



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **OVERVIEW AND SCRUTINY
MANAGEMENT COMMITTEE** will be held in David Hicks 1
- Civic Offices, Shute End, Wokingham RG40 1BN on
TUESDAY 6 FEBRUARY 2024 AT 7.00 PM

A handwritten signature in black ink, appearing to read 'Susan Parsonage', written in a cursive style.

Susan Parsonage
Chief Executive
Published on 29 January 2024

The role of Overview and Scrutiny is to provide independent “critical friend” challenge and to work with the Council’s Executive and other public service providers for the benefit of the public. The Committee considers submissions from a range of sources and reaches conclusions based on the weight of evidence – not on party political grounds.

Note: Non-Committee Members and members of the public are welcome to attend the meeting or participate in the meeting virtually, in line with the Council’s Constitution. If you wish to participate either in person or virtually via Microsoft Teams, please contact Democratic Services. The meeting can also be viewed live using the following link:

<https://www.youtube.com/live/pREBJ34iWks?feature=shared>

This meeting may be filmed for inclusion on the Council’s website. Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council’s control.

Our Vision
<i>A great place to live, learn, work and grow and a great place to do business</i>
Enriching Lives
<ul style="list-style-type: none"> • Champion excellent education and enable our children and young people to achieve their full potential, regardless of their background. • Support our residents to lead happy, healthy lives and provide access to good leisure facilities to enable healthy choices for everyone. • Engage and empower our communities through arts and culture and create a sense of identity for the Borough which people feel part of. • Support growth in our local economy and help to build business.
Providing Safe and Strong Communities
<ul style="list-style-type: none"> • Protect and safeguard our children, young and vulnerable people. • Offer quality care and support, at the right time, to reduce the need for long term care. • Nurture our communities: enabling them to thrive and families to flourish. • Ensure our Borough and communities remain safe for all.
Enjoying a Clean and Green Borough
<ul style="list-style-type: none"> • Play as full a role as possible to achieve a carbon neutral Borough, sustainable for the future. • Protect our Borough, keep it clean and enhance our green areas for people to enjoy. • Reduce our waste, promote re-use, increase recycling and improve biodiversity. • Connect our parks and open spaces with green cycleways.
Delivering the Right Homes in the Right Places
<ul style="list-style-type: none"> • Offer quality, affordable, sustainable homes fit for the future. • Ensure the right infrastructure is in place, early, to support and enable our Borough to grow. • Protect our unique places and preserve our natural environment. • Help with your housing needs and support people, where it is needed most, to live independently in their own homes.
Keeping the Borough Moving
<ul style="list-style-type: none"> • Maintain and improve our roads, footpaths and cycleways. • Tackle traffic congestion and minimise delays and disruptions. • Enable safe and sustainable travel around the Borough with good transport infrastructure. • Promote healthy alternative travel options and support our partners in offering affordable, accessible public transport with good transport links.
Changing the Way We Work for You
<ul style="list-style-type: none"> • Be relentlessly customer focussed. • Work with our partners to provide efficient, effective, joined up services which are focussed around our customers. • Communicate better with customers, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough. • Drive innovative, digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.
Be the Best We Can Be
<ul style="list-style-type: none"> • Be an organisation that values and invests in all our colleagues and is seen as an employer of choice. • Embed a culture that supports ambition, promotes empowerment and develops new ways of working. • Use our governance and scrutiny structures to support a learning and continuous improvement approach to the way we do business. • Be a commercial council that is innovative, whilst being inclusive, in its approach with a clear focus on being financially resilient. • Maximise opportunities to secure funding and investment for the Borough. • Establish a renewed vision for the Borough with clear aspirations.

MEMBERSHIP OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Councillors

Alistair Neal (Chair)	Andrew Mickleburgh (Vice-Chair)	Andy Croy
Norman Jorgensen	Pauline Jorgensen	Adrian Mather
Stuart Munro	Alison Swaddle	Chris Johnson
Catherine Glover	Caroline Smith	

Substitutes

Charles Margetts	Graham Howe	Peter Dennis
Clive Jones	Morag Malvern	Rachelle Shepherd-DuBey
Bill Soane	Jane Ainslie	Ian Pittock
Phil Cunningham	Marie-Louise Weighill	

ITEM NO.	WARD	SUBJECT	PAGE NO.
68.		APOLOGIES To receive any apologies for absence.	
69.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 16 January 2024.	5 - 14
70.		DECLARATION OF INTEREST To receive any declarations of interest.	
71.		PUBLIC QUESTION TIME To answer any public questions. A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this Committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
72.		MEMBER QUESTION TIME To answer any Member questions.	
73.	None Specific	RECRUITMENT AND RETENTION UPDATE To scrutinise the Council's approach to staff recruitment and retention.	15 - 28

74.	None Specific	AIR QUALITY To scrutinise the Council’s approach to air quality management in the Borough.	29 - 148
75.	None Specific	OVERVIEW & SCRUTINY WORK PROGRAMMES 2024-25 To consider the development of Overview & Scrutiny Work Programmes fro 2024-25.	149 - 154
76.	None Specific	EXECUTIVE FORWARD PROGRAMME To consider the current published version of the Executive Forward Programme.	155 - 162
77.	None Specific	O&S COMMITTEE WORK PROGRAMMES 2023-24 To discuss the work programme of the Overview and Scrutiny Management Committee and Overview and Scrutiny Committees.	163 - 174
78.	None Specific	ACTION TRACKER To consider the regular Action Tracker report.	175 - 180

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

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MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE HELD ON 16 JANUARY 2024 FROM 7.00 PM TO 10.30 PM

Committee Members Present

Councillors: Alistair Neal (Chair), Andrew Mickleburgh (Vice-Chair), Andy Croy, Catherine Glover, Chris Johnson, Norman Jorgensen, Pauline Jorgensen, Adrian Mather, Stuart Munro, Caroline Smith and Alison Swaddle

Other Councillors Present

Councillors: Stephen Conway

Officers Present

Neil Carr, Democratic and Electoral Services Specialist
Graham Ebers, Deputy Chief Executive & Director of Resources & Assets
Andy Glencross, Head of Environmental Services
Rhian Hayes, Assistant Director - Economic Development & Housing
Frances Haywood, Head of Strategic Housing
Louise Livingston, Assistant Director - HR & Organisational Development
Susan Parsonage, Chief Executive
Will Roper, Customer Insight Officer & Performance Analyst
Sally Watkins, Chief Operating Officer

56. APOLOGIES

There were no apologies for absence.

57. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee, held on 15 November 2023, were confirmed as a correct record and signed by the Chair.

58. DECLARATION OF INTEREST

There were no declarations of interest.

59. PUBLIC QUESTION TIME

There were no public questions.

60. MEMBER QUESTION TIME

There were no Member questions.

61. THAMES WATER

The Committee considered a report, set out at Agenda pages 13 to 16, which provided an update on actions agreed with Thames Water following attendance by representatives of the company at the meeting held on 12 June 2023.

Richard Aylard (Thames Water Sustainability Director) and Nikki Hines (South Thames Valley Stakeholder Engagement Manager) attended the meeting to provide and update and answer Member questions.

Richard Aylard provided the following updates:

- Site visit at the Wargrave Sewage Treatment Plant – the site visit took place on 30 November 2023 with six WBC Members in attendance.

- Briefings on issues such as sewage discharge, water leakages and investment plans for Town and Parish Councils and community groups – Thames Water representatives had been invited to attend a meeting of the Borough Parish Liaison Forum in 2024.
- Councillor Chris Johnson raised issues about the performance of the Grazeley Road/Three Mile Cross pumping stations – a meeting was held on site on 19 August 2023 with Councillor Johnson in attendance.
- Thames Water Business Plan 2025-30 – a copy of the Business Plan (submitted to Ofwat) had been circulated to the Committee.
- Payment of dividends to shareholders and the movement of funds to Thames Water's internal stakeholders – it was confirmed that no dividend payments had been made to Thames Water shareholders for seven years, with the exception of interest payments. The Business Plan indicated a commitment to invest £18.7bn over the five year period.
- Thames Water agreed to provide feedback on the level of water leakages in the Borough and the action plan/investment in place to address this matter – it was confirmed that it was difficult to provide information for the Borough as the area was covered by both Thames Water and South East Water. Across the total Thames Water area, leakage was broken down by leaks on Thames Water pipes (33%), leakage on customer pipes (33%) and leaking taps/toilets, etc. (33%). The implementation of smart meters would be a big help in identifying the location of leaks, followed by remedial action.
- A joint meeting was agreed for September 2023 when Thames Water would brief WBC Members and officers on the roll-out of smart meters in the Borough in 2024 – the Member briefing took place on 29 September 2023.
- Thames Water and WBC officers would meet to discuss issues relating to delays in the adoption of infrastructure linked to new housing development in the Borough – meetings to be arranged once specific sites were identified by WBC.
- Learning points from the sink hole incidents in Elms Lane and Evendons – it was confirmed that the learning points included the need for swifter action to support the local school, traffic control in the wider area and more effective communications. These learning points had been shared with the relevant Thames Water teams.
- Schedule 3 of the Flood and Water Management Act 2010 – Thames Water was lobbying the Government to implement Schedule 3 to the Act which would provide a framework for the approval and adoption of sustainable drainage systems to regulate rainfall, decrease the volume of water flowing into sewers and storm flow overflow discharges. Thames Water welcomed any support from the Council in lobbying on this issue.
- It was reported that a number of ongoing issues had been identified as follows - these would be submitted to the Thames Water representatives for a written response:
 - foul sewage flooding to properties in Hurst;
 - surcharging of a surface water sewer in Colemansmoor Road;
 - surcharging of a surface water sewer in Whitley Wood Lane;

- liaison maps showing relevant Thames Water contact officers.

In the ensuing discussion, Members raised the following points and questions.

In relation to the Priority Services Register, a resident was receiving frequent text messages about leaks in the area. It was confirmed that Thames Water would check the details and provide a contact at South East Water if necessary. Nikki Hines was the consistent point of contact at Thames Water for WBC Members and officers.

Were there any practical steps that WBC could take to support Thames Water when incidents occurred? It was confirmed that WBC could help to publicise Thames Water's on-line reporting service. On-line reports received a quick follow-up from teams on the ground, thereby minimising any negative impacts caused by delays. Thames Water would also welcome the Council's support in lobbying the Government over the implementation of Schedule 3 of the Flood and Water Management Act, 2010.

How did Thames Water monitor the impact of new housing developments and the compliance of developers? It was confirmed that Thames Water worked with developers to ensure that the drainage hierarchy was followed. It was important ensure that foul and surface water were kept separate as much as possible. The Council's Local Plan Update would play a role in ensuring future compliance by developers.

The Thames Water Business Plan 2025/30 included a commitment for 75% of eligible customers to be on the Priority Services Register. What was the current % for Wokingham Borough? It was confirmed that Thames Water would check the situation and provide a written answer.

Councillor Stuart Munro referred to ongoing issues with the holding tank outside Swallowfield Village Hall. The tank was emptied three times each week. Thames Water agreed to investigate the situation and report back.

The Thames Water Business Plan referred to the increasing number of vulnerable customers as a result of the ongoing "cost of living" crisis. It was estimated that 5.5% of households in the Thames Water area were living in water poverty. In response, Thames Water was rolling out a new targeted social tariff which could see a reduction of up to 50% in household bills for affected customers. The roll-out of smart meters would also assist as they promoted more efficient use of water.

The Thames Water commitment to invest £18.7bn was noted as was the company debt of £14.7bn. In light of the scale of debt, was the investment proposed realistic? It was confirmed that the proposed level of investment (proposed to Ofwat at this stage) was deliverable. Ofwat had the power to agree the financial elements of the business plan. The impact of the investment on the Borough would include reduced infiltration of water and improvements at local sewage treatment plants.

RESOLVED That:

- 1) Richard Aylard and Nikki Hines be thanked for attending the meeting to provide the update and answer Member questions;

- 2) the WBC Communications team be encouraged to explore opportunities to share key Thames Water information with residents, e.g. the Priority Service Scheme and on-line reporting of issues;
- 3) WBC officers engage with Thames Water to explore opportunities to lobby MPs and the Government on the implementation of Schedule 3 of the Flood and Water Management Act;
- 4) WBC officers consider opportunities to work with Thames Water to support vulnerable residents during incidents, e.g. by delivering supplies of bottled water;
- 5) the Executive Member and officers be requested to consider opportunities, through the Local Plan Update, to encourage developers to deliver more effective water demand management and more water-efficient houses.

62. LEADER & CHIEF EXECUTIVE

The Committee considered a presentation from Councillor Stephen Conway (Leader) and Susan Parsonage (Chief Executive), as set out at Agenda pages 17 to 24. The presentation gave details of the challenges facing the Council and a number of examples of new initiatives and partnership working.

The presentation identified a number of challenges, including:

- Financial pressures exacerbated by high inflation and the cost of living crisis;
- Inconsistency in partnership relationships leading to missed opportunities for collaboration;
- Increasing levels of demand and complexity, especially in Adult, Children's and housing services.

The Council's response to these challenges was underpinned by a focus on early intervention and prevention. Examples included developing in-house capacity through purchase of a care home, the development of two SEND schools and the Safety Valve agreement with the Government aimed at reducing costs and delivering improved services for families in the Borough.

The presentation referred to the Reading University-Wokingham Borough Council Strategic Partnership. The partnership comprised a strategic programme of work across shared areas of community interest and impact. Key themes being addressed included climate and environmental sustainability, art, heritage and culture, economic development and growth and participatory action research.

The presentation gave details of progress in working with partners to develop the new Community Vision for the Borough. A wide range of partners were involved. They were using their existing networks and connections to promote the vision and gather input from seldom-heard groups. Input from the wide range of sources was being analysed in order to co-design and create the Vision in the early part of 2024. The Community Vision would be out for consultation later in the year. Agreement on the Vision would be followed by the development of an updated Council Plan.

In terms of next steps, the presentation identified the following priorities:

- Continuing to provide a safe budget position, now and in future years, whilst continuing to support the most vulnerable residents in the Borough.
- Moving forward with the Vision for the Borough through co-production and community engagement.
- Working in partnership with more organisations to drive better outcomes for the Borough.

In the ensuing discussion, Members raised the following points and questions.

In relation to Reading University-Wokingham Borough Council Strategic Partnership, could the university's research expertise be used to assist the Council in analysing issues such as the demand for school places and Home to School Transport across the Borough? It was confirmed that this could be covered by the growth and participatory action research work-stream. The suggestion would be pursued with the university.

In relation to the partnership with the university, the university's actions in relation to property development were not seen as a positive across the Borough. Was there a risk that this negativity may cause reputational damage to the Council? It was confirmed that this viewpoint was understood, but there was real potential in working with the university and this should be pursued. Many other Councils were seeking to develop constructive, mutually beneficial partnerships with local universities and colleges.

It was noted that some of the Council's partnerships were more effective than others. For example, the relationship with Town and Parish Councils had been inconsistent partially due to unaligned objectives. It was confirmed that effective partnership working required commitment and hard work on both sides. The Council was focussed on developing a stronger relationship with each Town/Parish Council.

The focus on maintain a safe budget position was welcomed. What steps was the Council taking to highlight the ongoing funding challenges faced by the organisation? It was confirmed that lobbying of the Government was ongoing. The existing funding formula, based on indices of deprivation, did not produce a fair outcome for the Borough as it did not take into account the cost of providing increasingly complex services in an area with high living costs. Members supported the development of an evidence-based approach to lobbying on this issue, using individual stories to build up a picture of the financial challenges facing the Council in response to increasing and increasingly complex demand.

In relation to partnership working, was the Council working more closely with neighbouring authorities? It was confirmed that the Berkshire Leaders met each month to discuss issues of common interest and cross boundary co-operation. This included the formulation of a Berkshire Prosperity Board which would bid for funding in areas such as cross-boundary infrastructure projects.

RESOLVED That:

- 1) Stephen Conway and Susan Parsonage be thanked for attending the meeting to provide an update and answer Member questions;
- 2) the Committee supports the ongoing development of an evidence-based approach to support the Council's case for improved funding;

- 3) the Leader and Chief Executive be invited to provide a further update to the Committee on key challenges in six months' time.

63. Q2 2023-24 CORPORATE PERFORMANCE REPORT

The Committee considered the Quarter 2 Performance Monitoring Report (July to September 2023) as set out at Agenda pages 25 to 74.

Councillor Stephen Conway (Leader of the Council) attended the meeting, supported by officers, to present the report and answer Member questions.

The report stated that Quarter 2 showed good overall performance in the face of significant ongoing challenges to service delivery, including high inflation and interest rates and increasing demand for key services. The report stated that the current projected revenue monitoring position for the end of 2023/24 was an overspend of approximately £3.6m.

As part of the annual performance cycle, Directors had met with Executive Members to review KPIs and targets for 2023/24 to ensure that they focussed on performance in the key areas of the Council's activity. Some new KPIs had been introduced whilst others had been retired.

The report stated that five KPIs had reported as Red in Quarter 2, as follows:

- PG8 – Total Household Tonnes (Waste);
- PG9 – All recorded crime in Wokingham Borough (excluding fraud);
- PG13A – Completion of Standard Work Orders within 28 days (Highways);
- RA10 – Revenue Monitoring Forecast Position;
- CS1 – Percentage of Continuous Assessments (Children's) completed within 45 working days.

The report gave details of the background to the KPIs reported as Red in Quarter 2 and the corrective action being taken to bring them back on track. It was also noted that two KPI's were currently without targets.

In the ensuing discussion. Members raised the following points and questions.

RA4 – Occupancy Rate of WBC-owned regeneration units – were any occupiers struggling in the current economic climate? It was confirmed that the town centre regeneration portfolio had shown strong performance in the face of continued market and economic uncertainty for high street retailers. Could the data be expanded to show the level of income received by the Council and any trends? It was confirmed that the KPI provided an overview of how well the town centre units were being filled. Officers would consider the provision of information on income levels and trends as requested.

Top Wins (Page 32) – Attendance at prevention services including live well gyms at the Carnival Hub, Bulmershe and Loddon Valley leisure centres. How were the prevention services funded and how secure was the funding? It was confirmed that these services were funded through the Public Health grant and the funding was secure for the time being.

RA3 – Completion to time and budget of regeneration projects – was there any update on this project since Q2? It was confirmed that a contractor had been appointed and it was expected that the scheme would be completed by the end of 2024.

RA10 – Revenue Monitoring Forecast Position – It was noted that the forecast overspend had worsened in Q1 and Q2. What was the latest position? It was confirmed that current forecast was an overspend of £3.6m. The Community and Corporate Overview and Scrutiny Committee had been carrying out detailed scrutiny as the 2024/25 budget was being developed.

PG9 – All recorded crime in Wokingham Borough (excluding fraud) – Q1 and Q2 both showed a Red RAG status. The report stated that the majority of crime categories had seen an increase, mainly driven by theft from businesses, shoplifting and theft from vehicle offences. Could Members receive more information on clear-up rates for specific types of crime? It was confirmed that officers would provide a written response following discussion with Thames Valley Police.

PG13A – Completion of standard works orders within 28 days – The KPI was showing Q2 performance of 42.6% against a target of 75%. What were the reasons for this apparently poor performance? The report stated that measures had been put in place since October 2023 including deployment of an additional team to clear the backlog of works, extra support programming and a reduction of lead-in times. It was confirmed that a written response would be provided for Members to confirm the current position.

CEX4 – Customer satisfaction Web – It was noted that satisfaction had decreased from 69% in Q1 to 59% in Q2. What were the reasons for this decrease? It was confirmed that the new corporate website had been launched in July 2023. Since then the Digital team had been working on a programme of enhancements reflecting customer feedback. This would lead to an improvement in customer satisfaction in Q3.

RESOLVED That:

- 1) Stephen Conway and supporting officers be thanked for attending the meeting to present the report;
- 2) the additional information requested during the discussion be circulated to Members;
- 3) the relevant KPIs be scrutinised by the Children’s Services and Health Overview & Scrutiny Committees.

64. AFFORDABLE HOUSING STRATEGY

The Committee considered a report, set out at Agenda pages 75 to 98, which gave details of the development of an Affordable Housing Strategy.

Stephen Conway (Leader and Executive Member for Housing) attended the meeting, supported by officers, to present the report and answer Member questions.

The report stated that the Affordable Housing Strategy set out four strategic priorities as follows:

- Addressing and understanding our housing needs;

- Providing suitable accommodation options for our most vulnerable residents;
- Ensuring that homes were healthy, safe, efficient, environmentally sustainable and well designed;
- Creating positive social impact to promote inclusive growth and develop thriving communities.

The report also highlighted proposed changes for key workers within the Council's Allocations Policy, removing the requirement to have lived within the Borough for the previous five years. This change would help to support the local economy and especially the care sector.

The aim of the strategy was to improve the housing outcomes for residents, as well as helping to mitigate the increasing financial pressure created by the Council's duty to provide accommodation. This would be achieved by providing additional housing options with varying levels of support to ensure sufficiency of provision for a range of priority groups.

The strategy would be considered by the Executive in March 2024 and agreed by full Council in June 2024. The strategy would run for four years and would be assessed throughout that period. A decision to remove the local connection test for key workers to have lived in the Borough for the previous five years would be the subject of a separate report to the Executive in March.

In the ensuing discussion, Members raised the following points and questions.

The report referred to more opportunities for supporting sectors such as care or the creative industries. Did "creative industries" come within the definition of key workers? It was confirmed that a key focus was on the care sector, but the wording would be reviewed to reflect feedback from the Committee.

Could the needs of young people be included in the strategy, for example the implications for young people leaving military service? It was confirmed that consideration would be given to this suggestion.

In relation to understanding our housing needs, for example linked to the aging population and residents who retired but could not afford local rents? It was confirmed that a lot of work was ongoing looking at need assessment, for example in relation to disability and complex health needs. This would help to inform the future pipeline of housing provision.

The Scrutiny Task and Finish Group looking at registered providers found that external providers did not meet the same standard as delivered to WBC tenants. It was confirmed that a more rigorous process had been implemented to ensure that preferred registered providers were able to deliver a reasonable level of service for tenants.

RESOLVED That:

- 1) Stephen Conway and supporting officers be thanked for attending the meeting to present the report and answer Member questions;
- 2) feedback from the Committee be incorporated into the Affordable Housing Strategy prior to its submission to the Executive;

- 3) the proposed changes for key workers within the Council's Allocations Policy, removing the requirement to have lived in the Borough for the previous five years, be supported;
- 4) the Committee recommends that the reference to support for workers in the "creative industries" in the strategy be removed.

65. CONSIDERATION OF THE CURRENT EXECUTIVE AND IEMD FORWARD PROGRAMMES

The committee considered a copy of the Executive Forward Programme and the Individual Executive Member Decision Forward Programme, as set out on Agenda pages 99 to 108.

RESOLVED: That the Forward Programmes be noted.

66. COMMITTEE WORK PROGRAMMES

The Committee considered its forward work programme and that of the Overview and Scrutiny Committees as set out on Agenda pages 109 to 120.

RESOLVED: That the Overview & Scrutiny work programmes be noted.

67. ACTION TRACKER

Due to time constraints, the Action Tracker was not considered.

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Recruitment & Retention Update Overview & Scrutiny

6th February 2024

Agenda Item



Background

- New HR team created November 2022, including the Council's first ever HR & OD Assistant Director & introduced new Head of HR & OD
- Established strong relationships with Corporate Leadership Team and Extended Corporate Leadership Team
- The introduction of dedicated resourcing team has resulted in improved value for money, a more professional approach and skill shortages resolved
- Workforce Programme which is in place to review all elements of HR & OD



Staff Turnover



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Period	Actual	Target	RAG	DoT
Q1 23/24	13.2%	10%	Amber	Worse
Q2 23/24	12.7%	10%	Amber	Better
Q3 23/24	12.55%	10%	Amber	Better
Q4 23/24		10%		
Year End				

The turnover levels are stable, there are a few initiatives that are planned for the coming year to ensure we retain talent:

- Inclusive Employment Project
- Health & Well Being Offer
- Policy Review
- Learning & Development
- Succession Planning





Recruitment



Highlight Achievements

- ✓ New recruitment process
- ✓ Improved application method
- ✓ Increased average application levels
- ✓ Reduced average time to hire
- ✓ Savings on recruitment agencies
- ✓ Wider advertising
- ✓ Reduced existing advertising costs

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Improvements

Self-service recruitment in 2022

- Job Advertisements - 465
- Number of applications - 2,376
- Average of 5 applications per job advert
- Average time to hire (advert go live to APF submitted) - 64 working days

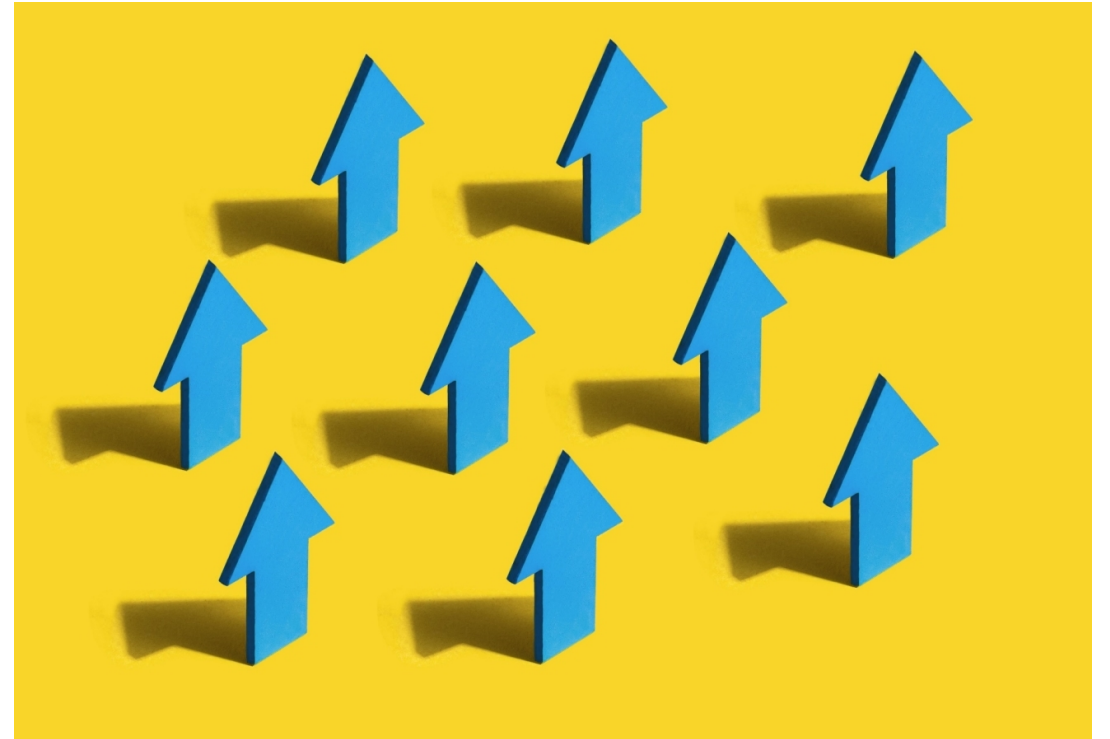
Resourcing Team in 2023

- Job Advertisements - 361
- Number of applications - 3,213
- Average of 9 applications per job advert
- Average time to hire (advert go live to APF submitted) - 41 working days



Results

- ✓ Increased average application per advert by 45%
- ✓ Reduced average time to hire by 36%
- ²✓ Increase in appointing on first time advertising by 26%
- ✓ Reduced number of adverts
- ✓ Saved £129,000 on recruitment agency spend



How have we delivered these achievements?

- New structured recruitment process & targeted advertising
- Working closely with hiring managers
- Partnering with apprenticeships and interim recruitment
- Monitoring adverts and application levels to understand ROI
- New application process including CV upload
- Improved candidate engagement
- New Microsite for Senior recruitment

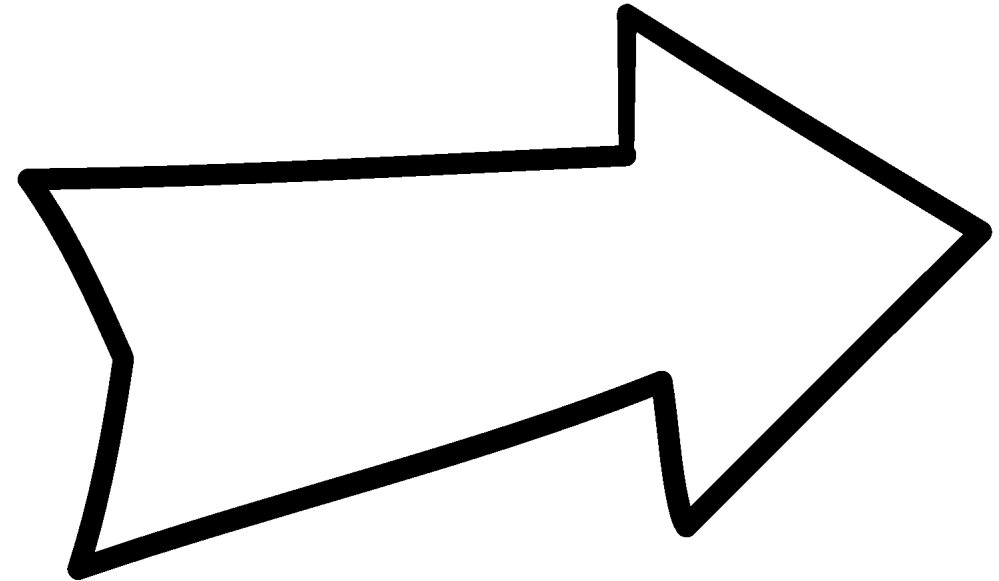
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More improvements to be made

- Recruitment process
- User guides
- Shortlisting
- Interviewing
- Marketing
- More savings
- One team

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Key Recruitment Successes Delivered In 23/24

- Permanent Director of Place & Growth recruited
- New Assistant Director Education & SEND
- New Exec Director of Childrens, Adults and Health created and appointed
- New Wokingham Director Public Health post created and recruited
- Permanent Director of Children Services post recruited to
- Head of Education, Access & Sufficiency recruited
- IT Infrastructure Manager recruited
- Head of Housing recruited (66 applications)
- Climate Emergency Service Manager recruited
- 9 ASC Social Care vacancies recruited (87 applications)

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Retention



Retention Projects

Inclusive Employment Project:

- Apprenticeships
- Work Experience
- T-Levels
- Internships
- Graduate Academy

Policy Review:

- Absence Management Policy
- Modern Workforce
- Health & Wellbeing Policy
- Corporate Social Responsibility

Learning & Development:

- Leadership Programme
- Professional Development
- Career Development

Health & Wellbeing Offer:

- Employee Assistance Programme
- Mental Health First Aiders
- Occupational Health



Apprenticeship Routes within the Council

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Traditional Route –
recruiting new
apprentices into
apprenticeship roles.

**Professional
Development Route** –
utilising the
apprenticeship levy to
upskill existing staff.



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TITLE	Air Quality Update
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee Tuesday 6 th February 2024
WARD	(none specific);
LEAD OFFICER	Director - Place and Growth George Framallicco
LEAD MEMBER	Executive Member for Environment, Sport and Leisure - Ian Shenton

Outcome/Benefits to the community

To provide an update on Air Quality including;

Looking back

- Air Quality data update - Annual Status Report June 2023
- Defra Appraisal of ASR
- Air Quality Action Plan implementation and review

Looking forward

- Air Quality Management Area revocations
- Revised Air Quality Action plan (Air Quality Strategy consideration)
- Air Quality Monitoring and Assessment / Next ASR
- Governance and Scrutiny Arrangements going forward.

RECOMMENDATION

That Overview and Scrutiny Management Committee;

1. Note that air quality monitoring in 2022, indicated compliance with the nitrogen dioxide annual mean objective, at all monitoring locations within existing Air Quality Management Areas (AQMAs) and at all monitoring locations outside of the AQMAs.
2. Note that due to ongoing compliance with the nitrogen dioxide annual mean objective it is anticipated that 2 out of the 3 Air Quality Management Areas will be revoked in Spring 2024 – Twyford Town Centre and M4 motorway.
3. Note that one AQMA will be retained – Wokingham Town Centre.
4. Note that a formal update of the Air Quality Action Plan is required and will be progressed in 2024.
5. Schedule an Air Quality update in the O and S mgmt. forward plan for late summer/early Autumn 2024.

SUMMARY OF REPORT

Wokingham Borough Council is under a duty to monitor air quality and identify areas where the national air quality objectives are not being met. The air quality in 3 locations had been identified as not meeting an objective, resulting in the declaration of 3 Air Quality Management Areas (AQMAs). The pollutant of concern giving rise to the AQMAs is the annual mean nitrogen dioxide concentrations.

Annual status reports (ASRs) are required to be completed and submitted to the Department of the Environment Food and Rural Affairs (Defra). The latest status report (**June 2023**) provides information up to year end 2022.

In 2022 there were no exceedances of the annual mean nitrogen dioxide objective either within or outside of the AQMAs. Air quality has improved in Wokingham Borough Council, to such an extent that it is considered appropriate, having regard to technical guidance and Defra recommendations that 2 out the 3 AQMAS are revoked.

AQMA revocations are programmed to occur in Spring 2024, subject to decision of the Executive. At time of writing, a report regarding this is scheduled for consideration at Executive on **25th January 2024**

The next ASR (for 2023 data) is due for completion and submission to Defra by **July 2024**.

Local authorities with Air Quality Management Areas are required to have Air Quality Action Plans and to keep these under review. The current air quality action plan is dated March 2018 and is overdue for completion of formal review and update. This will continue to be progressed in 2024. A key date for a final revised AQAP to be achieved is **September 2024**.

As transport, in particular emissions from road transport, is a significant contributor to the levels of nitrogen dioxide, the AQAP review is being broadly aligned with the proposed Local Transport Plan 4 (LTP4) which is currently out for consultation - [Project • Our new Local Transport Plan: healthier, green ... \(wokingham.gov.uk\)](#)

It is recommended that, as a minimum, an overview of Air Quality is brought to Overview and Scrutiny Committee in late summer/early Autumn 2024, in order that latest information, can be considered shortly after the Annual Status Report is produced.

BACKGROUND

The Environment Act 1995 places a legal duty on all Local Authorities to regularly monitor the levels of Air Quality within their borough and identify areas where the Government's air quality objectives are likely to be exceeded.

Within Wokingham Borough Council area, Nitrogen Dioxide (NO₂) has been identified as a pollutant of concern. This is a pollutant that is produced by vehicles. The Government's objective for NO₂ is an annual average of no greater than 40µg/m³ (micrograms per cubic metre). If monitoring identifies high levels of NO₂, then the objectives are likely to be exceeded, and further action is required. Where exceedances are identified, the Local Authority is required to declare an Air Quality Management Area (AQMA) and produce an

Air Quality Action Plan (AQAP) setting out the measures that will be taken to improve Air Quality in the AQMA.

The Local Air Quality Management (LAQM) Framework has required Local Authorities to carry out regular reviews of Air Quality in their areas since 1998. These reviews used to be known as the Updated and Screening Assessment (USA) reports. The USA has now been replaced with the Annual Status Report (ASR), which provides an overview of air quality and fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

Local air quality reviews have led to Wokingham Borough Council declaring three Air Quality Management Areas, known as:

M4 AQMA

Twyford Town Centre AQMA

Wokingham Town Centre AQMA

The M4 AQMA was declared for the NO₂ annual mean in 2001 and amended in 2004. It is a Zone 60m either side of the M4 from the Council's boundaries with Reading Borough Council (in the west) & Royal Borough Windsor & Maidenhead (in the East), it runs throughout the borough including an extended area along the A329 Reading Road where it underpasses the M4.

The Twyford Crossroads AQMA was declared for the exceedance of annual mean NO₂ in 2015. It includes the residential and commercial properties along parts of High Street in the west, Wargrave Road in the northwest, London Road in the north-east and Church Street the south-east.

The Wokingham Town Centre AQMA was declared for the exceedance of the annual mean NO₂ in 2015. It includes properties, along a small part of Reading Road and Station Road in the north-west, along Shute End and into Broad Street to the front of 44-52 Denmark Street, in the south-west, and along Peach Street into London Road ending at the junction with London Road and Seaford Road in the West.

Recent Air Quality Data

Full details of Air Quality Monitoring data and assessment is detailed in the Annual Status Report 2023. This report is produced by our Partner – the Public Protection Partnership, in consultation with internal teams. The Public Protection Partnership carry out Air Quality Monitoring, Review and Assessment on behalf of Wokingham Borough Council.

Summary information only is provided below.

Monitoring and assessment of air quality has continued intensively in the AQMAs, along with less intensive monitoring at selected locations around the borough outside of the AQMAs. Of the national objectives the pollutant of concern in Wokingham Borough is nitrogen dioxide. There are two objectives for nitrogen dioxide as detailed in table 1.

The objective of concern (and for which the AQMAs have been declared) is the **annual mean** objective. This is a chronic exposure objective, which relates to long term exposure. The 1 hour mean objective is an acute exposure criterion relating to short term exposure. The 1 hour mean objective has **not** been exceeded in Wokingham Borough Council.

Table 1: The National Nitrogen Dioxide Air Quality Objectives

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean

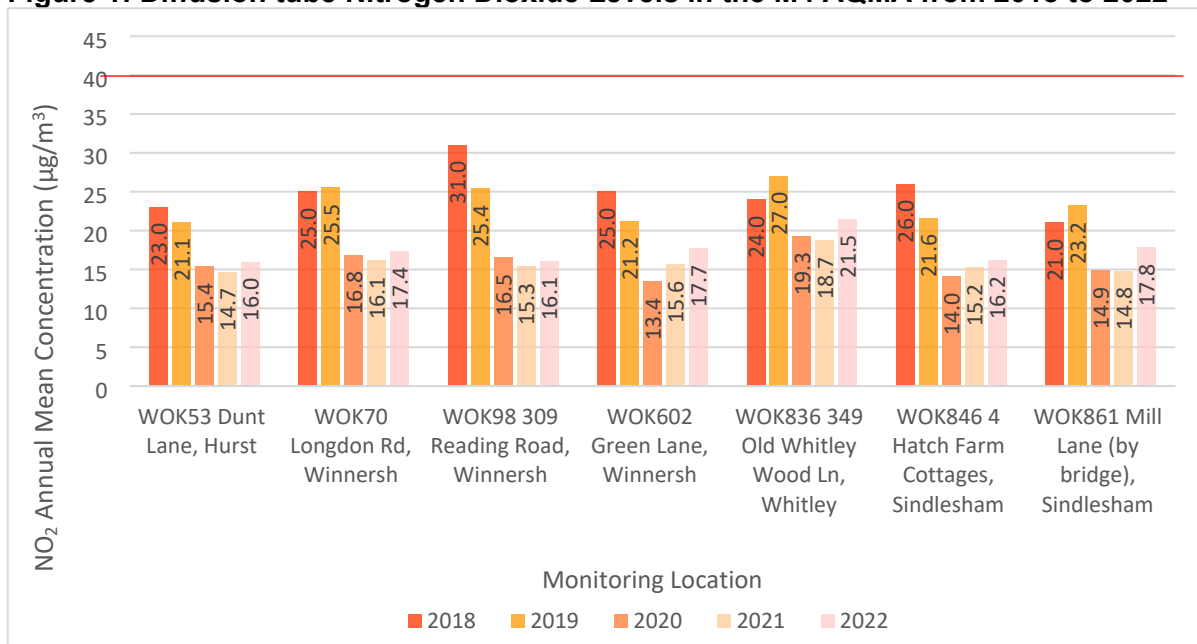
M4 AQMA

The NO₂ levels for the M4 AQMA, have been monitored using diffusion tubes since 2001 at 7 locations. These are all located within the AQMA.

- WOK53 – Dunt Lane, Hurst
- WOK70 - London Road, Winnersh
- WOK98 – 309 Reading Road, Winnersh
- WOK602 Green Lane, Winnersh
- WOK 836 – 349 Old Whitley Wood Ln4, Whitley
- WOK846 – 4 Hatch Farm Cottages, Sindlesham
- WOK861 - Mill Lane, Sindlesham

The results (see Figure 1 below) have been 36.0 µg/m³ or below for the past 5 years, with the highest level reaching 31.0 µg/m³ in 2018. Whilst the levels have started to rise slightly since 2020-2021 when the M4 had reduced traffic volumes due to the pandemic lockdowns, the levels have not risen to the levels measured pre-2020. A number of factors may attribute to this, including an increased use of electric vehicles, more people working from home and “hybrid working” and the implementation of the M4 smart motorway. Highways England commenced the smart motorway construction in 2018 and it was fully implemented in 2022. From 2018 – 2021 the section from Junction 8 to Junction 12, (which includes our AQMA), had reduced maximum traffic speeds of 50mph during construction. Maximum speed was increased to 60 mph during the testing period across 4 lanes during the final few months before completion. From December 2021 the motorway was reopened to traffic at the national speed limit.

Figure 1: Diffusion tube Nitrogen Dioxide Levels in the M4 AQMA from 2018 to 2022



Twyford AQMA

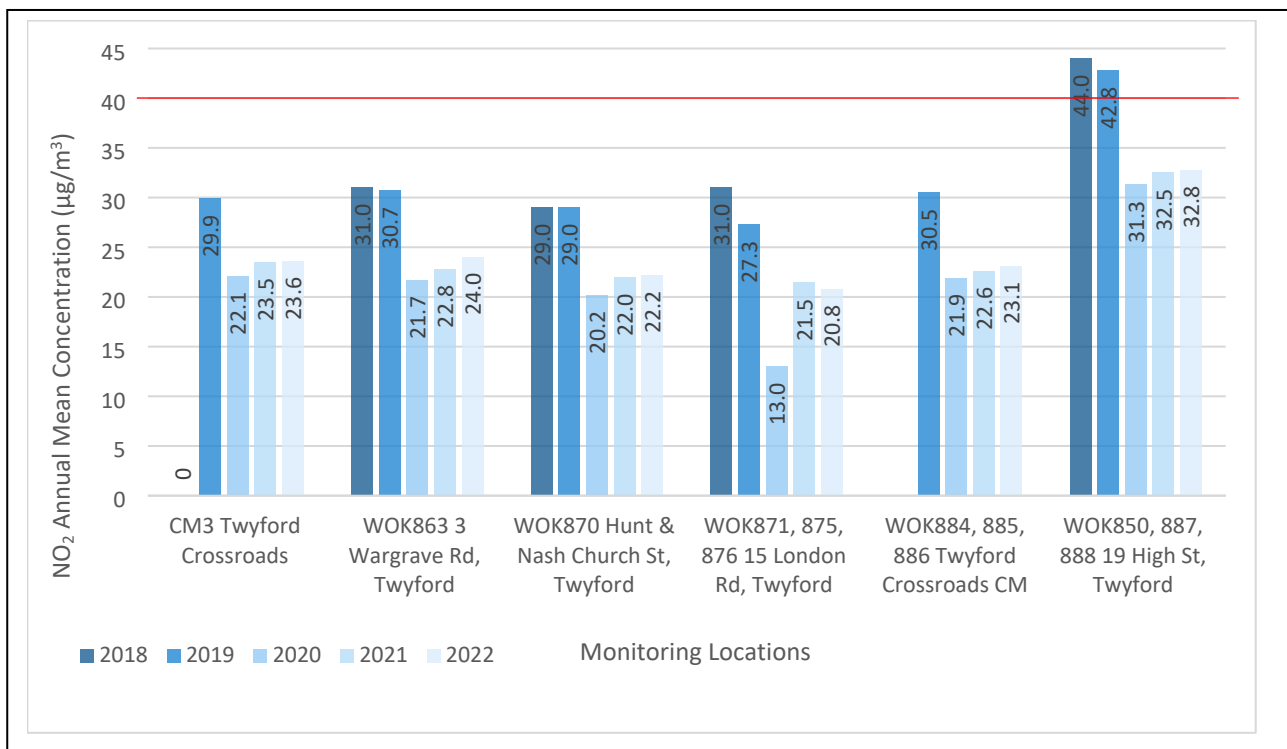
Nitrogen Dioxide levels have been monitored using diffusion tubes (5 sites 3 of which are triplicate) and at a continuous monitor. The sites are located at:

- WOK863 - 3 Wargrave Road, Twyford
- WOK870 - Hunt & Nash Church St, Twyford
- WOK871, 875, 876 - 15 London Road, Twyford
- WOK884, 885, 886 - Twyford Crossroads Continuous Monitor
- WOK850, 887 888 - 19 High Street, Twyford.

The results have been 36.0 $\mu\text{g}/\text{m}^3$ or below for the past 5 years, in 4 of the diffusion tube locations and the continuous monitor (shown in Figure 2 below). One of the diffusion tube locations, 19 High Street has been 36.0 $\mu\text{g}/\text{m}^3$ or below since 2020. Whilst the NO_2 has started to rise slightly since 2020 they remain below the 2019 levels.

A number of factors can attribute to these reduced levels including an increased use of electric vehicles, more people working from home and “hybrid working”, increase in public transport use, and reduction in vehicle idling.

Figure 2: Continuous Monitor (CM) and diffusion tube Annual NO_2 concentrations at Twyford Crossroads AQMA from 2018 to 2022



Wokingham Town Centre AQMA

Nitrogen Dioxide has been monitored using diffusion tubes at 8 sites (1 triplicate) and a continuous monitor at Peach Street. The sites are located at;

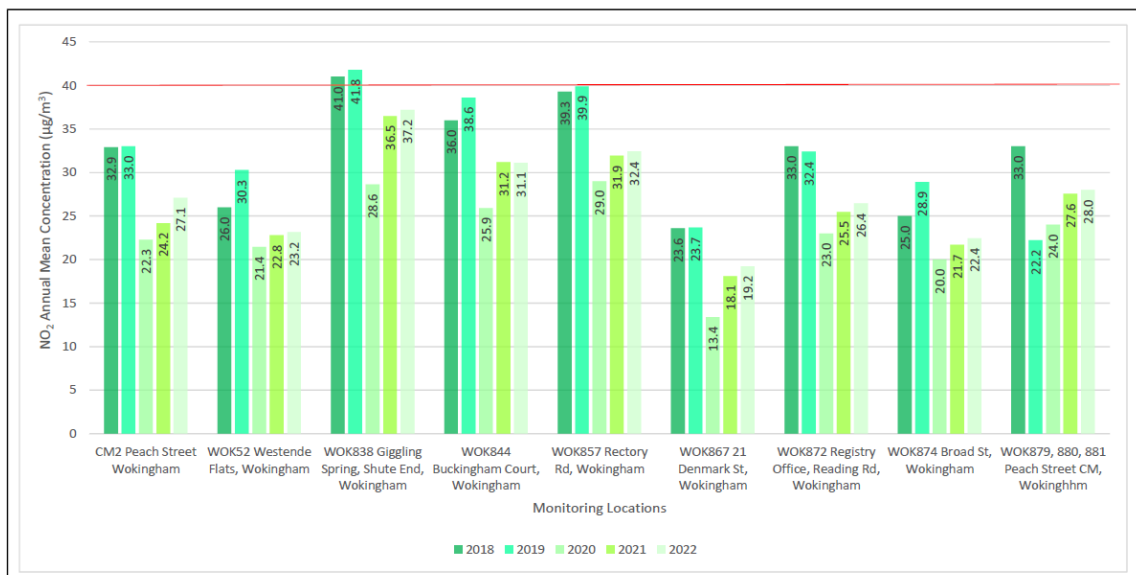
- CM3 – Peach Street and Wok 879, 880, 881

- Wok 52 – West End flats
- Wok 838 – Giggling Spring, Shute End
- Wok 834 – Buckingham Court
- Wok 857 – Rectory Road
- Wok 867 – 21 Denmark Street
- Wok 872 – (former) Registry Office, Reading Road
- Wok 874 – Broad Street

The results have been 36.0 µg/m³ or below for the past 5 years, in 5 of the diffusion tube locations and the continuous monitor (shown in Figure 3 below). Two of the diffusion tube locations, Rectory Road and Buckingham Court have been 36.0 µg/m³ or below since 2020. At one location Giggling Spring, Shute End, the results have been below 40 µg/m³ for 3 years but have exceeded 36 µg/m³ during 2 of these 3 years.

Whilst Nitrogen dioxide decreased substantially during covid there has been a gradual increase in the annual mean levels since that time, and whilst the majority of sites are still well below the level of concern, one location has exceeded this.

Figure 3: Continuous Monitor (CM) and diffusion tube Annual NO₂ concentrations at Wokingham Town Centre AQMA from 2018 to 2022



Defra Appraisal of ASR

ASRs submitted to Defra are assessed, and an Appraisal Report is provided by Defra annually. The Appraisal report for the ASR 2023 was received on 7th August 2023. On the same day Defra also issued FAQ142: Three or more years of compliance with air quality objectives? ([What's New | LAQM \(defra.gov.uk\)](https://www.defra.gov.uk/news/20230807-what-s-new-laqm)) providing additional guidance on which year's count towards full compliance needed for revocation.

The ASR stated that 2 further years of monitoring would be required, as it discounted potentially non-representative data for 2020 and 2021 (due to pandemic influence) and considered that 2022 data provided the first year towards consideration of ongoing compliance. Defra's appraisal was clear, that this precautionary approach was unnecessary, and that the pandemic influenced years could be considered, where they contributed to at least 3 years consecutive compliance and a downward trend.

Specific Defra comments were that;

“there is justification to revoke the [M4] and Twyford AQMA”;

“there is sufficient evidence to suggest that NO2 concentrations will not be exceeded in the [M4] and Twyford Crossroads AQMA”.

“There should not be any declared AQMAs for which compliance with the relevant objective has been achieved for a consecutive five year period”.

This comment would be applicable to the M4 AQMA only (referred to in the Appraisal Report as “Wokingham AQMA” not to be confused with Wokingham Town Centre AQMA)

“Keeping AQMAs in place longer than required risks diluting their meaning and impacting public trust in LAQM”

“The 2024 ASR should look to revoke the [M4] and Twyford Crossroads AQMA”.

Defra’s appraisal and the FAQ142 clarified the approach to be considered, having regard to pandemic influenced years.

Revocation of AQMAs

Statutory guidance states that where local authorities have three years of compliance, they should consider revocation. Where there is five years compliance there should not be any AQMA’s in place. Twyford has three clear years compliance data and the M4 has 5 clear years compliance data. Therefore, Defra’s annual status report appraisal has recommended that these orders are revoked.

At time of writing, a report “AQMA revocation” - is due to be considered by Executive on 25th January 2024 ([Public Pack\)Agenda Document for Executive, 25/01/2024 19:00 \(modern.gov.co.uk\)](https://modern.gov.co.uk/public-pack/agenda-document-for-executive-25-01-2024-19-00)

The recent data for Wokingham town centre AQMA, shows that the annual mean objective value is being met, but that having regard to recent trends indicating an increase in concentrations, and the margin of achievement of the objective, there is not currently sufficient confidence that the objective will continue to be met, and therefore at the current time it is not appropriate to revoke this AQMA.

Action Plan

An Air Quality Action Plan (AQAP) is required where local authorities have declared AQMAs. A combined AQAP for the AQMAs was developed, approved, and published in 2018. Measures in the plan, have been implemented since that time, with the Annual Status Reports providing updates on progress with implementation.

Current Action plan implementation progress

The latest ASR includes sections specifically related to reporting progress with the measures in the AQAP.

Table 1.2 of the ASR provides full details of all 44 actions in the current action plan. Key measures of progress as detailed in ASR 2023 are;

Key completed measures at the end of 2022 were:

- Construction on phase two of the Winnersh Relief Road to connect the B3030 King Street Lane to the A329 Reading Road, was completed in early 2022. This is part of the Council's multi-million-pound strategic new roads programme, which is being built to assist in improving network resilience to support the growth of the borough. The project has reduced the level of traffic passing through Winnersh Crossroads.
- Active Travel Fund Tranche 2 has been developed further with the selected scheme (Woodley to Reading Active Travel Route) consulted on in February 2022. Following consultation further design work is required to deliver a scheme more acceptable to the public.
- Active Travel Fund Tranche 3 has awarded £2.95m to the borough to enable us to complete the route from Woodley to Reading. As described above, we are currently redesigning the scheme but hope to complete implementation of some of the scheme in the next 12 months.
- Local Cycling and Walking Infrastructure Plan (LCWIP) for Wokingham Borough is underway with consultation on public views regarding walking and cycling in the borough completed. As part of the LCWIP outputs are cycling and walking network plans which identify preferred routes and core zones for further development and a prioritised schedule of infrastructure was in June 2022.
- In 2022 we complete personalised travel planning for new communities and delivered these enhanced PTP projects covering two development sites in 2022.
- Our Electric Vehicle (EV) charge points have continued to be expanded with the addition of 64 new publicly available charge points made available in 2022 bringing the total to 318. In addition, the Council's Executive approved on-street and in public car park charge point provision using the DfT's Office for Zero Emission Vehicles' On-street Residential Chargepoint Scheme. The bid document for this has been prepared though needs amendment following a change in the bidding criteria; once completed this should add approximately 60 charge points (locations to be confirmed) <https://app.vendelectric.com/>
- My Journey Promotion of active travel and travel choices website is on-going. There were 79,821 visitors to the website. We have continued to promote active travel through our social media feeds, and our followers increased to 1,978 (Facebook) and 1,048 (Twitter) in 2022/23 (financial year) with our top Facebook post reaching 10,878 people.
- MyJourney has continued to partner with Love to Ride and once again ran four cycling campaigns across the borough from 1st April 2022 to 31st March 2023. They achieved the following
 - o 30,892 rides logged
 - o 407,943 miles
 - o 12,546 transport trips
 - o 65,375 transport miles
 - o 268 new user accounts
- During the Cycle September Event, they also had an excellent turn out and saved 6,335 lbs of CO2.
 - o 42 workplaces participated
 - o 494 riders registered for the challenge
 - o 46,259 miles logged
 - o 3,754 trips logged
 - o 1,814 trips for transport
 - o 9,892 transport miles

- Bikeability figures for 2022 – 2023:
- Bikeability Level 1 courses (training off road): April 2022 – February 2023: 161 places delivered (0 booked for March)
- Bikeability Level 1/Level 2 courses (on road): April 2022 – Feb 2023: 1360 places +225 booked for March = 1585 places
- Bikeability Level 3 (advanced) courses: April 2022 – February 2023: 56 places delivered + 41 booked in March = 97 places
- Bikeability Learn to Ride (teaching younger children to ride): 236 places delivered in March = 266 children trained
- Also new - Bikeability Family training: 15 families trained (included 19 adults + 27 children.)
- Wokingham have also been awarded a larger Bikeability Grant by the Department for Transport for 2022 – 2023: a grant of £77,500 to train 1,800 children on Bikeability Courses + £5,832 for Learn to Ride training, making a total of £83,332.
- Bus services are continuing to suffer significantly from reduced patronage due to Covid-19. Reading Buses are continuing to operate services, though we have seen some reduced in frequency or cancelled completely due to lack of use. We continue to work with the bus operators to try to maintain a good level of service.
- WBC has just completed the Coppid Beech Park and Ride facility and continue to expand the Winnersh Triangle Park and Ride site. In addition, the Thames Valley Park and Ride site is also available for use. Despite this, there are currently only buses serving the Thames Valley Park and Ride due to this low usage and low expected uptake in the near future.

Draft Update Air Quality Action Plan

As Wokingham will have a retained AQMA (Wokingham Town Centre), it is necessary to have an up-to-date Action Plan.

A working group met quarterly in 2022. In 2023 the frequency increased to monthly to enable increased engagement to progress Air Quality related workstreams, including review and update of the Air Quality Action Plan. Concurrently the LTP4 team have been progressing the LTP update. Given that the pollutant of concern, nitrogen dioxide relates to the contribution to air pollution from traffic emissions it is considered appropriate, where possible to align the AQAP with the LTP4 progression, which is currently out to consultation.

The Working group currently comprises officers from the following teams;

- Transport Planning
- (Transport) Network Management
- Climate Emergency
- My Journey
- Public Health
- Enforcement and Safety
- Public Protection Partnership

Collectively the team are currently updating their respective measures and considering additional measures for inclusion in the plan.

The current plan is a combined AQAP for Wokingham and Twyford AQMAs. In order to develop the plan, it is necessary, should the revocations detailed above receive approval, for direct measures associated with this AQMA to be removed from the plan (although measures may be retained as generic measures to maintain compliance with objectives).

It is anticipated that a draft will be ready for consultation in late Spring 2024; anticipated that subject to governance arrangements statutory and public consultation will be able to proceed in early Summer 2024, with a final plan anticipated to be ready for approval early Autumn 2024.

An extension request, having regard to the above, has been submitted to Defra – pending their agreement.

There are implications should the revised AQAP be delayed - Wokingham and their partners have been successful in securing grant funding to support air quality initiatives. The most recent grant fund projects are due to complete. The Air Quality Grant funding scheme usually opens in September each year and it has conventionally be a pre-requisite that local authorities submitting bids have a valid current Air Quality Action Plan. Therefore, delays to finalising a plan, may restrict the opportunity to apply for funding under the grant scheme.

The existing Air Quality Action Plan met the requirements for Air Quality Action Plans under the Environment Act 1995 as at 2018. The requirement at that time for local authorities with Air Quality Management Areas was that there must be an action plan *“in pursuit of the achievement of the air quality standards and objectives in the [air quality management areas]”*.

The Environment Act 2021 amended the Environment Act 1995, in respect of the Local Air Quality Framework and in respect of Air Quality Action Plans strengthened the requirements, such that AQAPs must now be prepared *“for the purpose of securing that air quality objectives are achieved..... and maintained after they have been achieved”*.

The revised AQAP will have regard to the new requirements of the Environment Act 1995.

Under the LAQM framework, an Air Quality Strategy, is only required where a local authority does not have an Air Quality Management Area. Therefore, with the retention of an Air Quality Management Area, Wokingham BC is not required to have a statutory Air Quality Strategy.

Current and future air quality monitoring and assessment

In 2023 monitoring and assessment continued as for 2022 with 2 continuous monitors, and 47 Diffusion tube sites. The results and assessment and update on progress with implementing the Air quality action plan, and update of Defra grant funded projects will be reported in the 2024 Annual Status Report, which is due for completion by the end of June 2024.

The nature and type of monitoring taking place in 2024 has been reviewed, having regard to the level of compliance in current AQMAs. WBC will still be required under the LAQM regime to provide annual status reports, and these can only be informed by a degree of monitoring taking place. Monitoring using diffusion tubes is therefore continuing within the

AQMAs that are proposed to be revoked and at selected locations across the borough. The intensity of monitoring has been reduced, in so far as 1 continuous monitor has been decommissioned in Twyford. Within the Wokingham Town Centre AQMA the continuous monitor is being retained along with diffusion tube monitoring.

This has resulted in a modest but proportionate saving in costs associated with operation and data analysis of 1 continuous monitor.

Governance – Overview and scrutiny

In terms of governance, the last significant activity in terms of air quality work stream warranting approval was the approval of the Air Quality Action Plan in 2018. Environmental Health and Licensing services were re-established in-house in 2022. There are potentially key decisions, and/or activities of interest for which governance arrangements need to be confirmed – in particular overview and scrutiny and timeliness of overview reports on Air Quality.

During 2024 decisions or activity of interest include;

Spring 2024	Revocations of AQMAs,
Late Spring 2024	Draft revised Air Quality Action Plan, (with subsequent statutory consultation).
End June 2024	Annual Status Report (for 2023 data),
Mid Aug 2024(estimate)	Defra ASR appraisal
Autumn 2024	Air Quality Action Plan approval.

As a minimum it is recommended that an Air Quality update, be scheduled in the Overview & Scrutiny Management Committee forward plan for late summer/early Autumn 2024

UPDATE – 26th January 2024

On 25th January 2024, Executive considered the AQMA report and agreed the recommendations, which included approval of the commencement of revocation of the Twyford Crossroads and M4 Air Quality Management Areas.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces unprecedented financial pressures as a result of; the longer-term impact of the COVID-19 crisis, Brexit, the war in Ukraine and the general economic climate of rising prices and the increasing cost of debt. It is therefore imperative that Council resources are optimised and are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Minimal officer time to provide an overview report		
Next Financial Year (Year 2)			

Following Financial Year (Year 3)			
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Other Financial Information relevant to the Recommendation/Decision
Report for overview only.

Cross-Council Implications
None direct - as for overview only.

Public Sector Equality Duty
None identified

Climate Emergency
Complementary work stream.

Reasons for considering the report in Closed Session
None – Air quality information and update should be publicly available

List of Background Papers
Annual Status Report - June 2023 Defra – Annual Status Report Appraisal Report dated July 2023 (received 7 th August 2023)

Contact: Emma Choules	Service: Enforcement and Safety
Telephone Tel: 0118 974 6000	Email emma.choules@wokingham.gov.uk
Date: 26 th January 2023	Version No. Final v1.0



WOKINGHAM
BOROUGH COUNCIL

2023 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995 Local Air Quality
Management

Date: June, 2023

Information	Wokingham Borough Council Details
Local Authority Officer	Residential & Environmental Team
Department	Safety & Enforcement
Address	Wokingham Borough Council Shute End Wokingham Berkshire RG40 1BN
Telephone	0118 9746000
E-mail	Environmental.Health@wokingham.gov.uk
Report Reference Number	WOKASR2023
Date	June 2023 Report prepared by Public Protection Partnership on behalf of Wokingham Borough Council

Executive Summary: Air Quality in Our Area

Air Quality in Wokingham Borough Council

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Air Pollution can be harmful to everyone, it mainly affects particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas^{1,2}.

Poor Air Quality is also a contributory role in mortality. The mortality burden of air pollution within the UK is equivalent to 29,000 to 43,000 deaths at typical ages³, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017⁴.

The major source of air quality pollutants in Wokingham Borough is road transport, and the main pollutant of concern is nitrogen dioxide (NO₂). Three Air Quality Management Areas (AQMAs) have been declared for exceedances of the Annual Mean NO₂ Objective. These are located in Wokingham Town Centre, Twyford Centre Crossroads, and 60m either side of, the M4 throughout the whole of the borough ([Local Authority Details - Defra, UK](#)). (See Appendix D).

The 47 diffusion tube sites of NO₂ levels in Wokingham borough have shown a decreasing trend since the 2018. No diffusion tube sites located within Wokingham exceeded the Annual Mean Objective. No diffusion tube results were recorded above 60µg/m³, indicating no exceedances of the 1 hour NO₂ objective.

The continuous monitoring unit in Peach Street Wokingham, within the Wokingham AQMA, recorded an Annual Mean NO₂ level of 27.1µg/m³, which meets the Annual Mean NO₂

¹ Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

² Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Air quality appraisal: damage cost guidance, January 2023

⁴ Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

Objective ($40\mu\text{g}/\text{m}^3$) was not exceeded. The continuous monitoring also met the 1 hour NO_2 objective.

Within the Twyford AQMA the continuous monitoring recorded an Annual Mean NO_2 level of $23.6\mu\text{g}/\text{m}^3$, which also met the objective. The continuous monitoring also met the 1 hour NO_2 objective.

Furthermore, there were no exceedances of the Annual Mean NO_2 Objective from the monitoring sites within the M4 AQMA.

Based on the all the NO_2 readings gathered in 2022 no extensions or amendments to the AQMAs are required nor any new AQMAs to be declared.

The Air Quality Action Plans (AQAPs) for the Wokingham AQMA's were published in March 2018, and are currently in the to be started or implementation stage. Some areas have been completed, and some are still unfortunately waiting for funding. A review is currently under way for updating the AQAP, and a working group of stakeholders has been working towards developing a new AQAP plan.

Environmental Health Public Protection Partnership (PPP) has continued to work in conjunction with the Transport Policy Team with the implementation of Local Transport Plan 3 (2011 – 2026). The Local Transport Plan (LTP) acknowledges the link with the M4 AQMA and any future AQAPs. A key objective of the Strategic Environmental Assessment for LTP3 was to improve air quality. LTP Strategies continue to be reviewed and the LTP 4 is due to be published in the 2023/24. The Local Plan Update (2026-2036) has commenced following which the next Transport Vision review will take place along with the next LTP.)([Wokingham Local Transport Plan Vision.pdf](#))

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, there are some areas where local action is still needed to protect people and the environment from the effects of air pollution.

The Environmental Improvement Plan⁵ sets out actions that will drive continued improvements to air quality and to meet the new national interim and long-term $\text{PM}_{2.5}$

⁵ Defra. Environmental Improvement Plan 2023, January 2023

targets. The National Air Quality Strategy, due to be published in 2023, will provide more information on local authorities' responsibilities to work towards these new targets and reduce PM_{2.5} in their areas. The Road to Zero⁶ details the approach to reduce exhaust emissions from road transport through a number of mechanisms. This is extremely important given that the majority of AQMAs are designated due to elevated concentrations heavily influenced by transport emissions.

The 2019 Clean Air Strategy⁷ sets out the case for action, with goals to reduce exposure to harmful pollutants. The Road to Zero⁸ sets out the approach to reduce exhaust emissions from road transport through a number of mechanisms which are extremely important given that the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

All planning applications are scrutinised for their air quality impact (dust, fires and vehicles) and potential to introduce new receptors into areas of existing poor air quality in the Borough. Air quality assessments have been provided where necessary and appropriate mitigation requested. Applications have included several major residential and mixed use residential and commercial schemes, traffic flow changes to road schemes, new relief road schemes and any other applications which may have an impact to the AQMAs and other hotspot locations.

Environmental Health Officers have received appropriate training in fulfilling their LAQM duties and are part of appropriate internal working groups to ensure that air quality impacts in specific projects or areas of highways works are considered.

A joint application with Bracknell Forest and West Berkshire Councils to the Air Quality Grant Scheme 2020 was made and we were successful in securing grant funding of £259,000 for the project of creating an anti-idling campaign, measuring PM_{2.5} at the schools located near/within the AQMAs and looking at the behaviour change of our residents. In 2021 an Air Quality Officer was appointed and successfully ran the "Bumper Stickers Competition", (Figure S.4), where children were asked to create a sticker to put in the rear of a car to

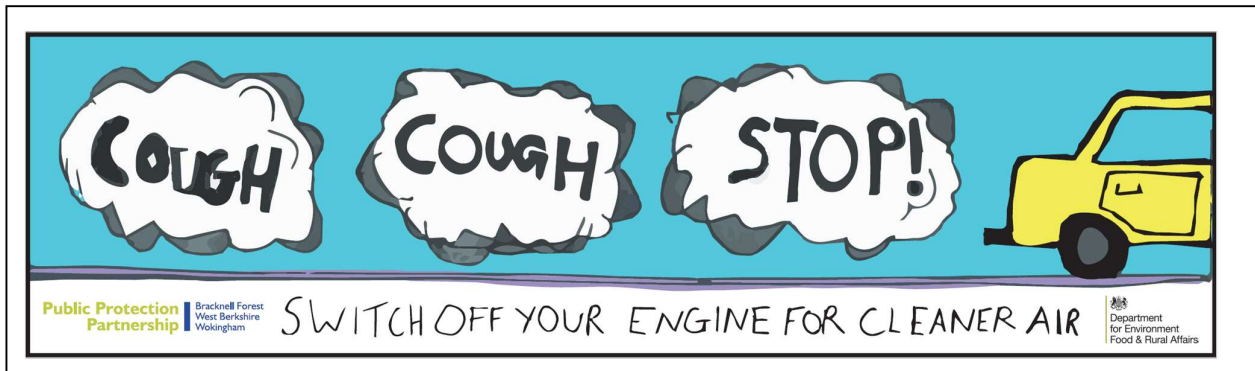
⁶ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

⁷ Defra. Clean Air Strategy, 2019

⁸ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

remind the people behind to switch off their engines. (<https://publicprotectionpartnership.org.uk/environmental-health/air-quality/anti-idling-bumper-sticker-schools-competition/>). In 2022 the PM_{2.5} School monitoring and Behaviour Change project started and the results for the PM_{2.5} project can be seen in Appendix C The results of the behaviours change project will be available in the 2024 ASR.

Figure S.1-The Bumper Sticker



MyJourney within Wokingham Borough was successful and awarded a DEFRA Grant in both 2020, 2021 & 23 which is being put towards measures 10, 20, & 38 on the AQAP.

During Clean Air Day in 2019 Wokingham Borough erected highway banners in both Wokingham and Twyford to ask drivers to cut their engines and stop idling (see Figure S.2). There are also several Green Lamp Posts in Twyford (see Figure S.3).

An anti-idling competition was run by MyJourney in 2020, along with PPP to help the children become aware of idling and how it can cause pollution. . As the banners were so popular with Schools and the Local Parishes this was continued by re-erecting them during 2021 outside schools and areas where traffic idles such as the Twyford Railway station. (See Figure S.1.) As these banners were so popular, competitions continued to be run in 2022 and more banners were produced and continue to be displayed at the winning schools or outside areas where there is idling.

Conclusions and Priorities

In conclusion there were no exceedances in the last 12 months within the Twyford Cross Roads, Wokingham Town Centre and M4 AQMAs, and there has not been for 5 years in the M4 AQMA, 3 years in both the Wokingham Town Centre and Twyford AQMAs. According

to DEFRA it is not appropriate to revoke any of the AQMAs as of yet as we will need 3 consecutive years of, pandemic free NO₂ data below the level of 36µg/m³. The data collected indicated that no further extension are needed to be made to the AQMAs and we do not need to look at declaring anymore.

The Air Quality Action Plan is currently being implemented with more being progressed each year, which can be seen in Table 2.2. This is also in the process of being re-written with a stakeholder group.

One of Wokingham Borough Council's priorities is to "tackle traffic congestion in specific areas of the Borough" and one of its underpinning principles is to "improve health, wellbeing and quality of life".

The following local priorities have been set in Wokingham Borough:

- Continuing the joint working between the Public Health and Environmental Health teams and links within the local Public Health Shared Team, considering the inclusion of air quality in the Public Health Work Plan and the Health and Wellbeing Strategy;
- Continuing to work within the unitary authority with the Transport Policy and Highways Teams;
- Continue the implementation of the AQAP for the Wokingham Town Centre and Twyford Crossroads, where funding allows;
- Increase the community awareness of air pollution through involvement in Clean Air Day;
- Continue the continuous monitoring in both Twyford and Peach Street and passive air quality monitoring programmes, also looking at alternative methods for reducing the NO₂;
- Working with new companies to start the innovative project to help reduce NO₂ in 2022/2023;

The following challenges have been identified:

- Budget allocation for progressing measures in the AQAP and actions however funding applications will be applied for where possible/appropriate; and
- Linking of the Public Health Outcome Framework and health profiles to air quality in order to show any causal relationship.
- The pandemic.

Local Engagement and How to get involved

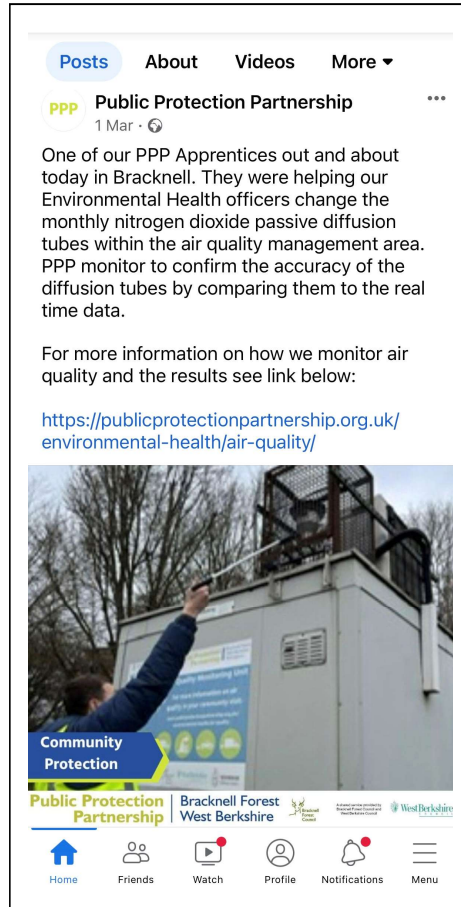
For further details on air quality in Wokingham Borough, please refer to our website

at <https://publicprotectionpartnership.org.uk/environmental-health/air-quality>

- Public Protection Partnership [Vehicle Idling - PPP \(publicprotectionpartnership.org.uk\)](https://publicprotectionpartnership.org.uk)
- Domestic Fuel information [Air Quality \(Domestic Solid Fuels Standards\) \(England\) Regulations 2020 - PPP \(publicprotectionpartnership.org.uk\)](https://publicprotectionpartnership.org.uk/air-quality-domestic-solid-fuels-standards-england-regulations-2020-ppp)
- Visit our MyJourney website - Your one stop destination for travel information and advice in and around Wokingham borough: <http://www.myjourneywokingham.com/>
- Individuals or members of local groups are invited to share any ideas they have to cut NO₂ levels in Wokingham Borough by emailing:
environmental.health@wokingham.gov.uk
- Other useful websites include:
[Home - Defra, UK](#)
[JSNA \(Joint Strategic Needs Assessment\) \(wokingham.gov.uk\)](#)
- There are a number of ways members of the public can help to improve local air quality:
Walk or cycle short distances of less than one or two miles rather than driving
- Search for car sharing opportunities using the Liftshare UK <https://liftshare.com/uk> or Faxi (<https://faxi.co.uk/>)
- Use the bus or train regularly and keep up-to-date with the latest bus routes timetables.

We are also on Social Media including Twitter and **Facebook** [@PublicProtectionPartnershipUK](#), **Twitter** [@PublicPP_UK](#)

Figure S.2 - A Social media Facebook post about the AQ



Local Responsibilities and Commitment

This ASR was prepared by the Environmental Quality Team of Public Protection Partnership for Wokingham Borough Council with the support and agreement of the following officers and departments:

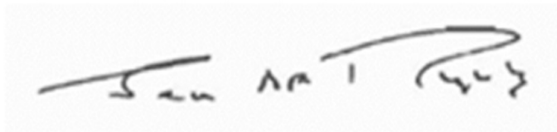
Highways Authority,

Environmental Health & Public Health,

Planning Authority

This ASR has been approved by: Sean Murphy

This ASR has been signed off by the manager of Public Protection Partnership

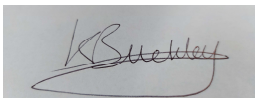


Sean Murphy

Public Protection Manager

This ASR has been approved by: Karen Buckley

This ASR has been signed off by the Head of Public Health.



Karen Buckley

Head of Public Health

If you have any comments on this ASR please send them to Environmental Health at:

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Local Air Quality Management

This report provides an overview of air quality in Wokingham Borough Council during 2022. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in order to achieve and maintain the objectives and the dates by which each measure will be carried out. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Wokingham Borough Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

1 Actions to Improve Air Quality

Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 18 months. The AQAP should specify how air quality targets will be achieved and maintained, and provide dates by which measures will be carried out.

A summary of AQMAs declared by Wokingham Borough Council can be found in Table 1.1. The table presents a description of the 3 AQMAs that are currently designated within Wokingham Borough Council Appendix D: Map(s) of Monitoring Locations and AQMAs provides maps of AQMAs and also the air quality monitoring locations in relation to the AQMAs. The air quality objectives pertinent to the current AQMA designations are as follows:

- NO₂ annual mean.

We have looked into proposing to revoke the AQMAs however the DEFRA Guidance LAQM.TG22 states *“The revocation of an AQMA should be considered following **three consecutive years of compliance** with the relevant objective as evidenced through monitoring. Where NO₂ monitoring is completed using diffusion tubes, to account for the inherent uncertainty associated with the monitoring method, it is recommended that revocation of an AQMA should be considered following **three consecutive years** of annual mean NO₂ concentrations being lower than 36µg/m³ (i.e. within 10% of the annual mean NO₂ objective). There should not be any declared AQMAs for which compliance with the relevant objective has been achieved for a consecutive five-year period.”* We cannot use COVID year data for 2020 and 2021 therefore Wokingham have achieved 1 year so far under the limit of 36 µg/m³ for both the M4 and Twyford AQMA's as all the tubes within these areas were below 36 µg/m³, however in the Wokingham Town Centre AQMA diffusion tube (WOK838) Giggling Spring was 37.2 µg/m³. See Table 2.0 for the successful years to date post COVID.

Table 2.0 – Maximum NO₂ level reached in each AQMA (µg/m³)

AQMA	2022	2023	2024	2025	2026	Total consecutive years below 36 (µg/m³)
M4	21.5					1
Twyford Cross Roads	32.8					1
Wokingham Town Centre	37.2					0

Table 1.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP (Page 12)
M4 AQMA	Declared 2001, Amended 2004 (WOK841)	NO2 Annual Mean	Zone 60m either side of the M4 from the Councils boundaries with RBC & RBW&M throughout the borough and 10m either side of the A329 (M)/A3290. The AQMA was reduced to the Councils boundaries with RBC & RBW&M throughout the borough and 10m either side of the A329(M)/A3290 including an extended area along the A329 Reading Rd where it underpasses the M4.	YES	69 (2001) 56 (2004)	24.4	5 years (2018 to 2022)	Refer to the LTP3	Microsoft Word - WOK ASR 2 022 v2.0 (publicprotectionpartnership.org.uk)

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M4 AQMA	Declared 2001, Amended 2004 (WOK841)	NO ₂ 1 Hour Mean	Zone 60m either side of the M4 from the Councils boundaries with RBC & RBW&M throughout the borough and 10m either side of the A329 (M)/A3290.	YES	228 (percentile of hourly mean)	n/a	n/a	WBC AQAP 2017	Microsoft Word - WOK ASR 2022 v2.0 (publicprotectionpartnership.org.uk)
Twyford Crossroads AQMA	Declared November 2015 (WOK 850)	NO ₂ Annual Mean	Residential and commercial properties along parts of High St in the west, Wargrave Rd in the northwest, London Rd in the north-east and Church St the south-east	NO	54	32.8	5 years (2018 to 2022)	WBC AQAP 2017	Microsoft Word - WOK ASR 2022 v2.0 (publicprotectionpartnership.org.uk)
Wokingham Town Centre AQMA	Declared 2015 (WOK838)	NO ₂ Annual Mean	Residential and commercial properties along a small part of Reading Rd and Station Rd in the northwest, along Shute End and into Broad St and Denmark St in the south-west and Peach St into London Rd in the west.	NO	52	37.2	3 years (2020 to 2023)	WBC AQAP 2017	Microsoft Word - WOK ASR 2022 v2.0 (publicprotectionpartnership.org.uk)

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Wokingham Borough Council **confirm the information on UK-Air regarding their AQMA(s) is up to date.**

Wokingham Borough Council **confirm that all current AQAPs have been submitted to Defra.**

Progress and Impact of Measures to address Air Quality in Wokingham Borough Council

DEFRA's appraisal of last year's ASR concluded that the 2021 report was well structured, detailed, and provides the information specified in the Guidance.

DEFRA's comments are as follows:

1. Both the annual mean and 1-hour mean Air Quality Objectives for NO₂ were complied with at all monitoring locations within 2021.
2. Comments from last year's ASR have been mentioned and addressed. This is welcomed and encouraged for future ASRs.
3. The Council has an extensive NO₂ monitoring strategy. As recommended in the appraisal of last year's report, monitoring of other pollutants such as PM₁₀/PM_{2.5} while not compulsory, could be considered to better inform how to tackle PM_{2.5} pollution. The report includes detailed discussion of the measures the council are taking to address PM_{2.5}. Links are provided and discussed in regard to the Public Health Outcomes Framework and the fraction of mortality attributable to PM_{2.5} emissions (percentage proportion), which is welcomed. Comparisons to the regional and national average would be beneficial to include in future reports.

Actioned: See Table 2.3 for this information.

4. Sufficient detail is included in the QA/QC procedures for both the automatic analysers and the NO₂ diffusion tubes. Calculations for local bias adjustment and annualisation are outlined in detail. Distance correction was not required. Data showing the choice of bias adjustment factors for previous years, and discussion around the choice to apply the local factor this year, has been included. Derivation of and a direct comparison against the national factor has not been demonstrated. It would be beneficial to include this in future reports. A figure showing the national bias adjustment factor determination would be welcomed.

Actioned: See Appendix C for both the 2022 national (0.83) and local bias correction value (0.87).

5. The Council have provided clear mapping of their automatic and diffusion tube monitoring network in relation to their AQMAs, as well as detailed trend graphs, which is commendable. However, graphs appear to only be included for monitoring sites that are within the AQMAs. In future years, it is recommended that the Council also include

another graph to present trends at the monitoring locations outside of the AQMAs. *For all graphs see Appendix A.*

6. The Council has included a discussion and review of its AQMAs, which is well informed due to its extensive monitoring network. Total revocation of the Wokingham/M4 AQMA (for both objectives) has been considered and decisions has been made to keep the AQMA in place for now. This is supplemented by commentary around compliance data through 2018 - 2021 likely having been affected by a mix of COVID-19 restrictions and the M4 Smart Motorway conversion. This is accepted, and if further years of compliance with the relevant objectives are monitored, full revocation of the AQMA should be considered. As exceedances of the annual mean NO₂ AQO were monitored in the other two AQMAs as recently as 2019, it is understood and welcomed that these are to remain in force at this time.

Actioned: See Section 2.1 for more details.

7. The Council should ensure consistency between future reports and their AQMA records on the LAQM Portal. The 2022 ASR refers to the 'M4 AQMA', however this is recorded as 'Wokingham AQMA' on the LAQM Portal. Graph A.1. within the 2022 ASR also refers incorrectly to 'Wokingham AQMA' as it presents data for Wokingham Town Centre AQMA. This should be amended in future ASRs. In addition, the 2022 ASR also sets out that the Wokingham/M4 AQMA is declared for both the annual mean and hourly NO₂ AQO, however the LAQM Portal record shows declaration for the annual mean AQO only. The Council should update their LAQM Portal records accordingly.

Actioned: The portal has been updated.

8. The Council has taken forward a number of important measures and the progress being made on other measures is very detailed, which is commendable. However, information for certain measures (category, funding status, estimated cost, and measure status) is missing within Table 2.2. This should be provided, where possible, in future reports.

Actioned: Please see the completed Table 2.2

9. Table 2.1 does not include a link to the relevant AQAP for each AQMA, a link is instead included to the AQMA webpages on the UK AIR website. A link to the relevant AQAP documents themselves or a note as to how members of public can access these should be provided in future reports.

[Microsoft Word - WOK ASR 2022 v2.0 \(publicprotectionpartnership.org.uk\)](#)

10. An Air Quality Action Plan (AQAP) that applies to the Wokingham/M4 AQMA is not referenced within the 2022 ASR. It is noted that the latest AQAP for the Wokingham Town Centre and Twyford Crossroads AQMAs was published in 2017. The Environment Act requires that a local authority must, for the purpose of achieving AQOs in an AQMA designated by that authority, prepare an action plan in relation to that area. The Act also requires that Action Plans be periodically reviewed. While no time limit is explicitly set within the Act, ideally this is expected to occur no later than every five years.

Actioned: A stakeholder working group has been set up and is reviewing/creating a new action plan for the AQMA's. This will continue in 2023/2024 with the involvement of the Local Authority Health and Well-being Team.

11. The report is well structured, detailed, and provides the information specified in the Guidance.

Wokingham Borough Council has taken forward a number of direct measures during the current reporting year of 2022 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 1.2.

43 measures are included within Table 1.2, with the type of measure and the progress Wokingham Borough Council have made during the reporting year of 2022 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 1.2.

More detail on these measures can be found in their respective Action Plans LTP3. Key completed measures are:

- Construction on phase two of the Winnersh Relief Road to connect the B3030 King Street Lane to the A329 Reading Road, was completed in early 2022. This is part of the Council's multi million-pound strategic new roads programme, which is being built to assist in improving network resilience to support the growth of the borough. The project has reduced the level of traffic passing through Winnersh Crossroads.
- Active Travel Fund Tranche 2 has been developed further with the selected scheme (Woodley to Reading Active Travel Route) consulted on in February 2022. Following consultation further design work is required to deliver a scheme more acceptable to the public.

- Active Travel Fund Tranche 3 has awarded £2.95m to the borough to enable us to complete the route from Woodley to Reading. As described above, we are currently redesigning the scheme but hope to complete implementation of some of the scheme in the next 12 months.
- Local Cycling and Walking Infrastructure Plan (LCWIP) for Wokingham Borough is underway with consultation on public views regarding walking and cycling in the borough completed. As part of the LCWIP outputs are cycling and walking network plans which identify preferred routes and core zones for further development and a prioritised schedule of infrastructure was in June 2022.
- In 2022 we complete personalised travel planning for new communities and delivered these enhanced PTP projects covering two development sites in 2022.
- Our Electric Vehicle (EV) charge points have continued to be expanded with the addition of 64 new publicly available charge points made available in 2022 bringing the total to 318. In addition, the Council's Executive approved on-street and in public car park charge point provision using the DfT's Office for Zero Emission Vehicles' On-street Residential Chargepoint Scheme. The bid document for this has been prepared though needs amendment following a change in the bidding criteria; once completed this should add approximately 60 charge points (locations to be confirmed) <https://app.vendelectric.com/>
- My Journey Promotion of active travel and travel choices website is on-going. There were 79,821 visitors to the website. We have continued to promote active travel through our social media feeds, and our followers increased to 1,978 (Facebook) and 1,048 (Twitter) in 2022/23 (financial year) with our top Facebook post reaching 10,878 people.
- MyJourney has continued to partner with Love to Ride and once again ran four cycling campaigns across the borough from 1st April 2022 to 31st March 2023. They achieved the following
 - 30,892 rides logged
 - 407,943 miles
 - 12,546 transport trips
 - 65,375 transport miles
 - 268 new user accounts

- During the Cycle September Event, they also had an excellent turn out and saved 6,335 lbs of CO2.
 - 42 workplaces participated
 - 494 riders registered for the challenge
 - 46,259 miles logged
 - 3,754 trips logged
 - 1,814 trips for transport
 - 9,892 transport miles

- Bikeability figures for 2022 – 2023 :
 - Bikeability Level 1 courses (training off road): April 2022 – February 2023: **161 places** delivered (0 booked for March)
 - Bikeability Level 1/Level 2 courses (on road): April 2022 – Feb 2023: 1360 places + 225 booked for March = **1585 places**
 - Bikeability Level 3 (advanced) courses: April 2022 – February 2023: 56 places delivered + 41 booked in March = **97 places**
 - Bikeability Learn to Ride (teaching younger children to ride): 236 places delivered + 30 in March = **266 children trained**
 - Also new - Bikeability Family training: **15 families trained** (included 19 adults + 27 children.)

- Wokingham have also been awarded a larger Bikeability Grant by the Department for Transport for 2022 – 2023: a grant of £77,500 to train 1,800 children on Bikeability Courses + £5,832 for Learn to Ride training, making a total of **£83,332**.

- Bus services are continuing to suffer significantly from reduced patronage due to Covid-19. Reading Buses are continuing to operate services, though we have seen some reduced in frequency or cancelled completely due to lack of use. We continue to work with the bus operators to try to maintain a good level of service.

- WBC has just completed the Coppid Beech Park and Ride facility and continue to expand the Winnersh Triangle Park and Ride site. In addition, the Thames Valley Park and Ride site is also available for use. Despite this, there are currently only buses serving the Thames Valley Park and Ride due to this low usage and low expected uptake in the near future.

- We have completed our Local Bus Service Improvement Plan as required by the new national bus strategy. This will help us to enable increases in bus use and better, more reliable.

In 2022 WBC was awarded funding by DEFRA to MyJourney to complete Air Quality education work in school in and around its AQMA's. The borough has appointed an Air Quality Active Travel Officer who has been working with schools to raise awareness of the issues and encourage increased active travel. As part of the initiative, they were to use an Innovation Valley Reward app [Innovation Valley Rewards - My Journey Wokingham Challenge!](#) Since My Journey Wokingham launched the app in March 2022:

- 1,926 people have joined the challenge.
- £5,200 worth of ValleyCoins have been earned or won.
- 686,000 miles of active or sustainable travel have been recorded.
- 294,000 walks, 48,000 cycles and 26,000 bus journeys have been recorded.
- 171,000kgs of CO2 has been avoided, which is equivalent to an average petrol car being driven approximately 420,000 miles.
- 33,400,000 calories have been burned.

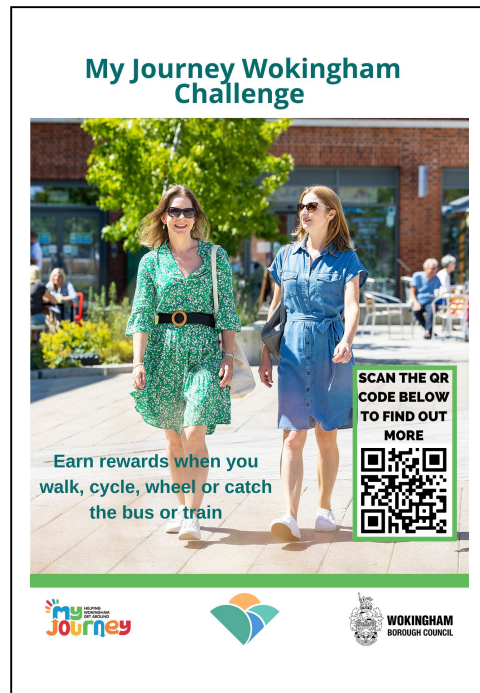


Figure 2.1 - A MyJourney promotion poster for the Innovation Valley App.

Wokingham Borough Council expects the following measures to continue to be completed over the course of the next reporting year.

- Completion of the LCWIP for the whole borough. <https://wokinghamlcwip.commonplace.is/about>
- Development of our new Local Transport Plan (LTP4) in conjunction with a new Local Plan to 2038 which will define the locations of major development in the borough.
- MyJourney's extension of their DEFRA funded Eco-Travel Officer role. They will continue to work with schools in AQMAs. One of the main aspects of the project is to work closely with primary schools that are near Wokingham's AQMA's to monitor their Nitrogen Dioxide, assist with travel plans to aim for Modeshift Stars accreditations, deliver lesson packs, competitions, activities, assemblies, and events. Though this has been difficult with COVID-19 schools know how important the health and safety of their pupils is and therefore, with the individual school, the project adapts. Monitoring only outside the school and delivering resources digitally. There are 10 schools involved in the project and following a recent funding announcement we will now be aiming increase the number of schools working with us next year.
- Continued promotion of Active Travel through the MyJourney platforms.
- Development of EV Strategy to help increase the uptake of EV in the borough (this was completed in the summer 2022).
- Development of a Low Emission Transport Strategy to assist with both improved air quality and reduced Carbon emissions.
- Continual working with Public Health Colleagues, MyJourney Colleagues, Climate Change Colleagues, and Transport & Planning Officers.
- Winnersh Triangle Park and Ride, is expanding the decking of the existing site to provide a minimum of 160 additional spaces on the site, works started in March 2021, via LEP funding and will continue this year. <https://www.wokingham.gov.uk/business-and-licensing/business-and-growth/local-enterprise-partnership-lep/>

Wokingham Borough Council worked to implement these measures in partnership with the following stakeholders during 2022:

- Neighbouring local authorities;
- The Highways Authority;

- The Planning Authority
- MyJourney
- The Public
- Local Schools
- Public Protection Partnership

The principal challenges and barriers to implementation that Wokingham Borough anticipates facing are related to resources and lack of funding to progress and implement more actions.

Progress on some measures has been slower than expected due to the lack of funding available to complete the projects.

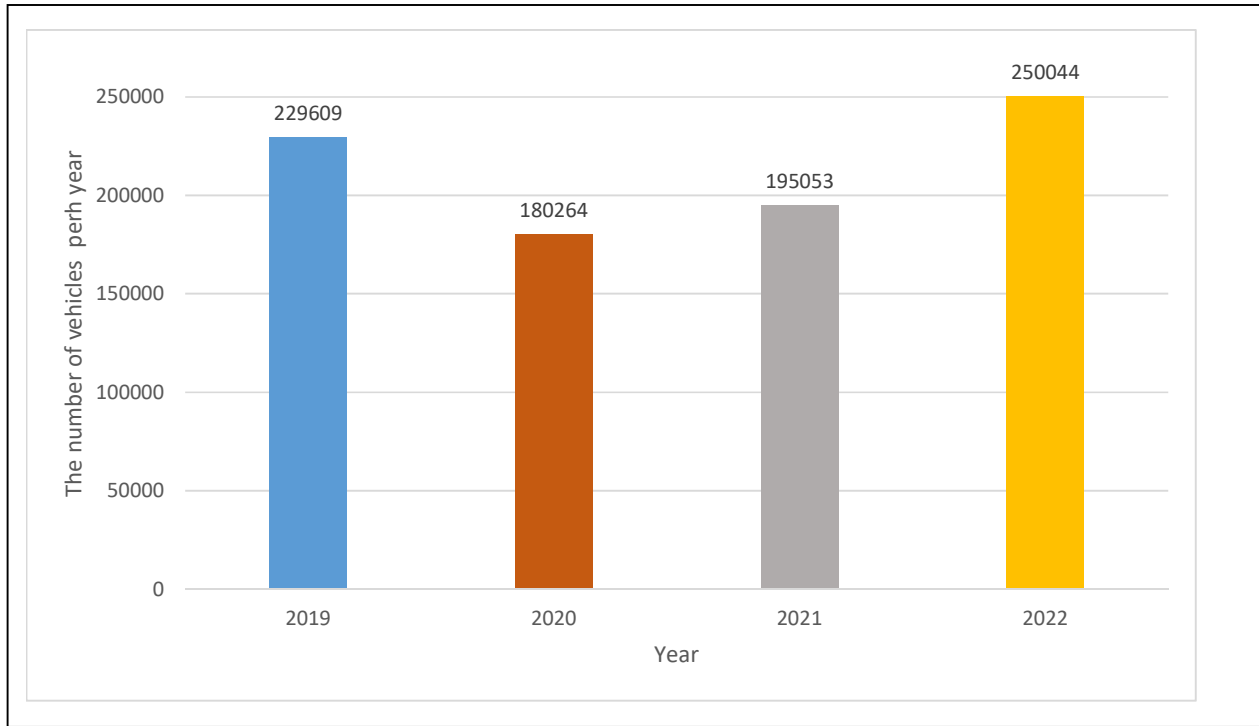
Whilst the measures stated above and in Table 1.2 will help to contribute towards compliance, Wokingham Borough Council anticipates that further additional measures not yet prescribed will be required in subsequent years to achieve compliance and enable the revocation of the Twyford Crossroads, M4 and Wokingham Town Centre AQMAs.

Traffic Data for Wokingham Borough Council

The traffic is monitored at two places in Wokingham Borough Council A4 Bath Road and the A329 Reading Road.

The A329 Reading Road (between Albany Park Drive & Arbor Lane), sensor data could not provide a comparison this year, due to technical problems, however the A4 Bath Road (between B4446 Sonning Lane and Parkway Drive), was working well and shows an increase in traffic since 2019. See graphs 2.1 and 2.2.

**Graph 2.1 – A4 Bath Road (between B4446 Sonning Lane and Parkway Drive)
Annual Traffic Flow Comparison between 2019 - 2022**



**Graph 2.2 – A4 Bath Road (between B4446 Sonning Lane and Parkway Drive)
Monthly Traffic Flow Comparison between 2019 - 2022**

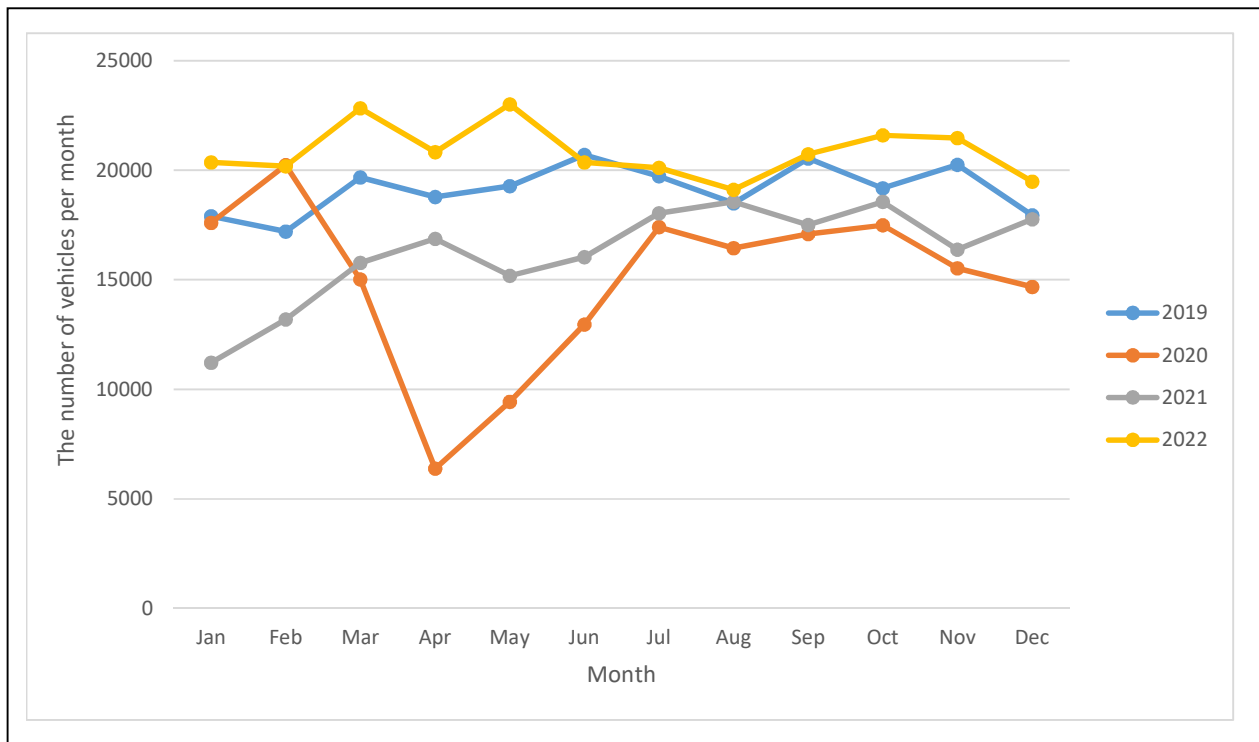


Table 1.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
1 AQAP Twyford 1	Investigate the feasibility of alternative traffic routes around Twyford	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2017	2019	WBC	WBC	NO	Fully funded	£100k - £500k	Planning	12.1 µg/m3	Feasibility study carried out.	Local Plan update is ongoing. This will make recommendation regarding development and supporting infrastructure needs.	Aim for some through traffic avoided through AQMA.
2 AQAP Twyford 2	Twyford Railway station 1. Consider access for vehicles, taxis, cyclists and pedestrians. 2. Consider integration of public transport. 3. consider car parking and cycling provisions	Transport Planning and Infrastructure	Other	2017	2025	WBC, GWR, Twyford PC	WBC, GWR, Twyford PC	NO	Partially Funded	£1 million - £10 million	Planning	12.1 µg/m3	Changes incorporated.	Some cycle parking added in 2020 however, there is now a feasibility study underway with a view to make improvements using Station Improvement Funding from DfT	To work with all partners to further promote and encourage sustainable transport to and from stations, this includes soft measures as well as infrastructure delivery.
3 AQAP Twyford 3	Review cycle paths	Promoting Travel Alternatives	Promotion of cycling	2016	2025	WBC	WBC	NO	Partially Funded	£1 million - £10 million	Implementation	12.1 µg/m3	Increase in usage.	Cycle paths are continually reviewed, however, a strategic LCWIP is underway which help us identify measures and prioritise improvements for future years. To be published March 2023.	Cycleway delivery is part of the yearly capital programme
4 AQAP Twyford 4	Investigate options of A4 and A3032 junction at Hare Hatch	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2018	2019	WBC	WBC	NO	Not Funded	tbc	Planning	12.1 µg/m3	Investigation carried out.	No progress to date. Budget needs to be agreed and allocated.	Traffic more likely to travel east of village so avoiding AQMA
5 AQAP Twyford 5	Continue to monitor traffic lights and crossings to	Traffic Management	Strategic highway improvements, Re-prioritising	2016	2030	WBC	WBC	NO	Not Funded	tbc	Planning	12.1 µg/m3	Review of phases with traffic flow data	Ongoing investigation into whether this would work	Determine effect on air quality with different phases. Linked with traffic

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Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
	maximum efficiency and consider their functionality including left turns and peak hour use		road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane										and real time air quality data		monitoring to be set up and new continuous monitoring commence January 2019.
6 AQAP Twyford 6	Carry out feasibility study for Low Emission Zone for the crossroads	Promoting Low Emission Transport	Low Emission Zone (LEZ)	2023	2025	WBC	WBC	NO	Not Funded	£100k - £500k	Planning	12.1 µg/m3	Feasibility study carried out.	Ongoing investigation into whether this would work. LTP considering this in 2024. Looking into vehicle admission parking related fees.	
7 AQAP Twyford 7	Review of bus fleet and consider alternative fuels.	Vehicle Fleet Efficiency	Promoting Low Emission Public Transport	2016	2040	Bus companies as contracted by WBC	Bus companies as contracted by WBC	NO	Partially Funded	< £10k	Implementation	12.1 µg/m3	Increase in number of buses run on alternative fuels.	2017 RTL run hybrid buses. CNG all low emission. Courtney Buses Contract to be retendered in 2022 for implementation 2023.	
8 AQAP Twyford 8	Install "Cut Pollution. Turn off your engine" signs when queuing traffic at traffic lights.	Public Information	Other	2018	2023	WBC	WBC	NO	Not Funded	< £10k	Completed	12.1 µg/m3	Drivers to follow advice.	Completed	
9 AQAP Twyford 9	Consider feasibility of Park and Ride strategy for Twyford	Alternatives to private vehicle use	Rail based Park & Ride	2017	2025	WBC	WBC	NO	Partially Funded	£1 million - £10 million	Planning	12.1 µg/m3	Feasibility study carried out.	Potential to connect to existing P&R though no viable bus service currently due to low patronage following Covid.	
10 AQAP Twyford 10	School Travel Plans (Mode Shift Stars)	Promoting Travel Alternatives	School Travel Plans	2016	2040	WBC	WBC	YES	Funded	£10k - 50k	Implementation	12.1 µg/m3	Continue to be developed and reviewed.	Ongoing – DEFRA funding awarded to employ an Eco-Travel officer for schools in October 2023 and to accelerate mode shift. The Eco-Travel Officer role will continue for a further year.	27 % of primary schools carried out school travel survey with Modeshift STARS 21/22
11 AQAP Wok TC 1	Intelligent traffic signals at Shute End	Traffic Management	Strategic highway improvements, Re-prioritising road space away from	2020	2030	WBC	WBC	NO	Funded	£100 - £500k	Implementation	15.5µg/m3	Installation of MOVA.	Currently under review	

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
			cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane												
12 AQAP Wok TC 2	Consider speed reduction through town centre	Traffic Management	Reduction of speed limits, 20mph zones	2017	2027	WBC Highways,	WBC Highways,	NO	Not Funded	£100k - £500k	Planning	15.5µg/m3	tbc	Currently the scheme is on hold potentially to be reviewed again in 2024.	There is no political demand for it or funding.
13 AQAP Wok TC 3	Review traffic routes in town centre and consider if any roads require restricted access	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2022	2027	WBC	WBC	NO	Not Funded	£100k - £500k	Implementation	15.5µg/m3	Review carried out.	Looking in LTP	Temporary banners were installed ahead of Clean Air Day in June 2019.
14 AQAP Wok TC 4	North Wokingham Distributor Road	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2020	2022	WBC	WBC/Developers	NO	Not Funded	> £10 million	Completed	15.5µg/m3	Completion.	Finished May 2022	
15 AQAP Wok TC 5	South Wokingham Distributor Road	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2023	2027	WBC	WBC/Business Rates Retention Fund/Developer funding	NO	Funded	> £10 million	Implementation	15.5µg/m3	Completion.	Commenced at Montague Park, new rail bridge completed, full SWDR will be completed as developers come forward and commence house building	Phase 1 completed.
16 AQAP Wok TC 6	Reconfiguration of Shute End / Broad Street / Rectory Road junction	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management,	2020	tbc	WBC	WBC	NO	Not Funded	tbc	Planning	15.5µg/m3	Reduction in NO2	Design underway, but on hold.	

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Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
			Selective vehicle priority, bus priority, high vehicle occupancy lane												
17 AQAP Wok TC 7	Consider outcome of feasibility study of improvements to Rectory Road / Wiltshire Road	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2020	2023	WBC	WBC	NO	Funded	tbc	Implementation	15.5µg/m3	Feasibility study carried out.	Design underway, but on hold.	Requires TRO supported by TVP. Consider design speed as well as speed limit. Traffic travels at approx. 20mph.
18 AQAP Wok TC 8	Active management of car parking	Traffic Management	Workplace Parking Levy, Parking Enforcement on highway	2017	2018	WBC	WBC	NO	Not Funded	£10k - 50k	Implementation	15.5µg/m3	Implementation.	Introduction of Civil Parking Enforcement 2018.	This action requires a major remodelling of the highway. Scenarios will have to be modelled to ensure that the problem is not simply transferred to another part of the network.
19 AQAP Wok TC 9	Alternative arrangement for access to car parks	Traffic Management	Other	2017	2023	WBC	WBC	NO	Not Funded	£1 million - £10 million	Implementation	15.5µg/m3	Implementation (some of regen completed, more planned in future).	This is part of the Town Centre regeneration process	Includes bus stops and cycle ways.
20 AQAP Wok TC 10	Workplace and School travel planning	Promoting Travel Alternatives	School Travel Plans	2017	2030	WBC	WBC	YES	Funded	£10k - 50k	Implementation	15.5µg/m3	Continue to implement number of plans.	Long standing programme of school travel plans, DEFRA funding awarded for Eco-Travel Officer and Better Points in Wokingham AQAP.	Modal shift starts programme. COVID-19 and phased return to schools and workplaces.
21 AQAP Wok TC 11	Residential travel planning	Promoting Travel Alternatives	Personalised Travel Planning	2022	2030	WBC	S106 (developer)	NO	Partially Funded	£10k - 50k	Implementation	15.5µg/m3	Continue to implement number of plans.	Continuing in 2023	Personalised travel planning promoting the benefits of sustainable travel.
22 AQAP Wok TC 12	Carry out feasibility study for Low Emission Zone	Promoting Low Emission Transport	Low Emission Zone (LEZ)	tbc	tbc	WBC	DEFRA AQ Grant	YES	Not Funded	£100k - £500k	Planning	15.5µg/m3	Feasibility study carried out.	No progress to date, business case needs to be developed, no progress 2022.	Business case for a LEZ needs developing.
23 AQAP Wok TC 13	Park and Ride for Wokingham Town Centre	Alternatives to private vehicle use	Bus based Park & Ride	2016	2022	WBC	WBC	NO	Funded	£1 million - £10 million	Completed	15.5µg/m3	Installation and number of journeys.	Coppid Beech P&R completed but awaiting better conditions before launch of service, lack of demand v's	This actively manages car parking in the town centre and across the borough.

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Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
														costs. Park and ride reduction of 40% since covid.	
24 AQAP generic 1	Review locations and publication of EV charging points and increase provision	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	2018	2023	WBC	DfT (OZEV)	NO	Partially Funded	£1 million - £10 million	Implementation	15.5µg/m3	Number of charging points	Bid documents for ORCS bid completed, BID successful and will be installing 38 points by the end of 2023. Car parks, and residential streets.	This will be the initial phase, further works planned as an ongoing programme. Encouraging residents and commuters to consider EV vehicle.
25 AQAP generic 2	Consider implementation of parking charge related to vehicle type e.g. free for electric	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	2022	2024	WBC	WBC	NO	Not Funded	£10k - 50k	Planning	15.5µg/m3	Policy under consultation internally in 2023	No progress to date	Requirements to have low and zero emission vehicles and plant need to be included in any new WBC let contract.
26 AQAP generic 3	Low emission vehicles - consider implementation in Council contracts / fleet cars etc. EV pool cars for WBC staff	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	2016	2040	WBC	WBC	NO	Not Funded	£1 million - £10 million	Implementation	15.5µg/m3	Vehicle usage.	WBC EH and TP/WSP have zero emission and hybrid company vehicles. Meetings/ Reports - Energy saving trust – recommending the best way forward for the Council (2022) “Green Fleet review – green mileage”	
27 AQAP generic 4	Consider removal of on street parking to provide more space for cycle lanes, EVs, Car clubs, provision of on street charging points	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	tbc	tbc	WBC	WBC	NO	Not Funded	£500k - £1 million	Planning	15.5µg/m3	tbc	Car Clubs strategy under development, draft car park strategy in the LCWIP.	LCWIP now adopted by council and makes recommendations for segregated cycle paths which will reduce parking availability in place
28 AQAP generic 5	No idling signs - for buses and taxis in waiting areas and at level crossings	Traffic Management	Anti-idling enforcement	2022	2023	WBC	WBC	YES	Partially Funded	£10k - 50k	Implementation	15.5µg/m3	Number of signs installed.	Installed as part of DEFRA grant behaviour change project in 2023 at Taxi ranks, results to be in 2024 ASR.	No physical enforcement and FPN have been issued as the borough has not adopted this regulation from the secretary of state; also Wokingham would prefer to educate than enforce.

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Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
29 AQAP generic 6	Roadside emission testing, detecting and fining polluting vehicles	Traffic Management	Testing Vehicle Emissions	2017	2032	WBC	WBC	NO	Not Funded	£10k - 50k	Planning	15.5µg/m3	Number of vehicles failed.	No progress	Using RTLs existing hybrid buses (Lion 4).
30 AQAP generic 7	Improvement of cycle routes to ensure continuous and integrated	Transport Planning and Infrastructure	Cycle network	2017	2018	WBC	WBC	NO	Not Funded	> £10 million	Implementation	15.5µg/m3	Length of cycle ways provided.	LCWIP due to be completed in 2022, and adopted March in 2023, and implemented over the next 10/15 years	
31 AQAP generic 8	Residential Travel Planning	Promoting Travel Alternatives	Personalised Travel Planning	2016	2035	WBC	WBC	NO	Funded	£500k - £1 million	Implementation	15.5µg/m3	Number of plans.	Programmed started 2017/18, and is ongoing. Travel Packs sent to all new developments	Ongoing
32 AQAP generic 9	Encourage WBC staff to travel more sustainably	Promoting Travel Alternatives	Workplace Travel Planning	2017	2035	WBC	WBC	NO	Not Funded	£50k - £100k	Implementation	15.5µg/m3	Increase in commuting by alternative means.	WBC offices have adopted a travel plan. DST report.	
33 AQAP generic 10	Secure and sheltered bike parking provision	Promoting Travel Alternatives	Promotion of cycling	2017	2035	WBC	WBC	YES	Funded	£100k - £500k	Implementation	15.5µg/m3	Provided	Ongoing. 6 green roof, secure bike lockers carnival added in 2022	Work planned in schools
34 AQAP generic 11	Partnership with MyJourney	Promoting Travel Alternatives	Promotion of cycling	2016	2028	WBC	WBC	NO	Not Funded	£500k - £1 million	Implementation	15.5µg/m3	Number of events.	MyJourney Wokingham continuing to promote sustainable and active travel. Ongoing on 2022	Ongoing – cost of MJ as a whole is around £350k/yr but could be covered over many of the actions in this plan
35 AQAP generic 12	Promoting active travel via MyJourney website	Promoting Travel Alternatives	Intensive active travel campaign & infrastructure	2017	2028	WBC	WBC	YES	Funded	£500k - £1 million	Implementation	15.5µg/m3	Opening of scheme.	Completed 2021 access for hospital staff only in 2022, expanding to Public in 2023.	Link with work by Trading Standards re overloaded vehicles, will require implementation of legislation.
36 AQAP generic 13	Thames Valley Park and Ride	Alternatives to private vehicle use	Bus based Park & Ride	2016	2019	WBC/RBC	WBC	NO	Not Funded	£1 million - £10 million	Completed	Opening of scheme.	Completed 2021 access for hospital staff only in 2022, expanding to Public in 2023.	Link with work by Trading Standards re overloaded vehicles, will require implementation of legislation.	
37 AQAP generic 14	Provision of car clubs with or without EVs	Alternatives to private vehicle use	Car Clubs	2015	2023	WBC	WBC/Developers	NO	Not Funded	£100k - £500k	Implementation	15.5µg/m3	Usage of vehicles.	1 car club operational at Montague Park (pulled out in Oct 2022). Car Clubs strategy under development.	Strategy to be delivered in 2023
38 AQAP generic 15	Awareness campaign for the risks of poor air quality and promoting active and	Public Information	Via other mechanisms	2017	2035	WBC PH	WBC/RBC	YES	Funded	£50k - £100k	Implementation	15.5µg/m3	Increased awareness.	MyJourney Wokingham promoting active travel and using social media to raise awareness	PTP promoting the benefits of sustainable transport through MyJourney project.

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
	sustainable travel													of Clean Air Day – DEFRA funding secured to add air quality page to MyJourney website in 2020/21	Linked to future development.
39 AQAP generic 16	Air Quality included in to JSNA and Health and Wellbeing Strategy	Policy Guidance and Development Control	Other policy	2016	2018	WBC, PH Berkshire	WBC	NO	Not Funded	£10k - 50k	Completed	15.5µg/m3	Inclusion in JSNA reviews and Health and Wellbeing Strategy.	JSNA published in March 2019 and considers air quality. Active transport is a priority for the HWBS.	
40 AQAP generic 17	New Local Plan and LTP4 - Sustainable Transport, include EV charging points for new developments	Policy Guidance and Development Control	Other policy	2019	2035	WBC Planning and PH	WBC PH	NO	Funded	£100k - £500k	Implementation	15.5µg/m3	Implementation.	Public Health and Planning teams working together on Local Plan and LTP4, draft in 2023, adopted in 2024.	2019 - Aside from Travel Plan requirements there is a planning policy requirement to provide parking – including cycle storage – in line with standards so all development will include appropriate provision (including shelter for long-term storage - i.e. residential, employee.)
41 AQAP generic 18	Linking with Highway Asset Management Plans	Policy Guidance and Development Control	Other policy	-	-	WBC	WBC, PH Berkshire	NO	Not Funded	-	Planning	15.5µg/m3	tbc	No progress	Active Travel Officer promotes all forms of sustainable transport doing public demonstrations and events.
42 AQAP generic 19	Neighbourhood Development Plans to consider air quality	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2017	2040	WBC with Town and Parish Councils	WBC Planning & EH	NO	Not Funded	£10k - 50k	Implementation	15.5µg/m3	Inclusion in plans.	All applications commented on	Ongoing, PPP comment on all planning applications where necessary with regard to AQ.
43 AQAP generic 20	Freight Management Plan	Freight and Delivery Management	Delivery and Service plans	-	-	WBC	WBC	NO	Not Funded	tbc	Planning	15.5µg/m3	Review and implementation.	No progress to date, business case needs to be developed.	Delivered in partnership with RBC and funded through the Local Growth Fund.

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PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in DEFRA’s Policy Guidance LAQM.PG22 (Chapter 8), local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

The latest PM_{2.5} data available (2018) from DEFRA show that Wokingham Borough has a maximum level of 11.24 µg/m³ (co-ordinates x 477500 y170500), and the average level of 9.46 µg/m³. [Background Mapping data for local authorities - 2018 - Defra, UK](#). Figure 1.2 below shows that 0.81% of PM_{2.5} is produced by Road & Transport, the other 99.19% is from other factors.

The fraction of all-cause mortality in those aged 30 years and older attributable to particulate air pollution indicator’ value for Wokingham Borough and other Berkshire Local Authorities in 2021 can be seen in Table 2.3.

Table 2.3: Fraction of all-cause mortality (aged 30 years and older) attributable to particulate air pollution indicator value within Berkshire, 2021.

National England Average	South East Region	West Berkshire	Reading	Wokingham	Bracknell Forest	Windsor & Maidenhead	Slough
5.5%	5.4%	5.4%	5.9%	5.9%	5.9%	5.9%	6.3%

[\(Public health profiles - OHID \(phe.org.uk\)\)](#)

Wokingham Borough Council is taking the following measures to address PM_{2.5}:

- Work in implementing the actions in the Local Transport Plan and the Local Development Framework Core Strategy, as well as looking at Planning applications and the District Plan. For example, a new housing development might contribute to alterations to nearby junctions to increase capacity whilst also improving cycle and pedestrian links and the provision of an electric vehicle charging infrastructure, also contributing to bus services so that the site is served by public transport and thereby linking many other measures together in a site travel plan to encourage people to choose sustainable travel.

- Wokingham Borough continually gives out advice, including via social media, regarding bonfires and commercial burning throughout the year and the website is regularly updated to assist public information and understanding. [Smoke and bonfires - PPP \(publicprotectionpartnership.org.uk\)](http://publicprotectionpartnership.org.uk),
- The Council also give advice on Domestic Burning and Trading Standards inspect the suppliers to ensure they comply with the regulations for the consumer. [Air Quality \(Domestic Solid Fuels Standards\) \(England\) Regulations 2020 - PPP \(publicprotectionpartnership.org.uk\)](http://publicprotectionpartnership.org.uk)
- In 2022 there was no statutory requirement for the Council to monitor and report on PM_{2.5}, however we monitored the schools near the AQMA's for a three-month period to ascertain a “snap shot” of the PM levels and looked at each school individually. This was completed following the DEFRA grant 2020/21 award of £259,000 (which is split between the PPP Authorities). See Appendix C for more details of the project.
- Through the planning process dust production & dispersion on industrial sites is managed; as is the burning of any waste.

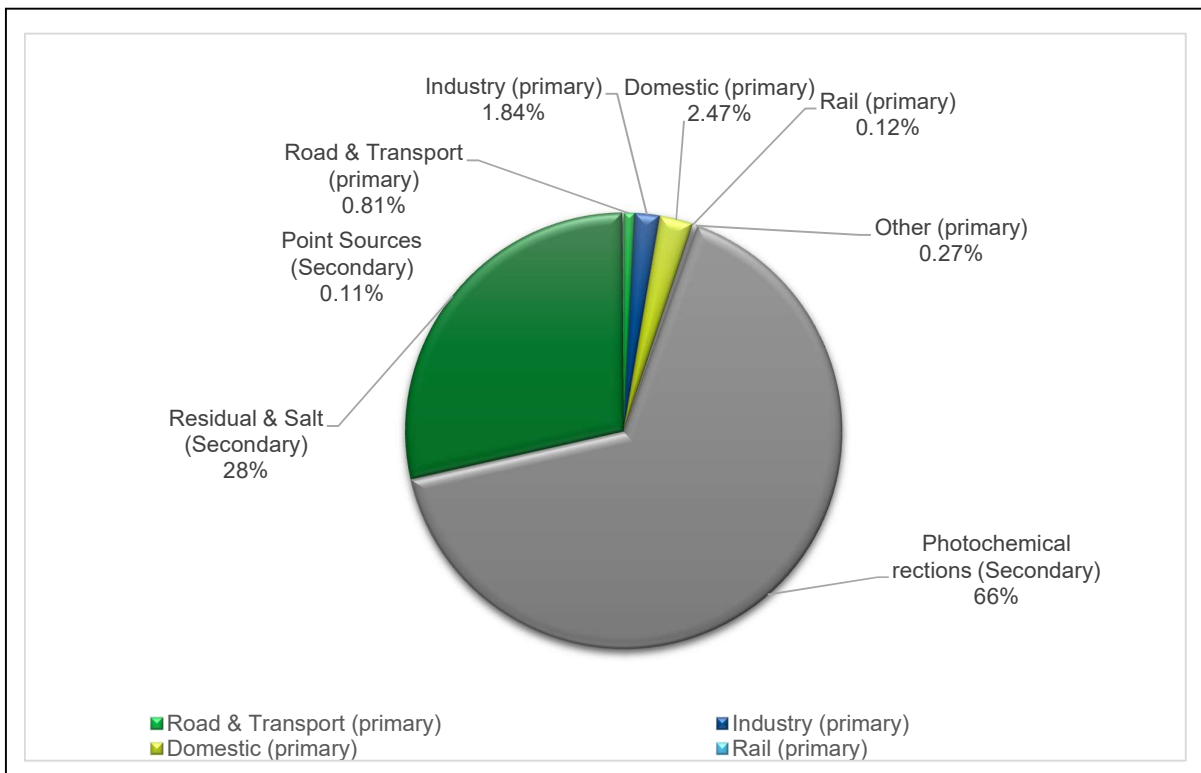


Figure 1.2 - A Pie Chart showing both the Primary and Secondary sources of PM_{2.5}

2 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

This section sets out the monitoring undertaken during 2022 by Wokingham Borough Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2018 and 2022 to allow monitoring trends to be identified and discussed.

Summary of Monitoring Undertaken

2.1.1 Automatic Monitoring Sites

Wokingham Borough Council undertook automatic (continuous) monitoring at 2 sites during 2022. Table A.1 in Appendix A shows the details of the automatic monitoring sites. NB. Local authorities do not have to report annually on the following pollutants: 1,3 butadiene, benzene, carbon monoxide and lead, unless local circumstances indicate there is a problem.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix C.

2.1.2 Non-Automatic Monitoring Sites

Wokingham Borough Council undertook non- automatic (i.e. passive) monitoring of NO₂ at 2 sites during 2022. Table A.2 in Appendix A presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

2.1.3 Nitrogen Dioxide (NO₂)

Table A.3 and Table A.4 in Appendix A compare the ratified and adjusted monitored NO₂ annual mean concentrations for the past five years with the air quality objective of 40µg/m³. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2022 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Table A.5 in Appendix A compares the ratified continuous monitored NO₂ hourly mean concentrations for the past five years with the air quality objective of 200µg/m³, not to be exceeded more than 18 times per year.

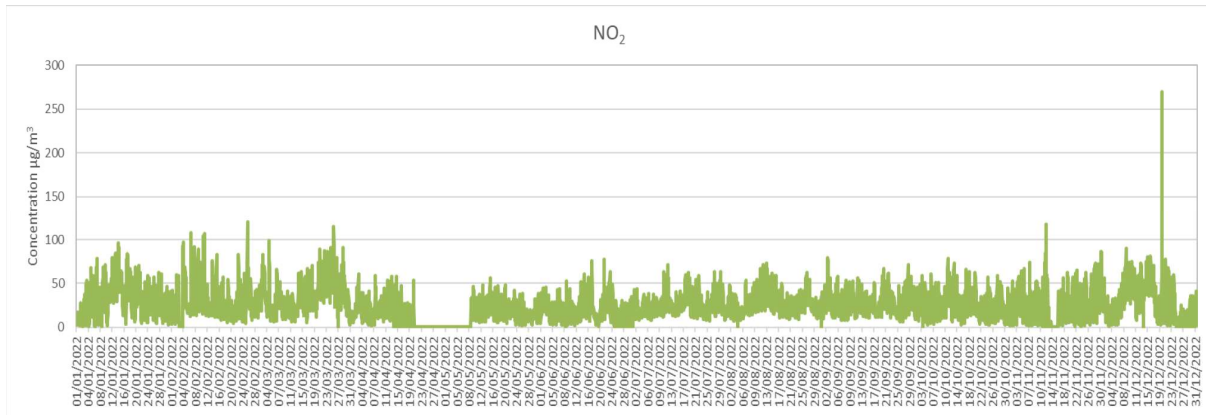
2.1.4 Continuous Monitoring Wokingham – Peach Street

An Annual Mean NO₂ concentration of 27.1µg/m³ was recorded by the Wokingham automatic monitoring (CM2) unit in 2022. This shows that within the Wokingham Town Centre AQMA, NO₂ levels were not exceeding the objective limit at the CM2. This is a decrease on the 2019 result (33.0µg/m³) pre-pandemic years, and the data capture was a good rate of 92.2%. However as expected it has increased slightly from 22.3µg/m³ in 2020, when the country had 2 major lockdowns. This evidence helps indicate that traffic is the main contributor to NO₂ in Wokingham Town Centre, and that perhaps the hybrid working that some companies are carrying out is contributing to help reduce the NO₂ along with newer cars.

The results have been compared to other nearby sites. Seasonal data trends seen at Wokingham Continuous Monitor are similar to those at comparable AURN monitoring sites at Oxford and Reading New Town. The results always increase in the colder weather due to the temperature inversions, and this trend was apparently at all the sites.

Figure 3.1 shows the annual trend over the last year. The 200µg/m³ hourly mean objective was met, so we had no exceedances and this is also a decrease from the 15 in 2018.

Graph 2.1 Wokingham Daily NO₂ 2022



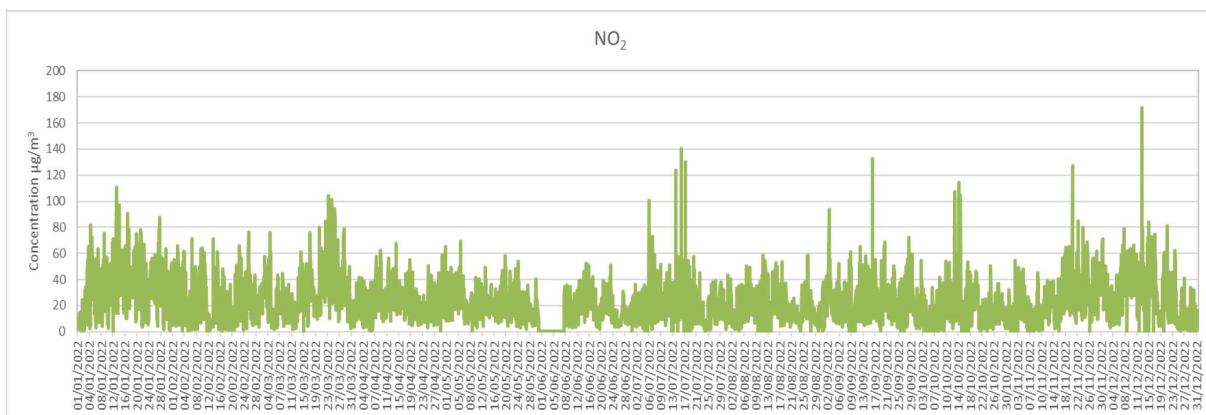
2.1.5 Continuous Monitoring Twyford – Cross Roads

An Annual Mean NO₂ concentration of 23.6 µg/m³ was recorded by the Twyford automatic monitoring unit (CM3) in 2022. This is a decrease from the NO₂ recorded in 2019 (29.9µg/m³) when it was installed, and has decreased further from 26.0µg/m³ measured in 2021. This shows that within the Twyford Cross Roads AQMA, the NO₂ levels were not exceeding the objective limit (40 µg/m³). The data capture was a good rate of 95.7%. This NO₂ data once again indicates that traffic is the main contributor to NO₂ at the Twyford Cross Roads.

There were 0 exceedances of the 200µg/m³ hourly mean objective recorded, which is below the Air Quality Objective of 18 exceedances per year.

The Twyford and Wokingham continuous monitors also presented good correlation between Diffusion Tubes (passive data) and the continuous monitoring.

Graph 2.2 Twyford Daily NO₂ 2022



2.1.6 Wokingham Borough Diffusion Tube Data

The Annual Mean Objective of $40\mu\text{g}/\text{m}^3$ was not exceeded at any of the monitoring sites, within the Borough. The 1 site within Wokingham Town Centre AQMA, WOK838 Giggling Spring, Shute End, which exceeded in 2018 & 2019. This year (2022) measured $37.2\mu\text{g}/\text{m}^3$ so has increased from $36.5\mu\text{g}/\text{m}^3$ in 2021, but reduced from $41.8\mu\text{g}/\text{m}^3$ in 2019. All the sites within the Twyford Crossroads AQMA were below the objective including, WOK850, 887, 888 - 19 High Street, which exceeded in 2018 ($44.0\mu\text{g}/\text{m}^3$) and 2019 ($42.8\mu\text{g}/\text{m}^3$) measured $32.5\mu\text{g}/\text{m}^3$ in 2021 and $32.8\mu\text{g}/\text{m}^3$ in 2022. Therefore, there has only been a slight increase this year compared to 2021 and remains below the AQ objective. All mean concentrations were less than $60\mu\text{g}/\text{m}^3$ which therefore indicates no exceedances of the 1-hour NO_2 objective.

2.1.7 M4 AQMA Diffusion Tube Data

There were no exceedances of the Annual Mean Objective within the AQMA, and all sites decreased in NO_2 . All the sites within the AQMA had reduced this year mainly due to the pandemic. The NO_2 at all 7 of the sites has increased slightly since 2021, see Graph 3.1.

Table 3.1 - Marginal increases of NO_2 in the M4 AQMA

Tube Location	2021	2022
WOK53	$14.7\mu\text{g}/\text{m}^3$	$16.0\mu\text{g}/\text{m}^3$
WOK70	$16.1\mu\text{g}/\text{m}^3$	$17.4\mu\text{g}/\text{m}^3$
WOK98	$15.3\mu\text{g}/\text{m}^3$	$16.1\mu\text{g}/\text{m}^3$
WOK602	$15.6\mu\text{g}/\text{m}^3$	$17.7\mu\text{g}/\text{m}^3$
WOK836	$18.7\mu\text{g}/\text{m}^3$	$21.5\mu\text{g}/\text{m}^3$
WOK846	$15.2\mu\text{g}/\text{m}^3$	$16.2\mu\text{g}/\text{m}^3$
WOK861	$14.8\mu\text{g}/\text{m}^3$	$17.8\mu\text{g}/\text{m}^3$

The M4 has become a smart motorway and during the construction had a speed limit of 50/60/70mph in place during much of 2018 to 2021 which may also account for the reduction in levels. The works finished in 2022 and the levels have continued to stay well below the AQO in the AQMA. We have evidence from 2018 to demonstrate that the NO₂ around the M4 AQMA has constantly been meeting the AQO, see Graph 3.1. However we need three years of continuous data (discounting 2020 & 2021) before we can revoke an AQMA.

Monitoring within and outside this AQMA will continue in 2023 and until the site is revoked.

2.1.8 Wokingham Town Centre AQMA Diffusion Tube Data

8 Diffusion Tubes sites are located within the Wokingham AQMA, and one of the sites is a triplicate and co-located with the Continuous Monitor. Within this AQMA no site exceeded the Annual Mean (40µg/m³) Objective in 2022, however 5 years ago (2018) 1 location did, and this site was:

WOK838 Giggling Spring, Shute End –This site represents relevant exposure and the NO₂ at the site has decreased from 41.0µg/m³ in 2018 to 37.2/m³ 2022, (which is an increased from 36.5µg/m³ in 2021).

All apart from one site (WOK844, Buckingham Court) which decreased by 0.1 µg/m³) in this AQMA increased in NO₂ in 2022, however none of the sites have increase past the pre COVID pandemic levels of 2019. The NO₂ was expected to rise this year due to the increase of traffic, and this data also helps us correlate NO₂ to traffic fumes.

It is positive to see that after a full years' worth of pandemic/lock down free monitoring that all the NO₂ levels remain below the 2019 ones. Monitoring within and outside this AQMA will continue in 2023.

2.1.9 Twyford Crossroads AQMA Diffusion Tube Data

The Twyford Crossroads AQMA has 5 Diffusion Tubes sites, 3 of the sites are triplicated and one these is co-located with a Continuous Monitor. Within this AQMA no site exceeded the Annual Mean Objective in 2022.

In 2022 WOK (850, 887 & 888) 19 High Street has decreased in concentration since 2018 when the NO₂ exceeded the AQO, from a triplicated average of 44.0µg/m³, to 32.8µg/m³ in 2022, at the road side, relevant exposure site. The NO₂ at this site has increase marginally from 32.5µg/m³ in 2021 to 32.8µg/m³ in 2022, which may demonstrate that people are now working in a hybrid fashion as the new normal.

Within the Twyford AQMA all of the sites decreased in NO₂ from 2019 (pandemic free year), one of which was a triplicate. However, all of the sites have increased slightly from 2021 to 2022, apart from the (WOK 871, 875 876), which decreased (21.5µg/m³ in 2021 decreased to 20.8µg/m³ in 2022).

The general increase was to be expected as the traffic has increased.

The WOK864 1 Waltham Road site is not within the Twyford Crossroads AQMA but is only 22m to the south east, located to enable determination as to whether the AQMA boundary needs to be altered. This location decreased from 26.9 µg/m³ in 2021 to 26.8µg/m³ in 2022. However, the site has reduced over all from 37.0µg/m³ in 2019, therefore the AQMA boundary does not need to be extended at this time.

It is positive to see that after a full years' worth of pandemic/lock down free monitoring that all the NO₂ levels remain below the 2019 ones. Monitoring within and outside this AQMA will continue in 2023.

2.1.10 Outside of the AQMAs

Within the rest of Wokingham Borough, the sites met the NO₂ Annual Mean Objective of 40µg/m³. All of the sites have decreased from the last none pandemic year 2019 NO₂ levels. Since 2022 6 of the sites have decreased, and 1 has stayed the same and 39 sites have increased. This is suspected to be linked to the increase of traffic in the borough and reduction of lock downs.

None of the passive monitoring sites within the Borough were recorded above 60µg/m³ which would indicate no exceedances of the 1 hour objective.

2.1.11 Particulate Matter (PM₁₀)

Currently indicative or reference PM₁₀ monitoring is not carried out in Wokingham Borough Council in line with the DEFRA LAQM guidance. Further funding is required to carry out this monitoring.

2.1.12 Particulate Matter (PM_{2.5})

Currently indicative or reference PM_{2.5} monitoring is not carried out in Wokingham Borough Council in line with the DEFRA LAQM guidance. Further funding is required to carry out this monitoring.

2.1.13 Sulphur Dioxide (SO₂)

SO₂ monitoring is not required in Wokingham Borough Council by DEFRA.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Inlet Height (m)
CM2	Peach Street Wokingham	Roadside	481348	168603	NO ₂	YES Wokingham	Chemiluminescent	3	1.5	1.5
CM3	Twyford Cross Roads	Kerbside	332200	433540	NO ₂	YES Twyford	Chemiluminescent	0	N/A	1.5

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

84 (2) N/A if not applicable

Table A.2 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
WOK11	Direction Grp, Robinhood Lne,	Roadside	478133	170598	NO ₂		4.0	2.4	No	2.3
WOK19	Thames St, Sonning	Roadside	475583	175704	NO ₂		22.0	2.0	No	2.3
WOK52	Westende Flats, Peach St	Roadside	481521	168750	NO ₂	Wokingham Town Centre AQMA	3.0	1.9	No	2.4
WOK53	Dunt Lane, Hurst	Roadside	479771	171093	NO ₂	M4 AQMA	28.0	1.2	No	2.0
WOK70	Longdon Rd, Winnersh	Roadside	478011	170135	NO ₂	M4 AQMA	25.0	1.7	No	2.4
WOK71	38 King St Lane, Winnersh	Roadside	477907	170191	NO ₂		20.0	3.1	No	2.4
WOK98	309 Reading Road	Roadside	478611	170225	NO ₂	M4 AQMA	0.0	11.8	No	1.7
WOK505	Church Road	Roadside	474444	172062	NO ₂		10.0	1.8	No	2.2
WOK509	Henley Bridge	Roadside	476414	182648	NO ₂		7.0	4.7	No	2.3
WOK602	Green Lane	Roadside	478739	170107	NO ₂	M4 AQMA	3.0	1.7	No	1.7
WOK803	3 Wellington Road	Roadside	480651	168544	NO ₂		3.0	1.1	No	2.3

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Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
WOK805	18 Barkham Road	Roadside	480547	168543	NO ₂		0.0	5.7	No	1.9
WOK817	London Rd (298)	Roadside	483231	168817	NO ₂		11.5	2.1	No	2.2
WOK825	54 High St Wargrave	Roadside	478541	178634	NO ₂		0.0	2.2	No	2.1
WOK827	Station Rd, Twyford	Kerbside	479047	175831	NO ₂		3.0	1.0	No	2.3
WOK829	Long Acre Thames St	Roadside	475806	175577	NO ₂		0.0	1.7	No	2.3
WOK835	14 Robinhood Lane	Roadside	478192	170672	NO ₂		8.0	1.5	No	2.2
WOK836	349 Old Whitley Wood Ln	Roadside	472346	168684	NO ₂	M4 AQMA	7.5	1.2	No	2.3
WOK838	Giggling Spring, Shute End	Roadside	480995	168726	NO ₂	Wokingham Town Centre AQMA	0.0	2.8	No	2.3
WOK841	Lane End Villas	Roadside	473130	168783	NO ₂		4.5	0.2	No	2.4
WOK844	Buckingham Court	Roadside	481492	168775	NO ₂	Wokingham Town Centre AQMA	1.3	1.2	No	2.4

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Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
WOK846	4 Hatch Farm Cottages	Roadside	477131	170019	NO ₂	M4 AQMA	0.0	39.0	No	1.8
WOK857	Rectory Rd, Wokingham	Roadside	481031	168725	NO ₂	Wokingham Town Centre AQMA	0.3	1.2	No	2.4
WOK861	Mill Lane (by bridge)	Roadside	476997	170107	NO ₂	M4 AQMA	0.0	2.0	No	1.8
WOK863	3 Wargrave Rd, Twyford	Roadside	478768	176012	NO ₂	Twyford Crossroads AQMA	12.6	1.0	No	2.4
WOK866	58 Denmark Street	Roadside	481033	168300	NO ₂		0.0	3.4	No	2.4
WOK867	21 Denmark St, Wok	Roadside	481104	168444	NO ₂	Wokingham Town Centre AQMA	0.0	5.0	No	1.8
WOK869	Mullie (26) High Street	Roadside	478681	175998	NO ₂		0.5	1.4	No	2.5
WOK870	Hunt & Nash Church St	Roadside	478813	175975	NO ₂	Twyford Crossroads AQMA	0.5	0.5	No	2.5
WOK872	Registry Office, Reading Rd	Roadside	480816	168793	NO ₂	Wokingham Town Centre AQMA	0.8	1.6	No	2.5

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
WOK873	27 The Terrace	Roadside	480863	168787	NO ₂		0.3	2.6	No	2.5
WOK874	Broad St, Wokingham	Roadside	481182	168603	NO ₂	Wokingham Town Centre AQMA	0.0	0.0	No	2.4
WOK871 WOK875 WOK876	15 London Rd, Twyford 3	Roadside	478830	176025	NO ₂	Twyford Crossroads AQMA	0.8	1.6	No	2.5
WOK 877	Almshouses, London Rd	Roadside	478904	176060	NO ₂		0.8	1.6	No	2.4
WOK 878	17 Wargrave Rd Twyford	Roadside	478719	176100	NO ₂		1.7	3.2	No	2.5
WOK 882	Sign Whitley Wd Ln	Roadside	472299	168677	NO ₂		4.2	2.0	No	2.5
WOK 883	Evendons Pri Sch	Roadside	480483	167011	NO ₂		3.0	1.0	No	2.5
WOK 850 WOK 887 WOK 888	19 High St Twyford 3	Roadside	478733	175985	NO ₂	Twyford Crossroads AQMA	0.3	1.2	No	2.2
WOK 864 WOK 889 WOK 890	1 Waltham Rd 3	Roadside	478887	175945	NO ₂		0.0	3.4	No	2.2

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Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
WOK 891	6 Budd Grove	Roadside	477498	170218	NO ₂		0.0	3.4	No	2.2
WOK 892	3A Wellington Rd	Roadside	480547	168543	NO ₂		10.0	1.0	No	2.4
WOK 893	6 Barkham Rd	Roadside	480571	168569	NO ₂		0.0	2.5	No	2.4
WOK 894	181 Outfield Crescent	Roadside	480737	168442	NO ₂		0.0	2.5	No	2.4
WOK 895	47 Barkham Road	Roadside	480375	168399	NO ₂		0.0	1.0	No	2.4
WOK 896	1A Alderman Wiley Close, Wokingham	Roadside	480703	168682	NO ₂		0.0	8.0	No	2.4
WOK 879 WOK 880 WOK 881	Peach Street CM Unit 3	Roadside	481359	168606	NO ₂	Wokingham Town Centre AQMA	3.0	1.5	Yes	2.0
WOK 884 WOK 885 WOK 886	Twyford CM Unit 3	Roadside	478765	175999	NO ₂	Twyford Crossroads AQMA	3.0	1.5	Yes	2.0

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A.3 – Annual Mean NO₂ Monitoring Results: Automatic Monitoring (µg/m³)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2022 (%) ⁽²⁾	2018	2019	2020	2021	2022
CM2 Peach Street Wokingham	481348	168603	Roadside	92.2	100	32.9	33	22.3	24.2	27.1
CM3 Twyford Cross Roads	478765	176003	Kerbside	95.7	100		29.9	22.1	26.0	23.6

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Reported concentrations are those at the location of the monitoring site (annualised, as required), i.e. prior to any fall-off with distance correction.

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Notes:

The annual mean concentrations are presented as µg/m³.

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.4 – Annual Mean NO₂ Monitoring Results: Non-Automatic Monitoring (µg/m³)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2022 (%) ⁽²⁾	2018	2019	2020	2021	2022
WOK11	478133	170598	Roadside	92.6	92.6	28.0	32.0	20.9	20.3	23.9
WOK19	475583	175704	Roadside	90.1	90.1	22.0	28.9	18.7	19.9	22.2
WOK52	481521	168750	Roadside	100.0	100.0	26.0	30.3	21.4	22.8	23.2
WOK53	479771	171093	Roadside	100.0	100.0	23.0	21.1	15.4	14.7	16.0
WOK70	478011	170135	Roadside	67.9	67.9	25.0	25.5	16.8	16.1	17.4
WOK71	477907	170191	Roadside	90.4	90.4	25.0	31.9	21.2	21.4	22.6
WOK98	478611	170225	Roadside	92.3	92.3	31.0	25.4	16.5	15.3	16.1
WOK505	474444	172062	Roadside	100.0	100.0	29.0	36.5	31.0	29.2	28.9
WOK509	476414	182648	Roadside	100.0	100.0	21.0	23.9	16.4	16.7	17.8
WOK602	478739	170107	Roadside	100.0	100.0	25.0	21.2	13.4	15.6	17.7
WOK803	480651	168544	Roadside	100.0	100.0	27.0	30.7	19.5	22.0	18.4
WOK805	480547	168543	Roadside	100.0	100.0	24.0	25.0	17.1	18.3	18.5
WOK817	483231	168817	Roadside	92.3	92.3	24.0	21.6	14.0	15.3	15.5
WOK825	478541	178634	Roadside	83.0	83.0	30.0	31.1	21.3	23.2	23.8
WOK827	479047	175831	Kerbside	100.0	100.0	20.0	20.6	14.6	15.2	15.6
WOK829	475806	175577	Roadside	80.8	80.8	28.0	28.6	20.7	23.1	24.0
WOK835	478192	170672	Roadside	65.7	65.7	26.0	26.6	19.3	21.2	20.3

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Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2022 (%) ⁽²⁾	2018	2019	2020	2021	2022
WOK836	472346	168684	Roadside	100.0	100.0	24.0	27.0	19.3	18.7	21.5
WOK838	480995	168726	Roadside	92.3	92.3	41.0	41.8	28.6	36.5	37.2
WOK841	473130	168783	Roadside	100.0	100.0	27.0	33.3	20.7	23.0	24.4
WOK844	481492	168775	Roadside	100.0	100.0	36.0	38.6	25.9	31.2	31.1
WOK846	477131	170019	Roadside	91.8	91.8	26.0	21.6	14.0	15.2	16.2
WOK857	481031	168725	Roadside	100.0	100.0	39.3	39.9	29.0	31.9	32.4
WOK861	476997	170107	Roadside	91.8	91.8	21.0	23.2	14.9	14.8	17.8
WOK863	478768	176012	Roadside	92.6	92.6	31.0	30.7	21.7	22.8	24.0
WOK866	481033	168300	Roadside	83.0	83.0	24.0	25.3	15.9	17.7	18.9
WOK867	481104	168444	Roadside	100.0	100.0	23.6	23.7	13.4	18.1	19.2
WOK869	478681	175998	Roadside	100.0	100.0	27.0	27.1	18.9	19.4	21.9
WOK870	478813	175975	Roadside	100.0	100.0	29.0	29.0	20.2	22.0	22.2
WOK872	480816	168793	Roadside	100.0	100.0	33.0	32.4	23.0	25.5	26.4
WOK873	480863	168787	Roadside	90.4	90.4	25.0	24.7	17.3	19.3	19.4
WOK874	481182	168603	Roadside	100.0	100.0	25.0	28.9	20.0	21.7	22.4
WOK871 , WOK875 , WOK876	478830	176025	Roadside	92.6	92.6	31.0	27.3	13.0	21.5	20.8
WOK 877	478904	176060	Roadside	100.0	100.0	22.0	22.9	14.9	16.6	16.7
WOK 878	478719	176100	Roadside	91.8	91.8	23.0	27.5	17.4	18.3	19.5

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Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2022 (%) ⁽²⁾	2018	2019	2020	2021	2022
WOK 882	472299	168677	Roadside	90.1	90.1	29.0	32.6	20.7	23.8	24.9
WOK 883	480483	167011	Roadside	90.4	90.4	27.0	29.1	19.6	22.4	22.2
WOK 850, WOK 887, WOK 888	478733	175985	Roadside	100.0	100.0	44.0	42.8	31.3	32.5	32.8
WOK864, WOK 889 , WOK890	478887	175945	Roadside	100.0	100.0	35.6	37.0	24.4	26.9	26.8
WOK 891	477498	170218	Roadside	100.0	100.0		22.2	14.3	16.9	18.5
WOK 892	480547	168543	Roadside	100.0	100.0			15.4	18.7	22.5
WOK 893	480571	168569	Roadside	100.0	100.0			18.5	20.4	20.4
WOK 894	480737	168442	Roadside	100.0	100.0			13.3	14.4	14.9
WOK 895	480375	168399	Roadside	90.4	90.4			13.5	16.4	16.6
WOK 896	480703	168682	Roadside	100.0	100.0				14.9	16.6
WOK 879, WOK 880, WOK 881	481359	168606	Roadside	100.0	100.0	33.0	22.2	24.0	27.6	28.0
WOK 884, WOK 885, WOK 886	478765	175999	Roadside	100.0	100.0		30.5	21.9	22.6	23.1

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Diffusion tube data has been bias adjusted.

Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.

Notes:

The annual mean concentrations are presented as $\mu\text{g}/\text{m}^3$.

Exceedances of the NO_2 annual mean objective of $40\mu\text{g}/\text{m}^3$ are shown in **bold**.

NO_2 annual means exceeding $60\mu\text{g}/\text{m}^3$, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.1 – Trends in Annual Mean NO₂ Concentrations in the Wokingham Town Centre AQMA 2018-2022



Figure A.1 presents NO₂ annual mean concentrations for sites within the Wokingham AQMA between years 2018 to 2022. There are no exceedances of the annual mean objective in 2022 and there is a general trend of reduction experienced across the sites since 2019.

Figure A.2 – Trends in Annual Mean NO₂ Concentrations in the Twyford Crossroads AQMA 2018-2022

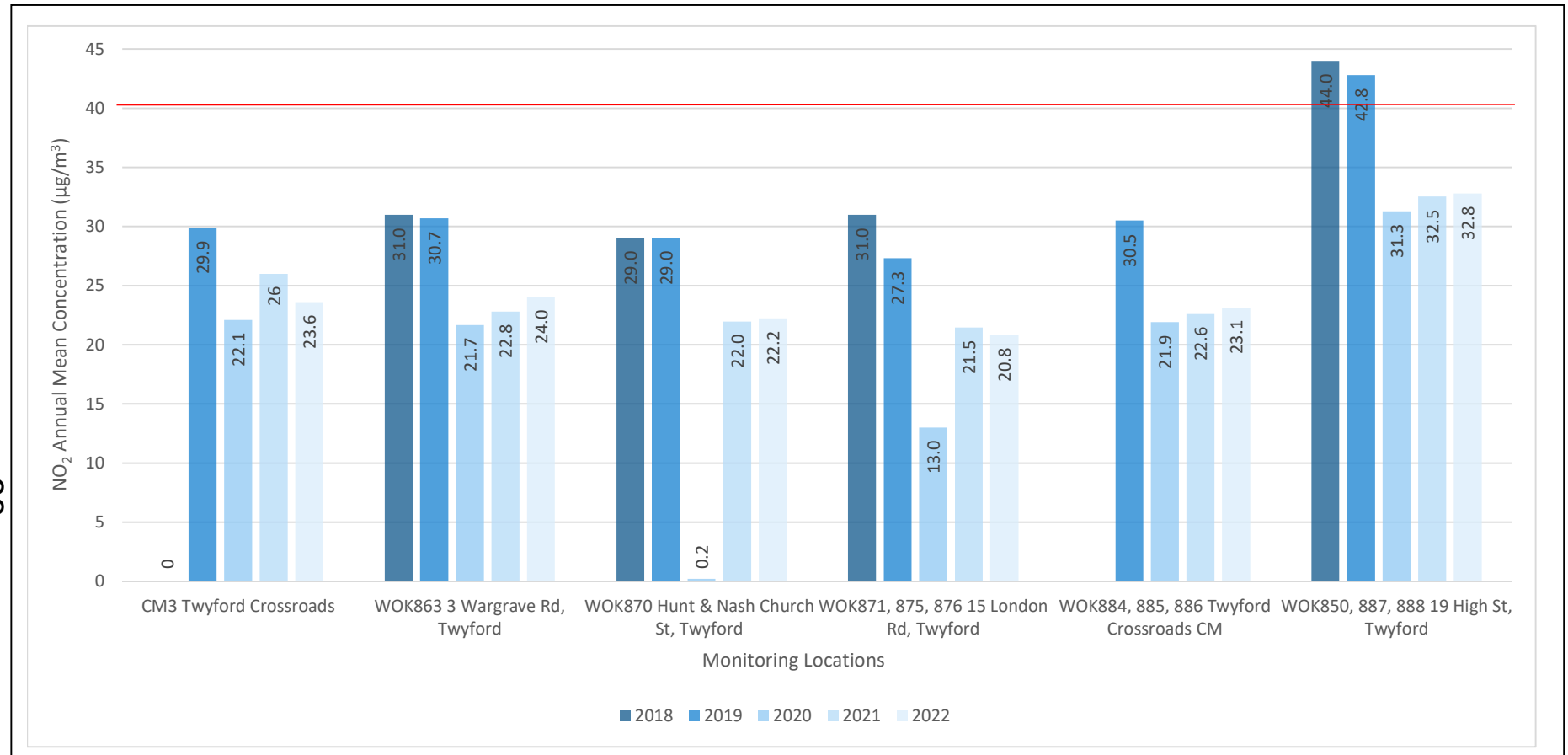


Figure A.2 presents NO₂ annual mean concentrations for sites within the Twyford Crossroad AQMA between years 2018 to 2022. There are no exceedances of the annual mean objective in 2022 and there is a general trend of reduction experienced across the sites since 2019.

Figure A.3 – Trends in Annual Mean NO₂ Concentrations in the M4 AQMA 2018-2022

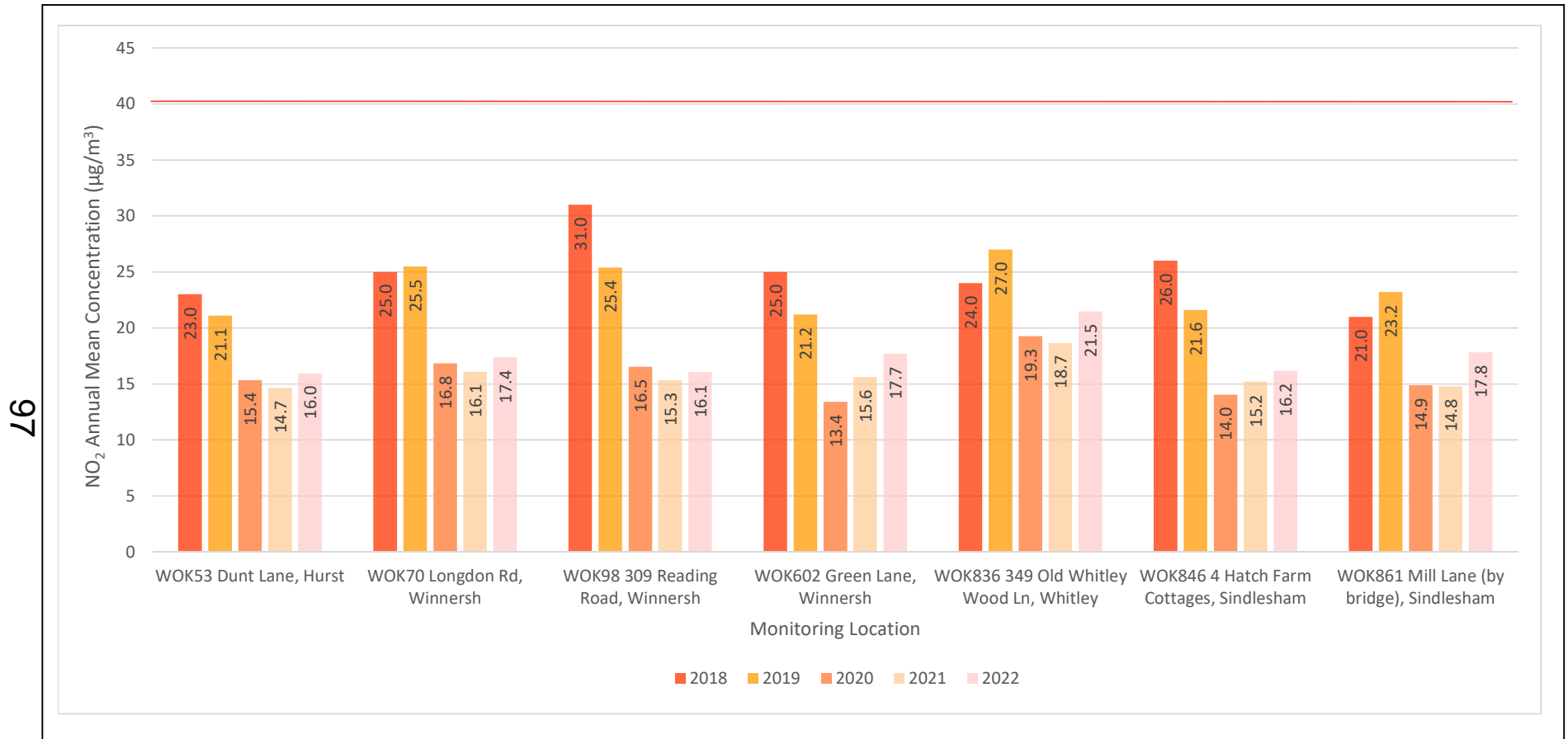


Figure A.3 presents NO₂ annual mean concentrations for sites located near the M4 AQMA between years 2018 to 2022. There are no exceedances of the annual mean objective in 2022 and there is a general trend of reduction experienced across the sites since 2018, and has continually been below the air quality objective since 2018.

Figure A.4 – Trends in Annual Mean NO₂ Concentrations within Wokingham (outside the AQMAs) 2018-2022

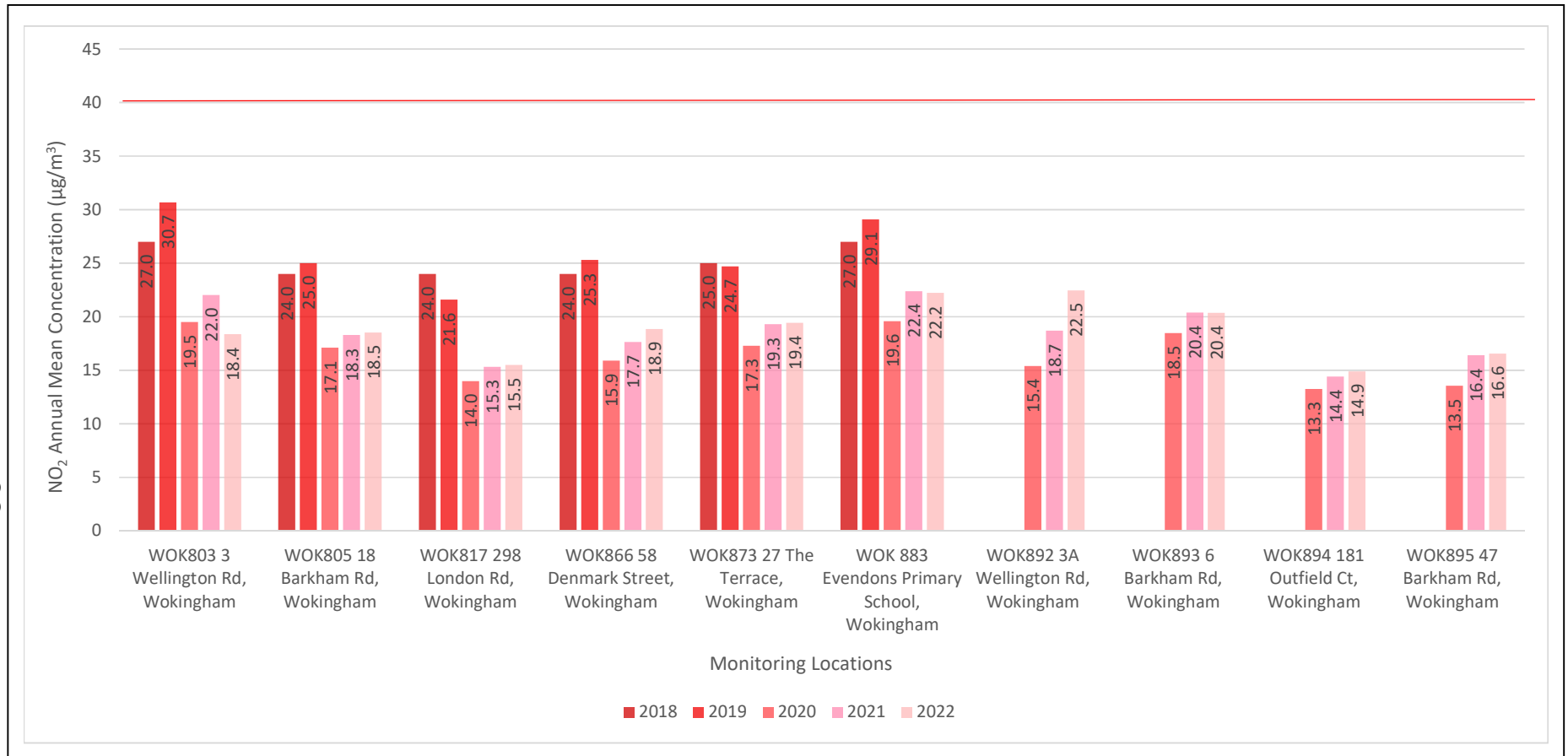


Figure A.4 presents NO₂ annual mean concentrations for sites located in Wokingham outside the AQMA in the years 2018 to 2022. There have been no exceedances of the annual mean objective since 2018 and the tubes located near the Rail Crossing WOK892, WOK893 and WK895 are securely within the objectives.

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Figure A.5 – Trends in Annual Mean NO₂ Concentrations within Winnersh, Earley & Shinfield (outside AQMAs) 2018-2022

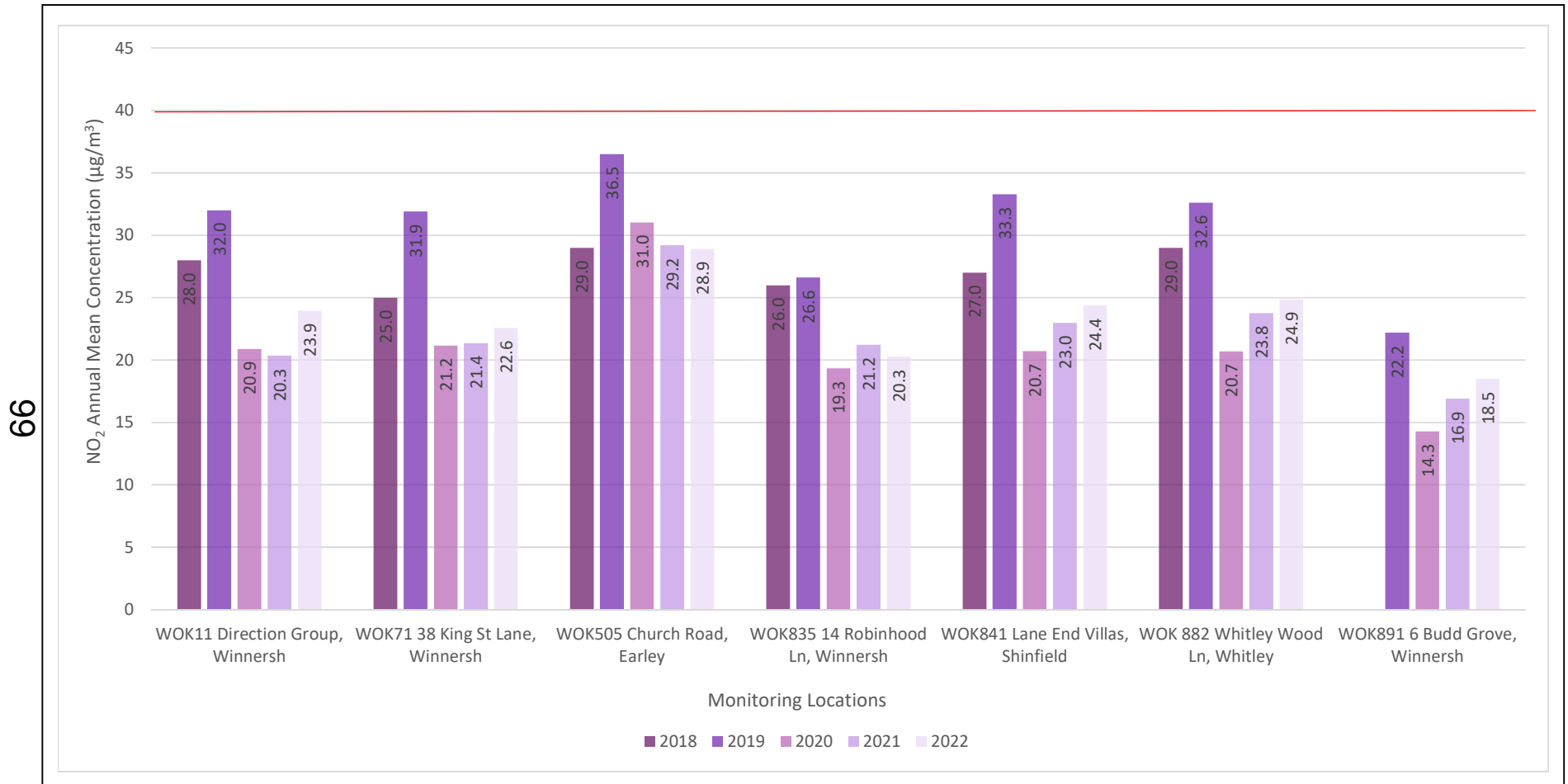


Figure A.5 presents NO₂ annual mean concentrations for sites located in Wokingham outside the AQMA in the years 2018 to 2022. There have been no exceedances of the annual mean objective since 2018 and the tubes NO₂ levels are securely within the objectives.

Figure A.6 – Trends in Annual Mean NO₂ Concentrations within Twyford, Sonning, Wargrave & Henley (outside AQMAs) 2018-22



Figure A.6 presents NO₂ annual mean concentrations for sites located in Wokingham outside the AQMA in the years) 2018 to 2022. There have been no exceedances of the annual mean objective since 2018 and the tubes NO₂ levels are securely within the objectives.

Figure A.7 – Trends in Monthly Average NO₂ Concentrations from Wokingham Continuous Monitor for 2019-2022

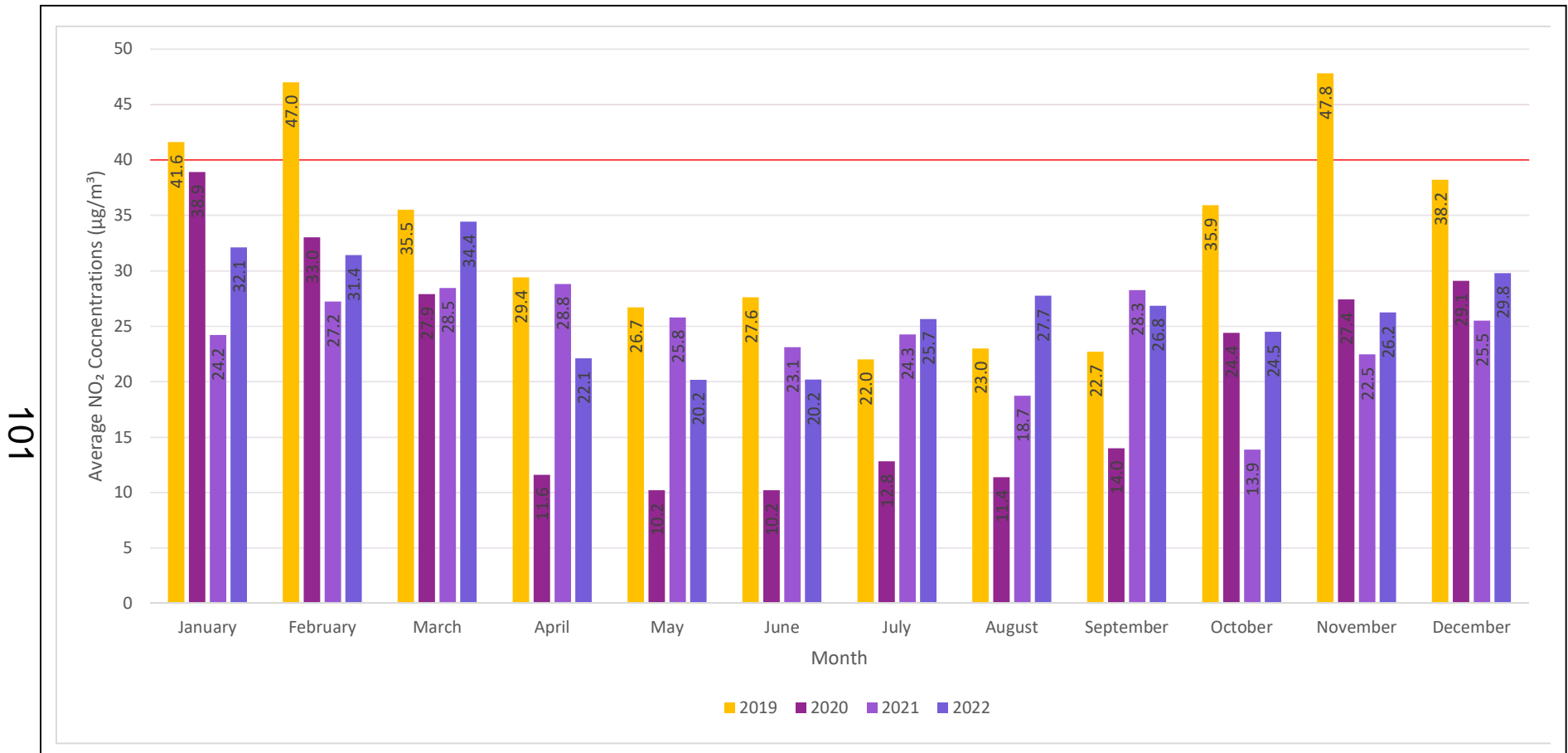


Figure A.7 presents NO₂ monthly trends for the Continuous monitor in Wokingham Town Centre from 2019 to 2022. There have been no exceedances of the annual mean objective since before 2018 this year the annual average was 21.1 µg/m³. You can see the typical NO₂ trend clearly represented by the change in the weather, as the NO₂ increases in the typically colder months due to the temperature inversions.

Figure A.8 – Trends in Monthly Average NO₂ Concentrations from Twyford Continuous Monitor for 2019-2022



Figure A.8 presents NO₂ monthly trends for the Continuous monitor in Twyford from 2019 to 2022. There have been no exceedances of the annual mean objective since starting monitoring in 2018 this year the annual average was 23.6 µg/m³. You can see the typical NO₂ trend clearly represented by the change in the weather, as the NO₂ increases in the typically colder months due to the temperature inversions.

Table A.5 – 1-Hour Mean NO₂ Monitoring Results, Number of 1-Hour Means > 200µg/m³

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2022 (%) ⁽²⁾	2018	2019	2020	2021	2022
CM2 Peach Street Wokingham	481348	168603	Roadside	92.2	100	15	0	0 (112.34)	0	0
CM3 Twyford Cross Roads	478765	176003	Kerbside	95.7	100		0	0	13	0

Notes:

Results are presented as the number of 1-hour periods where concentrations greater than 200µg/m³ have been recorded.

103 Exceedances of the NO₂ 1-hour mean objective (200µg/m³ not to be exceeded more than 18 times/year) are shown in **bold**.

If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Appendix B: Full Monthly Diffusion Tube Results for 2022

Table B.1 – NO₂ 2022 Diffusion Tube Results (µg/m³)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.87	Annual Mean: Distance Corrected to Nearest Exposure	Comment
WOK 11	478133	170598	36.4	21.8	33.5	21.5	19.1	38.1		23.0	25.3	25.6	27.8	32.1	27.7	23.9		
WOK 19	475583	175704	34.0	24.1	31.5	20.8	20.5	23.7	23.0	22.3	26.8	26.6	28.8		25.6	22.2		
WOK 52	481521	168750	38.9	22.1	39.1	13.0	21.2	20.2	24.2	26.2	26.9	26.8	30.4	31.9	26.8	23.2		
WOK 53	479771	171093	29.4	17.5	25.1	14.1	12.7	14.3	12.9	16.1	17.6	16.6	21.9	23.0	18.4	16.0		
WOK 70	478011	170135	30.5		28.1	17.5				19.3	20.0	22.2	23.4	24.6	23.2	17.4		
WOK 71	477907	170191	33.0	23.3	33.6		19.0	22.5	21.0	25.4	26.4	26.4	27.2	29.1	26.1	22.6		
WOK 98	478611	170225		15.9	27.1	15.6	14.9	15.3	14.0	16.3	17.5	20.5	23.2	23.9	18.6	16.1		
WOK 505	474444	172062	42.0	32.0	40.8	32.2	25.9	28.4	31.5	22.7	35.3	32.6	38.0	39.2	33.4	28.9		
WOK 509	476414	182648	27.1	20.1	21.8	16.0	17.2	21.0	19.3	19.2	16.8	20.2	25.6	21.8	20.5	17.8		
WOK 602	478739	170107	26.5	12.7	28.7	21.4	14.6	14.4	18.8	32.6	22.5	15.1	14.3	23.5	20.4	17.7		
WOK 803	480651	168544	26.2	14.4	34.4	19.9	16.2	16.0	18.4	20.2	22.1	20.2	20.8	25.8	21.2	18.4		
WOK 805	480547	168543	29.3	12.8	32.6	21.1	15.7	18.1	17.5	20.0	18.0	21.4	23.9	26.5	21.4	18.5		
WOK 817	483231	168817		14.3	25.6	16.0	15.0	15.1	15.8	17.2	18.2	18.5	17.9	23.3	17.9	15.5		
WOK 825	478541	178634	39.4		28.6		20.5	23.7	25.8	26.1	26.1	25.9	27.4	31.3	27.5	23.8		
WOK 827	479047	175831	24.9	17.3	23.4	15.6	14.6	14.9	12.8	14.6	15.3	17.9	21.7	23.6	18.0	15.6		
WOK 829	475806	175577	36.5	25.3	32.5			20.8	25.3	26.7	27.9	26.3	28.6	27.2	27.7	24.0		
WOK 835	478192	170672	33.0		30.1				16.8	23.7	23.8	25.8	27.8	30.9	26.5	20.3		
WOK 836	472346	168684	30.8	27.4	36.7	19.2	18.8	21.8	21.2	22.3	21.9	25.0	25.8	27.0	24.8	21.5		
WOK 838	480995	168726		81.9	50.0	40.4	30.9	31.6	36.3	42.7	42.2	34.3	36.5	46.1	43.0	37.2		

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DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.87	Annual Mean: Distance Corrected to Nearest Exposure	Comment
WOK 841	473130	168783	40.5	28.9	31.8	27.4	21.5	23.3	24.3	25.0	29.6	25.2	27.4	33.1	28.2	24.4		
WOK 844	481492	168775	48.6	28.8	42.8	33.5	29.2	28.6	33.7	33.7	36.2	34.0	38.0	44.2	35.9	31.1		
WOK 846	477131	170019	26.1	14.7	26.9	21.4	14.7	13.6	15.4			16.3	15.0	22.9	18.7	16.2		
WOK 857	481031	168725	48.5	31.5	52.0	33.3	31.1	31.4	35.3	36.7	36.7	35.3	37.4	40.3	37.4	32.4		
WOK 861	476997	170107	26.1	18.0	28.0	17.8	15.9	17.5	19.1			18.4	20.6	24.6	20.6	17.8		
WOK 863	478768	176012	37.2		30.3	24.8	23.5	22.7	24.9	25.5	27.7	26.0	30.6	32.4	27.8	24.0		
WOK 864	478887	175945	40.9	28.9	38.5	25.2	26.2	29.9	28.3	26.3	30.9	32.4	36.6	30.5	-	-		Triplicate Site with WOK864, WOK 889 and WOK890 - Annual data provided for WOK890 only
WOK 866	481033	168300	28.9		26.8	19.1		19.2	17.2	18.3	19.4	21.1	21.6	26.3	21.8	18.9		
WOK 867	481104	168444	31.3	16.7	32.1	21.2	17.9	15.5	17.6	20.9	22.4	20.1	21.4	29.2	22.2	19.2		
WOK 869	478681	175998	29.7	20.8	28.3	20.0	20.5	21.2	21.4	23.2	23.8	26.9	28.2	39.7	25.3	21.9		
WOK 870	478813	175975	32.9	23.8	33.1	22.2	21.0	22.1	23.6	22.8	26.3	26.0	26.2	28.4	25.7	22.2		
WOK 871	478830	176025	37.6	22.5	29.1	19.5	20.3	18.3	21.2	20.7	25.5	23.3		28.7	-	-		Triplicate Site with WOK871 , WOK875 and WOK876 - Annual data provided for WOK876 only
WOK 872	480816	168793	37.2	28.3	37.4	26.2	25.5	25.5	28.3	27.6	31.5	31.1	32.7	35.3	30.5	26.4		
WOK 873	480863	168787	30.0	17.0	32.5	22.2		14.8	17.9	21.5	22.9	18.8	21.2	28.0	22.4	19.4		
WOK 874	481182	168603	37.3	23.1	33.4	25.9	20.4	18.3	21.9	24.3	25.0	22.2	26.8	32.7	25.9	22.4		
WOK 875	478830	176025	31.8	22.5	29.4	21.2	20.8	18.6	20.6	20.5	24.3	23.1		26.3	-	-		Triplicate Site with WOK871 , WOK875 and WOK876 - Annual data provided for WOK876 only
WOK 876	478830	176025	35.2	23.7		22.0				21.7	25.0	23.4			24.0	20.8		Triplicate Site with WOK871 , WOK875 and WOK876 - Annual data provided for WOK876 only

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DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.87	Annual Mean: Distance Corrected to Nearest Exposure	Comment
WOK 877	478904	176060	26.6	19.3	24.6	17.1	14.1	14.9	13.6	15.9	17.5	20.0	22.7	25.8	19.3	16.7		
WOK 878	478719	176100	30.2	17.7	32.0	18.7	17.1	18.0	19.4		22.4	21.6	22.9	27.4	22.5	19.5		
WOK 882	472299	168677	39.2	21.9	28.5	24.3	25.1	26.8	28.1	30.8	31.8		30.8	28.8	28.7	24.9		
WOK 883	480483	167011	32.3	21.6	32.5		19.2	22.3	21.5	23.0	26.1	25.4	28.0	30.7	25.7	22.2		
WOK 850	478733	175985	45.2	3.0	45.3	35.2	34.9	36.5	38.3	36.2	39.2	36.8	44.2	40.1	-	-		Triplicate Site with WOK 850, WOK 887 and WOK 888 - Annual data provided for WOK 888 only
WOK 887	478733	175985	75.9	38.9	40.7	32.8	32.7	35.1	39.8	37.9	35.8	38.4	41.2	30.4	-	-		Triplicate Site with WOK 850, WOK 887 and WOK 888 - Annual data provided for WOK 888 only
WOK 888	478733	175985	42.7	39.2	40.7	31.9	33.3	37.1	38.4	38.7	40.4	38.5	42.5	25.6	37.9	32.8		Triplicate Site with WOK 850, WOK 887 and WOK 888 - Annual data provided for WOK 888 only
WOK 889	478887	175945	35.4	28.8	39.7	24.3	24.6	29.7	26.8	25.1	26.7		32.6	34.0	-	-		Triplicate Site with WOK864, WOK 889 and WOK890 - Annual data provided for WOK890 only
WOK 890	478887	175945	42.7	29.9	40.8	23.7	25.4	28.7	28.1	26.7	30.9		35.2	34.6	30.9	26.8		Triplicate Site with WOK864, WOK 889 and WOK890 - Annual data provided for WOK890 only
WOK 891	477498	170218	30.4	16.4	26.2	18.6	16.4	17.3	16.5	19.5	20.7	22.4	24.7	27.4	21.4	18.5		
WOK 892	480547	168543	34.7	15.2	31.9	25.4	20.2	21.7	23.5	24.6	29.9	26.2	28.0	30.4	26.0	22.5		

All erroneous data has been removed from the NO₂ diffusion tube dataset presented in Table B.1.

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Local bias adjustment factor used.

National bias adjustment factor used.

Where applicable, data has been distance corrected for relevant exposure in the final column.

Wokingham Borough Council confirm that all 2022 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

New or Changed Sources Identified Within Wokingham Borough Council During 2022

Wokingham Borough Council has not identified any new sources relating to air quality within the reporting year of 2022.

Additional Air Quality Works Undertaken by Wokingham Borough Council During 2022

An additional study of PM₁₀ and PM_{2.5} was initiated by Wokingham and is being carried out by TRL in from August 2021-23 across both Wokingham and Twyford. This project was developed as in 2020 Wokingham Borough Council Motion passed to monitor the level of PM_{2.5} across the borough. It was established that we have monitored for NO₂ across Wokingham over 20 years however we have not had an objective level for PM_{2.5}, until 2022, to try and achieve. Also as part of the Clean Air Strategy (2019), there is a commitment to move toward the lower limit of 10ug/m³ as set out in World Health Organisation (WHO) guidelines by 2025.”

Due to budget constraints and what we were trying to monitor; MCERTS Osiris⁹ indicative instruments were chosen as best value for short term monitoring to ascertain whether there is a localised PM problem.

The monitors were situated at 4 locations across the Wokingham Borough which were Peach Street Wokingham, Winnersh, Lower Earley and Twyford. The 12 month monitoring commenced between August & October 2021 and finished in September 2022, as the data capture was not complete in some areas due to technical errors at several of the sites, further monitoring will continue into 2023. Table C.1 shows the results taken during the 2021 to 2022 which includes PM_{2.5} and PM₁₀. A further analysis will be provided in the 2023. However our findings to date show that the highest PM_{2.5} level recorded was 9.76 µg/m³ in Winnersh, and this is below the new Environmental Targets (Fine Particulate Matter)

⁹ <https://turnkey-instruments.com/product/osiris/>

(England) Regulations 2022, where by the annual level of PM_{2.5} must be below 10 µg/m³ in the target year of 2040. The highest PM₁₀ level recorded was 19.0 µg/m³ also located at the Winnersh monitor and remains well below the AQO of 40 µg/m³ per year. The findings so far conclude that both PM levels are within the objectives.

Table C.1 Statistics of period monitoring across Wokingham and Twyford for 12 months from 2021 to 2022.

Table C.1 – PM_{2.5} & PM₁₀ annual results from the Study in Wokingham

	Winnersh		Peach Street		Lower Earley		Twyford	
	PM ₁₀	PM _{2.5}	PM ₁₀	PM _{2.5}	PM ₁₀	PM _{2.5}	PM ₁₀	PM _{2.5}
Average	19.0	9.76	12.8	6.35	9.45	6.11	13.5	6.53
Exceedances of PM₁₀ National AQ objective of 24hour (50µg/m3)	11		0		0		0	
Period Data Capture (%)	75.3	68.9	86.1	86.1	100	100	78.9	47.0

That the highest PM_{2.5} level recorded was 9.76 µg/m³ in Winnersh, and this is below the new Environmental Targets (Fine Particulate Matter) (England) Regulations 2022, where by the annual level of PM_{2.5} must be below 10 µg/m³ in the target year of 2040. The highest PM₁₀ level recorded was 19.0 µg/m³ also located at the Winnersh monitor and remains well below the AQO of 40 µg/m³ per year. The findings so far conclude that both PM levels are within the objectives.

DEFRA Grant 2021

The grant awarded was £259,000 for the projects of creating an anti-idling campaign, measuring PM_{2.5} at the schools located near/within the AQMAs and looking at behaviour change of our residents with the aim of reducing exposure of children at school and raising awareness of parents /carers and children and the wider community.

PM_{2.5} Monitoring

AECOM, air quality consultants, were appointed to monitor PM_{2.5} and PM₁₀ and weather at or close to 14 selected schools that were within or close to the AQMAs. Monitoring at the schools, took place between February 2022 to February 2023 for a minimum of 3 months to include term time and holiday period. This provided a snap shot of the levels around schools using a low-cost air quality sensor unit (Vortex) providing real-time measurements at 5 minute intervals. As the data was not ratified nor calibrated against a reference equivalent monitor, the data only provides an indicative measurement. The monitors were paired with weather sensors located close by to continuously measure parameters including wind speed and direction, temperature and rainfall. The air quality monitoring equipment was attached to a lamp post or street light and the weather station positions close by but on another lamp post or street light.

The data have not been annualised to represent an annual mean and are therefore the results are indicative only. However, the period means were all below the relevant air quality objectives. All the schools were within the Environmental Targets (Fine Particulate Matter) (England) Regulations 2023 for PM_{2.5} (i.e. the annual mean should not exceed 25 µg/m³ and the interim target of 12 µg/m³ to be met by end 2027 and long term target of 10 µg/m³ by 2040.)

Hourly, daily and weekly results were analysed for temporal distribution and also plotted to compare the difference between school term time and holiday. Lower concentrations seen in the daytime were due to warmer temperature allowing PM to disperse; the night time cooler temperatures reduce the atmospheric boundary layer and increase stability acting to trap PM closer to the ground. The concentrations did vary, weather clearly influenced concentrations such as rainfall acts to disperse and deplete pollution more readily. The winter higher concentrations from the continent were seen as opposed to the cleaner maritime air from the Atlantic. Patterns in road traffic flow effects but not as significant as weather conditions though. The morning rush hour increase in concentration was evident, as were higher concentrations recorded around 9am and then again around 4pm coinciding with the end of the school day. Concentrations seen to be higher in the middle of the week and then at the end of the week and weekends, these are due to changes in road traffic and commercial/industrial activity in the post-covid hybrid working pattern. Overall lower concentrations were noted in holiday periods.

The schools have all been sent their site-specific Particulate Monitoring Report and Action Plan. This detailed the details of the monitoring, the results and details analysis, a number of actions to further investigate the sources of pollution and to target air quality

improvements for children at the school and the surrounding area. It is recommended that an audit of sources around the school is considered before considering the most appropriate actions are taken forward. The audit could include looking at the age of boilers and where flues are positioned; considering the location of the playground to busy roads and does any screening exist; school travel plans and how accessibility for cycling/scooting to school; review of vehicle engine idling or traffic queuing outside the school. In addition a number of mitigation measures were identified, divided into generic which could be applicable across the district/borough and more specific to the school. For each measure an approximate timescale and cost was given based on the following criteria: potential air quality benefits; cost; deliverability; and wider benefits (e.g. improved safety, child health and promotion of sustainable transport). See Appendix A for an example of a generic and specific mitigation measure table.

While the study did not identify any significant health risks associated with exposure to PM_{2.5} recommendations have been made to reduce the levels of PM_{2.5} in the air wherever possible.

Biggest Loser

During 2022 the Biggest Loser section of the DEFRA Grant award was started and this involved using diffusion tubes to measure the NO₂ outside 14 Schools within Wokingham Borough Council which are located closest to the 3 AQMA's. The 2022 results will be compared against the 2023 results to see if the Behaviour change experiment of education children & carers and erecting signs asking for the guardians who drop off the children actually makes a difference outside a school.

QA/QC of Diffusion Tube Monitoring

Wokingham Borough Council uses GRADKO as the supplier used for diffusion tubes within 2022 and the method of preparation, e.g. 20% TEA in water. The monitoring that has been completed is in adherence with the 2022 Diffusion Tube Monitoring Calendar.

The Workplace Analysis Scheme for Proficiency (WASP) is an independent analytical performance testing scheme, operated by the Health and Safety Laboratory (HSL). WASP formed a key part of the former UK NO₂ Network's QA/QC and remains an important QA/QC exercise for laboratories supplying diffusion tubes to Local Authorities for use in the context

of Local Air Quality Management. The laboratory participants analyse four spiked tubes and report the results to HSL. HSL assign a performance score to each laboratory's result, based on their deviation from the known mass of nitrite in the analyte. The Performance criteria are due to be changed, at present the criteria are based on the z-score method, and equates to the following:

GOOD: Results obtained by the participating laboratory are on average within 13% of the assigned value. This equates to a Rolling Performance Index (RPI) of 169 or less.

ACCEPTABLE: Results obtained by the participating laboratory are on average within 13-26% of the assigned value. This equates to an RPI of 169 - 676.

WARNING: Results obtained by the participating laboratory are on average within 26 – 39% of the assigned value. This equates to an RPI of 676 - 1521.

FAILURE: Results obtained by the participating laboratory differ by more than 39% of the assigned value. This equates to an RPI of greater than 1521.

However, from April 2009, the criteria has been based upon the Rolling Performance Index (RPI) statistic and will be tightened to the following:

GOOD: Results obtained by the participating laboratory are on average within 7.5% of the assigned value. This equates to an RPI of 56.25 or less.

ACCEPTABLE: Results obtained by the participating laboratory are on average within 15% of the assigned value. This equates to an RPI of 225 or less.

UNACCEPTABLE: Results obtained by the participating laboratory differ by more than 15% of the assigned value. This equates to an RPI of greater than 225.

Wokingham Borough Council use Gradko International for the supply and analysis of the nitrogen dioxide diffusion tubes for their non-automatic monitoring programme. Gradko's performance for AIR PT please see Table C.2. Nitrogen Dioxide AIR PT 2019.

Diffusion Tube Annualisation

Both Sites WOK70 and WOK835 required annualisation as the data capture was less than 75% but greater than 25%. Both sites only captured 66.6 %. Details of the calculation method undertaken provided in Table C.1. WOK70 was missing the data due from the tubes being absent on change over day in February, May, June and July. WOK835 was also missing the data due from the tubes being absent in February, April, May and June. If both of these sites had continued to have data missing then they would have been relocated to

a new nearby receptor or lamppost. Three sites have been used for annualisation as the fourth nearest site Reading (URN REA1 2022) had insufficient (<85%) data capture and could not be used.

Table C.1 – Annualisation Summary (concentrations presented in µg/m³)

Site ID	Annualisation Factor Oxford URN Site OX8 2022	Annualisation Factor Swindon URN Site SWHO 2022	Annualisation Factor Chilbolton Observatory URN CHBO 2022	Average Annualisation Factor	Raw Data Annual Mean	Annualised Annual Mean
WOK70	0.8802	0.8446	0.8704	0.8651	23.2	20.1
WOK835	0.8808	0.8712	0.9002	0.8841	26.5	23.4

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2022 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO₂ continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

Wokingham Borough Council have applied a local bias adjustment factor of **0.87** to the 2022 monitoring data. A summary of bias adjustment factors used by Wokingham Borough Council over the past five years is presented in Table C.2. The sites which were used were Peach Street in Wokingham Town Centre (AQMA) and Twyford Cross Roads (AQMA). Gradko International Ltd of St Martin’s House 77 Wales Street Winchester Hampshire is the supplier and analyst of the nitrogen dioxide diffusion tubes. The tubes are analysed by U.V. spectrophotometry. The limit of detection is 20% TEA/Water.

Factor from Local Co-location Studies and Discussion of Choice of Factor to Use

The local co-located sites combined are used as bias adjustment factor 0.83 was applied. A copy of the co-location spreadsheet used is provided below.

In determining the bias adjustment factor for the 2022 data the following was taken into consideration:

Cases where the locally obtained bias adjustment factor may be more representative:

- Where the diffusion tube exposure periods weekly or fortnightly – the Wokingham sites are town centre & Twyford Village Cross Roads, and the co-location study is monthly.
- For co-location sites with “good” precision for the diffusion tubes and with high quality chemiluminescence results – It can be seen from Figure C.4 below that both the Wokingham Town Centre & Twyford Village Cross Roads co-location study achieved “good” precision, and “good Data Capture” both at 95% & 96%. The chemiluminescence monitors results (automatic monitoring) are high quality (see the QA/QC of Automatic Monitoring section above).

Cases where the combined (national) bias adjustment factor may be more representative:

- Where the survey consists of tubes exposed over a range of settings, which differ from the co-location site – this is not the case for Wokingham Borough.
- Where the co-location study is for less than nine months, although the diffusion tube monitoring is for a longer period - The Wokingham town centre & Twyford Village Cross Roads co-location study and diffusion tube surveys are for a full calendar year (2020).
- Where the automatic analyser has been operated using local, rather than national, QA/QC procedures - The Wokingham town centre chemiluminescence results (automatic monitoring) are high quality, see the QA/QC of Automatic Monitoring section above.
- Where data capture from the automatic analyser is less than 90%, or there have been problems with data quality. Due to Data capture from the Wokingham Town centre automatic monitor was 95% in 2020 (Figure C.3) & the data capture from the Twyford Cross Roads automatic monitor was 96% in 2021 (Figure C.3).
- For co-location sites with “poor” precision or laboratories with predominately “poor” precision, as set out on the Review & Assessment Helpdesk website - It can be seen from the table below that both the Wokingham Town Centre & Twyford Village Cross Roads co-location study & achieved “good” precision and the laboratory precision was “good”. See the QA/QC of Diffusion Tube Monitoring section above.

In conclusion, it can be seen from the discussion above that due to the high data capture rate from the both the automatic analyser in Twyford (96%) and Wokingham (95%) that the combined back Local Bias Adjustment Factor was of 0.87 was used.

Table C.2 – Bias Adjustment Factor

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2022	Local		0.87
2021	Local	-	0.83
2020	National	-	0.81
2019	National	09/20	0.88
2018	Local	-	0.95

Table C.3 – Local Bias Adjustment Calculation

	Local Bias Adjustment Wokingham	Local Bias Adjustment Twyford
Periods used to calculate bias	11	11
Bias Factor A	0.85 (0.79 - 0.93)	0.89 (0.83 - 0.96)
Bias Factor B	18% (8% - 27%)	13% (5% - 21%)
Diffusion Tube Mean ($\mu\text{g}/\text{m}^3$)	32.7	26.2
Mean CV (Precision)	2.8%	3.1%
Automatic Mean ($\mu\text{g}/\text{m}^3$)	27.8	23.2
Data Capture	95%	96%
Adjusted Tube Mean ($\mu\text{g}/\text{m}^3$)	28 (26 - 30)	23 (22 - 25)

Notes:

A combined local bias adjustment factor of **0.87** has been used to bias adjust the 2022 diffusion tube results.

NO₂ Fall-off with Distance from the Road

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO₂ concentration at the nearest location relevant for exposure has been estimated using the Diffusion Tube Data Processing Tool/NO₂ fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO₂ concentrations corrected for distance are presented in Table B.1. No diffusion tube NO₂ monitoring locations within Wokingham Borough Council required distance correction during 2022.

QA/QC of Automatic Monitoring

TRL carry out the QA/QC on behalf of Wokingham Borough Council, below is their QA/QC procedure.

Site operation

Routine instrument calibrations are conducted approximately once a month, which involve zero and span checks, a written record of the gas analyser diagnostics and a general visual inspection of all equipment is undertaken. There is a written operating procedure, and a calibration record sheet is completed at every site visit.

Data retrieval and daily data checking

Data from the monitoring station is retrieved and processed on a Campbell CR10x data logger as 15-minute mean data. The logger was interrogated via a Siemens TC35i GSM modem at 8-hourly intervals by the ENVIEW 2000 software hosted at TRL. This was used to retrieve, check and archive data. TRL's internal QA/QC procedures require all data to be backed up on a secure server and all documentation associated with each site to be uniquely identified and securely stored to provide an audit trail. Daily data inspections are undertaken during office hours using the facilities of the Data Management System. Initial observations of the Management System indicate whether the site has been contacted during its nominated 'poll time' overnight. If this has not been successful a manual poll of the site may be required. If this is not successful further investigation of the communications integrity will be required to establish contact with the site modem and data logger. Three-day plots of recorded data are viewed for the requested site, and these are inspected and assessed for continuity, validity, minimum and maximum values, date and time, power failures and general integrity. All anomalies are recorded on the Daily Check sheet, as required. Any anomalies or queries arising from daily inspection of data, or system operation, are brought to the attention of the Project Manager who will evaluate the situation and initialise any necessary action. In the event that the PM is not available, contact will be made with the next available senior person within the monitoring team. Any issues identified with equipment operation will be referred to the client for attention within 24 hours (excluding weekends). On a weekly basis, data are examined using summary statistics and outlier analysis to establish data validity. If unusual data episodes are recorded, these would be routinely examined over longer data periods to establish their impact on trends but would also be cross referenced with data peaks and troughs recorded at other national monitoring stations. In addition, integrity and validity of data logger clock times are checked, and any

significant errors recorded in the Data Management System logbook. All site data recorded through the Data Management System is archived on TRL's Network. The data is backed up daily, and the TRL IT Department maintains these data within their long-term and secure archives. This secures all data in the event of any system failure.

Data calibration and ratification

Data is ratified as per AURN recommended procedures. The calibration and ratification process for automatic gas analysers corrects the raw dataset for any drift in the zero baseline and the upper range of the instrument. This is done using Evista software-based calibration and ratification process which incorporates the zero and span check information from the calibration visits. The zero reading recorded during the calibration visits is used to adjust any offset of the baseline of the data. The difference between the span value obtained between one calibration visit and the next visit is used to calculate a factor. This change is assumed to occur at the same rate over the period between calibrations and as such the factor is used as a linear data scaler. This effectively results in the start of the period having no factor applied and the end of the period being scaled with the full factor with a sliding scale of the factor in-between. After applying the calibration factors, it is essential to screen the data, by visual examination, to see if they contain any unusual measurements or outliers. Errors in the data may occur as a result of equipment failure, human error, power failures, interference or other disturbances. Data validation and ratification is an important step in the monitoring process. Ratification involves considerable knowledge of pollutant behaviour and dispersion, instrumentation characteristics, field experience and judgement. On completion of this data correction procedure, the data set is converted to hourly means and a summary of the data is provided to Wokingham Borough Council at quarterly intervals and a calendar year annual report is prepared.

Independent Site Audits

In addition to these checks an independent site audit is carried out every 12 months to ensure the monitoring equipment is operating correctly. The audits that are carried out utilise procedures that are applied within DEFRA's National Automatic Air Monitoring Networks Quality Control Programme. The efficiency of the analyser's convertor is checked, and the analyser is also flow and leak tested. The gas bottle used for calibrations on site is also checked against the auditor's gas bottle to ensure the stability of the gas concentration.

Wokingham Town Centre

The site audit for the Wokingham Town Centre automatic monitoring unit was carried out on the 20th of December 2022 however, as the analyser exhibited a very unstable response to the site zero system, therefore repeated the audit took place for both monitors on 26th January 2023. The repeat visit using an audit zero cylinder gave a good steady state response in stark contrast to the site zero system. The equipment audits utilise procedures that are applied within the National Automatic Air Monitoring Network Quality Control Programme.

A major factor governing the analyser's performance is the NO_x analyser's converter and its ability to reduce the nitrogen dioxide to nitric oxide. The recommended range for instrumentation in the national automatic air monitoring network is in the range of 98% - 102% efficient. Our tests show the converter in the Wokingham analyser to be 98.4% efficient at an NO₂ concentration of 249ppb and 99.1% efficient at an NO₂ concentration of 118ppb. These are good results.

To ensure that the analyser was sampling only ambient air the instrument was leak checked. The result was satisfactory, indicating that the analyser sampling systems was free of significant leaks. The analyser exhibited good steady state responses to both zero and span (calibration) gases with acceptable levels of variation (noise).

The analyser flow rate was measured using a calibrated flow meter and compared against the analyser's flow rate sensor to evaluate its accuracy. The analyser's flow rate sensor was within $\pm 10\%$ of the calibrated flow meter and therefore passed this test.

Based on the NO_x analyser's response to the audit standard and audit zero, the concentrations of the stations NO cylinder have been reassessed. This provides an indication of the on-site standards stability (the gas concentration stabilities). For the purpose of these stability checks, the criteria adopted within the national network, and used here, is that the recalculated concentration should lie within 10% of the supplier's stated concentrations. The site cylinder was tested at all four TRL air quality monitoring stations and at each station the cylinder recalculation results were all within 3%. The results of the recalculations are presented in Table C.3

Table C.3 Wokingham Town Centres Recalculated Concentrations

TRL Wokingham – NO cylinder 21901300298589				
	NOx (ppb)	% change from stated	NO (ppb)	% change from stated
Manufacturers Stated Concentration	445	---	444	---
Recalculated concentration (26/01/23)	457	2.8	448	1.0

The recalculated results for the site NO cylinder 21901300298589 indicates the concentrations are stable, within the definition adopted above, and can therefore reliably be used to scale ambient data.

Twyford Village Cross Roads

The site audit for the Twyford Town Centre automatic monitoring unit was carried out on 26th January 2023. A major factor governing the analyser's performance is the NOx analyser's converter and its ability to reduce the nitrogen dioxide to nitric oxide. The recommended range for instrumentation in the national automatic air monitoring network is in the range of 98% - 102% efficient. Our tests show the converter in the Twyford analyser to be 99.5% efficient at an NO₂ concentration of 271 ppb. Our tests show the converter in the Twyford analyser to be 99.5% efficient at an NO₂ concentration of 138 ppb. These are good result.

To ensure that the analyser was sampling only ambient air the instrument was leak checked. The results were satisfactory, indicating that the analyser sampling systems were free of significant leaks. The analyser exhibited good steady state responses to both zero and span (calibration) gases with acceptable levels of variation (noise).

As mentioned in the introduction, the site zero system produced a very unstable response, therefore the audit zero cylinder was used to determine the zero response of the analyser. In order to provide reliable zero calibration results, we recommend the zero scrubber materials are changed at the next available opportunity.

The analyser flow rate was measured using a calibrated flow meter and compared against the analyser's flow rate sensor to evaluate its accuracy. The analyser's flow rate sensor was within $\pm 10\%$ of the calibrated flow meter and therefore passed this test.

Based on the NO_x analyser's response to the audit standard and audit zero, the concentrations of the stations NO cylinder have been reassessed. This provides an indication of the on-site standards stability (the gas concentration stabilities). For the purpose of these stability checks, the criteria adopted within the national network, and used here, is that the recalculated concentration should lie within 10% of the suppliers stated concentrations. The site cylinder was tested at all four TRL air quality monitoring stations and at each station the cylinder recalculation results were all within 3%. The results of the recalculations are presented in Table C.4.

Table C.4 Twyford Village Cross Roads Recalculated Concentrations

TRL Twyford – NO cylinder 21901300298589				
	NO_x (ppb)	% change from stated	NO (ppb)	% change from stated
Manufacturers Stated Concentration	445	---	444	---
Recalculated concentration (26/01/23)	457	2.8	448	1.0

The recalculated results for the site NO cylinder 21901300298589 indicates the concentrations are stable, within the definition adopted above, and can therefore reliably be used to scale ambient data.

Certificate of Calibration

Calibration factors and zeros have been produced on the basis of the audit calibrations conducted. All of these calibrations were conducted with transfer standards traceable to national metrology standards. The Certificate of Calibration provides the calibration and zero response factors for the oxides of nitrogen analysers under test on the day of the audits. It is available upon request from TRL.

Data Management

The following recommendations and comments can be made as a result of these audits:

- Compare the TRL database scaling factors for the day of the audit with the factors and zeros on the Certificate of Calibration. If a deviation greater than the uncertainty

associated with the calibration factor on the certificate is found, investigate the underlying reason and implement suitable data management actions.

Automatic Monitoring Annualisation

All automatic monitoring locations within Wokingham Borough Council recorded data capture of greater than 75% therefore it was not required to annualise any monitoring data.

NO₂ Fall-off with Distance from the Road

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO₂ concentration at the nearest location relevant for exposure has been estimated using the NO₂ fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO₂ concentrations corrected for distance are presented in Table B.1.)

No automatic NO₂ monitoring locations within Wokingham Borough Council required distance correction during 2022.

Appendix D: Map(s) of Monitoring Locations and AQMAs

Figure D.1 – Map of Wokingham Town Centre AQMA

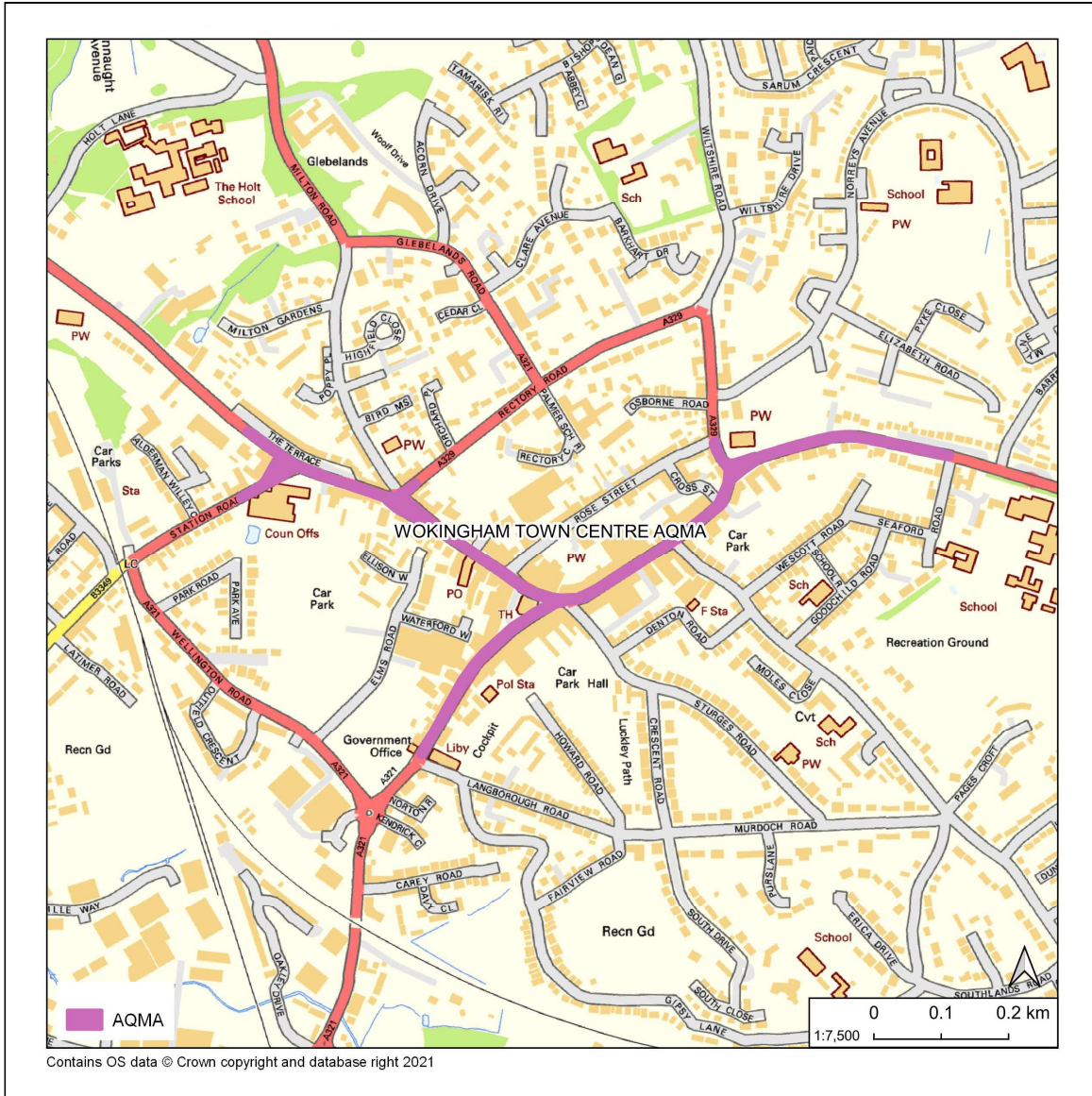


Figure D.2 – Map of Tywford Crossroads AQMA

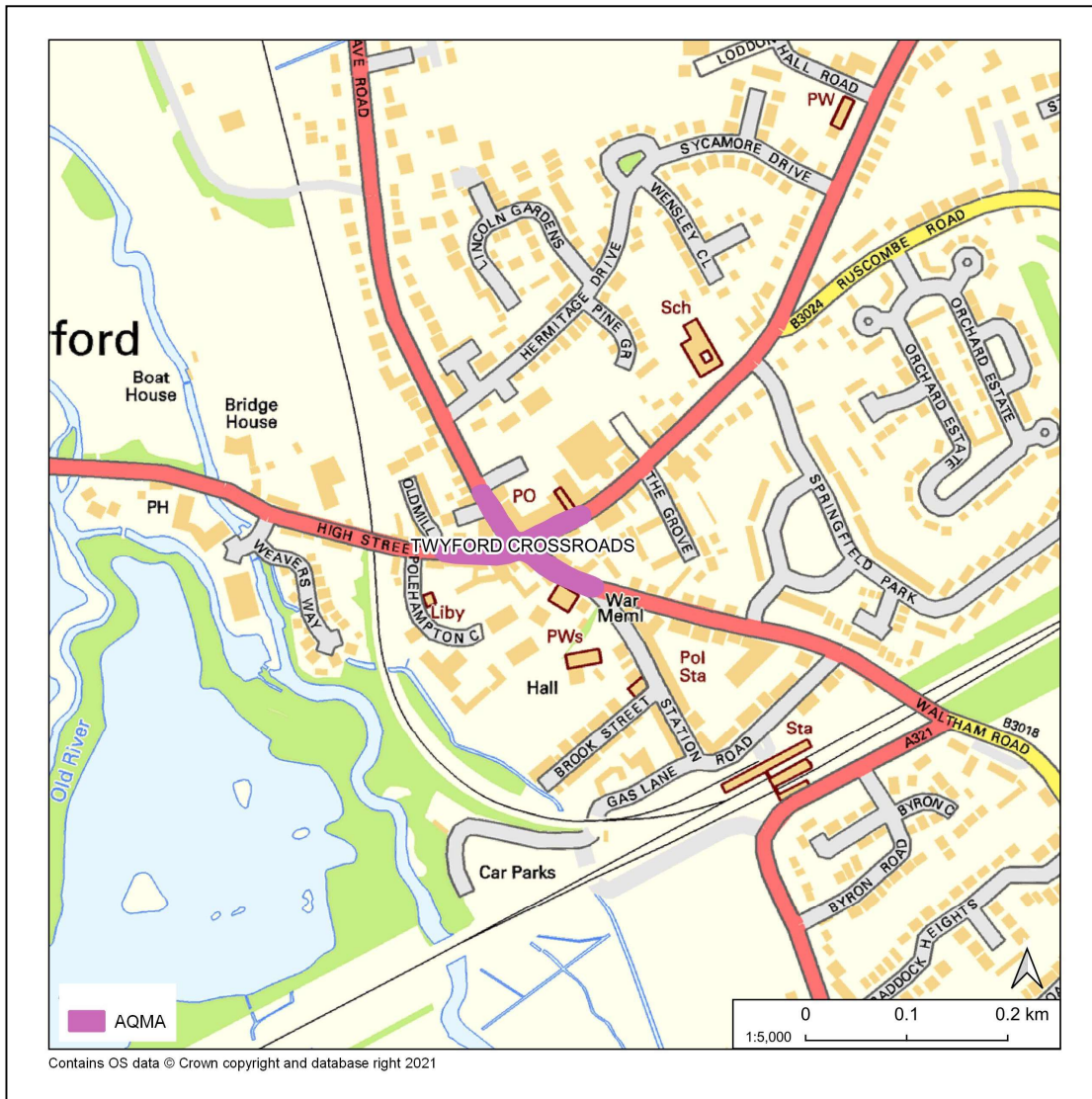


Figure D.3– Map of M4 AQMA

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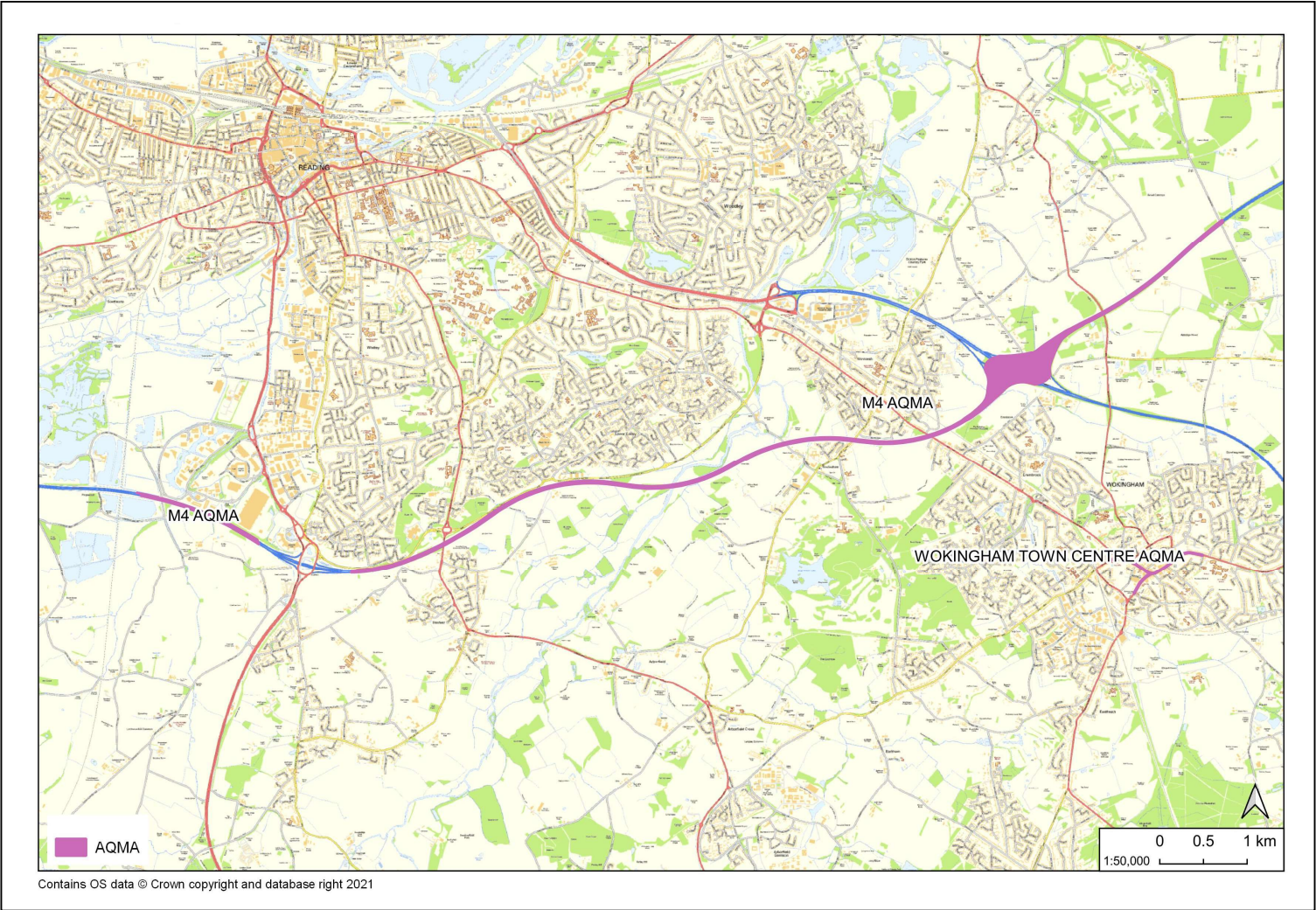


Figure D.4 – Map of M4 (East) Air Quality Monitoring Sites

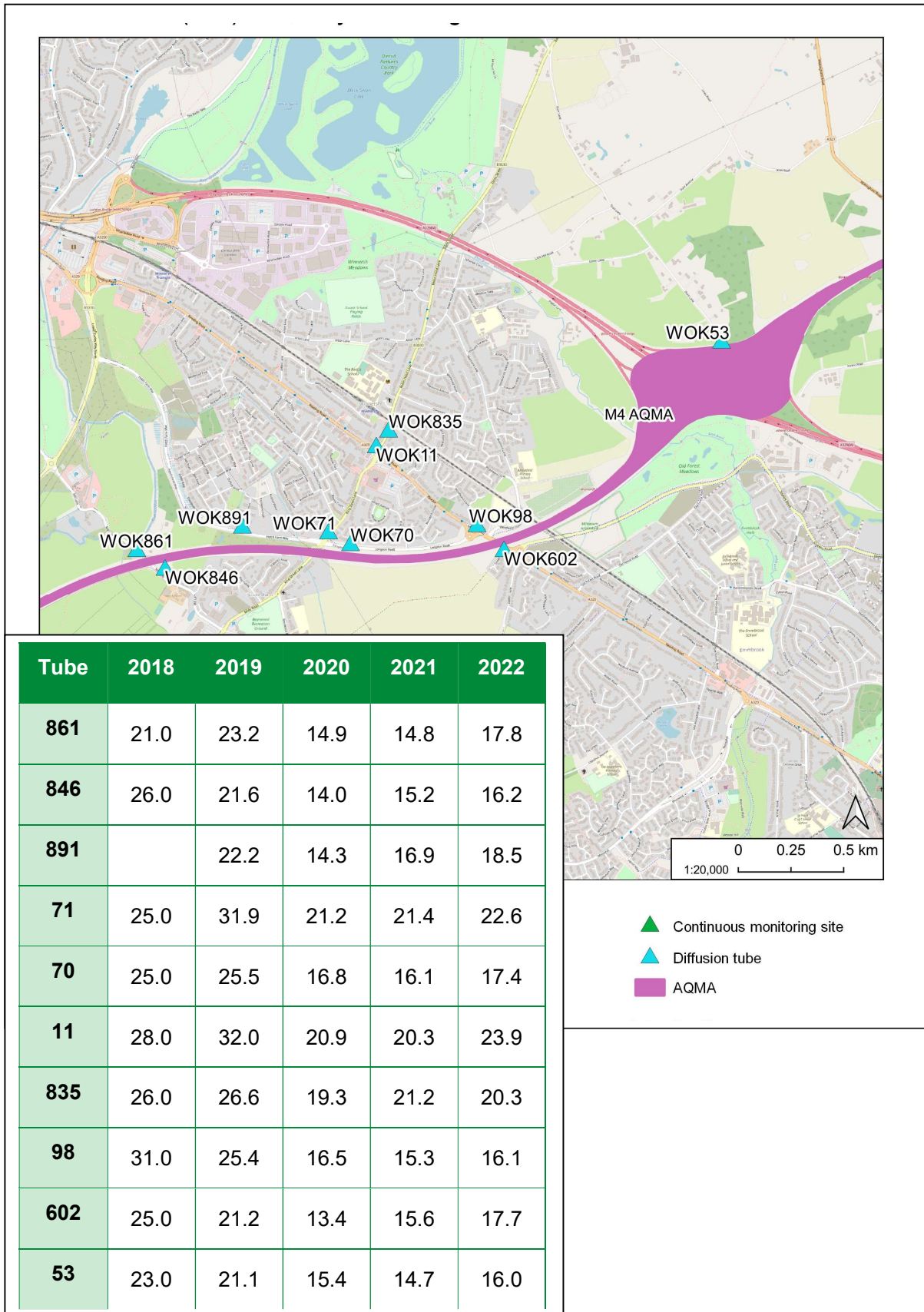


Figure D.5 – Map M4 (West) Air Quality Monitoring Sites

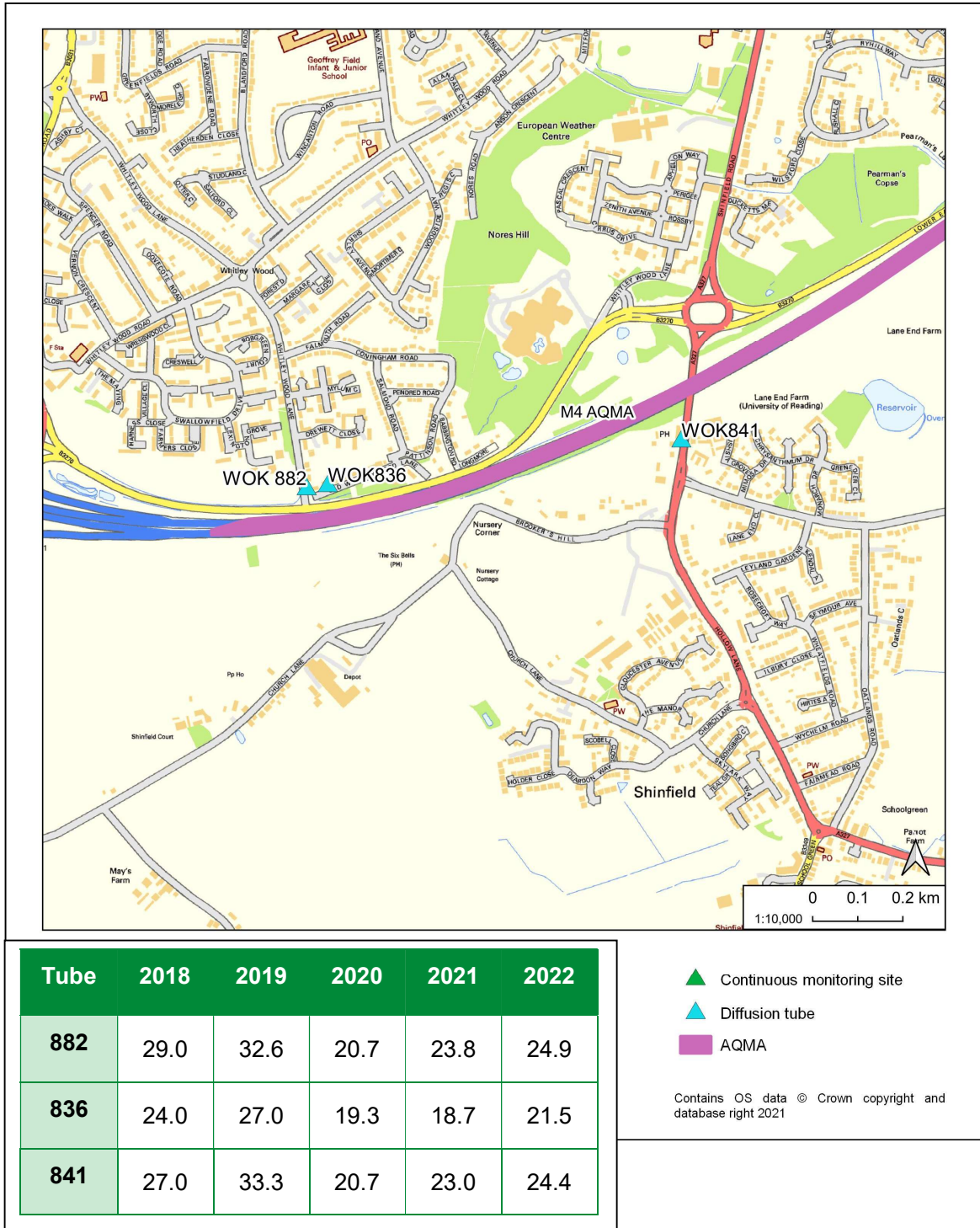


Figure D.6 – Map of Twyford Crossroads AQMA Air Quality Monitoring sites

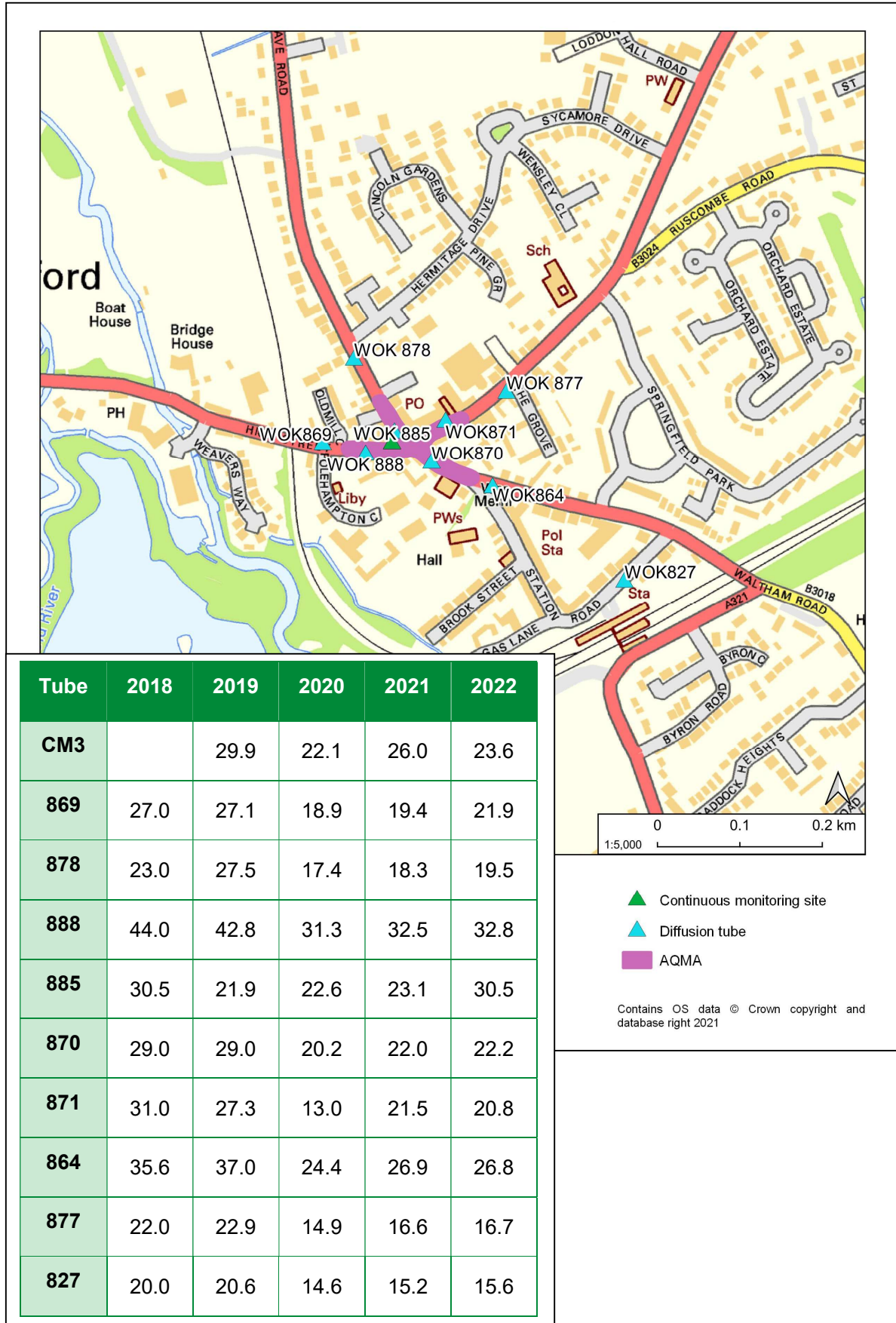
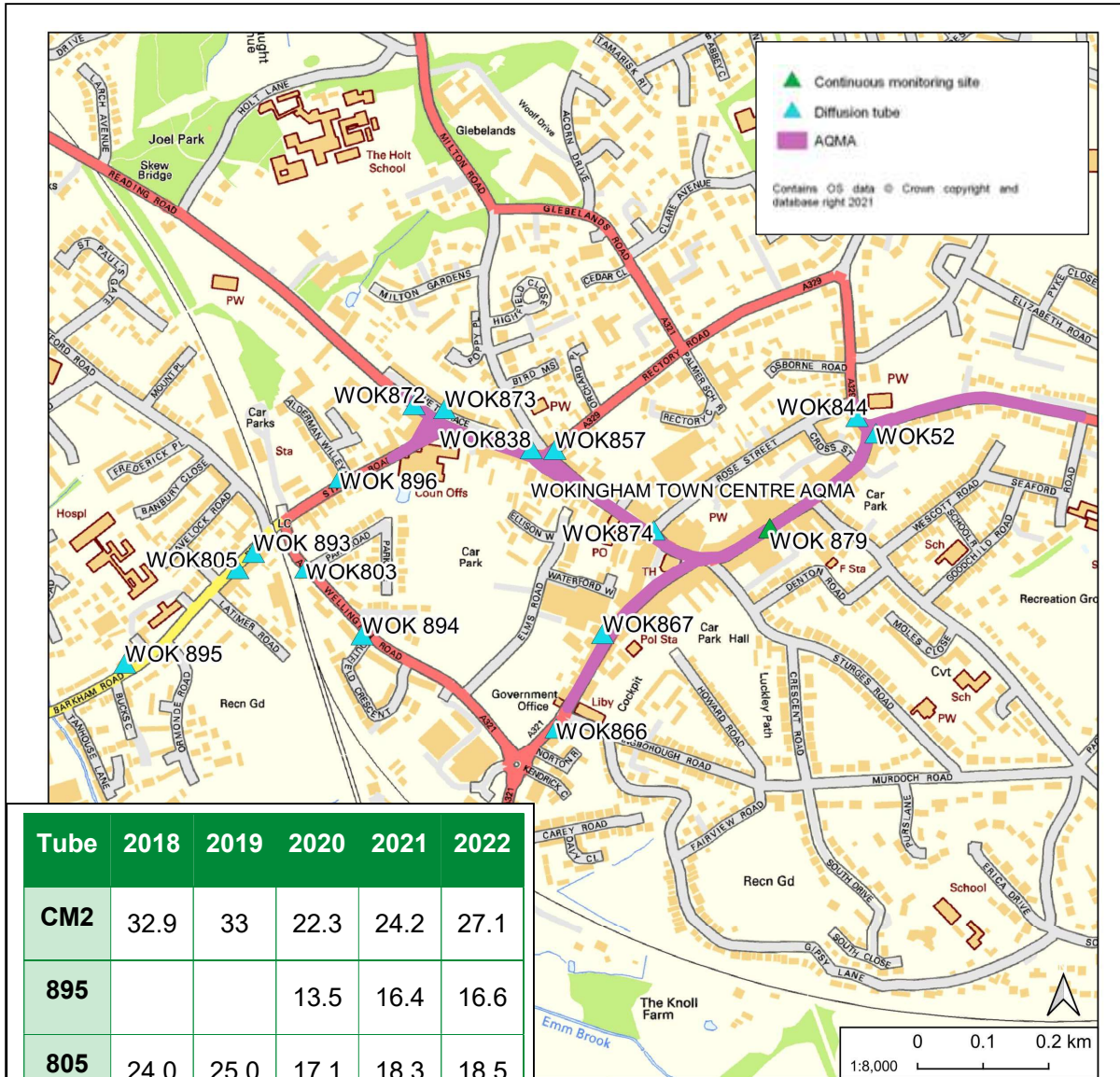


Figure D.7 – Map of Wokingham Town Centre AQMA Monitoring Locations



Tube	2018	2019	2020	2021	2022
CM2	32.9	33	22.3	24.2	27.1
895			13.5	16.4	16.6
805	24.0	25.0	17.1	18.3	18.5
893			18.5	20.4	20.4
803	27.0	30.7	19.5	22.0	18.4
896				14.9	16.6
872	33.0	32.4	23.0	25.5	26.4
894			13.3	14.4	14.9
874	25.0	28.9	20.0	21.7	22.4
52	26.0	30.3	21.4	22.8	23.2

Tube	2018	2019	2020	2021	2022
838	41.0	41.8	28.6	36.5	37.2
857	39.3	39.9	29.0	31.9	32.4
867	23.6	23.7	13.4	18.1	19.2
866	24.0	25.3	15.9	17.7	18.9
879	33.0	22.2	24.0	27.6	28.0
844	36.0	38.6	25.9	31.2	31.1

Figure D.8 – Map of Sonning Air Quality Monitoring Locations

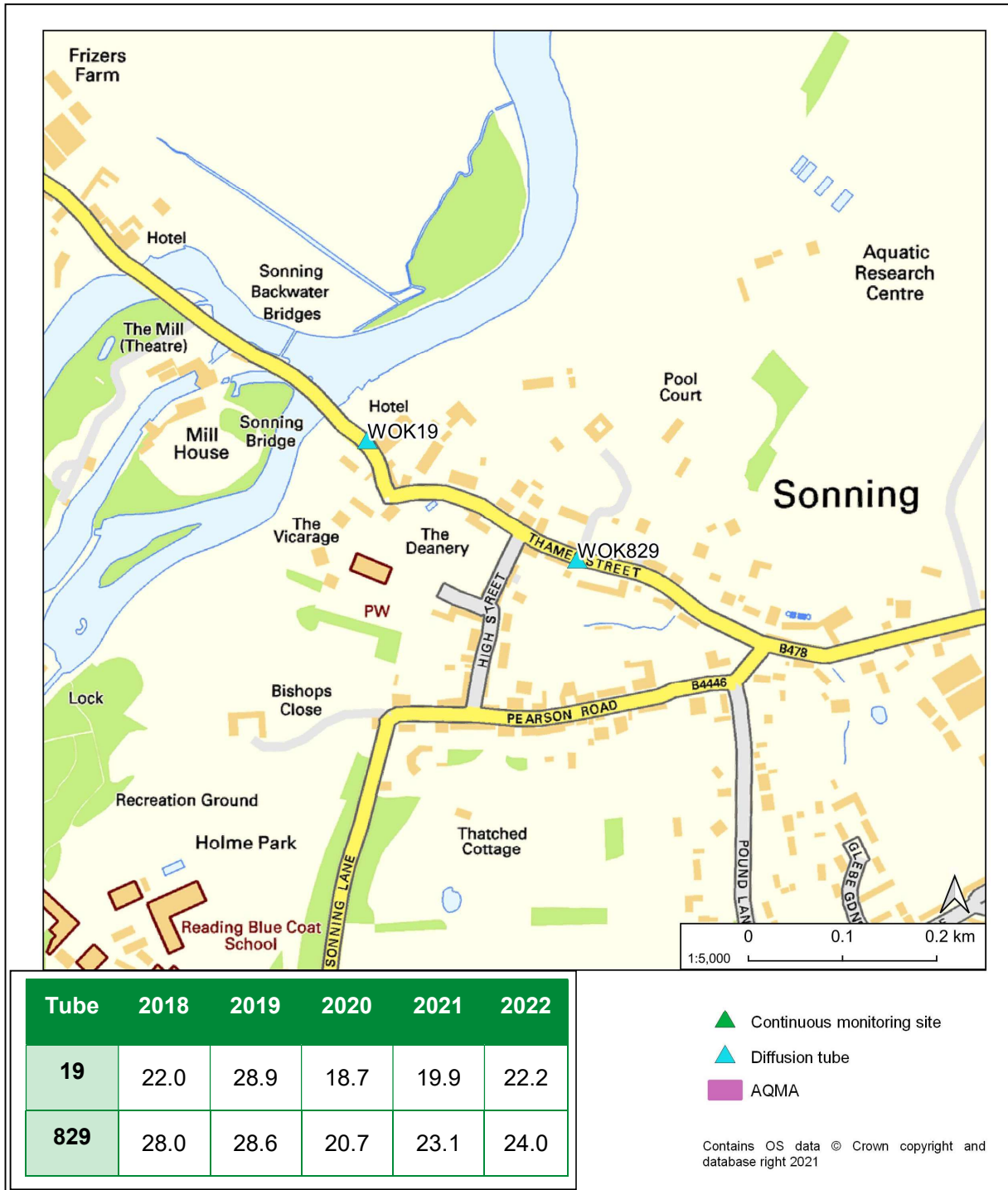


Figure D.9 – Map of (WOK 883) Evendons Primary School

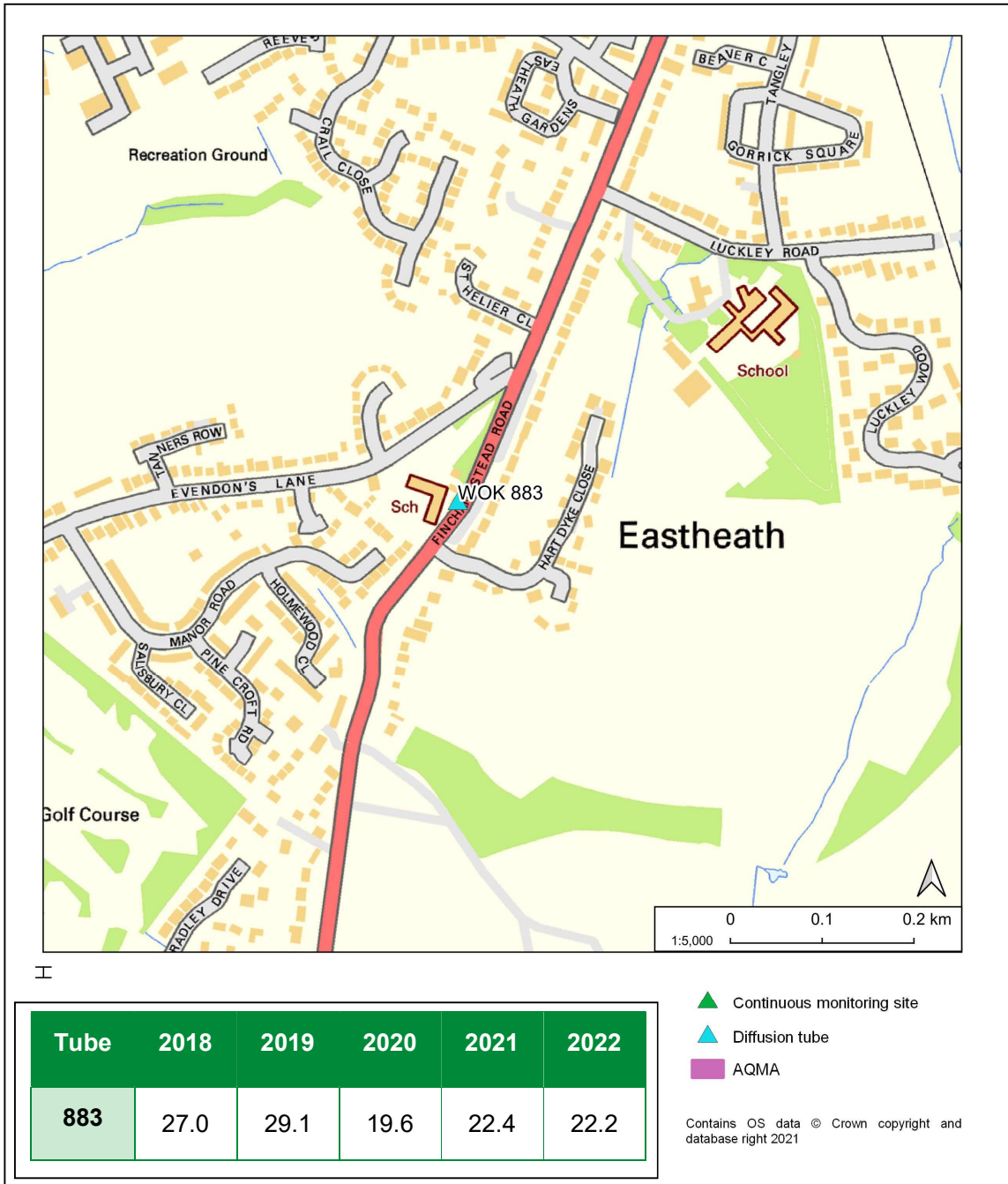


Figure D.10 – Map of (WOK 825) 54 High St Wargrave



Figure D.11 – Map of (WOK 817) 298 London Road

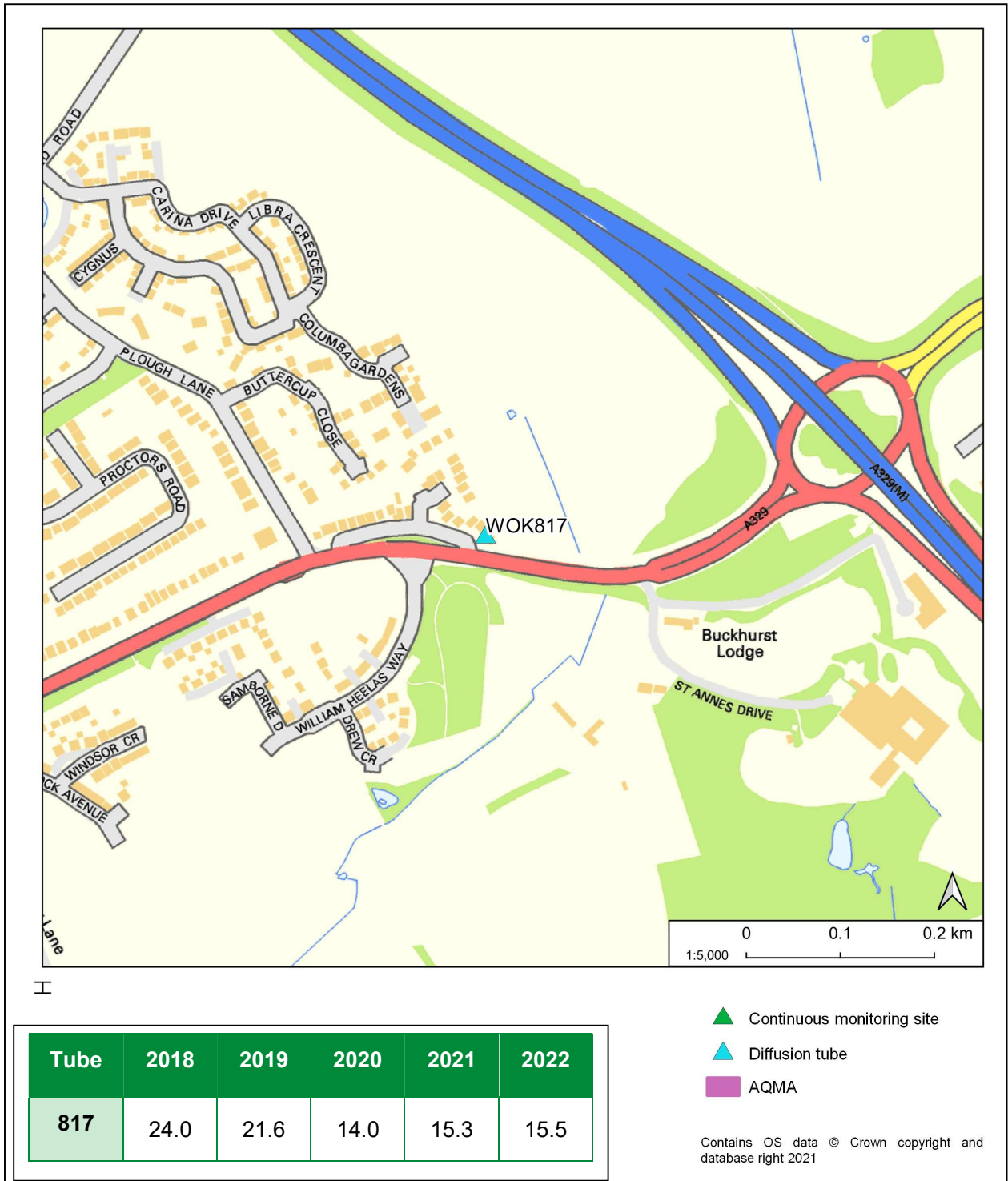


Figure D.12 – Map of (WOK509) Henley Bridge

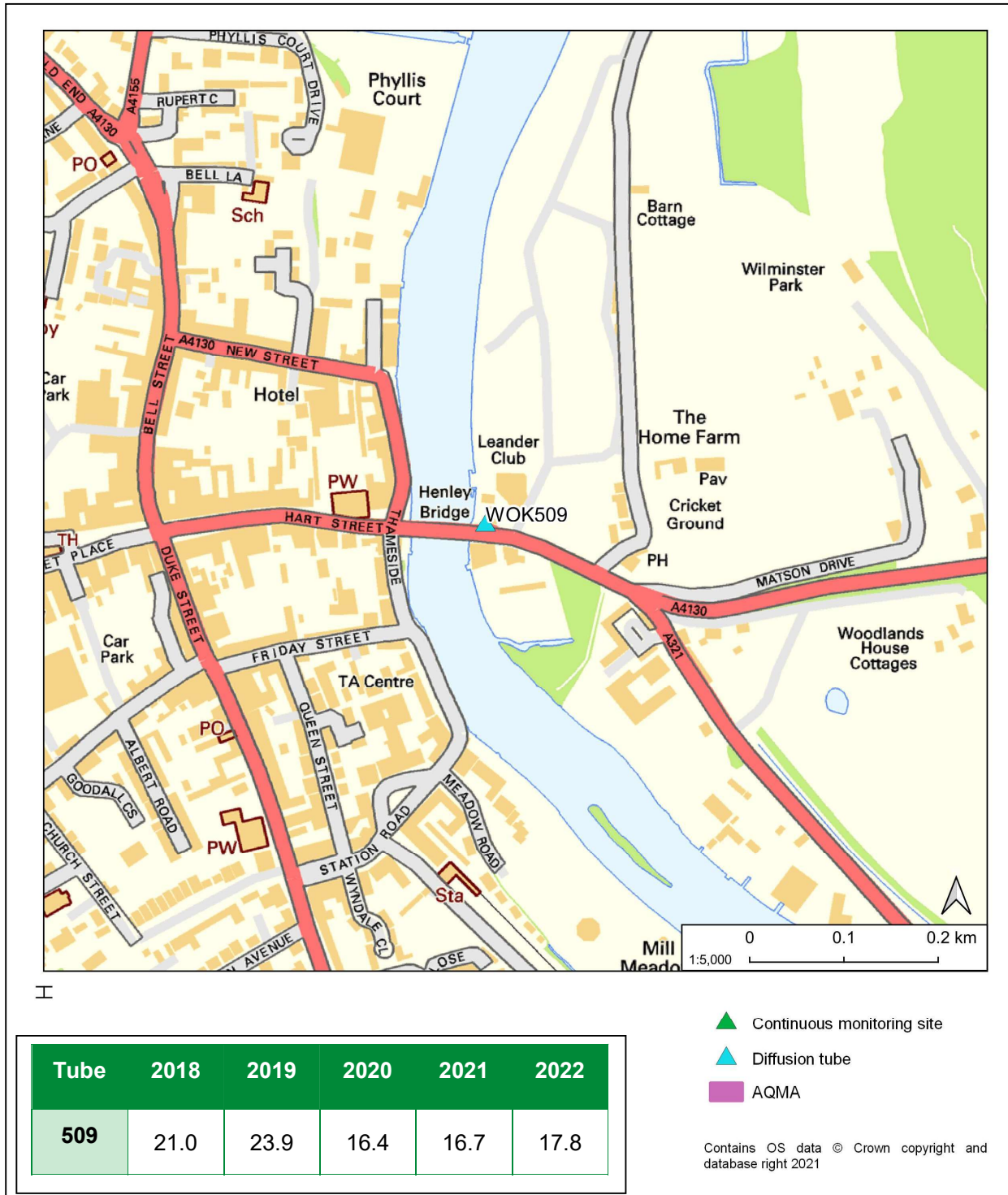


Figure D.13 – Map of (WOK505) Church Road

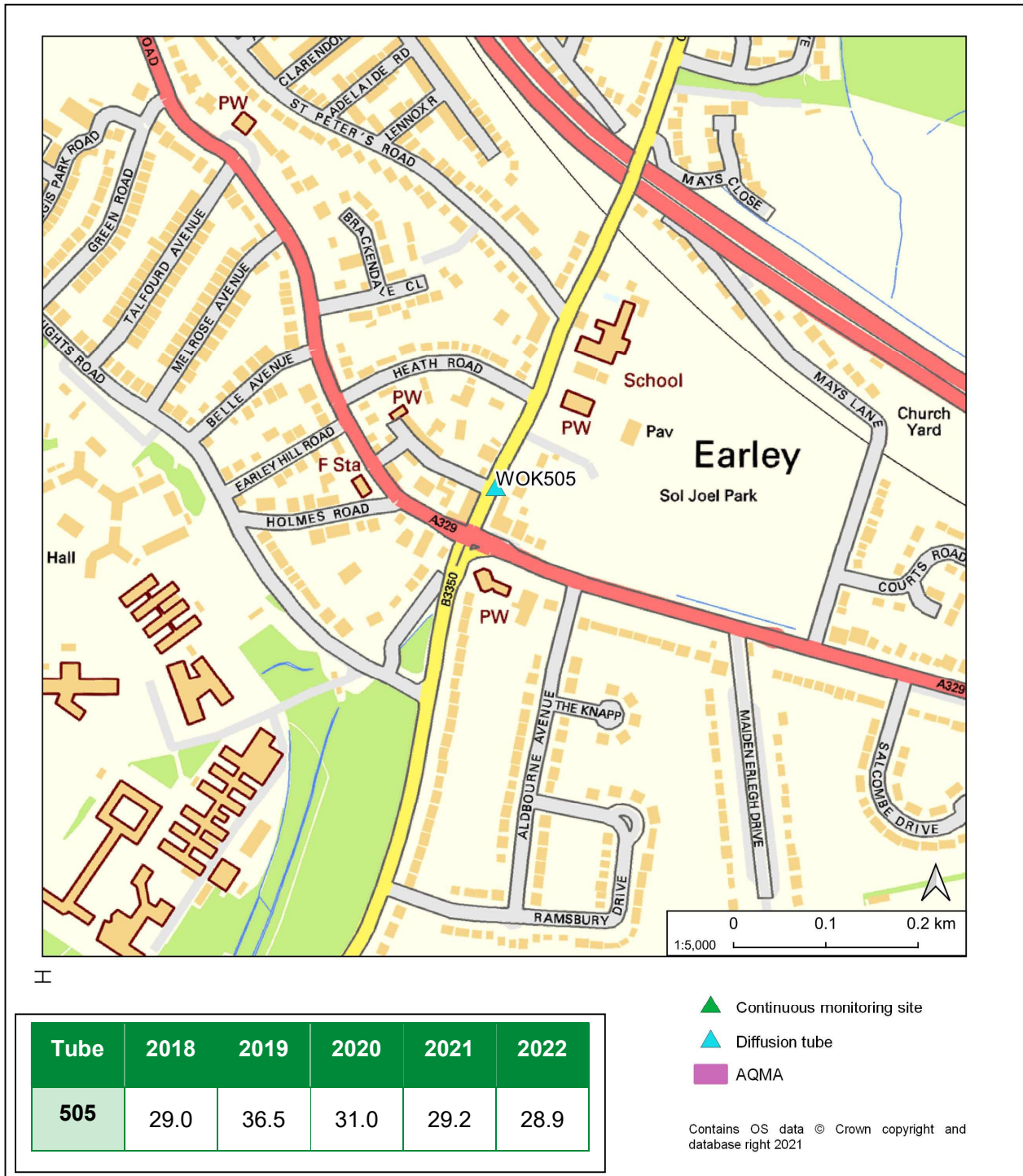
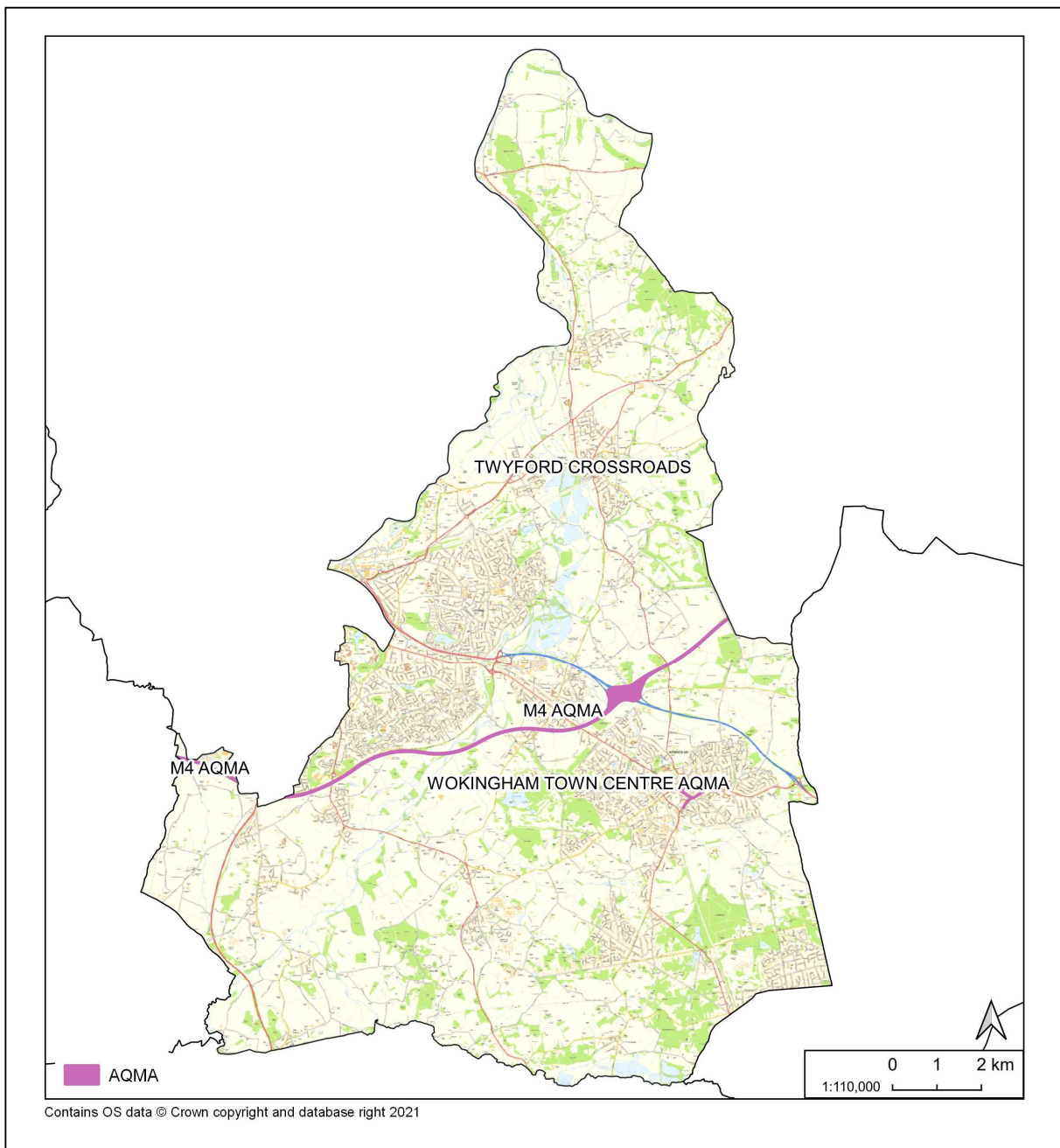


Figure D.14 – Map of Wokingham Borough Council



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England¹⁰

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM ₁₀)	40µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO ₂)	125µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO ₂)	266µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

¹⁰ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
Diffusion Tube	Plastic tube which measure NO ₂
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by National Highways
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

References

- Local Air Quality Management Technical Guidance LAQM.TG22. August 2022.
Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG22. August 2022.
Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

Local Authority:	Wokingham District Council
Reference:	ASR23-1649
Date of issue	July 2023

Annual Status Report Appraisal Report

The Report sets out the Annual Status Report, which forms part of the Review & Assessment process required under the Environment Act 1995 and subsequent Regulations.

Wokingham District Council (WDC) have declared three Air Quality Management Area (AQMA) across the district: The Wokingham AQMA declared in 2001 and amended in 2004, The Twyford Crossroads AQMA, declared in 2015 and the Wokingham Town Centre AQMA declared in 2015. All of the AQMAs are declared for exceedances of the annual mean NO₂ objective with the Wokingham AQMA also declared for the 1-hour mean objective for NO₂.

WDC have reviewed all three AQMAs and the potential to revoke the AQMA's. The ASR states that data in 2020 and 2021 should be removed due to COVID-19. As LAQM.TG22 states AQMAs should be considered following three consecutive years of compliance, WOK state that due to the 2020 and 2021 data being effected by COVID-19 only 1 year of the three consecutive years below the 36 µg/m³ limit can be considered and that two further years of data is needed before revoking the AQMAs. This is sufficient for the Wokingham Town Centre AQMA as it has only 3 years of compliance, two of which are during 2020 and 2021. However, for Wokingham AQMA and Twyford Crossroads AQMA, NO₂ concentrations have been below the AQO since 2018 and have shown a downward trend into 2022.

The revocation of an AQMA should be considered following three consecutive years of compliance with the relevant objective as evidenced through monitoring. Where there have been no exceedances for the past five years, local authorities must proceed with plans to revoke the AQMA. The LAQM Technical Guidance 2022 is clear in this respect:

"There should not be any declared AQMAs for which compliance with the relevant objective has been achieved for a consecutive five-year period." (Point 3.57, page 50).

Please be aware that unless a likely exceedance has been identified in the area, Defra will not appraise AQAPs for AQMAs that have been in compliance for five years. Local Authorities will instead be advised to revoke the AQMA.

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AQMAs should identify areas where air quality objectives are not being met or are likely to be at risk of not meeting them. Keeping AQMAs in place longer than required risks diluting their meaning and impacting public trust in LAQM.

Local authorities that do not have an AQMA should continue to monitor for exceedances and should still have a local Air Quality Strategy in place to ensure air quality remains a high-profile issue, thereby enabling a quick response should there be any deterioration in condition. See LAQM Statutory Policy Guidance 2022 for more information The LAQM Covid Guidance note states: Where 2020 is one of many (i.e. at least three) consecutive years of compliance, this may still be considered for revocation where the supporting evidence is considered suitably robust. If authorities wish to make any changes to AQMAs, whether declaration, amendment or revocation, based upon 2020 data, please contact the LAQM Helpdesk to discuss your approach.

Wokingham District Council undertakes automatic monitoring at two sites one within the Wokingham Town Centre AQMA, the other the Twyford AQMA. Monitoring is undertaken for NO₂. None of these sites recorded exceedances of relevant AQOs. Wokingham District Council also carry out monitoring by 'Low Cost Sensor' (Vortex) at 14 selected schools between February 2022 and 2023 for a minimum of 3 months. While these low cost sensors provide a useful indication of pollutant concentrations, as they are not an established reference method sensor, they cannot be used to inform LAQM decisions which is referenced in the report. It is recommended that results from this monitor are included as a separate appendix. Further information on the use of Low Cost Sensors is included within this FAQ:

<https://laqm.defra.gov.uk/faqs/faq140/>

Non-automatic (passive) monitoring of NO₂ was conducted at 47 sites during 2022, including two sites where a colocation triplicate study was undertaken at each automatic monitor. No exceedances of the annual mean objective were recorded. The ASR states that overall, there has been a slight increase in annual mean concentrations of NO₂ in 2022 compared to 2021 bar one monitoring site. However, all 2022 concentrations were below the pre-pandemic 2019 concentrations except for one site.

Some QA/QC procedures have been applied with details of automatic monitoring QAQC procedures as well as passive monitoring. A local bias adjustment factor was used, with detailed justification behind this. The report provides a clear breakdown of historical data

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(and maps) of each monitoring site in detail. Annualisation has also been undertaken at all required sites.

There are some discrepancies for the naming of AQMAs particularly the Wokingham AQMA as detailed on the LAQM portal and the M4 AQMA as referenced in the ASR. Additionally some diffusion tube monitoring sites are not consistent in the site classification of kerbside or roadside given the distance to kerb values.

There is an appropriate level of detail on the Progress and Impact of Measures to address air quality, though this could be more specific to the measures taken during 2022 to tackle air quality within table 2.2 which replicates much of the data in the 2022 ASR. Although sufficient information on the ongoing measures and measures to be progressed and discussed outside of Table 2.2. Priorities during the next reporting year are clearly outlined.

The report contains discussion on existing measures to improve air quality that would also act to reduce PM_{2.5} emissions.

The ASR has been signed off by the director of public health.

On the basis of the evidence provided by the local authority the conclusions reached are **acceptable** for all sources and pollutants. Following the completion of this report, Wokingham District Council should submit an annual status report for 2024.

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Commentary

The report is well structured, detailed, and provides some information specified in the Guidance. The following comments are designed to help inform future reports.

1. There is justification to revoke the Wokingham and Twyford Crossroads AQMA despite the ASR stating a further two years of data is required. Although TG.22 states three consecutive years, WDC have stated that data from 2020 and 2021 should be excluded in this period. This would still give three years below the AQO, however the trends in data showing a decrease from 2018 at all monitoring sites in the AQMA. As such there is considered sufficient evidence to suggest that NO₂ concentrations will not be exceeded in the Wokingham and Twyford Crossroads AQMA. Although there is merit in the exclusion of data from 2020 and 2021 due to COVID, given the concentrations within the Wokingham and Twyford Crossroads AQMA prior 2020 and the increase between 2022, 2021 and 2020 with all results still well below the AQO, there is sufficient data to revoke the AQMA. It is considered that three consecutive years of data from 2022 is not necessary to revoke the AQMA. The 2024 ASR should look to revoke the Wokingham and Twyford Crossroads AQMA or discuss the data with the LAQM Helpdesk for support.
2. WDC should confirm if the information on UK-Air regarding their AQMAs is up to date however this should be reviewed as the description of the AQMA on the LAQM portal and in the 2023 ASR compared to UK-Air differs slightly.
3. WDC have used a different name for the Wokingham AQMA in the ASR, referring it to the M4 AQMA despite the LAQM portal and UK-Air stating the Wokingham AQMA. This should be clarified and consistent in future reports.
4. Table 2.2 Progress on measures should be regularly updated, the details within the 2023 ASR are similar to the 2022 ASR despite many measures being progressed. It should also be noted that WDC AQAP is to be developed over the next year, this is welcomed.
5. There are some formatting errors and incorrect links within the report, these should be reviewed in future reports.
6. WOK841 is stated to be 0.2m from the kerb. This would classify the site as a kerbside site not a roadside site which is currently states in the ASR in Table A.2. this is also the case for WOK870. WOK874 states the distance to kerb and relevant exposure is 0 for both. Exceedances of the AQO in Table A.4 should be in bold. These should be clarified in future reports.

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7. Detailed justification over the bias adjustment factor is provided, this is welcomed.
8. Trends of annual mean NO₂ concentrations are clearly presented in detail and discussed and a robust comparison with air quality objectives is provided.
9. Maps of the diffusion tube network are clear and comprehensive, showing the AQMA boundaries and monitoring undertaken in this area.
10. Measures to address PM_{2.5} are detailed within the ASR.
11. Monitoring of PM_{2.5} at 14 schools was undertaken in 2022, although this was undertaken using 'low cost sensors' the results would be welcomed in an additional appendix in future reports.
12. It is not clearly stated whether Diffusion Tubes have been deployed in line with the Defra Calendar. Please clearly state this in future ASRs.
13. The ASR has been signed off by a director of public health, this is welcomed.

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Progress Report adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Assembly Government, Scottish Government or DOE.

For any other queries please contact the Local Air Quality Management Helpdesk:
 Telephone: 0800 0327 953
 Email: LAQMHelpdesk@uk.bureauveritas.com

Local Authority:	Wokingham District Council
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Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	

Comments on appraisal/Further information:

Local Authority:	Wokingham District Council
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LAQM Guidance Notes – 2023

Changes to the Local Air Quality Management Framework

Through the Environment Act 2021 and updated Local Air Quality Management Statutory Policy Guidance 2022, the Local Air Quality Management (LAQM) framework has been considerably strengthened. This page highlights some of the changes for delivery to help you prioritise action for improved air quality:

1. Strengthened Criteria for Air Quality Action Plans (AQAPs)

Where a Local Authority is not meeting air quality objectives, they must create an AQAP setting out their intentions to improve air quality in the area. Without current action plans in place, Local Authorities risk negatively impacting their communities by not proactively working to reduce air pollution in the area.

The requirements and guidance around AQAPs were recently strengthened under the Environment Act 2021 and revised LAQM Statutory policy guidance, which Local Authorities must have regard to. The key criteria for action plans are that they:

- set out the measures they will take to secure the achievement, and maintenance, of air quality standards and objectives
- specify a date by which each measure will be carried out
- are revised no later than every five years

2. New Escalation Process for Reporting

Government is committed to increasing transparency by requiring timely and accurate publication of Annual Status Reports (ASRs) and AQAPs by local authorities, as set out in the [Environmental Improvement Plan 2023](#). These documents are public-facing and serve to keep local communities informed of the steps being taken by their local authority to improve air quality.

To ensure ASRs and AQAPs are delivered on time, Defra has introduced a new reminder and warning letter system for Local Authorities. This system was set out in the [LAQM Statutory Policy Guidance 2022](#) and started to apply from 30 June 2023.

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If reporting requirements continue to be missed, the matter can be escalated to a Section 85 Secretary of State direction to the relevant Local Authority Chief Executive specifying action. You are therefore advised to ensure all statutory reporting duties for LAQM are met on time.

3. Public Bodies Required to Contribute to Action Plans

The Environment Act 2021 amended the Environment Act 1995 to increase the number of public bodies that have a duty to co-operate with Local Authorities for LAQM. Air quality partners are certain other public bodies that a Local Authority identifies as having responsibility for a source of emissions contributing to an exceedance of local air quality objectives. This could be a neighbouring authority, National Highways, or the Environment Agency. Once identified, there is a statutory requirement for such public bodies to engage and to contribute actions they will take to secure achievement of the local air quality objective and to maintain achievement thereafter.

All tiers of local Government are also now required by law to collaborate to address exceedances of Air Quality Objectives. County councils, the Mayor of London and combined authorities have similar duties to air quality partners. The difference is that, when requested, they must contribute to an action plan being prepared by a Local Authority, regardless of whether the local authority has identified them as being responsible for a source of emissions.

Under the new legislation, you may choose to request the support of another public body in the development of an AQAP and the same may be requested of your organisation.

Please refer to the LAQM Statutory Policy Guidance 2022 for more information. Should you require further assistance, please contact the LAQM Helpdesk: <https://laqm.defra.gov.uk/air-quality/featured/england-exc-london-policy-guidance/>

Web: <http://laqm.defra.gov.uk/helpdesks.html>

FAQs: <http://laqm.defra.gov.uk/laqm-faqs/>

Tel: 0800 032 7953

Email: laqmhelpdesk@uk.bureauveritas.com

The Air Quality Hub also provides free online information and is a knowledge sharing resource for local authority air quality professionals: <https://www.airqualityhub.co.uk/>

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Appraisal Response Comment Form

Contact Name:	
Contact Telephone number:	
Contact email address:	UKLAQMAappraisals@aecom.com

Comments on appraisal/Further information:

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TITLE	Overview and Scrutiny Work Programmes for 2024-25
FOR CONSIDERATION BY	Overview and Scrutiny Management Committee on 6 February 2024
WARD	None Specific
LEAD OFFICER	Neil Carr – Scrutiny Officer

OUTCOME / BENEFITS TO THE COMMUNITY

Effective Overview and Scrutiny helps to improve services, holds decision makers to account and engages with local communities. In so doing it helps to demonstrate that the Council and other public service providers are open and transparent and are delivering high quality, value for money services.

RECOMMENDATION

The Committee is requested to:

- 1) agree the process and timeline for developing the Overview and Scrutiny Work Programmes for 2024/25;
- 2) agree the process for public consultation on the draft Work Programmes;
- 3) agree to finalise the Work Programmes at the meeting on 6 March 2024;

SUMMARY OF REPORT

Effective work programming is a Member-led process aimed at shortlisting and prioritising issues of community concern together with issues arising out of the Council Plan and major policy or service changes. It aims to:

- reflect local needs and concerns;
- prioritise topics for scrutiny which have the most impact or benefit;
- involve local residents and stakeholders;
- be flexible enough to respond to new or urgent issues.

Each year the Committee approves work programmes for itself and the Council's Overview and Scrutiny Committees. The report considers the process for identifying potential items for inclusion in the Overview and Scrutiny Work Programmes for 2024/25. The 2024/25 Work Programmes will be finalised at the Committee's meeting on 6 March 2024.

Background

An effective Overview and Scrutiny function is underpinned by robust work programming. Effective work programming lays the foundations for targeted scrutiny of issues of local importance. It helps to ensure that Overview and Scrutiny adds value and makes a difference. Effective work programming helps to:

- prioritise issues for in-depth work where Overview and Scrutiny can make an impact and add value;
- reduce the need for “information only” reports;
- achieve a balance between pre-decision scrutiny, policy development and performance/budget monitoring;
- contribute at an earlier stage in the decision making process;
- increase public and stakeholder involvement in Overview and Scrutiny;
- retain flexibility in order to respond to urgent issues arising during the year.

The Centre for Governance and Scrutiny has produced a template for developing an annual Overview and Scrutiny Work Programme. The key elements of the process and suggested timeline are:

- January – initial consultation with Scrutiny Members, Leader and Executive Members, senior Officers and partner organisations. Public engagement with residents, Town and Parish Councils, community groups and partners via the Council’s website and social media;
- February – discussions between Scrutiny Chairs, the Executive and CLT to consider the suggestions received and highlight top priorities for inclusion in the Work Programmes;
- March – Overview and Scrutiny Management Committee agrees the Work Programmes for 2023/24;
- April – publication and implementation of the Work Programmes;
- November – mid-year review of the Work Programmes by the Overview and Scrutiny Management Committee.

Policy Development and Pre-Decision Scrutiny

Effective Overview and Scrutiny can assist in the development of new policies in support of the Council’s priorities. In recent years the Leader of the Council and Executive Members have attended the Committee’s meetings to discuss priorities for the year ahead and to identify issues which could benefit from input from Overview and Scrutiny. The discussions indicated a consensus that Overview and Scrutiny could play a larger role in policy development. This could be via pre-decision scrutiny of new policies or in depth reviews of specific issues which could lead to new policy development. The current Leader has emphasised the important role that Overview and Scrutiny can play in this respect. Publication of the new Community Vision and work on a new Council Plan will help to identify key strategic priorities which will inform the Overview and Scrutiny Work Programmes moving forwards.

In Depth Scrutiny Reviews

An important strength of Overview and Scrutiny is the capacity to carry out in depth reviews of policies or services provided by the Council or its partners. In depth reviews allow Members to drill down into a particular issue and consider evidence from service users, community groups, experts and other stakeholders. They also enable Members to carry out research and broaden their knowledge of best practice in the public and private sectors.

In recent years a number of Scrutiny Task and Finish Groups have been established to look at issues including Climate Emergency, Estate Infrastructure, Tree Protection and Biodiversity, Social Housing Providers and Active Travel. A further Task and Finish Group was established recently to scrutinise the provision and co-ordination of litter bins across the Borough. The Task and Finish Groups made a number of recommendations to the Executive, the majority of which were accepted. This Committee also produced a major report reviewing the Council's response to the Covid-19 pandemic.

2023/24 also saw the fourth iteration of Budget Scrutiny, carried out by the Community and Corporate Overview and Scrutiny Committee. The Committee examined draft proposals for growth, savings and Capital investment. Members scrutinised Executive Members and senior managers about Budget options, risk and the longer term financial horizon. The Committee is currently working on a Budget Scrutiny report which will be submitted to Budget Council in February 2024.

Building on the successful outcome of the Scrutiny process, highlighted above, it is suggested that each Overview and Scrutiny Committee again consider identifying one or more topics for in-depth review during 2024/25, the reviews to be carried out by the Committees themselves or by Task and Finish Groups.

Scrutiny Review Issues

The issues identified for consideration by Overview and Scrutiny should be of interest or concern for local residents and generate public interest and involvement in the Overview and Scrutiny process.

In order to generate ideas and involvement from local residents, community groups and stakeholders, it is suggested that the Council's website and social media be used to publicise the development of the work programme and to invite suggestions for inclusion. In considering potential issues for review, Members should take into account the previously agreed selection criteria:

- Whether the issue is of local, and preferably current, concern;
- Whether undertaking the review can be linked to the Council's Vision, priorities and underpinning principles or would help achieve these;
- Whether the topic is already being reviewed elsewhere within the Council (e.g. as part of the Continuous Improvement Programme);
- Is the topic one that is capable of being influenced by one of the Overview and Scrutiny Committees;
- Is the topic of manageable scope – not too wide-ranging and yet of sufficient size to warrant a scrutiny review;
- Whether sufficient resources are available to support the scrutiny review; if a review is warranted, should it have a high, medium or low priority?

- Whether the review should be undertaken by the Overview and Scrutiny Management Committee itself or be delegated to an Overview and Scrutiny Committee or a Task and Finish Group.

Scrutiny Improvement Review

Members will recall that, following a corporate Peer Review in 2021, the Council commissioned the Centre for Governance and Scrutiny to carry out a Scrutiny Improvement Review (SIR), looking at the Council’s Scrutiny function and making recommendations for improvement. Recommendations arising out of the SIR were considered by the Committee at its meeting in November 2022 and September 2023. The SIR emphasised the importance of effective work programming and greater emphasis on Scrutiny’s shaping role, with a clear mapping for Scrutiny in early policy development and key decisions. The SIR report stated:

“It is important that Scrutiny carries out reviews and assesses performance, but there is an important missed opportunity for it to add value to Council policy and strategy through greater emphasis on the big challenges ahead for the Council. The future is where the opportunities, challenges, risks and threats are present, and Scrutiny has a vital role to play in asking about the Executive’s plans and preparedness for what is ahead”.

Scrutiny Issues

As a reminder, the Action Tracker report, later in the Agenda, sets out the range of issues considered by the Committee in 2023/24 to date. The Forward Work Programme report sets out the issues to be considered in the remainder of the Municipal Year.

Work Programme development should allow flexibility for the consideration of urgent issues and the call-in of decisions made by the Executive. Once approved, the work programme issues will be timetabled into the programme of Overview and Scrutiny meetings during the 2024/25 Municipal Year.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	0	NA	NA
Next Financial Year (Year 2)	0	NA	NA
Following Financial Year (Year 3)	0	NA	NA

Other financial information relevant to the Recommendation/Decision

In depth Budget Scrutiny is carried out each year by the Community and Corporate Overview and Scrutiny Committee.

Cross Council Implications

None

Public Sector Equality Duty

The Scrutiny issues raised during 2024/25 will raise the profile of Overview and Scrutiny across the Borough, including residents with protected characteristics defined under the Equality Act 2010. The aim is to achieve better outcomes and value for money for all the Borough's residents. Progress against the Council's Equality Plan will be considered at the Committee's meeting in March 2024

Climate Emergency – The Council has declared a Climate Emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham borough by 2030

The reports of the O&S Climate Emergency Task and Finish Group have included recommendations aimed at strengthening the delivery of the Council's Climate Emergency Action Plan. A Climate Emergency Overview and Scrutiny Committee has now been established. The Committee met for the first time on 4 January 2023

List of Background Papers

None

Contact Neil Carr

Service Resources and Assets

Telephone No 0118 974 6000

Email neil.carr@wokingham.gov.uk

Date 29 January 2024

Version No. 1.0

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WOKINGHAM BOROUGH COUNCIL EXECUTIVE FORWARD PROGRAMME

THIS DOCUMENT IS A “NOTICE” IN ACCORDANCE WITH
THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)(MEETINGS AND ACCESS TO INFORMATION)(ENGLAND)
REGULATIONS 2012

Executive Forward Programme (January 2024)

Updated 23 January 2024

Ref No.	Subject for Decision	Decision to be taken by	List of Documents to be submitted to the Decision Maker for consideration and Background Documents	Contact Details (Director/ Author)	Responsible Lead Member	Statement as to whether the item is likely to be considered in private and if so the reasons why / Explanation for any deferment of item
EXECUTIVE MEETING – 25 JANUARY 2024						
WBC1401	Shareholders Mid-Year Report 2023-24 Purpose: To consider various items related to the business of the Council owned companies, including their trading position.	Executive		Deputy Chief Executive - Graham Ebers/ Mark Thompson	Executive Member for Finance - Imogen Shepherd-DuBey	N/A
WBC 1362	Revenue Monitoring 2023-24 Q3 Purpose: To consider the revenue budget position at the end of Quarter 3.	Executive		Deputy Chief Executive - Graham Ebers/ Stu Taylor	Executive Member for Finance - Imogen Shepherd-DuBey	N/A
WBC 1363	Capital Monitoring 2023/24 - Q3 Purpose: To consider the Capital Monitoring position at the end of Quarter 1.	Executive		Deputy Chief Executive - Graham Ebers/ Mark Thompson	Executive Member for Finance - Imogen Shepherd-DuBey	N/A
WBC 1364	Chief Finance Officer's Report Purpose: The Local Government Act 2003 requires the Chief Finance Officer (Deputy Chief Executive and	Executive		Deputy Chief Executive - Graham Ebers/ Mark Thompson	Executive Member for Finance - Imogen Shepherd-DuBey	N/A

Agenda Item 76.

	CFO) to report to Members, when setting the level of Council Tax, on the robustness of the budget presented and adequacy of reserves. The CFO report highlights the strong financial management the Council. It also outlines the major financial issues facing the Council in the medium-term period, which without the Council taking a commercial approach could increase the reliance on council tax income as well as impact on the future delivery of Council services.					
WBC1404	Unreasonably persistent Complainants Policy Purpose: To review and sign off the policy.	Executive		Chief Operating Officer - Sally Watkins/ Jackie Whitney	Leader of the Council and Executive Member for Housing - Stephen Conway	N/A
15 WBC1405	Annual Health & Safety Report 2022-23 Purpose: This report relates to the Council's internal health and safety performance during the period between April 2022 and March 2023.	Executive		Chief Operating Officer - Sally Watkins/ Louise Livingston	Executive Member for Equalities, Inclusion and Fighting Poverty - Rachel Bishop-Firth	N/A
WBC1412	Air Quality Management Areas Purpose: To seek agreement to proceed with the implementation process of revocation order's. In respect of 2 out of 3 of the borough's air quality management areas.	Executive	Exec Report	Director, Place and Growth - Giorgio Framalico/ Narinder Brar	Executive Member for Environment, Sport and Leisure - Ian Shenton	N/A
EXECUTIVE MEETING – 22 FEBRUARY 2024						
WBC 1366	Housing Revenue Account	Executive	Housing Revenue	Deputy Chief	Executive Member	N/A

	Budget 2024/25 Purpose: The revenue and capital budgets for 2024/25 are set and tenants rent levels are set for 2024/25 to ensure sound finances and value for money in providing housing services for council tenants.		Account Budget 2024/25	Executive - Graham Ebers/ Mark Thompson	for Finance - Imogen Shepherd- DuBey	
157	Treasury Management Strategy 2024-2027 Purpose: Note the treasury management procedures, limits, and objectives for 2024/25. Effective and safe use of our resources to deliver service improvements and service continuity through the management of the council's cash flow and investments while funding the capital programme.	Executive	Treasury Management Strategy 2024-2027	Deputy Chief Executive - Graham Ebers/ Mark Thompson	Executive Member for Finance - Imogen Shepherd- DuBey	N/A
	Capital Programme and Strategy 2024-2027 Purpose: The capital programme and strategy 2024 – 2027 sets out the capital investment for the benefit of the community and how this is funded.	Executive	Capital Programme and Strategy 2024-2027	Deputy Chief Executive - Graham Ebers/ Mark Thompson	Executive Member for Finance - Imogen Shepherd- DuBey	N/A
	Medium Term Financial Plan 2024-2027 Including Revenue Budget Submission 2024/25 Purpose: To provide the Executive with the key revenue budget extract for 2024/25 of the Medium Term Financial Plan (MTFP) 2024-2027 for submission to Council.	Executive	Medium Term Financial Plan 2024-2027 Including Revenue Budget Submission 2024/25	Deputy Chief Executive - Graham Ebers/ Mark Thompson	Executive Member for Finance - Imogen Shepherd- DuBey	N/A
	Housing Responsive Repairs &	Executive	Procurement strategy	Director, Place and	Leader of the	N/A

	<p>Maintenance Contract Purpose: The purpose of this report is to seek Executive approval to procure a new term contract for responsive repairs and maintenance services as is required to repair and maintain the housing stock owned and managed by the Council and the Council's housing companies.</p>		options appraisal report.	Growth - Giorgio Framalico/ Rodney Coyle	Council and Executive Member for Housing - Stephen Conway	N/A
WBC 1413	<p>Establishment of a Joint Committee – The Berkshire Prosperity Board Purpose: To set up a Joint Committee in partnership with the other five Berkshire Local Authorities to provide the governance for running the Berkshire Prosperity Board</p>	Executive	Cover report Supporting papers describing the constitution and governance of the Prosperity Board	Director, Place and Growth - Giorgio Framalico/ Rhian Hayes	Leader of the Council and Executive Member for Housing - Stephen Conway	N/A
EXECUTIVE MEETING – 14 MARCH 2024						
WBC 1397	<p>Young People's Housing Strategy Purpose: To agree to the publish the Young People's Housing Strategy.</p>	Executive	Young People's Housing Strategy 2024-2028 EQIA	Director, Place and Growth - Giorgio Framalico/ Samuel Watt	Leader of the Council and Executive Member for Housing - Stephen Conway	N/A
WBC1407	<p>Affordable Housing Strategy 2024 - 2028 Purpose: To obtain Council approval to adopt the proposed Affordable Housing Strategy 2024 - 2028.</p>	Executive	Strategy Document, Equalities Impact Assessment	Director, Place and Growth - Giorgio Framalico/ Frances Haywood	Leader of the Council and Executive Member for Housing - Stephen Conway	N/A
WBC 1414	<p>Barkham Solar Farm Update Purpose: To provide an update on the business case and progress report to the Executive</p>	Executive		Deputy Chief Executive - Graham Ebers/ David Smith	Leader of the Council and Executive Member for Housing - Stephen Conway	N/A By Virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972: Information relating to the financial or business affairs of any particular person (including

						the authority holding that information).
WBC 1415	Statement of Community Involvement (adoption) Purpose: To consider representations made on the draft Statement of Community Involvement (SCI) 2023 and subsequent adoption.	Executive	Report. Enclosure 1: Consultation statement. Enclosure 2: Statement of Community Involvement.	Director, Place and Growth - Giorgio Framalico/ Ian Bellinger	Executive Member for Planning and Local Plan - Lindsay Ferris	N/A Not applicable.
WBC 1416	Building Control Partnership Purpose: Seek agreement to sign Building Control partnership arrangement with West Berkshire Council	Executive		Director, Place and Growth - Giorgio Framalico/ Roger Paine	Executive Member for Planning and Local Plan - Lindsay Ferris	N/A
WBC1408	Tackling Poverty Strategy Refresh Purpose: A mid-point review of the Tackling Poverty Strategy to take account of changing national and local context and improved data and insight.	Executive		Chief Executive - Susan Parsonage/ Emily Higson	Executive Member for Equalities, Inclusion and Fighting Poverty - Rachel Bishop-Firth	N/A
WBC1409	Strategic Asset Review Purpose: A review of the Council's approach to strategic asset management and future asset opportunities.	Executive		Deputy Chief Executive - Graham Ebers/ Sarah Morgan	Leader of the Council and Executive Member for Housing - Stephen Conway	N/A Particular information relating to financial performance or values of assets may be commercially sensitive.
WBC1410	Responsible body status (Biodiversity Net Gain) Purpose: To secure approval for officer to make an application to DEFRA for responsible body status in relation to biodiversity net gain	Executive		Director, Place and Growth - Giorgio Framalico/ Laura Buck, Andy Glencross	Executive Member for Environment, Sport and Leisure - Ian Shenton	N/A
EXECUTIVE MEETING – 30 MAY 2024						
WBC1411	SEND Strategy Purpose: To consider the revised SEND Strategy incorporating the Safety	Executive		Director, Children's Services - Helen Watson/ Jonathan Wilding	Deputy Leader of the Council and Executive Member for Children's	N/A

	Valve agreement with the DfE and recent changes to the SEND Local Area Inspection Framework.				Services - Prue Bray	
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Members of the Executive:-

Stephen Conway	Leader of the Council and Executive Member for Housing
Prue Bray	Deputy Leader and Executive Member for Children's Services
Rachel Bishop-Firth	Equalities, Inclusion and Fighting Poverty
David Cornish	Business and Economic Development
Paul Fishwick	Active Travel, Transport and Highways
Lindsay Ferris	Planning and Local Plan
David Hare	Health & Wellbeing and Adult Services
Ian Shenton	Environment, Sport and Leisure
Imogen Shepherd-DuBey	Finance

Note:

Unless the matter has been listed as being likely to be discussed in private, copies of the reports associated with the above decisions will be available no earlier than five days before the meeting at the Council Offices, Shute End, Wokingham; on the Council's website; by contacting a member of the Democratic Services Team: democratic.services@wokingham.gov.uk

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DRAFT WORK PROGRAMMES 2023-24

Please note that the Work Programme is a 'live' document and subject to change at short notice. The information in this Work Programme, including report titles is draft and is subject to approval by the Overview and Scrutiny Management Committee.

The Overview and Scrutiny Committees will consider their work programmes at the first meeting in the new Municipal Year.

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE 2023-24 WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
6 February 2024	WBC Recruitment and Retention	To consider the Council's policies and training/development provisions aimed at recruiting and retaining high quality staff	Committee Request	Louise Livingston
	Air Quality	To scrutinise progress against the Council's Air Quality improvement targets	Committee Request	Narinder Brar
	O&S Work Programmes 2024/25	To consider the development of work programmes for the five Overview and Scrutiny Committees for 2024/25	Annual Item	Neil Carr
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
6 March 2024	Equality Plan	To scrutinise the annual update of the Council's Equality Plan	Regular Update	Emily Higson
	Economic Development	To consider progress against the Council's Economic Development Strategy	Committee Request	Rhian Hayes
	Q3 Performance Management	To consider the Q3 Performance Monitoring report	Regular item	Will Roper
	O&S Committees Annual Reports	To consider the draft O&S Annual Reports prior to submission to Council	Standing Item	Neil Carr
	Executive Forward Programme	To consider the Executive and IEMD Forward Programmes and identify any issues for Scrutiny	Regular Update	Neil Carr
	O&S Work Programmes 24/25	To consider the work programmes for the five Overview and Scrutiny Committees for 2024/25	Work Programme	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Regular Update	Neil Carr

Note:

- Update on the Tackling Poverty Strategy to the June 2024 meeting.
- Update on relocation from Shute End offices to the June 2024 meeting.
- Refugees & Asylum Seekers to June 2024 meeting.

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE 2024/25 WORK PROGRAMME

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
20 March 2024	Draft SEND Strategy	To review the draft SEND Strategy.	Review item	Children's Services/ Ming Zhang
	Safety Valve Update	To monitor the development and progress of the programme.	Standing item	Children's Services/ Ming Zhang
	Transition Into Adulthood	To review the service offered in relation to transition into adulthood.	Challenge item	Children's Services/ Helen Watson
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
25 June 2024	SEND Youth Forum			
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
26 September 2024				
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang

	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
6 November 2024	Social Workers Recruitment and Retention	Update on recommendations made to the Executive in relation to social workers' recruitment and retention.	Review Item	Children's Services / Adam Davis
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children's Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
15 January 2025				
	Schools Update	To monitor schools' performance.	Standing item	Children's Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children's Services.	Standing item	Prue Bray

	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children’s Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker
DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
19 March 2025				
	Schools Update	To monitor schools’ performance.	Standing item	Children’s Services / Ming
	Executive Member Update	To receive an update from the Executive Member for Children’s Services.	Standing item	Prue Bray
	Schools Causing Concern – Part 2	To consider the work being undertaken to support schools causing concern in a part 2 session	Standing item	Children’s Services/ Ming Zhang
	CSO&S Forward Plan	To consider the forward plan of the Committee	Standing item	Democratic Services/ Luciane Bowker

Regular updates on the post Ofsted Action Plan

Safeguarding Berkshire Partnership Annual report – unscheduled

CLIMATE EMERGENCY OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
29 February 2024	CEAP Progress Report	To consider progress against one or more of the CEAP key priority areas for carbon reduction	Committee Request	Rhian Hayes
	Procurement Update	To consider progress against the Committee's recommendations at the meeting on 25 September 2023	Committee Request	Rob Bradfield
	Solar Farms	To consider progress relating to the development of solar farms in the Borough in line with the CEAP	Standing Item	David Smith
	Work Programme	To consider the Committee's Work Programme for 2023/24 – to be informed by CEAP updates	Standing Item	Neil Carr
	Action Tracker	To consider the regular Action Tracker report	Standing Item	Neil Carr

COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
28 February 2024	Strategic Asset Management	To scrutinise a review of WBC's Borough-wide assets and future opportunities for use and service delivery	Committee Request	Sarah Morgan
	Development in Barkham	To scrutinise the co-ordination of new development in Barkham including the SEND schools, solar farm and new housing developments	Committee Request	Sarah Morgan

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	CONTACT OFFICER
4 March 2024	Police and Fire Services	To receive an update on the work of the Police and Fire Services	Work Programme	Narinder Brar
	WBC Housing Companies	To consider the timetable for establishing a Shareholders Committee	Committee Request	Simon Dale
	Flood Risk Management	To receive the annual update on the Council's delivery of the flood risk management strategy	Work Programme	Boniface Ngu
	Adverse Weather Plan	To scrutinise the Council's updated Adverse Weather Plan	Committee Request	Steve Brown
	Highways & Transport	To consider a follow-up on any improvements in communications and resident satisfaction	Committee Request	Chris Easton
	Work Programme	To consider the work programme for the Committee	Standing Item	Neil Carr
	Action Tracker	To consider the regular Action Tracker report.	Standing Item	Neil Carr

**Task & Finish Groups – Active Travel Task & Finish Group & Litter Bins Task & Finish Group
Items for June 2024:**

- Community Safety Partnership – Year-end report
- Enforcement & Safety Service – Year-end report
- Planning Service – Planning, Strategic Planning and Planning Enforcement
- Arts & Culture Strategy – Update on Outcomes

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
31 January 2024	Coroners court	Referral from Community and Corporate Overview and Scrutiny Committee	To understand the works carried out by the Coroners Court and associated costs (operated by Reading Borough Council)	
	Primary care	Challenge item	Challenge item	ICB
	Healthwatch update	Challenge item	Challenge item	Healthwatch Wokingham Borough
	ASC KPIs	Challenge item	Challenge item	Matt Pope

DATE OF MEETING	ITEMS	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
19 March 2024	South Central Ambulance Service	Update	Update	SCAS
	Primary care	Challenge item	Challenge item	ICB
	Healthwatch update – GPs new ways of working and NHS app	Challenge item	Challenge item	Healthwatch Wokingham Borough
	ASC KPIs	Challenge item	Challenge item	Matt Pope

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Currently unscheduled topics:

- Autism Strategy
- Westcall
- Maternal mental health – June 2024
- GP access
- Communicating different ways of working with the public – NHS App
- Domiciliary care (including Market Provision Statement)
- Vaping in primary school children
- Update on criteria used to determine whether there was or was not sufficient GP surgery provision – ICB
- Update from the Chair of the BOB PCN Foundation, Dr Amit Sharma around its role, and how the Council could relate to it and work effectively with it.
- GP performance - Annual update on the performance of PCNs, including resourcing, staffing and outcomes.

Overview and Scrutiny Management Committee – Action Tracker 2023/24

O&S Management Committee – 12 June 2023		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> • Agreed 	<ul style="list-style-type: none"> • Completed
Thames Water	<ul style="list-style-type: none"> • Letter from Chair to Thames Water summarising issues discussed • Members to attend site visits at STWs • Notify Town/Parish Councils about opportunities for Thames Water briefings • Arrange discussion with Members on sinkholes in Borough • Thames Water – WBC discussions on cost of living measures, smart meters, adoption of infrastructure and water efficient homes 	<ul style="list-style-type: none"> • Completed • Completed • Completed • Completed • Completed
Q4 Corporate Performance Report	<ul style="list-style-type: none"> • Review layout and content of pie charts in report • Director and Executive Member review targets in leisure centre KPI • Further report on performance of leisure centres • Officers consider inclusion of assets values in KPI on investment portfolio 	<ul style="list-style-type: none"> • Completed • Completed • C/F 2024/25 • Completed
O&S Work Programmes	<ul style="list-style-type: none"> • Allocate resident/Town/Parish suggestions to O&S Committees • All reports/presentations to be submitted in advance of O&S meetings 	<ul style="list-style-type: none"> • Completed • Completed

O&S Management Committee – 18 July 2023		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> • Agreed 	<ul style="list-style-type: none"> • Completed
Leader of the Council – Stephen Conway	<ul style="list-style-type: none"> • Improving the “Overview” aspect of O&S – discussions with Leader and O&S Chairs • All-Member briefing on the “Safety Valve” agreement with the DfE 	<ul style="list-style-type: none"> • Completed • Completed

	<ul style="list-style-type: none"> • Specific focus on improving partnership working with Thames Valley Police 	<ul style="list-style-type: none"> • Completed
Annual Complaints Report 2022/23	<ul style="list-style-type: none"> • Future reports to include data on response times for each stage of the complaints process • The term “customer” to be reviewed as part of the emerging Customer Excellence Strategy • Any policy updates to be submitted to the appropriate O&S Committee • Future complaints reports include more detailed equality monitoring data 	<ul style="list-style-type: none"> • Completed • Completed • Completed • Completed
Bus Enhanced Partnership & Scheme	<ul style="list-style-type: none"> • Progress on implementation to be submitted to O&S annually • Officers check legislation re inclusion of an exit clause to the agreement • Report to Executive to include clarification on WBC’s financial commitment after 2026/27 	<ul style="list-style-type: none"> • Completed • Completed • Completed
O&S Work Programmes	<ul style="list-style-type: none"> • Add OSMC item on Sports Pitch Strategy • Add OSMC item on WBC Recruitment and Retention • Approach SSEN re attendance at OSMC • Add C&C item on 2023 grass cutting 	<ul style="list-style-type: none"> • Completed • Completed • Completed • C/F to 2024/25

O&S Management Committee – 11 September 2023

Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> • Agreed 	<ul style="list-style-type: none"> • Completed
Q1 2023/24 Performance Report	<ul style="list-style-type: none"> • Provide further information on points raised by Members 	<ul style="list-style-type: none"> • Completed
Estate Infrastructure Task & Finish Group	<ul style="list-style-type: none"> • Original 12 recommendations endorsed and updated as agreed by Members • Further update to the Committee in 2024/25 	<ul style="list-style-type: none"> • Completed • Completed

Scrutiny Improvement Review Action Plan	<ul style="list-style-type: none"> • Update Action Plan to reflect Member discussion • O&S reports to include sections agreed by the Committee • SIR feedback session with Centre for Governance and Scrutiny noted 	<ul style="list-style-type: none"> • Completed • Completed • Completed
O&S Work Programmes	<ul style="list-style-type: none"> • Add OSMC item on Sports Pitch Strategy • Add OSMC item on WBC Recruitment and Retention • Approach SSEN re attendance at OSMC 	<ul style="list-style-type: none"> • Completed • Completed • Completed

O&S Management Committee – 4 October 2023		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> • Agreed 	<ul style="list-style-type: none"> • Completed
Vision for Our Borough	<ul style="list-style-type: none"> • Further update report in early 2024 	<ul style="list-style-type: none"> • Completed
WBC Future Office Provision	<ul style="list-style-type: none"> • Recommendation to the Executive that other options across the Borough be included in feasibility work, including improvements to Shute End • Officers to produce timeline for further “gateway” reports to O&S • Financial implications to be scrutinised through Budget Scrutiny process 	<ul style="list-style-type: none"> • Completed • Completed • Completed
Unauthorised Encampments	<ul style="list-style-type: none"> • Circulate further info in response to Member questions • Further update report in 2024/25 	<ul style="list-style-type: none"> • Completed • 2024/25
O&S Work Programmes	<ul style="list-style-type: none"> • St Crispin’s Leisure Centre to Community & Corporate on 14 November • Barkham Solar Farm – all elements to be scrutinised by Climate Emergency O&S • Community & Corporate to scrutinise transport plans for new developments in Barkham area 	<ul style="list-style-type: none"> • Completed • Completed • 28 February 2024

O&S Management Committee – 15 November 2023		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> • Agreed 	<ul style="list-style-type: none"> • Completed
Waste Collection Changes Project	<ul style="list-style-type: none"> • Progress on the project noted; • Member comments and questions to inform the project; • Executive Member and Director to review KPIs and report back to the Committee; • Further update report in June 2024; • Member briefings on project after May 2024 elections 	<ul style="list-style-type: none"> • Completed • Completed • Ongoing • Ongoing • TBC
Unreasonably Persistent Complainants Policy	<ul style="list-style-type: none"> • Member comments and questions to be fed into development of the policy; • Committee to receive feedback of any changes prior to submission to Executive 	<ul style="list-style-type: none"> • Completed • Completed
Council Motions	<ul style="list-style-type: none"> • Update schedule of progress following Member comments • Circulate finalised schedule to all Members; • Officers to consider process for updating Members who sponsor Council Motions 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing
O&S Work Programmes	<ul style="list-style-type: none"> • O&S section of new Constitution to be submitted to the Committee for comment 	<ul style="list-style-type: none"> • Ongoing

O&S Management Committee – 16 January 2024		
Agenda Item	Action	Update
Minutes of Previous Meeting	<ul style="list-style-type: none"> • Agreed 	<ul style="list-style-type: none"> • Completed
Thames Water	<ul style="list-style-type: none"> • WBC Comms team to provide info to residents, e.g. on the Priority Service • Support Thames Water on lobbying re Schedule 3 of the Flood Water Management Act 	<ul style="list-style-type: none"> • Ongoing • Ongoing

	<ul style="list-style-type: none"> • WBC officers to explore potential support to Thames Water, e.g. delivering bottled water • Request Executive Member/officers to pursue more effective water management through the LPU 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Leader and Chief Executive	<ul style="list-style-type: none"> • Support evidence-based approach to lobbying on Council funding • Invite to meeting in six months 	<ul style="list-style-type: none"> • Completed • Ongoing
Q2 Corporate Performance Report	<ul style="list-style-type: none"> • KPI Updates noted • Further information requested to be circulated to Members 	<ul style="list-style-type: none"> • Completed • Ongoing
Affordable Housing Strategy	<ul style="list-style-type: none"> • Member comments to be fed into the Strategy • Reference to “creative industries” as a key sector be removed from the strategy 	<ul style="list-style-type: none"> • Completed • Completed
O&S Work Programmes	<ul style="list-style-type: none"> • Noted 	<ul style="list-style-type: none"> • Completed

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