red	23556	£7,876	£0.33
ρ113 Llangarron Diversion	K W Beard	329	£748	£2.27
117 Llangrove - Ross-on-Wye	George Youngs Coaches	1768	£2,380	£1.35
ρ118 M Marcle - Hereford (S)	George Youngs Coaches	520	£2,644	£5.08
119 Ross-Hoarwithy-Hereford	George Youngs Coaches	12116	£22,552	£1.86
121 Craswall/Longtown-Hfd	Nick Maddy Coaches	15600	£26,613	£1.71
122 Ledbury Area Services	George Youngs Coaches	4056	£7,144	£1.76
ρ123 Much Marcle - Hfd (Wed)	George Youngs Coaches	832	£2,380	£2.86
124 Newent - Hereford	George Youngs Coaches	2080	£2,380	£1.14
126 Bromyard - Hereford	First Midland Red	4680	£4	£0.00
127 Bromyard-Hereford (Peak)	First Midland Red	29744	£32,244	£1.08
128 Whitecross-Fairfield HS	Yeomans Canyon Travel	8360	£14,056	£1.68
129 Garway - Hereford	Dukes Travel	15678	£21,583	£1.38
130 Coleford - Ross	Dukes Travel	21101	£35,064	£1.66
131 Leominster Town Serv	Lugg Valley Travel	43264	£32,104	£0.74
132 Woolhope-Hereford	First Midland Red	59904	£24,564	£0.41
133 Ross-Gloster pks	Dukes Travel	8911	£9,296	£1.04
ρ135 Leo-Canon Pyon - Hfd	First Midland Red	22308	£68,984	£3.09
136 Ruardean - Ross	Dukes Travel	667	£1,009	£1.51
138 Hereford-Holmer	First Midland Red	33176	£28,400	£0.86
140 Newent - Ross-on-Wye	Stagecoach West	14352	£9,420	£0.66
	Total	683,122	£779,256	£1.14

Notes:

ρ These contracts exceed the subsidy per passenger criterion of £2.14 for the following reasons:

87 – Patronage on this contract has declined since it was let in 2001. It will be reviewed at next renewal.

99 – The majority of passengers are making work related journeys and the subsidy criterion is therefore met.

113 – This service provides a weekly market town link for otherwise isolated communities.

118 – Patronage on this service has declined since the contract was let in 2003. It will be reviewed with a view to transferring funding to the Rural Bus Subsidy Grant.

123 – This service provides a weekly market town link for otherwise isolated communities.

135 – This service is part-funded by Rural Bus Subsidy Grant and meets the criteria for such funding.

Total expenditure shown, of £779, 256, exceeds the budget of £691,000 but includes sums recharged to neighbouring authorities in respect of cross-boundary services and other recharges.

2. Rural Bus Subsidy Grant funded contracts.

No.	Route	Operator	Annual Passengers	Annual Subsidy	Subsidy per pass.
105	Kington/Presteigne-Leominster	Lugg Valley Primrose Travel	21268	£121,728	£5.72
137	Kington Town Service	Sargeants Bros Coaches	2392	£5,720	£2.39
139	Madley - Hereford	First Midland Red	15220	£36,916	£2.43
1054	Ledbury - Ross	Bromyard Omnibus Co	794	£1,554	£1.96
1055	Madley-Hereford Early	Yeomans Canyon Travel	45084	£5,796	£0.13
1060	Bucknell-Bircher-Hereford	Lugg Valley Primrose Travel	910	£4,592	£5.05
1061	Monkland-CP-Hereford	First Midland Red	2912	£11,856	£4.07
1063	Hereford-Llandrindod W	Sargeants Bros Coaches	23400	£120,356	£5.14
1065	Hereford-Malvern (Su)	DRM Coaches	8493	£18,000	£2.12
1066	Hereford-Gloster Eves	Stagecoach West	21060	£52,896	£2.51
1067	Hereford-Ledbury Eves	DRM Coaches	25428	£42,712	£1.68
1071	Almeley - Hereford	Yeomans Canyon Travel	10000	£42,368	£4.24
1072	Leominster-Hereford	Lugg Valley Primrose Travel	57720	£100,656	£1.74
1074	Ledbury-Bromyard	Bromyard Omnibus Co	17680	£46,589	£2.64

Further information on the subject of this report is available from Jim Davies, Public transport Manager on 01432 260948

1075 Ledbury-Worcester	Bromyard Omnibus Co	25882	£33,837	£1.31
1081 Hereford-Cheltenham	I&S Coaches	1502	£6,748	£4.49
1084 Kington Night Owl	Roy Brown's Coaches	3224	£31,520	£9.78
1087 Hereford-Leominster-Ludlow	Lugg Valley Primrose Travel	40215	£69,812	£1.74
1094 Fromes Hill - Ledbury	Newbury Coaches	1456	£4,852	£3.33
1095 Hereford -Tillington	Yeomans Canyon Travel	16744	£29,846	£1.78
1097 Ledbury - Ross-on-Wye	Stagecoach West	3000	£4	£0.00
ρ1098 N W Herefordshire Rural	Yeomans Canyon Travel			
1099 Burford - Hereford (3rd Wed)	R&B Travel	315	£304	£0.97
1100 Hereford-Gloster Suns	Stagecoach West	14492	£14,672	£1.01
1103 Hereford-Worcester	Bromyard Omnibus Co	2281	£8,336	£3.65
	Total	361472	£803,334	£2.22

ρ Contract 1098 is a new contract which incorporates an Education Department contract and for which passenger figures are not yet available. The contract price represents a saving over the previous arrangements.

3. Contracts funded through Urban and Rural Bus Challenge Funds.

No.	Route	Operator	Annual Passengers	Annual Subsidy	Subsidy per pass.
81	Hereford Taxibus	Ace Coaches	5888	£23,240	£3.95
82	Leominster Taxibus	Little Bus Co	1273	£22,412	£17.61
150	Wyes Moves	First Midland Red	272155	£123,616	£0.45
151	Wyes Moves	First Midland Red	272155	£34,004	£0.12
		Total	551,471	£203,272	£0.37

Bus Challenge funding is specific to the contracts bid for and cannot be reallocated. The Leominster Taxibus service (contract 82) will be withdrawn when funding is exhausted.

HEREFORDSHIRE PLAN AMBITIONS – CONTRIBUTION MADE BY THE ENVIRONMENT DIRECTORATE

Report By: Director of Environment

Wards Affected

County-wide

Purpose

- 1 To report on the Environment Directorate's contributions to the work of the Environment Ambition Group and Transport Wider Reference Group.

Financial Implications

2. All expenditure is from approved budgets.

Content

3. This report comprises the six-monthly update in accordance with the requirements of Strategic Monitoring Committee. Environment Scrutiny Committee last received a report on the Directorate's work in relation to the two ambitions most relevant to its work in June 2004. That previous report comprised a review of achievements and "measures of progress" set out in the Herefordshire Plan under the headings for the Environment and Transportation Ambitions. It was also reported at that time that a major review of the Herefordshire Plan is to be undertaken in 2004, leading to a new plan in 2005. Members were invited to the Herefordshire Partnership conference in November that formed part of the process for the review.
4. Strategic Monitoring Committee has agreed that you should receive reports setting out progress to date, work in hand and future timetables in relation to the work of relevant Ambition Groups. Notwithstanding that, this report concentrates upon those activities of the Groups which involve the Council and where value will be added through partnership working arrangements.
5. To a large extent the "measures of progress" for the two Ambitions, set out in the Herefordshire plan for which this Council is the lead organisation are duplicated in other monitoring reports presented to this Committee.
6. It needs to be recognised that the approach adopted through the Herefordshire Plan and Partnership is a "Local Strategic Partnership" which Government places significant emphasis upon. In order to make the present structure work, administrative and facilitation arrangements need to be provided for the ten Ambition Groups. In relation to those for the environment and transport, the Council contributes significantly to the resources required for these activities.
7. Since the last report the Environment Ambition Group has met on one occasion, although another meeting in the summer had to be cancelled at short notice.

Further information on the subject of this report is available from Bill Bloxsome, Conservation Manager on 01432 261783

Furthermore, this Group has a number of sub-groups most of which met to consider their action plans and joint projects. The Transport wider Reference Group has met twice, the first towards the end of June, was a special meeting called specifically to discuss parking policy. The second meeting was held at the beginning of November. A sub-group also met to discuss revisions to indicators that might be included in the state of Herefordshire report.

8. The Directorate also contributes to the work of the Housing Ambition Group, the Health and Wellbeing Ambition Group, the Crime and Safety Partnership and the Cultural Consortium. Of particular note is the work being undertaken by the Crime and Safety Partnership to develop policies in relation to liquor licensing.

Activities

9. Over the past six months the Ambition Groups have had lengthy discussions with the Herefordshire Partnership Research Team about indicators in the State of Herefordshire report. This report is published annually and is intended to show trends reflecting the work of the various Ambition Groups. Its use is variable for the moment, reflecting the ease of collecting and utility of the information available. The purpose of the discussions upon indicators has been to identify ways to improve information in the report.
10. The principal activity of the Environment Ambition Group over the past 6 months has been to take forward the 'Herefordshire Climate Change' strategy. A great deal of information has been collated and a process developed for consulting the public on the issue. The aim is to produce a draft strategy by Autumn 2005 in order to commence implementation on 1st January 2006. It is important that this is seen as a Herefordshire Partnership strategy and that partners contribute to its implementation. The Environment Directorate already undertakes a number of initiatives aimed at mitigating our impact on climate change. It remains to be seen what further actions can be taken in support of the strategy when it has been produced.
11. Other areas of work which are being undertaken by or in association with the Environment Ambition Group, and in which the Directorate is contributing, include:
 - ◆ Assessing alternative markets for apples in order to retain Herefordshire's orchards, which are an important landscape feature, as well as having important economic and social benefits to the County. Inception report produced and meeting with Advantage West Midlands seeking funding to progress next phase in December 2004.
 - ◆ The review of the Herefordshire Biodiversity Action Plan (HBAP). Draft going out to consultation in December 2004.
 - ◆ Lobbied for changes to the Single Farm Payment Scheme to include dual-purpose orchards. This appears to have been successful.
12. The Transport Wider Reference Group concentrates its activities primarily upon reviewing strategic issues relating to Transport. Progress towards achieving the Herefordshire Plan Ambition in relation to Transport is reported annually in the Herefordshire Local Transport Plan Annual Progress Report last published by the Council in July 2004. The group is considering the following matters:

- ◆ The review of the Countywide Parking Strategy – its views upon the current strategy were sought by the Environment Scrutiny Committee Review Group and a report upon the issue will be considered by this committee in January 2005;
- ◆ The development of the next Local Transport Plan, which has to be submitted to Government by July 2005, will cover a range of issues, but the particular issues which the group is involved in relate to accessibility planning and freight transport movements.

RECOMMENDATION

THAT the report be noted

BACKGROUND PAPERS

- None identified.

HUMAN RESOURCES

Report By: Personnel Manager, Well-being

Wards Affected

None

Purpose

1. To report on the sickness absence and other matters for the Environment Directorate

Considerations

2. Attached at appendix 1 is the human resources report taken from the Computerised Human Resources Information System (CHRIS). It has been broken down by Divisions to show the restructure of the Directorate.
3. The report covers the year 1st October 2003 – 30th September 2004. The figure is for all employees excluding casuals. This means the numerator and denominator are similar to but not the same as BV PI 12. It allows the inclusion of people who will be counted at the year-end and whose attendance needs to be managed.
5. The report shows a comparison of the sickness for the year ending 31st March 2004 against the year ending 30th September 2004 by sickness type. Alongside the average absence is a column showing the FTE lost against sickness reason followed by a column showing the numbers from each division that have had more than 4 absences in the past six months.
6. The mid term days lost at 9.52 per FTE has increased and is due partly to the fact that three people have been suffering from long term medical absence and are still absent. This has been addressed and managed to allow the overall figure for the current financial year ending on 31st March 2005 to be close to the target of 7 FTE days lost per employee.
7. The Directorate has nine employees who have taken more than four short-term absences in the past six months. The Directorate Personnel Officer has been notified and she is working with the employee's managers to resolve any outstanding issues.
8. The Council target for employing people with disabilities is 1% and the Directorate on the whole is meeting this target easily with 1.5%
9. The mid term percentage of minority ethnicity employed at 2.31% is well above the nominal target set for the Council.
10. The mid term turnover figure has increased slightly to 10.8% because of the restructure and the decreasing overall numbers employed within the directorate.

Recommendation:

That the report is noted.

Environment	Current year			Last year			Currently
	FTE Employed	FTE Lost year end	Ave FTE lost year end	FTE Lost year end	Ave FTE lost year end	FTE lost and the person is still absent after 4 weeks	
Division	30/09/04	30/09/04	30/09/04	31/03/04	31/03/04		
EH & TS incl Dir	0						
ditto	37.5	Heart & other cardio vascular illness	0.00				
ditto	140.00	Back	49.5				
ditto	168.47	Other MSDs	71.00				
ditto	95.51	Stress	46.00			214.41	
ditto	85.22	Viral infections incl.colds and flu	90.58			16.00	
ditto	11.00	Operations & post operation recovery	22.76			49.00	
ditto	184.61	Pregnancy related	0.00				
ditto	103.63	Stomach, liver kidney & digestive tract	167.01				
ditto	36.45	Chest & respiratory incl. Asthma	136.67				
ditto	10.00	Head incl.migraine	22.00				
ditto	11.00	Genito Urinary incl. Gynaecological	1.00				
ditto	66.00	Eyes, ears mouth incl. Dental	10.00				
		Other not shown above	144.01				
EH & TS incl Dir	105.53		949.39	760.53	7.21	279.41	4
Env Support	0.00	Heart & other cardio vascular illness	0.00				
ditto	3.00	Back	3.00				
ditto	0.00	Other MSDs	0.00				
ditto	0.00	Stress	0.00				
ditto	0.00	Viral infections incl.colds and flu	0.00				

BEST VALUE REVIEWS – IMPLEMENTATION OF IMPROVEMENT PLANS

Report By: Performance Officer

Wards Affected

County-wide

Purpose

- 1 To report the remaining actions and the exceptions to the programmed progress in the improvement plans resulting from the reviews of Development Control, Public Conveniences, and Public Rights of Way.

Financial Implications

- 2 There has been no variation to the financial implications identified in the individual Improvement Plans.

Background

- 3 In response to comments from Members and Officers, the reporting arrangements have been developed by consolidating the reports and only reporting on exceptions to the programmed actions. That is, where actions have been completed earlier than programmed or where the timetable has not been met.
- 4 Appendix 1 of this report covers the following improvement plans:
 - Development Control
 - Public Conveniences
 - Public Rights of Way

RECOMMENDATION

THAT members note and comment on, where appropriate, the implementation of the improvement plans.

BACKGROUND PAPERS

- None

DEVELOPMENT CONTROL

Priority	Outcome	Action	Milestones	Officer(s)	By When	Progress	Indicator for Improvement
High	Improved speed of applications and responsiveness of service	Review and update current Highway Design Guide	Adopt Manual for Streets when published by DfT in November 2005	Team Leader Transportati on Planning / Consultant	December 2003 Date revised to March 2005	In progress by Owen Williams	BV109 – Determine applications within 8/13 weeks

PUBLIC CONVENIENCES

Priority	Outcome	Action	Milestones	Officer(s)	By When	Progress	Indicator for Improvement
High Priority – 2003/5	Improved provision of facilities	Refurbishment programme in progress	Tenbury Road, Bromyard and minor works in East Street	HOS Property	To be completed 2004/5	£150k in 2004/5 capital programme approved. Preparing spec for Tenbury Road, Scheme for Gaol Street being prepared	Public perception indicator

PUBLIC RIGHTS OF WAY

Priority	Outcome	Action	Comment	Officer(s)	By when Revised Dates	Progress	Indicator for Improvement
High	Improved focus of resources	Write policy and strategy for future delivery of the service to include: <ul style="list-style-type: none"> Where resources should be focussed How to meet the requirements of the Disability Discrimination Act Business plan with targets 	Resource Implications - Identify funding to pay for consultancy work, DDA cost implications, promotion of network, creation of asset register.	SO/MJ / and others	December 2002 Date revised to December 2004	Final reported now drafted and going through approval process	BV178 Ease of Rights use of Way

Priority	Outcome	Action	Comment	Officer(s)	By when Revised Dates	Progress	Indicator for Improvement
		<ul style="list-style-type: none"> An enforcement policy and strategy The creation of an Asset Register How to promote PROW 					
High	Increase throughput of Diversion Orders	Research, devise and write a fast-track method for determining applications for Diversion Orders	Staff time – possible offset through income generation. Now part of strategy.	RH/MM	1/7/02 – Date revised to November 2004	Now in progress	

MONITORING OF 2004/2005 PERFORMANCE INDICATORS – APRIL 2004 TO SEPTEMBER 2004

Report By: Director of Environment

Wards Affected

County-wide

Purpose

1. To update Members on the exceptions to the targeted progress made by the Environment Directorate for the six months April to September 2004 towards achieving the performance indicators / targets which appear in the Council's Corporate Plan and are reported bi-monthly.

Financial Implications

2. All expenditure in respect of performance indicators / targets is from approved budgets.

Content

3. The report of exceptions to the targeted performance is attached at Appendix 1 for Members' consideration.
4. Performance against all other indicators is within 10% of target. In addition performance, where ascertainable, against those indicators which are reported annually also appears to be on target.
5. Also included, for comparative purposes, are the targets and out-turns for 2003/4, the targets for 2004/5 and the performance to July 2004.

RECOMMENDATION

THAT the exceptions monitoring report in relation to the 2004/2005 local and national performance indicators be noted, subject to any comments which Members may wish to raise.

BACKGROUND PAPERS

- None

ENVIRONMENT

National: Best Value

Ref	Target/Indicator	Target 2003/4	Actual 2003/4	Target 2004/05	Performance Apr-Jul 04	Performance Apr-Sept 04	Comments
	Strategic objective						
BV82a	Percentage of the total tonnage of household waste arisings which has been recycled	13.62%	13.56%	14.4%	11.67%	14.45%	
	Fair access						
BV199	Local Street and Environment Cleanliness – percentage of sites below Grade B – i.e. predominantly free of litter and refuse except for some small items.	36%	34%	33%	Figures not available	39%	Surveys undertaken in 3 phases through the year (4 monthly periods) Recently adopted “street scene” approach to improve cleanliness standards. Also high profile activity on litter and dog fouling planned from now through last quarter.

Local:

Ref	Target/Indicator	Target 2003/4	Actual 2003/4	Target 2004/05	Performance Apr-Jul 04	Performance Apr-Sept 04	Comments
	Number of missed bins – all rounds (not including trade) based on 2 per round per week	46	32.1	44	30.57	33.31	

HIGHWAYS AND TRANSPORTATION

National: Best Value

Ref	Target/Indicator	Target 2003/4	Actual 2003/4	Target 2004/05	Performance Apr-Jul 04	Performance Apr-Sept 04	Comments
BV100	Local authority road works per kilometre of traffic sensitive road	0.1	0.4125	0.2	0.2	1.4826	One project Folly Lane Traffic lights over-run

Local:

Ref	Target/Indicator	Target 2003/4	Actual 2003/4	Target 2004/05	Performance Apr-Jul 04	Performance Apr-Sept 04	Comments
	Percentage (Number) of Penalty Charge notice appeals cases "lost" at appeal as a percentage of those taken to adjudication	<50%	30% (17 out of 56)	<50%	20%	14.29%	
	Network Serviceability						
	The percentage of major roadwork schemes that over-run the published completion date.	0%	0%	0%	0%	6.7%	Two projects overrun Folly Lane and Newtown Crossroads. Both traffic signals jobs had additional surfacing works approved; parts for signals delayed
	Street Lighting						
	The average length of time in repairing street light faults compared with the authorities policies and objectives	4.5 days	3.9 days	4.0 days	2.1 days	2.62 days	
	Bridges						
	Number of bridges inspected to safeguard structural integrity (two year rota).	463	463	395	90	314	

PLANNING

National: Best Value

Ref	Target/Indicator	Target 2003/4	Actual 2003/4	Target 2004/05	Performance Apr-Jul 04	Performance Apr-Sept 04	Comments
	Service delivery outcome						
BV109a	Determine major commercial and industrial applications within 13 weeks	60%	53%	60%	58%	56%	Vacancies have now been filled. Performance should

PIs 2004/5 All to September

Ref	Target/Indicator	Target 2003/4	Actual 2003/4	Target 2004/05	Performance Apr-Jul 04	Performance Apr-Sept 04	Comments
BV109b	Determine minor commercial and industrial applications within 8 weeks	65%	67%	65%	60%	54%	improve from now on and annual targets should be achieved.
BV109c	Determine other applications within 8 weeks	80%	76%	80%	72%	66%	

Local:

Ref	Target/Indicator	Target 2003/4	Actual 2003/4	Target 2004/05	Performance Apr-Jul 04	Performance Apr-Sept 04	Comments
	Percentage of applications invalid on receipt (919 out of 3686)	<25%	24.9%	<25%		30%	Based on sampling undertaken in September

