

MEETING:	Cabinet
DATE:	Wednesday, 21 September 2016
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

AGENDA

1. Declaration of pecuniary and non-pecuniary interests
2. Leader - Call-in of Cabinet decisions

Minutes

3. Minutes of the previous meeting held on 7th September, 2016 (Cab.21.9.2016/3)
(Pages 3 - 8)

Items for Noting

4. Decisions of Cabinet Spokespersons (Cab.21.9.2016/4) (Pages 9 - 10)

Petitions

5. Petitions received under Standing Order 44 (Cab.21.9.2016/5)

Items for Decision/Recommendation to Council

Leader/Corporate Services Spokesperson

6. Service and Financial Planning 2017/18 - 2019/2020 (Cab.21.9.2016/6)
(Pages 11 - 66)

People (Safeguarding) Spokesperson

7. Commissioning of the Young People's Substance Misuse Service 2016-19
(Cab.21.9.2016/7) (Pages 67 - 74)

Place Spokesperson

8. Licensing Act 2003 - Statement of Licensing Policy Consultation
(Cab.21.9.2016/8) (Pages 75 - 110)
9. Air Quality Action Plan (Cab.21.9.2016/9) (Pages 111 - 236)

To: Chair and Members of Cabinet:-

Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

Cabinet Support Members:

Councillors Cherryholme, Franklin, David Griffin, Lamb, Mitchell and Saunders

Chair of Overview and Scrutiny Committee
Chair of Audit Committee

Diana Terris, Chief Executive
Rachel Dickinson, Executive Director People
Matt Gladstone, Executive Director Place
Wendy Lowder, Interim Executive Director Communities
Julia Burrows, Director Public Health
Frances Foster, Director Finance, Assets and Information Services
Julia Bell, Director Human Resources, Performance and Communications
Andrew Frosdick, Director Legal and Governance
Katie Rogers, Communications and Marketing Business Partner
Anna Morley, Scrutiny Officer
Ian Turner, Service Director, Council Governance

Corporate Communications and Marketing
Labour Group Room – 1 copy

Please contact Ian Turner on 01226 773421 or email governance@barnsley.gov.uk

Tuesday, 13 September 2016



MEETING:	Cabinet
DATE:	Wednesday, 7 September 2016
TIME:	10.00 am
VENUE:	Reception Room, Barnsley Town Hall

MINUTES

Present Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

Members in Attendance: Councillors Cherryholme, Franklin, David Griffin, Saunders and Sheard

62. Declaration of pecuniary and non-pecuniary interests

There were no declarations of pecuniary or non-pecuniary interests.

63. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 24th August, 2016 had been called in.

64. Minutes of the previous meeting held on 24th August 2016 (Cab.7.9.2016/3)

The minutes of the meeting held on 24th August, 2016 were taken as read and signed by the Chair as a correct record.

65. Decisions of Cabinet Spokespersons (Cab.7.9.2016/4)

There were no Records of Decisions by Cabinet Spokespersons under delegated powers to report.

66. Petitions received under Standing Order 44 (Cab.7.9.2016/5)

RESOLVED that the report notifying the receipt of the following petitions be noted and the recommended actions for responding to them be endorsed:-

- (a) Containing the signatures of 103 people, in respect of encouraging the enforcement of the landowners of the former Yews Hotel, Yews Lane, Worsbrough to keep the area safe using Section 106 monies.

The matter to be investigated by the Council's Enforcement Team, who will determine if the Council is in a position to take any action with respect to the concerns identified. The Enforcement Team to inform the petitioner of their findings and any actions to be taken.

Cabinet Spokesperson without Portfolio

67. Electronic Notices for Council Meetings (Cab.7.9.2016/6)

RESOLVED:-

- (i) that, in accordance with the Local Government (Electronic Communications) (England) Order 2015, Cabinet gives its consent for the summons and papers for its meetings, and for any other meetings attended by Cabinet Members, to be transmitted by electronic means to their barnsley.gov.uk email address; and
- (ii) that the Director of Legal and Governance be authorised to consult other Members to seek their consent for summons and papers to be issued by the same means, on the presumption that they will be transmitted electronically, subject to any specific requirements those Members may have.

Corporate Services Spokesperson

68. Quarter 1 Performance Monitoring Report 2016/17 (Cab.7.9.2016/7)

RESOLVED:-

- (i) that the contents of the report now submitted in relation to the delivery of the Corporate Plan priorities and outcomes be noted;
- (ii) that Cabinet receives follow-up reports arising from the Quarter 1 report on:
 - Hospital admissions for alcohol related conditions
 - Adult safeguarding
 - Place Directorate finances; and
- (iii) that this report be shared with the Overview and Scrutiny Committee to inform and support their ongoing work programme.

69. Quarter 1 Corporate Finance Summary 2016/17 (Cab.7.9.2016/8)

RESOLVED:-

- (i) that Executive Directors/Directors be requested (where appropriate) to provide detailed plans on how their forecast overspends will be brought back into line with existing budgets on a recurrent basis;
- (ii) that approval be given to write off £0.997m of historical bad debts as shown at section 6 of the report now submitted;
- (iii) that the budget virements at Appendix 1 of the report be approved;
- (iv) that the potential impact of the Quarter 1 monitoring position on the Council's Medium Term Financial Strategy detailed at section 7 of the report be noted;

- (v) that the updated reserves position as outlined in section 8 of the report be noted and note that this has also been incorporated into an updated Medium Term Financial Strategy (MTFS), which will be reported separately to Cabinet in due course; and
- (vi) that the Invest to Grow schemes provided in the table at Section 8 be approved.

70. Quarter 1 Capital Programme Update 2016/17 (Cab.7.9.2016/9)

RESOLVED:-

- (i) that the position of the Capital Programme for both 2016/17 and the overall five year Programme, as detailed in the report now submitted, be noted;
- (ii) that approval be given to the 2016/17 scheme slippage totalling -£0.844m and scheme re-phasing totalling -£12.498m (paragraphs 4.4, 4.5 and Appendix B of the report refer);
- (iii) that approval be given to the decrease in scheme costs in 2016/17 of -£0.788m (paragraph 4.6 and Appendix B refer) and approve the adjustments to the Capital Programme plans to reflect this change; and
- (iv) that approval be given to the new schemes in 2016/17 of £6.695m (paragraph 4.7 and Appendix B refer) to be funded from resources previously approved and approve the adjustments to the Capital Programme plans to reflect this change.

71. Quarter 1 Treasury Management Activities 2016/17 (Cab.7.9.2016/10)

RESOLVED:-

- (i) that the Treasury Management activities undertaken and compliance with the Prudential Indicators for the quarter ending 30th June, 2016, as detailed in the report now submitted, be noted;
- (ii) that the Authority's Capital Programme Funding Position be noted; and
- (iii) that the performance of the Authority's investments for the reported quarter be noted.

72. Enterprise Act 2016 - Repayment of Public Sector Exit Payments (Cab.7.9.2016/11)

RESOLVED:-

- (i) that the contents of the Enterprise Act 2016 – Repayment of Public Sector Exit Payments report now submitted, be noted and approval in principle be given to the establishment of an internal waiver process in regard to Repayment of Exit Payments by former Council employees, as set out in the report now submitted; and

- (ii) that a further report be submitted to Cabinet should the Treasury Regulations differ from the advice received from the Local Government Association on the indicative regulations to be applied to the waiver process to ensure that the Council complies with the legislation.

73. Proposed Sale by the Council as Trustee of the North and South Lodges at Locke Park (Cab.7.9.2016/12)

RECOMMENDATION TO COUNCIL ON 29TH SEPTEMBER, 2016:-

- (i) that subject to consultation with the Charity Commission and the statutory procedures under the Charities Act 2011 being complied with, the Council in its capacity as Trustee of Locke Park approves the sale of the North Lodge and the South Lodge shown edged black on the plans attached to the report now submitted, subject to appropriate restrictive covenants to prevent the properties becoming Houses in Multiple Occupation;
- (ii) that the Director of Finance, Assets and Information Services on behalf of the Council as Trustee, dispose of the North Lodge and the South Lodge by most appropriate means as recommended by an independent surveyor acting on behalf of the Council as Trustee, to achieve best value;
- (iii) that the Director of Legal and Governance be authorised to address any representations made by the general public to the proposal on behalf of the Council as Trustee and to conclude the necessary legal documentation relating to the disposal of the properties;
- (iv) that the Director of Legal and Governance be authorised to seek the consent of the Charity Commission to use the proceeds of sale in accordance with the Trust's Governing Documents with such monies being applied towards improvements for the benefit of the remainder of the park, and that until concluded that the Council as Trustee holds the capital receipt on trust; and
- (v) that, once settled and consent of the Charity Commission is obtained, the Service Director Stronger, Safer and Healthier Communities (Park Services) be authorised to use the proceeds in accordance with the requirements and any directions made by the Charity Commission.

74. Sale of Land at King Street, Elsecar (Cab.7.9.2016/13)

RESOLVED:-

- (i) that the Director of Finance, Assets and Information Services be authorised to exchange conditional contracts on the sale of land at King Street, Elsecar, Barnsley to DJ Atkinson Construction immediately, as set out in the report now submitted;
- (ii) that Head of Service, Assets be authorised to finalise the Heads of Terms and contract details for the proposed disposal; and
- (iii) that the Director of Legal and Governance be authorised to complete the sale of the site to DJ Atkinson Construction.

People (Safeguarding) Spokesperson

75. Contracting and Partnership Arrangements - Adult Social Care and South West Yorkshire Partnership Foundation Trust (Cab.7.9.2016/14)

RESOLVED:-

- (i) that agreement be given to the proposal to move the specified service elements (Community Equipment Service, Equipment, Adaptation and Sensory Impairment Service and Recovery College) to the Clinical Commissioning Group (CCG) – South West Yorkshire Partnership Foundation Trust (SWYPFT) contract, added to the Associate Commissioner element of that contract, as is the case with integrated and joint funded children’s services; and
- (ii) that the work that has begun to review the staff management agreements and duties and outcomes expected in relation to mental health duties discharged by adult social care social workers working in integrated teams with health staff in SWYPFT be acknowledged, with the outcome of the review forming the basis of a new section 75 agreement between Barnsley MBC and SWYPFT.

People (Achieving Potential) Spokesperson

76. Local Government Ombudsman Report with a Finding of 'Fault Causing Injustice' (Cab.7.9.2016/15)

RESOLVED that the Local Government Ombudsman’s report in relation to a school admission appeal be noted, together with the action taken to implement the recommendations in full, as detailed in the report now submitted.

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Chair

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BARNSELY METROPOLITAN BOROUGH COUNCIL

CABINET SPOKESPERSONS' DECISIONS

Schedule of Decisions taken for week ending 9th September, 2016

<u>Cabinet Spokesperson</u>	<u>Item</u>	<u>Decisions</u>	<u>Contact Officer</u>
1. Without Portfolio	Attendance at 'CfPS Effective Challenge of Safeguarding Children Systems' Event	that Councillor Jeff Ennis, Chair of the Overview and Scrutiny Committee, attend the 'CfPS Effective Challenge of Safeguarding Children System's event to be held on 14 th September, 2016 in London.	L. Glanville Tel. 773078
2. Corporate Services	Barnsley Building Schools for the Future – Performance Deductions Dispute	that the Council accept the Barnsley Local Education Partnership's (BLEP) offer to retain the £703,565 in respect of monetary performance deductions for the period 1 st April, 2013 to 1 st May, 2016.	M. Rawlins Tel. 774629

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CABINET 21 SEPTEMBER 2016

2017/18 - 2019/20 SERVICE & FINANCIAL PLANNING

CONTENT

SECTION

1. Future Council 2020 – For a Brighter Future, a Better Barnsley
2. Efficiency Plan 2020
3. Financial Planning for 2020
4. Future Council Proposals
 - a) Summary of Proposals
 - b) Detailed Future Council 2020 Proposals
 - c) Summary of HR implications
5. Recommendations

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Report of the Chief Executive

FUTURE COUNCIL 2020: FOR A BRIGHTER FUTURE, A BETTER BARNSELEY

1. Purpose of report

- 1.1 To provide Members with an update on the progress of the Future Council Strategy and to outline the planned change, improvement and growth required to develop the organisation towards a sustainable Future Council, a brighter future and a better Barnsley.

2. Recommendations

- 2.1 **That Members note this report and highlight any issues requiring future reports.**

3. Background

- 3.1 As we know, local authorities haven't always existed. Before they did, communities were left to look after themselves, coming together to take care of where they live and each other. Of course this also meant that the most vulnerable people were not supported in the way they needed. We also know that with the introduction of public services, huge progress has been made in the wellbeing of whole populations. And where opportunity doesn't flow to all equally, public services have developed to support those who need a little extra help, and to provide a safety net when necessary.

Local government in more recent years has developed in times of growth to benefit from increased public finances and so, over time, the range of services has increased. Whilst hugely beneficial, it has also brought about a paternalistic culture within local authorities and subsequently a learned helplessness within communities.

However, in 2016, the days are gone when we are able to step in to any need within the community – fulfilling a need for answers, services, advice and guidance, and even in some cases creating or fuelling that need.

- 3.2 Today we have five main drivers for that change, all significantly impacting on the role and function of our council:

- **Our drive for significantly improved service provision** will inevitably mean that we focus our attention on providing increasingly excellent services in those areas where we can add the most value. We must determine and develop our 'core offer' to be the best that it can be.

- **Austerity** means that our financial resources are severely limited made more challenging by the changing nature of local government finance, demographics and increased demand, particularly those with complex needs. This drives us to target our efforts to those areas where we can have the most impact.
- We know from our recent work through **Area Councils** and other community development activity that our communities have ability, capacity and resilience and want to get more involved in doing things for themselves, alongside our partner organisations.
- **Devolution** means taking back powers from central government and increasing our own control over our priorities and how we deliver them. Local devolution provides the opportunity to increase local empowerment. Localisation of business rates could be another potential opportunity to strengthen ourselves locally.
- We know that the recent vote in favour of **Brexit** will mean change, but it is not possible to be certain of exactly what that will mean for us yet – except that we can be sure it will bring both challenges and opportunities. We do know that we must start now to strengthen our key relationships across Europe (eg with employers within the region).

3.3 We know that all of this means that we need to continue to change what we do and how we do it. However, it's also clear that we will need to encourage culture change within our communities as well as within our council – and to continue to change the relationship we have with our communities and our partners.

3.4 Barnsley Council is already rising well to this challenge and so is ahead of the game. The work we have done to change ourselves and our organisation over the past four years has laid a strong foundation which will enable us to create a very different, truly modern local authority, as well as to respond positively to the drivers above (3.2).

4. **Where we are now, and how we got here**

4.1 Future Council was established as a concept in 2013 and this blueprint set out a fundamentally different approach to how we design, plan and deliver our services and achieve sustainability. Future Council has led to our delivery of:

- A new business model/organisation with the creation of business units supported by a strong, lean core
- Vision, values and behaviours which have been central to the change in the organisation's culture
- A changing relationship with our communities/greater empowerment and community involvement
- A revised approach to financial planning including the introduction of multiyear planning providing stability and certainty for the Council and its employees (e.g. 2015-2017 and 2017-2020)

- Clearly articulated outcomes enabling all colleagues to clearly see how their work contributes to the achievement of our corporate priorities
- A budget reduction totalling £87m over 2010-2017 whilst improving customer services and outcomes for residents

4.2 The Council's Strategic Risk Register (SRR) includes the following risk. This was a very real risk for us given the size of the change outlined in 4.1:

3027 - Failure to manage organisational change - 'Risk of Destabilisation of the Organisation

Over the past year our progress has ensured that this risk has become 'green' and now we are in a position to close it down.

We do, however, now have a new risk which is the failure to embed the changes to date, with the risk of 'Failure to achieve the full benefit of our change work to date and to ensure it is sustainable for the future'.

4.3 Despite the challenges we continue to be successful and receive recognition for our performance. In September 2015 we held our very first Tell Us What You Think Month, which was a four week focussed period of employee engagement. During the month we launched the Employee Survey and also completed the Investors in People (IIP) silver accreditation. We achieved the silver status which shows that our workforce and our people management and development is strong.

The Employee Survey was every employees opportunity to anonymously have their say and the results provided a number of positives, as well as some areas for improvement. 92% of employees said they were committed to making the Council successful and 72% of employees were proud to work for the Council. The main areas for improvement were the recognition that change had a negative impact on employees' workload and morale within teams.

We have continued to drive delivery against our corporate priorities and outcomes and have been externally recognised for our success.

Thriving and Vibrant Economy – we were ranked in the top 10 cities for private sector employment growth and our Enterprising Barnsley team won the prestigious 'Driving Growth' category at this year's Local Government Chronicle (LGC) awards.

People Achieving Their Potential – 88% of our early years and childcare settings are judged good or outstanding and Centre for Cities also ranked Barnsley second overall in relation to apprenticeships and our 77% completion rate for apprenticeships ranked the highest.

Strong and Resilient Communities – we have achieved the Carbon Trust Mark of Excellence and our joint waste management recycling facility partnership with Doncaster and Rotherham has recently won a national Best Energy from Waste Initiative award.

Our continued improvements and success culminated in being shortlisted for the LGC Council of the Year award and to show our appreciation for all of this success and the hard work and commitment of our workforce we provided all employees with an additional days leave.

5. What is next for us?

- 5.1 **Facilitating and accelerating growth:** If we are to achieve our ambition for economic growth and a more prosperous Barnsley, we will need to establish and grow the role of the Council in accelerating opportunity. This will require the scaling up of our effort, skills and activities – for example to provide or facilitate the provision of incentives for investment. This work will require a change in how we view and use our finances, as well as a further strengthening of our business and commercial acumen. Furthermore we will increasingly need to use our unique role to drive forward with new partnerships and integrated models with our public sector partners where it makes sense to do that. This will need to be locally with partners such as health agencies and regionally with our SCR partners maximising the opportunities arising from the devolution deal.
- 5.2 **Marshalling our resources to support early help offers and stepping in only when we have to do so, while being efficient and cost effective:** We have worked hard to support and develop capabilities and capacity within our communities and to shift our relationships from ‘paternal’ to ‘empowering’. If we are to maximise the benefits of these achievements then we will need to redesign our approach so that making use of our community assets is the *first* port of call for public services. And even in the small number of areas where that will never be possible (e.g. some of our child protection services), we could still join up our approaches more effectively and change the ways we work within our communities.
- 5.3 **Further developing our local devolution and Area Council model to drive additional innovation and improvement within our communities:** The work to support and develop capabilities and capacity within our communities has also been championed through the work of our Area Councils. There has been an increased will from all public services to work in a place based way and in doing so collectively they have achieved better outcomes. We now have the opportunity to build on the intelligence and experience we have gained through our commissioning so far, in order to focus more strongly on *first* using community assets and only awarding additional future investment to those activities which will deliver the biggest outcomes. This stronger emphasis on a focus on outcomes will require a commitment to different skills and ways of working for some of our elected members and we will need to support elements of that development through mandatory training.

- 5.4 **Supporting behaviour change within our communities:** Whilst we have worked hard to lead change and successfully build engagement within the council, we now need to pay attention to communication with our communities across Barnsley. In order to support the work outlined above it will be important for us to have clearly communicated the role of a modern local authority, as well as our core service offers (including our outcomes). It will also be crucial for us to focus our efforts on community engagement and culture change through social marketing. As well as a strong and active communications function, we will need to use our workforce development programmes to build the confidence and capability of all staff from across the council in this work.
- 5.5 **Dealing with the implications of Brexit:** Whilst we are not yet certain of what Brexit will mean for us, we can be sure it will bring both challenges and opportunities. In the meantime, we must focus on delivering our business as usual whilst at the same time as tightening our relationships across our European networks (including with employers already in our region). We will also remain mindful of the need for our communities to be safe, strong and united.
- 5.6 **Using technology to maximise our impact:** We have begun to see the benefits of channel shift as the number of our customers who access information or services in a digital way and at a time that best suits them, grows. We now need to look to further exploit the opportunities technology offers us, including ‘switching off’ channels that are no longer necessary or cost effective and making use of mobile technology which will allow more of us to work visibly within our communities – out and about and ‘on the ground’, rather than shut away in inaccessible buildings.
- 5.7 **Using our Improvement and Growth Fund to drive additional innovation and change within the Council:** Future Council has already changed the way we work, with colleagues from across the organisation sharing and developing their ideas for how we could work differently to achieve even more. In order to further stimulate and support innovation, managed risk taking and commercial and business thinking, a £3m Improvement and Growth Fund has been created to fund business cases which will clearly demonstrate alignment with our corporate priorities and evidence return on investment through cashable and/or non-cashable efficiencies.
- 5.8 **Making decisions on what we will do more of, continue, do differently or stop altogether:** We will pull together our corporate priorities, our core offer and our outcomes and use this foundation to make our decisions about which of our current activities we will stop, as well as which new activities we will start and which of our existing activities we will further invest in.

6. Implications

6.1 Financial implications

- 6.1.1 The Council's Medium Term Financial Strategy (Item 3) is currently estimating a financial shortfall in the region of £17.8m per year by 2019/20, though it should be noted that this is subject to potential significant change as Government policy and the underlying assumptions are firmed up.
- 6.1.2 The Council has reshaped and transformed into an effective, efficient, high performing and sustainable Future Council. This has provided the foundations to ensure we are in a position to achieve our agreed priorities and outcomes as we continue our journey to 2020. This has enabled us to identify a series of proposals in the early stages of our work and underpin the ongoing work to deliver the Council's 2020 outcomes framework.
- 6.1.3 If agreed, these proposals not only have the potential to make significant inroads into the aforementioned financial gap but the innovative changes to service delivery aided by the Improvement and Growth Fund (see 5.7 above) will ensure that our 2020 outcomes are delivered by a sustainable future council.
- 6.1.4 Work will continue over the summer to finalise our proposals with the full involvement of our colleagues and stakeholders over the coming months.

6.2 Workforce implications

- 6.2.1 A robust Workforce Plan is an integral part of our business and financial planning through to 2020. The appropriate capacity and capability required, an assessment of the current skills existent in the workforce and any gaps against essential future requirements all need to be identified. It is important to note that the workforce is not just the employed capacity, the ability of the employed workforce to be agile and flexible to meet the changing customer demands over the next three years will be paramount.
- 6.2.2 Employees are our biggest asset and we will continue to deliver our Workforce Development Strategy and develop and deliver our workforce development programme to ensure we have the right people, with the right skills, knowledge and behaviours required to achieve our outcomes and organisational sustainability.
- 6.2.3 The financial savings required between 2017 and 2020 will inevitably lead to a further reduction in our workforce and any reorganisations will be dealt with consistently through the Managing Change procedure and process.
- 6.2.4 Having considered the information gathered in developing the workforce plan, the workforce development requirements for each Business Unit will be identified. In addition to the service specific requirements, from a strategic perspective the following challenges will need to be addressed:
- Less siloed, more integrated working across Business Units

- Succession planning where the demographic data anticipates a loss of skills and knowledge during this period
- IT Literacy across the workforce.
- Social Media and Digital Technology capability, workforce agility and flexibility will require this.
- Programme and Project management skills will need to improve to ensure maximum efficiency across all of our work.
- Coaching and Mentoring to support improved performance and wellbeing at all levels.

6.2.5 It is also important that we find a way to empower employees to be as creative and innovative as possible in whatever job they do, notwithstanding the challenges ahead, work should be enjoyable and rewarding.

6.3 Member implications

6.3.1 The councillor as a local representative occupies a central position in the dynamics of local communities. The very fact that councillors are drawn from the local community gives them an insight into its problems, priorities and requirements that is necessary for developing local solutions and taking action locally. Increasingly councillors have a role to play in managing public expectations, motivating and inspiring communities, encouraging and facilitating community capacity and leadership, breaking down barriers and challenging disabling responses to community activists. A new set of core competencies may well be required for councillors to help them to focus on how to optimise their critical role in enhancing the effectiveness of their communities and to feel as comfortable being enablers as decision makers. This will be reflected in the design of the member development programme.

Our Area Governance arrangements have supported us on this journey as members have gained greater skills, knowledge and insight however we will need to work harder at bringing the public sector system and communities together at a local level to effect sustainable change in our communities.

There will also be a need to ensure that members are able to play an appropriate and effective role in securing proper accountability for the decisions which will be taken at a City Region level through the development of the Sheffield City Region Devolution agenda through the Mayoral Combined Authority.

6.4 Communications implications

6.4.1 Communication has been a key part of implementing Future Council, with a robust communications plan supporting and engaging people in its delivery. It will be crucial to clearly communicate the role of a modern local authority, including our Outcomes, to the residents of Barnsley. Our community engagement needs to include campaigns which consistently drive key methods around self-help and resilience. Messages can be delivered through social marketing via our website, Open News and community magazines.

6.4.2 We will produce an internal change communications plan and deliver this by directing timely communications via existing channels such as Terris Talk, Straight Talk, the intranet and Talkabout sessions as well as other channels.

7. Glossary

- liP – Investors in People
- IT – Information Technology
- LGC – Local Government Chronicle
- SCR – Sheffield City Region
- SMT – Senior Management Team

Background papers

- Future Council 2020 Outcomes Framework
- Future Council 2020 Improvement and Growth Board Terms of Reference
- Future Council 2020 Timeline
- Medium Term Financial Strategy
- Council of the Year Supporting Document/Application
- Future Council: Achieving Excellence (Cab.2.12.2015/6)
- Corporate Plan 2015-18 (Cab.8.6.2015)
- Our Future Council Update (Cab.8.10.2014/6)
- Future Council Change Programme (Cab.4.6.2014/6)
- Our Future Council Cabinet Report (Cab.15.1.2014/6)

Officer Contact: Diana Terris
Telephone No: 01226 773301
Date: 25th July 2016

BARNESLEY'S EFFICIENCY PLAN 2020

1. Introduction

1.1 The following Efficiency Plan seeks to outline the framework that the Council has in place to ensure that it is a self sustainable, evolving organisation that will deliver against our four year plan in spite of the reducing resources it faces.

2. Background – delivery / changes undertaken since 2010

2.1 From 2011/12 through to 2016/17, the Council has established some £87M of savings.

2.2 The Authority has managed to deliver savings on this scale by undergoing a radical overhaul of its structure/ services to ensure that the Council is an evolving organisation that can adapt to the prevailing environment and specifically the level of austerity that it has faced.

2.3 Barnsley's 'Future Council' model has entailed a fundamental redesign of our services to deliver outcomes in different ways and improve services to our customers around our 4 main priorities:-

- A thriving and vibrant economy
- Citizens achieving their potential
- Strong, resilient communities
- A sustainable Future Council

2.4 The Future Council model was introduced to deliver our key services on a new Business Unit model supported by a strong and lean core. Its aim was to provide improved key outcomes for local people whilst still ensuring expenditure plans fell within available resources and to this end, it is important to reiterate that the Council's net spend is still around £168M (net) in 2016/17 on services for the residents of Barnsley.

2.5 In addition the Council also has robust frameworks in place to establish and deliver organisational, performance and budgetary changes in line with the new Future Council model. For example, the Council has an integrated process that brings together performance and financial monitoring and quarterly reports are submitted into Cabinet and subjected to extensive challenge.

2.6 The position outlined above demonstrates that Barnsley has a proven track record of delivery and a strong foundation for achieving its forthcoming 4 year plan. However whilst this is the case, it should not hide the fact that the savings achieved to date have been very difficult to achieve. The systematic change to the Future Council model has had a widespread impact with resulting job losses and service implications.

- 2.7 Assuming that we are successful in securing a 4 year settlement, we are aware that there are still further changes required that will be increasingly difficult to deliver. As such, we will continue to challenge the way we deliver current functions and services. For example we will continue to reduce our communities dependency on the Council, supporting them to become more self-sufficient.
- 2.8 Moreover the Council's key priority is to enable a thriving and vibrant local economy by providing support to local businesses in order to diversify our business base away from traditional industries and create new retail, leisure and development space to attract customers and businesses back into the borough. This is a very challenging approach bearing in mind i) competition from more prosperous neighbouring cities/ towns and ii) that Barnsley has traditionally had low start up rates for local businesses and a limited supply of available commercial property sites.
- 2.9 On the back of the context outlined above, we will continue to change and evolve to become a truly modern local authority in order to address the challenges we will undoubtedly face over the next 4 years.

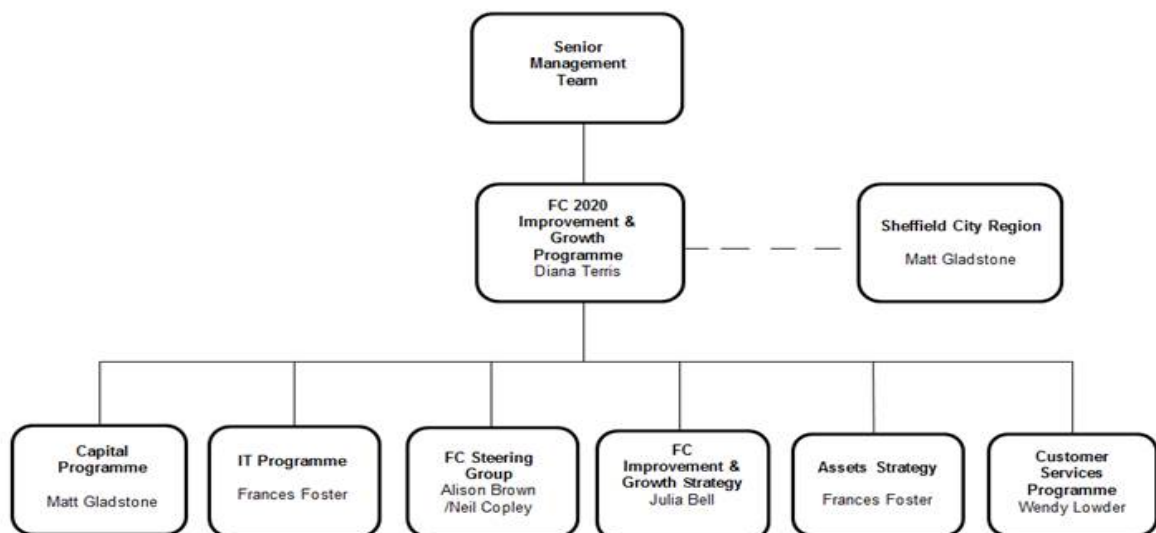
3. Delivery of the Council's 2020 vision

- 3.1 The Council's 2015-18 Corporate Plan sets out what we aim to achieve to improve outcomes for our customers and the community with both the Future Council Strategy 2014-17 and Workforce Development Strategy 2014-17 enabling us as an organisation to effectively deliver these.
- 3.2 We are now working towards Future Council 2020 and as a result we have revisited our Corporate Plan outcomes and created a high level 2020 Outcomes Framework, which will see the refresh of our Corporate Plan and extension to 2020, in line with our key strategies and plans. Clear governance structures are in place to deliver these outcomes which are tracked via corporate performance indicators, as part of our performance management framework.
- 3.3 Improvement and growth is now our emphasis and to reflect this, we are developing a new Future Council Improvement and Growth Strategy 2017-2020, which will be complemented by a new Workforce Development Strategy 2017-20. In light of this, we anticipate that the key issues/ themes facing us over the next 4 years are:-
- Facilitating and accelerating growth;
 - Marshalling our resources to support early help offers and stepping in only when we have to do so;
 - Developing our Local Devolution and Area Council models to drive additional innovation and improvement within our communities;
 - Supporting behaviour change within our communities;
 - Dealing with the implications of Brexit;
 - Using technology to maximise our impact;

- Using the Improvement and Growth fund to drive additional innovation and change within the Council;
- Making decisions on what we will stop, start and invest more in doing.

3.4 There are a number of existing programmes (see diagram below) that along with these revised strategies will provide the building blocks required to deliver Future Council 2020. Together these form the Future Council Improvement and Growth programme.

3.5 There are clear governance arrangements in place for challenging and monitoring progress of these investments and efficiency savings; their associated risks and impact, which is supported by a new corporate approach to project & programme management.



3.6 The Councils framework for delivering Future Council 2020 is described above and we should also note the relationships with other key strategic groups such as :-

- Childrens & Young People Trust
- Health & Wellbeing Board and the Senior Strategic Development Group
- Community Safety Partnership
- Stronger Communities Partnership
- Barnsley Economic Partnership

3.7 In addition to this Barnsley plays a strong role in regional boards such as:-

- Sheffield City Region where the Leader is Chair of the Board and key officers are members of the associated governance structures
- South Yorkshire & Bassetlaw Sustainability and Transformation Plan Board -a key board that will drive forward greater integration and sustainability within NHS.

4. The Council's Medium Term Financial Strategy

- 4.1 One of the key strategies that underpins the Council's 2020 vision is its Medium Term Financial Strategy. We have a long tradition of forward planning that provides the Council financial context for delivering its key priorities. The Council's Medium Term Financial Strategy is currently estimating a financial shortfall in the region of £17.8m over the period through to 2020.
- 4.2 As outlined above, the Council has reshaped and transformed into an effective, efficient, highly performing and sustainable Future Council. This has provided the foundations to ensure we are in a position to achieve our agreed priorities and outcomes as we continue our journey to 2020.
- 4.3 This has enabled us to identify a series of investment and efficiency proposals in the early stages of our work that underpins the ongoing work to deliver the Council's 2020 outcomes framework.
- 4.4 These proposals not only have the potential to make a significant impact on the aforementioned financial gap but deliver innovative changes to service delivery, aided by the establishment of an Improvement and Growth Fund. This will ensure that our improved customer focused 2020 outcomes are delivered by a sustainable future council and provide the services that our community needs.

5. Risks underpinning delivering of the Council's 2020 vision

- 5.1 In addition to the MTFs, the Council also ensures that key risks are identified at an early stage by operating a Strategic Risk Register. A robust and dynamic SRR sets the culture and tone for Risk Management across the Council and ensures the engagement of the Senior Management Team (SMT) in the Risk Management process. The role of SMT demonstrates a strong commitment to lead and champion Risk Management 'from the top'. This reinforces the continuing development of a Risk Management culture and specific action planning is carried out to address key risks and provide assurances to interested parties that these key risks are being managed and mitigated effectively.
- 5.2 One such key risk on the Council's Strategic Risk Register is the delivery of the Council's budget in the face of austerity and funding cuts, 'Failure to deliver the MTFs and failure of Future Council to achieve the required level of savings'. The identification of this specific risk led to the Council establishing a robust reserves strategy to manage risks.

Other relevant risks regarding the Council's journey to 2020 include:-

- Failure to manage organisational change and the risk of destabilisation of the Organisation;
- Workforce planning issues;
- Failure to adapt the Authority into a sustainable organization; and

- Failure to be able to deliver the ambitions and outcomes associated with the Customer Services Organisation Programme (CSO).

5.3 The Council's reserves strategy is incorporated into the Council's MTFS and takes a prudent approach on the levels of reserves it maintains specifically to mitigate the risks identified above. For example, the reserves strategy has a Minimum Working Balance of £15M and establishes strategic reserves aligned to key priorities on a year by year basis. These allow the Council to manage its financial risks on a longer term basis by covering any unforeseen events/ shocks as well as short term income and expenditure fluctuations to ensure that the Council's medium term objectives are achieved.

5.4 To complement the reserves strategy, the Council's Asset function has a strategy in place to identify Council land and buildings to generate future receipts. In addition the Council's Asset Management Strategy also ensures that the Council's asset portfolio is managed efficiently and any savings maximised to enhance the Council's MTFS.

6. Reasons for Applying for a 4 Year Settlement

6.1 The Efficiency Plan has outlined the uncertainty that Barnsley is facing and whilst it has strong track record of delivery, having a 4 year settlement will assist the 2020 plans that the Council is already adopting.

6.2 By at least knowing the RSG resources that Barnsley will receive over the next 4 years will provide some certainty for a key, albeit shrinking, income stream. This allows the Authority to plan ahead for the other more volatile income streams and in turn scope out its spending plans over the next 4 year period.

PROPOSED LINKS WITHIN THE DOCUMENT (underlined)

1. £87m savings – 2010-2016
2. Council's 2015- 2018 Corporate Plan
3. Future Council Strategy 2014-17
4. 2020 Outcomes Framework
5. Workforce Development 2014 -17
6. Medium Term Financial Strategy
7. Strategic Risk Register
8. Asset Management Strategy

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FINANCIAL PLANNING FOR 2020

OVERVIEW

Whilst the move to Future Council is not driven by the funding position of the Council, the development of a Medium Term Financial Strategy (MTFS) is a key document in identifying how the Council will align its existing and future resources to the agreed priorities underpinning Future Council.

Alignment of resources to priorities is particularly pertinent in the context of diminishing resources that the Council has faced and will continue to face over the next 3-4 years.

The MTFS will drive our ongoing financial strategy and provide the current position regarding the Authority's revenue and capital resource availability and its current spending and resource plans over the medium term.

The document clearly identifies the extent to which actual and projected resource levels currently vary from the approved and anticipated spending plans. It identifies the need / timescales for corrective action by way of either generating additional resources or paring down spending plans (or some appropriate combination thereof).

The MTFS supports ongoing decision making processes and is the bedrock for ensuring all new investment decisions accord with our priorities.

Barnsley has suffered extensive cuts over the last 7 years. It has received a draft settlement for 2016/17 to 2019/20 which shows further cuts in revenue support grant of £32m. Since 2010 it is estimated that Barnsley's RSG has fallen by some £79M (equating to a 46% cash cut).

The Government has announced as part of the recent Budget that there will be further cuts in public spending of £3.5bn in 2019/20 but without any detail of how this may impact on the current funding settlement.

In addition, the Government has previously indicated that it will undertake a review of the current system of Local Government Finance with the intention to move to one that includes full localisation of Business Rates and potentially new duties to be provided from the additional funds. The intention is that this will be in place by 2020.

Finally the recent referendum decision on BREXIT creates further financial uncertainty over the next 2-3 years as the Government determine how they terminate the current relationship with the EU and its obvious subsequent impact on financial markets.

Amidst this unclear financial landscape, the Government have offered local authorities a 4 year settlement through to 2020. This is predicated on each local authority submitting an efficiency plan to Government by October 2016. Government have stated that they will not be expressly prescriptive in this regard and limited guidance received to date indicates that it will need to make clear:-

1. Why the local authority will benefit from a 4 year settlement;
2. How an Authority intends to use its reserves;

3. How it will interact with its neighbouring partners especially in relation to any devolution deals.

Although this MTFS contains much of the information to support such an efficiency plan, a separate Plan has been developed to ensure that we can demonstrate clearly meeting the requirements to enable us if we so wish to accept the 4 year offer.

The key benefit of accepting the offer was to provide a fixed settlement for the 4 years to assist in financial planning for Local Authorities over a very difficult period. However given the outcome of the referendum, it remains a risk that the Government may need to consider more austerity measures and remove the offer going forward.

CURRENT RESOURCES POSITION

REVENUE

Forecast as at January 2016

As part of setting the 2016/17 budget, a medium term forecast position was identified based on certain assumptions at that time.

That showed for the next planning period a Gap of £28.1m as set out below with the potential for a further £7.2m in a future planning period.

	2017/18 £m		2018/19 £m		2019/20 £m		Total £m
Base Budget	168.3						
<u>Expenditure</u>							
Increase in Costs	+4.46	+4.46	+4.55	+4.55	+4.66	+4.66	+13.67
<u>Income</u>							
Increase in CT	-1.39		-1.39		-1.39		
Increase in BR	-0.52		-1.30		-1.40		
Reduction in Grant	+9.30	+7.39	+6.24	+3.55	+6.27	+3.48	+14.42
Gap		+11.85		+8.10		+8.14	+28.09

This forecast has now been updated to include the latest information and a review of key assumptions as set out in the paragraphs below.

Business Rates Retention scheme

As indicated earlier, the current BRR scheme, the ongoing stringent cuts to local authorities and proposals for further changes makes it difficult to predict future resources within the current planning period. At the moment the key assumptions underlying the Medium Term forecast are that:-

- There will be no net growth in overall Business Rates in 17/18 which reflects the current position;
- Business rate growth from 2017-18 will rise in line with inflation (currently assumed 2% per annum) to reflect the multiplier that the Government applies to the calculation;
- Future government cuts for the period 2017 -20 at the levels already indicated in the 4 year 'deal.'

Government grant and Business Rate 'local share' will make up some £60.0m of budgeted income in 2017/18 and any change to these budgets has a major impact. There is a great deal of volatility to these budgets (see Risk Assessment later in the document) and clearly these assumptions need to be regularly reviewed.

Council Tax

The revised projections in the updated forecast reflect the national context that the Government has set for Council Tax increases.

The Government's previous Council Tax Freeze Grant is no longer available from 2016/17; however they have continued to limit the level of future Council Tax increases by requiring local authorities to carry out referendums above a certain level of increase – the referendum threshold set by the Government for 2016/17 was 2%.

As part of the 4 year settlement the Government also announced that they would allow Authorities with Adult Social Care responsibilities to raise Council Tax by a further 2%. The resources raised have to be ring fenced to fund adult social care.

Barnsley took advantage of this additional 2% tax in 2016/17 and whilst no decisions have been made at this stage, for illustrative purposes future increases in Council Tax are based on annual increases as follows:-

2017/18	3.9%
2018/19	2.9%
2019/20	2.9%

This takes account of future inflation trends as well as Adult Social Care responsibilities and is also mindful of the Secretary of State's ability to determine CT increases before a referendum is required.

Following a review of the Tax Base/ Collection Fund, it has been identified that at this stage it would be prudent to increase the forecast over the planning period by some **£7M** as outlined below:

2017/18 £m	2018/19 £m	2019/20 £m	Total £m
-4.5	-1.3	-1.2	-7.0

The estimates for Council Tax Income are based on a collection rate of 95% and reflect the impact of the local Council Tax Discount scheme (introduced in 2013/14) and anticipated collection rates.

Maximising Revenue Resources

There are no assumptions made in the forecast in relation to the potential increase of existing charges or new income streams over the planning period. As part of the forthcoming planning process, consideration will be given to maximising revenue resources, in particular the reviewing of current levels of fees and charges and the potential for alternative sources of funding. Such increases will be included within the proposals that will come forward to Members for consideration.

However, research on new funding streams will focus on the areas that will support the priority outcomes rather than any funding that may be available for new initiatives. Work will continue on identifying current 'gaps' in funding and managing the overall resources of the authority through, amongst other activity, lobbying alongside SIGOMA and active treasury management policies.

Relationships with Neighbouring Partners/ Devolution Deal

A key source of funding relates to grant that has been allocated to other partnership groups. For the future we need to have a strong focus on accessing resources that will become available through the Sheffield City Region in which Barnsley is a key player.

A separate piece of work is currently being undertaken to identify and influence a new approach for the prioritisation of investments that will attract funding from these available resources and may also lever in additional resources (ie private/ third party contributions).

In addition, the Government has announced further resources being made available from 2017/18 through the Better Care Fund. Discussions will need to take place with the CCG to ensure that these additional resources are used to support priority areas.

CAPITAL / ONE OFF RESOURCES

The overall national economic position has also impacted on the level of capital resource available for investment with significant reductions in Government allocations in recent years.

Within the Authority, Government allocations can be supplemented with contributions from outside organisations, revenue contributions from the Authority's own base budget and the use of operating lease facilities.

In addition, under the Prudential Framework the Authority is permitted to undertake additional borrowing to fund capital investment provided that the Authority can demonstrate affordability, prudence and sustainability in its investment decisions.

The Medium Term Forecast at this stage assumes that some £5m of prudential borrowing will be available each year, however for 17/18 this resource has already been allocated to the Town Centre Scheme and Jobs and Growth Plan agreed as part of the 2014/18 Reserves Strategy. The scope for any additional capital investment remains limited throughout the planning period and will therefore be dependent on:-

- the priority given to capital schemes in relation to ongoing service expenditure;

- the scope for generating additional capital receipts that are not required for existing commitments to support the Medium Term Financial Strategy;
- the ability of the Authority to harness additional resources for capital investment during the period of the MTFS from new initiatives and external sources.

A 5 year disposal programme (2013-2018) has been established and approved by Cabinet in order to identify potential future receipts to support the Council's MTFS and this is also in the process of being updated for 2020. However given the current volatility in the property and banking sectors, it is difficult to forecast future receipts with any degree of certainty. As such, the markets will continue to be monitored to determine appropriate times for any assets to be disposed of.

EXPENDITURE

As part of the 2016/17 Budget Process a number of potential pressures for the forthcoming planning period were identified but not fully quantified. In addition there were also some key areas of expenditure as well as full year impacts of agreed savings that were not built into the forecast at the time.

A full review of corporate base budgets has been undertaken and potential pressures 'firmed' up and these now require inclusion within the updated forecast. Consideration of how these pressures will be addressed will be considered as part of the development of the process to deliver the plan for the next 3 years.

Reductions in Base Spend

A review of base budgets has identified resources that can be released in support of the ongoing financial plan totalling **£3.0M**. These relate to provisions no longer required at the same levels as in previous years, eg. Downsizing costs which have also been funded through one offs.

Full year impact of savings already agreed

As part of the previous 2 year budget, members agreed a number of savings whereby there is a full year impact in 2017/18. It is appropriate therefore that these adjustments are made to our budgets going forward totalling **£0.45M**.

Change in MRP Policy

As part of the ongoing work to identify options for savings from our debt portfolio, a significant piece of work was undertaken to determine a new but prudent approach to how we charge our debt repayments in our accounts.

Members received a report on the proposals in early 2016 and approved the revised policy for implementation within the 2015/16 accounts and future years. Our updated Treasury Policy and Strategy reflects this position.

This change in policy has delivered significant savings of **£12M** towards our 2020 Financial Plan.

Introduction of the Living Wage

Following the announcement by the Government of the introduction of the National Living Wage, an assessment has been made of the impact of that increase, both for our own employees, but also for our service providers where there is a significant risk that this will increase our costs in future years. Although work is underway to try and minimise any impact, at this stage it is prudent to provide for the anticipated increases totalling **£3.5M**

	2017/18 £m	2018/19 £m	2019/20 £m	Total £m
Base Budget Reductions	-3.00	-	-	-3.00
Full year impact of savings	-0.45	-	-	-0.450
MRP changes	-9.80	-2.20		-12.00
Living Wage Costs	+1.80	+1.70	-	+3.50
Total Changes to Forecast	-11.45	-0.50	-	-11.95

Service Pressures Identified

The budget monitoring reports during the 2015/16 financial year and the final accounts have highlighted areas where unless some other actions are taken they are likely to remain under pressure as we move into the planning period for 2020.

In addition, the first quarter monitoring for 2016/17 has highlighted further pressures within Place around home to school transport and recycling income.

Directorates have considered these in detail and it is necessary that these need to be included in consideration of how we realign resources going forward. Mitigations are still being considered and further challenge will be given prior to final agreement as part of the plan for 2020.

Service	2017/18 £m	2018/19 £m	2019/20 £m	Total £m
Adult Social Care	3.08		-	3.08
Children's Social Care	2.90	-	-	2.90
Place	0.90	-	-	0.90
Communities	0.16	-	-	0.16
Public Health	1.41	-	-	1.41
Legal	0.07	-	-	0.07
Electoral	0.11	-	-	0.11
Total	8.63		-	8.63

Other Issues

There is also a need to consider other efficiency measures that could result in further reductions in expenditure in the future, particularly around terms and conditions such as pay protection and increments.

All potential options are currently being considered and quantified and have the potential to reduce the overall gaps looking ahead to 2020.

FORECAST & UNDERLYING RISKS

Current Assumptions underpinning the Forecast

The Medium Term Financial Forecast is based on the financial plans for the period 2017/18 – 2019/20 taking account of the changes in assumptions outlined in the previous sections. The forecasts through necessity also make certain forward assumptions that will need to be firmed up during the year. The main ones being:-

- Pay awards currently based on a 1.0% increase each year.
- Contract inflation for major contracts;
- Funding for revenue costs of financing annual prudential borrowing for key priority schemes of £5m;
- No material changes from the actuarial revaluation;
- Council Tax increases of 3.9% pa in 2017/18 and 2.9% thereafter;
- RSG to reflect the Governments' 2016/17 draft 4 year settlements.

It should also be noted that there is no additional provision for any future Demographic pressures/ investment requirements over and above those outlined in the previous section or already mitigated by Directorates and to the extent that any are required, further savings will need to be identified to compensate.

Medium Term Financial Forecast

The current long term financial forecast is based on a prudent interpretation of the best information available. The previous sections have outlined the assumptions made in assessing resources and expenditure projections, however it is vital that this forecast is regularly updated to take account of developments in the Authority's circumstances and the evolving national picture.

The current position based on; the 2016/17 approved budget; investment agreed to date; estimated additional unavoidable investment and updated assumptions is shown at Annex 1. This highlights the potential gaps, assuming that permanent annual expenditure reductions are implemented to address the gaps of:

	<u>2017/18</u> <u>£m</u>	<u>2018/19</u> <u>£m</u>	<u>2019/20</u> <u>£m</u>	<u>Total</u>
Potential Gap	+4.551 *	+6.359*	+6.889*	+17.799*

*Includes Council Tax increases of 3.9% in 2017/18 & 2.9% thereafter.

It should be noted that to the extent that permanent net expenditure reductions are not made to address the annual gaps, this will impact on the position up to the maximum levels.

Moreover the 2016/17 budget was agreed on the basis that permanent KLOE savings of £9.9m would be implemented during the year. Non achievement of these will increase the potential gaps in future years.

Risk Assessment and Sensitivity Analysis

A sensitivity / risk assessment of the 2017/18 Forecast has been produced which clearly identifies the key areas that may have a significant impact on delivery of the Medium Term Financial Strategy. A copy of this is attached at Annex 2 for information.

The sensitivity analysis for the Medium Term Financial Forecast considers, based on the risk assessment, the potential variation in the assumptions and their impact on the forecast. This is summarised below:-

	<u>Forecast</u> <u>£m</u>	<u>'Worst Case'</u> <u>£m</u>	<u>'Best' case</u> <u>£m</u>
2017/18	+4.551	+11.702	+0.002
2018/19	+6.359	+14.464	+3.484
2019/20	+6.889	+12.840	+3.910

Some of the key risks underpinning the forecast (based on value) are shown in more detail below:-

Forecast Item	2016/17 Budget	Comment
Future Council Budget Reductions	-£9.9m	The scale of savings required to balance the 2016/17 budget makes this a key risk and failure to deliver will not only add to future deficits but undermine implementation planning for covering off future deficits.
Business Rates Local Share	-£25.321m	There are significant risks underpinning business rates collection including the settling of appeals (carried out by the Valuation Office which can be backdated upto 5 years) and the change in the collection of local rates as a result of new businesses, the closure of existing ones and/or a change in status (eg gaining charitable status which academies fall under).
Revenue Support Grant	-£34.560m	RSG has been the biggest single grant that Barnsley has received. The government have already provided a draft settlement until 2019/20 that will result in RSG reducing to some £12.7M. The government has also made it clear that by 2020/21 RSG will be replaced by localisation of the remaining 50% of business rates
Council Tax Increases	-£78.013m	The forecast currently assumes that there will be

Forecast Item	2016/17 Budget	Comment
		Council Tax increases of 3.9% in 2017/18 and 2.9% thereafter and that collection rates remain stable.

This clearly identifies the future funding of Local Government as a significant key risk.

POLICY ON BALANCES

Previous budget strategies have harnessed resources outside those traditionally available to fund ongoing revenue expenditure and such an approach will continue to be considered within the Medium Term Financial Strategy where prudent.

Nevertheless it should be stressed that these resources are non - recurring and so although there is merit in using them to fund one off investments, their use to fund ongoing expenditure will not be sustainable and should be minimised in pursuit of a sustainable balanced budget.

In advising on an appropriate level there are a number of issues that need to be taken into consideration as outlined below:-

- Excessive balances can be an opportunity cost to the tax payer with additional spending on services not taking place or Council Tax increases being higher than they would otherwise be;
- Retained balances earn income and can provide internal funding for capital expenditure rather than borrowing;
- Balances that are too low may put the organisation at risk if unexpected demands appear at short notice.

The Authority has a good track record of bringing in overall expenditure below budget each year. However this is getting more difficult and the flexibility this has provided through additional balances being available to support our medium terms plans is therefore reducing.

Having assessed the increasing risks (in particular the fact that our income stream is moving from Government grant to the much more volatile Business Rates), their impact on available balances and the potential deficits moving forward, the previous policy advised by the Director of Finance, Assets and IT was that the level for the Minimum Working Balance (MWB) should be £15M which was agreed as part of the 16/17 Budget. This level takes into account the twin objectives of minimising the cost to the taxpayer whilst minimising the effect on the Council of financial risk.

It is recommended that this level is maintained going forward.

Current Level of balances

The Council received a report outlining the current position on all reserves as part of the 2016/17 budget process. Following the closure of the 15/16 accounts this position has been reviewed and work has also been undertaken on the identification of significant potential calls on these one off reserves, again over the planning period in order to inform the strategy on their use.

These potential calls, need to be taken account of prior to any release of resources for priority investment to ensure a prudent approach to the overall use. There has also been a full review of all current earmarked reserves agreed as part of the previous strategy, to determine if they are still required and remain at the appropriate level. The results of this work are also included in the summary below.

RESERVES & BALANCES – POSITION AS AT JULY 2016

<u>Available – Balances from 2015/16 Movements</u>	<u>£m</u>	<u>£m</u>
Available reserves at Feb 2016 Budget	15.049	
Agreed Increase in Minimum Working Balances	(5,000)	
		<u>10.049</u>
	<u>£m</u>	<u>£m</u>
Additional reserves following closure of 15/16 accounts.	16.799	
Agreed Invest to Grow Fund	(3,000)	
		<u>13.799</u>
Review of pressures / risks		
Additional costs of Downsizing	(5,000)	
Review of Existing Earmarkings	2,000	
		<u>(3,000)</u>
<u>Revenue Balances Currently Available</u>		20.848

In relation to Capital Resources, the position reported to Cabinet in December 2014 showed that banked capital reserves were over-subscribed by £3.4M. This has improved by £3.2M resulting from additional receipts and transfer from the Jobs and Growth Fund. However, this still leaves a shortfall in capital resources against agreed investment of £0.2M.

However the current MTFs includes additional prudential borrowing in 2018/19 and 2019/20 of £10m that has not been earmarked for investment.

<u>Total Capital Resources Currently Available</u>	9.800
<u>Overall Resources Available – 2017-20</u>	30.648

'Potential' additional Resources over the planning period

It is also important that this MTFS considers the 'potential' reserves over the planning period 2017-20 and consider the appropriate use of these to:

- 1) provide adequate and prudent mitigation against future risks / unquantified pressures;
- 2) support delivery of key priority investments.

Work has been underway to establish a forward projection of the potential level of reserves that may be available over the same planning period to assist in agreeing a strategic approach to the use of these reserves.

Forecast of Reserves

The table below shows the position on potentially additional reserves over the forthcoming planning period which have yet to be secured/ agreed.

	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	Total £m
<u>Revenue</u>					
NHB		4.0	4.0	4.0	12.0
16/17 Outturn		15.0	-	-	15.0
		19.0	4.0	4.0	27.0

Total Potential Forecast Resources over the Planning Period

If the above resources are realised then the potential available resources for consideration of priority investment will be as outlined below:

	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	Total £m
Revenue	20.848	19.0	4.0	4.0	47.848
Capital			4.8	5.0	9.8
Total Potential	20.848	19.0	8.8	9.0	57.648

There are however a number of major assumptions / risks that we need to be mindful of in relation to the above forecast:-

- 1) the Government has recently consulted on the future of the NHB scheme and has yet to announce the outcome which may lead to a reduction in overall funding and the length of time it is available;
- 2) that going forward there is likely to be significant in year pressures within Business Units with the risks in the future around not being able to deliver Future Council within the resource envelopes agreed;

- 3) the Government is currently reviewing the overall funding system for Local Government with an intention to move to funding from 100% of business rates and an update of the needs to individual Authorities;
- 4) that further savings of some £17.8m will be delivered by 2020 to address the forecast budget gap;
- 5) interest rates remain low and the costs of capital investment can be contained within the capital finance budget;
- 6) we will continue to provide for the same level of additional new starts each year rather than reduce the ongoing revenue budget to assist in closing future budgetary gaps; and
- 7) the significant uncertainties around the decision to exit Europe within the planning period.

Priority Investment Requirements

Members have already recognised the need to invest in areas that will support our continuing direction of change and have previously earmarked £3m for an Invest to Grow Fund that can be accessed by Executive Directors to drive through change. Initial requests are now being considered by the newly established Invest to Grow Board that will ensure that the Fund is used to deliver the required outcomes and that EDs are accountable for its use. Details of approved expenditure will be reported to Members through the quarterly Revenue Monitoring Reports.

Directorates have also been requested to identify key Capital Investment requirements over the new planning period and these currently total some £100m, which is clearly significantly greater than the projected resources available. It must however be recognised that at this early stage, opportunities for securing external funding either through the City Region or other bodies remains to be explored and therefore the opportunity to deliver key investments without seeking use of reserves remains an option.

All current bids are being prioritised through the Capital Programme Board and will be brought to Members for consideration as part of the budget process.

In light of the Medium Term Financial Forecast, a key focus will remain on ensuring that the authority is maximising its overall resources to support the identified improvement priorities.

Maximising Capital Receipts

As outlined previously a 5 year disposal programme has been established to identify future receipts and work will continue with Directorates to ensure that full consideration is given to the current use of the authority's assets to determine the most appropriate way to deliver services as we move forward.

This should lead to further assets being declared surplus and available to be reinvested. However the current volatile market conditions make predicting future receipts difficult to assess at the moment.

NEXT STEPS

Consideration needs to be given to major Council wide and service transformation as we develop the second phase of future Council. We will need to ensure that we sustain a whole council approach to finding the required savings.

Our focus needs to concentrate on our core business and delivery against our key outcomes. Inevitably, this may mean that cuts do not fall evenly in all areas as we need to ensure that services are sustainable going forward.

Options determined through the above work will be considered as part of the Service and Financial Planning process to deliver the budget for 2020.

There are two key drivers for the timetable:

- 1) Our commitment to have a plan for 2020 to share with Members in September that will allow appropriate consultations to take place for the start of delivery in April 2017;
- 2) The Government's requirement for Local Authorities to deliver an efficiency plan (in a format yet to be announced) by October if we want to take up the 4 year settlement for 16/17.

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MEDIUM TERM FINANCIAL FORECAST
2017/18 to 2019/20

	FORECAST 2017/18		FORECAST 2018/19		FORECAST 2019/20	
	£m		£m		£m	
EXPENDITURE:						
1. Base Net Expenditure (Net of Schools)						
Revised Base Position		168.276		169.944		174.007
2. Fixed and Ongoing						
Pay Award, National Insurance & Increments. Pay assumed at 1%.	1.555		1.375		1.386	
Pension - Actuarial Assessment 2014-7	0.258		0.258		0.258	
Other Inflation (inc BSF)	1.077		1.255		1.241	
Financing Capital New Starts Programme (including FYE from Previous Years)	0.500		0.500		0.500	
National Living Wage /Inflationary Increases	1.813		1.715			
Education Services Grant	0.400		0.400		0.400	
Public Health to cover loss of grant	0.478		0.463		0.565	
HB admin subsidy grant reduction	0.200		0.300		0.300	
Reduction in Base Spend	-3.000					
FYE impact of savings already agreed	-0.450					
Change in MRP policy	-9.800		-2.200		0.000	
		-6.969		4.066		4.650
3. Investment & Other Decisions						
Other Public Health pressures inc Substance Misuse	1.411					
Jobs & Growth Plan - salaries	0.448					
Other Place Pressures	0.450					
Communities - current reported position against KLOE's	0.163					
Legal - additional requirement	0.073					
Electoral - additional requirement	0.110					
Adult Social Care Pressures (recurrent following 15/16 closedown/ re baseline)	2.765		-0.486			
Adults Social Care (Demographics and other pressures)	0.317		0.483			
Childrens Social Care Pressures (per updated placement & sufficiency strategy)	1.000					
Children's Social Care (Demographics/base issues)	1.900					
		8.637		-0.003		0.000
4. TOTAL EXPENDITURE		169.944		174.007		178.657
RESOURCES:						
5. Core Resources						
<u>Council Tax</u>						
Council Tax Income inc Base	78.012		83.904		86.545	
Council Tax Collection Fund Surplus	1.615		1.615		1.615	
		79.627		85.519		88.160
<u>Business Rates Retention (BRR) scheme</u>						
Local Share - Business Rates (net 50% share)	25.321		25.321		25.821	
Business Rate Collection Fund Surplus	0.119		0.119		0.119	
Local Share - Top Up Grant	26.655		27.179		27.981	
S31 Grant for 2% Capping - Top Up	0.384		0.384		0.384	
S31 Grant for 2% Capping - Local Share	0.366		0.366		0.366	
RSG including Rolled in Grants / CTF Grant	34.560		25.261		19.022	
		87.405		78.630		73.693
<u>S31 Grant Per NNDR1</u>						
S31 Grant for SBRR	1.244		1.244		1.244	
		1.244		1.244		1.244
<i>Core Resources b/f</i>		168.276		165.393		163.097
6. Change in Resources						
<u>Council Tax</u>						
Council Tax increase in tax base and use of collection fund surplus	3.000		0.500		0.500	
Council Tax increase (@ 3.9% in 17/18 & 2.9% thereafter including Adult Social Care below)	2.892		2.141		2.142	
		5.892		2.641		2.642
<u>Business Rates Retention (BRR) scheme</u>						
Local Share - Business Rates (net 50% share)	0.000		0.500		0.500	
Top Up Grant @ 2% in 17/18 and 3% beyond	0.524		0.802		0.895	
Revenue Support Grant	-9.299		-6.239		-6.276	
		-8.775		-4.937		-4.881
7. TOTAL RESOURCES		165.393		163.097		160.858
NET SHORTFALL		4.551		10.910		17.799
SHORTFALL IF PERMANENT SAVINGS ANNUALLY		4.551		6.359		6.889

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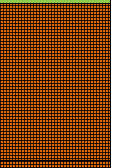
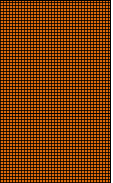
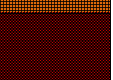
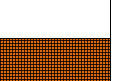
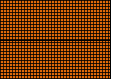

SENSITIVITY ANALYSIS - 2017-2020 FORECAST

APPENDIX 3 ANNEX 2

FORECAST ITEMS & DESCRIPTION	POTENTIAL FOR CHANGE	RISK ANALYSIS	LEVEL OF IMPACT	WORST CASE 2017/18 £m	MEDIUM CASE** 2017/18 £m	BEST CASE 2017/18 £m	WORST CASE 2018/19 £m	MEDIUM CASE** 2018/19	BEST CASE 2018/19 £m	WORST CASE 2019/20 £m	MEDIUM CASE** 2019/20	BEST CASE 2019/20 £m
EXPENDITURE												
Fixed and Ongoing												
Pay Award, NI & Increments.	Pay inflation currently based on 1% increase in 2017/18 and beyond. Provision for pay inflation is also subject to change to the extent that future budget savings impact on staffing levels. Each 1/2% variation is likely to have a +/-£0.5m effect.		HIGH	2.055	1.555	1.055	1.875	1.375	0.875	1.886	1.386	0.886
Pensions	The forecast takes account of agreed changes resulting from the actuarial review in 2017. There is a possibility that costs might change between this period as a result of academy conversions but in general costs should remain relatively stable for the actuarial period. Some provision has been made in the forecast but the outcome of the revaluation is still awaited		LOW	0.258	0.258	0.258	0.258	0.258	0.258	0.258	0.258	0.258
Other Inflation (inc BSF)	Provision for other non pay inflation (eg contract) - potential for significant change if inflation changes especially where there are contractual commitments in relation to future inflation. Sensitivity assumes +/-£0.250m.		HIGH	1.327	1.077	0.827	1.505	1.255	1.005	1.491	1.241	0.991
Financing capital new starts programme (inc FYE from previous years)	Potential for change according to a number of variables (eg interest rate fluctuations, spend profiles etc). Currently interest rates are very low and in August were reduced to 0.25%. Whilst most economic forecasts believe they will remain at this level until 2017 there is a risk that they could increase before then. Sensitivity assumes +£0.100m change to reflect interest rate changes.		MEDIUM	0.600	0.500	0.500	0.600	0.500	0.500	0.600	0.500	0.500
National Living Wage	Governments announcement to increase the national minimum living wage has resulted in an increase cost to the council in terms of paying more for existing and new contracts. A sensitivity of +/- £0.5M has been built into the current estimate		MEDIUM	2.313	1.813	2.313	2.215	1.715	2.215	0.500	0.000	0.500
Investments & Other Decisions												
Children services Pressures	Provision at this stage has been included in the forecast to take account of the out of borough places pressure. A +/- £1.0m change has been assumed.		HIGH	3.900	2.900	1.900	1.000	0.000	0.000	1.000	0.000	0.000
Adult Social Care pressures	Forecast currently assumed that there will be further pressures around the introduction of living wage and care home fees - This needs to be firmed up but will vary. Unlikely to increase but potential to reduce by up to £1m		HIGH	3.082	3.082	2.082	0.000	0.000	0.000	0.000	0.000	0.000
Public Health Pressures	The anticipated fall in Public Health grant over the next 3 years will create a pressure. The current forecast assumes that this will be fully funded however work is ongoing as part of the prioritisation programme to confirm this. Therefore whilst the costs are not expected to rise they may fall. Sensitivity is therefore based on a reduction in 17/18 of £1M in 17/18 and no increases in later years		HIGH	1.889	1.889	0.889	0.460	0.460	0.000	0.565	0.565	0.000
Other Pressures	There are a number of other pressures including grant fallout across the council. Whilst the current estimated costs in relation to these are unlikely to change, sensitivity assumes a +/-2% change		HIGH	1.881	1.844	1.807	0.714	0.700	0.686	0.714	0.700	0.686
Mitigations												
Reduction in Base Spend	A prudent estimate of reductions in base spend have been made and the medium case is that a £3M reduction can be made in 17/18. However this is dependant on on-going pressures elsewhere in particular with Social Care. Sensitivity assumes that the worst case would be a swing of £2m		HIGH	-1.000	-3.000	-3.000	0.000	0.000	0.000	0.000	0.000	0.000
Full year effect of Previous savings	This relates to the full year effect of previously agreed efficiency savings. There is no risk to this being achieved		LOW	-0.450	-0.450	-0.450	0.000	0.000	0.000	0.000	0.000	0.000
Change in MRP Policy	Cabinet have agreed a change in the MRP policy. It is unlikely that there will be any sensitivity around this forecast.		HIGH	-9.800	-9.800	-9.800	-2.200	-2.200	-2.200	0.000	0.000	0.000
Total Change in Expenditure				6.055	1.668	-1.619	8.627	4.063	3.339	7.014	4.650	3.821

SENSITIVITY ANALYSIS - 2017-2020 FORECAST

APPENDIX 3 ANNEX 2

FORECAST ITEMS & DESCRIPTION	POTENTIAL FOR CHANGE	RISK ANALYSIS	LEVEL OF IMPACT	WORST CASE 2017/18 £m	MEDIUM CASE** 2017/18 £m	BEST CASE 2017/18 £m	WORST CASE 2018/19 £m	MEDIUM CASE** 2018/19	BEST CASE 2018/19 £m	WORST CASE 2019/20 £m	MEDIUM CASE** 2019/20	BEST CASE 2019/20 £m
RESOURCES												
Council Tax increased base and CF surplus	Provision for additional base income or use of the Collection Fund is assumed in 2017/18 based on expected base position at end of 16/17 together with a further £0.5M increase (500 collectable properties) in 18/19 and 19/20. A further +/-£0.5m is assumed best / worst case in future years.		HIGH	-2.500	-3.000	-3.500	0.000	-0.500	-1.000	0.000	-0.500	-1.000
Council Tax increases	The current referendum limit is 2% so increases above this level will trigger a referendum requirement which the Council is keen to avoid. There is little prospect of the current government altering this policy in the near future. As such, future council tax income could be maximised. Current forecast is based on 3.9% increase in 17/18 and 2.9% in 18/19 and 2.9% in 19/20. the worst case scenario assumes only 1.9% in 17/18, no CT increase in 2018/9 & 2019/20 and the best case assumes that we will also implement the 3.9% in 18/19 and 19/20.		HIGH	-1.390	-2.892	-2.892	0.000	-2.141	-2.892	0.000	-2.142	-2.892
<u>NNDR/ Grants</u>												
Business Rates (net 50% share)	The future forecast is based on an assumed increase in the multiplier (based on RPIx). However predictions for retaining local share is subject to a number of variables such as the level of mandatory and charitable reliefs, the level of appeals, new businesses and closures etc. As such it is very difficult to predict and subject to potential wide variations. A +/- £0.5m variation is assumed for future years.		MEDIUM	0.500	0.000	-0.500	0.000	-0.500	-1.000	0.000	-0.500	-1.000
Business Rates Top up grant	In order to establish an initial neutral position the government will pay top up grant or impose tariffs to reflect an Authority's current position. Future forecasts are based on a 2% increase on an assumed inflation factor in 17/18 and a 3% increase in 18/19 and 19/20 which might be change. a 1% +/- is assumed best case/worse case		MEDIUM	-0.262	-0.524	-0.786	-0.402	-0.802	-1.202	-0.450	-0.895	-1.295
Revenue Support Grant	RSG levels are based on the recent 4 year settlements. . There is potential for this to change particularly following the recent announcement in the budget for potential further costs in 2019/20		HIGH	9.299	9.299	9.299	6.239	6.239	6.239	6.276	6.276	6.276
<u>Other Potential Income</u>												
Better Care Fund	New monies are available from 2017/18 through the Better Care Fund and the CCG - a case will need to be made to ensure that some resources become available to support social care pressures. The best case scenario assumes that we wil get 25% of these resources - some £250k		HIGH									
Sheffield City Region Funding	There is also the potential for additional resources through the SCR - particularly around our economic and skills agenda. Whilst this funding may be largely one off in nature there is the potential for support to key areas of spend.		HIGH									
Total Change in Resources				5.647	2.883	1.621	5.837	2.296	0.145	5.826	2.239	0.089
TOTAL				11.702	4.551	0.002	14.464	6.359	3.484	12.840	6.889	3.910
TOTAL - ASSUMING PREVIOUS YEARS' DEFICITS NOT BRIDGED				11.702	4.551	0.002	26.166	10.910	3.486	39.006	17.799	7.396

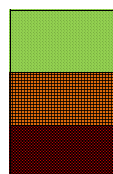
** Medium case is based on the latest forecast

Key - Level of Risk

Risk unlikely to happen & action plans in place to reduce the chance of it happening

Risk likely to happen & action plans in place to reduce the chance of it happening

Risk likely to happen & no plans in place to reduce the chance of it happening



Key - Impact

<£500K LOW

£500K <£1M MEDIUM

£1M+ HIGH

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020
Summary of Efficiency Proposals

DIRECTORATE	2017/18 £	2018/19 £	2019/20 £	FYE £
COMMUNITIES	566,474	372,769	1,167,826	2,107,069
PLACE	672,000	1,210,000	1,555,000	3,437,000
PEOPLE	1,609,500	1,322,000	1,812,000	4,743,500
PUBLIC HEALTH	379,000	255,000	96,000	730,000
FINANCE, ASSETS & IT	303,000	388,000	309,000	1,000,000
HR, PERFORMANCE & COMMUNICATIONS	444,591	109,702	0	554,293
LEGAL & GOVERNANCE	46,300	43,278	0	89,578
TOTAL	4,020,865	3,700,749	4,939,826	12,661,440
REVISED FORECAST AUGUST 2016	4,551,000	6,359,000	6,889,000	17,799,000
SHORTFALL AGAINST REVISED FORECAST	530,135	2,658,251	1,949,174	5,137,560

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Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
<u>COMMUNITIES</u>									
<u>Customer Services</u>									
BU7 E1	Re-Modelling of Customer Services Project:	In response to delivery of the Customer Services Strategy to achieve 70% take up on online transactions we anticipate a new model of customer service face to face contact through the public library service. In addition we will remodel the statutory public library service within a revised financial envelope.	-	-	165,675	165,675	-	-	2,766,847
BU7 E2	Telephony Channel	In response to the delivery of the Customer Service Strategy to achieve 70% take up of online transactions we anticipate a reduced requirement for telephony support through the contact centre.	-	-	144,000	144,000	-	-	773,107
BU7 E3	Creation of a single customer contact centre	Consider the consolidation of Adult Social Care customer contact (CAT1) into the Customer Services Contact Centre following the review of Adult Social Care.	-	82,602	-	82,602	-	-	773,107
BU7 E4	Reduce resources in Customer Feedback and Improvement Team	The implementation of a new management information system for the Customer Feedback and Improvement function is proposed for Q3/4 2016/17. This will enable the removal of a support role from 2017/18 with a further expected reduction in resources from 2019/20.	20,164	-	31,486	51,650	1.00	1.00	344,066
BU7 E5	Combine two head of service roles into one.	Management restructure	-	-	67,000	67,000	-	-	67,000
BU7 E6	Reduce service development resources	Reduce service development resources once support for redesign and remodelling is completed. To be achieved through a restructure.	-	-	205,595	205,595	-	-	296,607
BU7 E7	Supported Living service - review of internal support function	Deletion of support post	17,547	-	-	17,547	1.00	1.00	19,795
BU7 E8	Disabled Facilities Grant & Service Management Team:	Recharge 50% of management cost to Disabled Facilities Grant	24,000	-	-	24,000	-	-	197,381
BU7 E9	Electronic Kitchen Management System:	Reduction of post following implementation of School Electronic Kitchen Management System and associated savings from transition to paperless systems.	27,833	49,167	-	77,000	-	-	3,818,290

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
<u>COMMUNITIES</u>									
BU7 E10	Day Opportunities and Enablement Teams	Deletion of current vacancies and continue the day opportunities review.	155,930	-	84,070	240,000	3.60	3.60	2,400,000
BU7 E11	Review Org structure of School Catering Management Team	Take into account Electronic Kitchen Management System impact and also to further improve customer service to schools. Widen scope to improve healthier life choices to schools who buy back.	3,000	6,000	-	9,000	-	-	3,818,290
Sub - Total Customer Services			248,474	137,769	697,826	1,084,069	5.60	5.60	
<u>Safer, Stronger & Healthier Communities</u>									
BU8 E1	Selective licensing	Requires political support and a policy decision. To mitigate this it would appear that the government (through the Housing and Planning Bill) will mandate licenses for all Houses in Multiple Occupation (HMOs). We will need to be clear on our definition of HMOs and thoroughly review the fee structure in line with other areas but the numbers of HMOs are probably in the region of 400 to 500 for Barnsley. Achievement in 2017/18 being subject to Council & DCLG approvals being granted by December 2017.	40,000	105,000	-	145,000	-	-	New Income Generation Proposal - No Current Budget
BU8 E3	Be Well Barnsley	To reduce the funding to BWB by 15% in 2019/20. This allows the current contract to run for 3 years and for the authority to work to embed some of the work sustainably in other areas.	-	-	250,000	250,000	-	-	1,000,000
BU8 E4	Welfare Rights redesign	Implement phase 2 of the Welfare Review.	-	70,000	-	70,000	-	-	196,324
BU8 E5	Contract efficiencies	Contract efficiencies through new tender and contract awards for domestic abuse, substance misuse and multiple needs. Assumes cashable savings by providers of 10% in year 3.	-	-	220,000	220,000	-	-	5,545,340
BU8 E6	Volunteering & engagement	Linked to Voluntary and Community Sector review considering reducing team of 3 Volunteering & Engagement Officers to 2, assuming funding advice function can transfer to Voluntary and Community Sector.	30,000	-	-	30,000	1.00	1.00	93,200

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
<u>COMMUNITIES</u>									
BU8 E7	Reduction in the Area Council grants allocation.	A proposed saving from the Area Council budget equivalent to £10k/ward would result in a saving of £210k from the £2.1m annual budget.	210,000	-	-	210,000	-	-	2,100,000
BU8 E9	Reconfigure of staff teams across safer and healthier	Restructure following the findings the Community Safety Review and the Welfare Rights Review.	20,000	60,000	-	80,000	1.80	1.80	3,209,000
BU8 E10	Management Restructure	Combine 2 heads of service into 1.	50,000	-	-	50,000	1.00	1.00	192,618
BU8 E11	Cost pressures emerging from additional demands for the co-ordination of asylum and migration'	Funding required to support the continuation of the Asylum and Migration Officer post (30hrs @ Grade) throughout 2017/18	- 32,000	-	-	32,000	-	-	New Budget
Sub - Total Safer, Stronger & Healthier			318,000	235,000	470,000	1,023,000	3.80	3.80	
TOTAL COMMUNITIES EFFICIENCIES			566,474	372,769	1,167,826	2,107,069	9.40	9.40	

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020
Efficiency Proposals

APPENDIX 4B

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PLACE									
Economic Regeneration									
BU4 -E1	(ED) Property Investment Fund Income -	Estimated income levels to be obtained from the leasing of PIF units. The saving assumes that 100% of the floor space will be occupied. The 4 units are built following the successful launch of the property investment fund to stimulate investment at Junction 36. Joint proposal with asset management.	10,000	20,000	-	30,000	-	-	no current budget - new income proposal
BU4 -E2	(PLN) Planning Fee Increases	National review of planning fees is currently ongoing. It is expected that this will result in a 6% in the level of fees that can be levied. The last review took place in 2012.	-	50,000	-	50,000	-	-	-843,852
BU4 - E3	(ED) Business Centre Income	Occupancy rates are on the rise at our Managed Workspace (Mount Osborne, Oakwell and the DMC). In addition, rents are expected to increase following a rent review currently being conducted by Asset Management. There is therefore a potential for a further look at how we can commercialise the offer further. (Investment in improved IT to help with the business offer offset by future rent income growth).	-	30,000	-	30,000	-	-	-378,000
BU4 - E4	(PLN) Community Infrastructure Levy Adoption	A one off £65,000 investment is required to fund the adoption of the Community Infrastructure Levy. The investment will be utilised to fund the procurement of a supporting IT system and to fund Examination In Public Adoption of CIL is projected to result in the Council securing an estimated £475,000 annual contribution in CIL (Capital) receipts. This figure is based on an assumption of 500 new qualifying housing permissions each year. Level of contributions will either increase or decrease dependent on permissions actually granted. CIL receipts will be received in a form of capital monies not revenue. However, CIL receipts can potentially be used as a contribution to the delivery of infrastructure priorities identified by the Council or as match funding therefore reducing the call on core Council capital Following the adoption of CIL, the Council has the ability to retain up to 5% of CIL receipts to cover operational costs of the Levy. Monies could potentially be utilised to offset existing revenue cost of 1 grade 3 role and cover maintenance cost of supporting IT system. Estimated realisation date would 01/04/2019 assuming adoption 2017.	-	-	28,000	28,000	-	-	no current budget - new proposal
BU4 - E5	(CROSS CUTTING) - IT Consolidation	Potential consolidation of the Planning & Regulatory Services IT Systems. Total combined maintenance cost of both packages is £44k. Assume a 25% saving equates to £11k efficiency. Significant change estimated realisation 01/04/19.	-	-	11,000	11,000	-	-	44,000

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020

APPENDIX 4B

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PLACE BU4 - E6	Cessation of service provision in specific Community Buildings	Centres no longer have Employment & Skills provision and / or staff attached to them as they were part of the Phase 1 reduction in community assets. Jump Children's Centre is now a Family Centre. Employment & Skills is working with 2 community organisations to explore a community asset transfer this year for Worsborough Common ICT Centre and Blackerhill ICT Centre. If successful associated building costs will cease as these will be taken over by a 3rd party dependent on an approved business plan. If not the buildings will close and all associated costs will cease.	20,000	-	-	20,000	-	-	20,000
Sub -Total Economic Regeneration			30,000	100,000	39,000	169,000	-	-	
Culture, Housing & Regulatory Services									
BU5-E1	Various Income Generation Proposals	Proposals include: - Project management fees for Housing Developments. Proposal is to capitalise current revenue funded project management costs on specific housing developments to be proposed over the next few years. - Burial & Cremation Fees - Inflationary increase in the fees currently charged for the burial and cremation service by approx. 2% p.a. This is in line with increases in recent years and is not expected to be detrimental to	50,000	50,000	50,000	150,000	-	-	-117,243
BU5-E2	External Contributions	Review and re-negotiate contributions made to Barnsley Premier Leisure and the Barnsley Civic Partnership - Barnsley Premier Leisure - Barnsley Civic Partnership	50,000 7,000	75,000 15,000	100,000 28,000	225,000 50,000	-	-	531,932 233,260
BU5-E3	Various Efficiencies Regulatory Services	A full review is to be undertaken within regulatory services looking at efficiencies and charging. This review will include increasing the licencing fees chargeable as well as reviewing charges for theory tests and safeguarding training. Other potential fee increases would include Animal Boarding Establishments, Food Hygiene Training, Land Search fees, Scrap Metal Licence Fees. Reviewing and streamlining the level of technical support including closing the Licencing Duty Office, on the basis of establishing an on-line licence application/renewal system. Also a general review of overhead resources and engaging in a partnership with the National Market Traders Federation to provide advice and support which will be chargeable along similar lines to the current partnership with the National Butchers Federation.	10,000	-	43,000	53,000	-	-	1,706,103
Sub - Total Culture, Housing & Regulatory Services			117,000	140,000	221,000	478,000	-	-	

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020

APPENDIX 4B

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PLACE Environment & Transport BU6 -E1	Various Income generation	<p>Areas to be reviewed will include:</p> <ul style="list-style-type: none"> - undertaking an annual review of fees and charges with a general increase in rates to reflect inflation / service improvements e.g. a 1% increase in prices (excluding car parking) could generate upwards of £25k additional income per year - Developing a sustainable parking strategy for Barnsley to maximise opportunity in parking revenue and to support economic growth in the town and local centres. AECOM have been commissioned as part of the town centre regeneration to review the car parking usage and strategy for the future. Proposals to include a change to the current Saturday Parking arrangements e.g. only allowing free parking at certain times, introduction of zone parking with different charges in different zones - e.g. market gate/courthouse car parks to be premium charges, introduction of evening car parking charges, improved payment facilities. It is estimated that an additional £75k increase in income can be generated from these changes per annum <p>Yorkshire permit scheme. There is an opportunity to review the roads included within the scheme beyond the primary routes. Some authorities are applying the permit scheme across all roads - opportunity to review this.</p> <p>Review of cost recovery model. Additional income could be in the region of £25K per annum</p> <p>New highways constructed as part of commercial and residential and subsequently adopted. A review of s38 charges to ensure costs are fully recovered from developers. Currently developers are only charged for first inspection - proposal therefore is to introduce charges for subsequent inspections - Additional income of £30k to be generated</p> <p>Commercial Services - Review of services provided via commercial arm e.g. commercial waste, signs etc. This includes better promotion of services together with introduction of new products and services. In addition looking to improve council wide procurement for banners/signage. Estimated to generate additional £20k income per annum</p>		175,000	200,000	375,000	-	-	-6,271,177

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020

APPENDIX 4B

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PLACE BU6 -E2	Cross Business Unit Restructure	<p>Succession planning and business continuity: 'In recognition of the ageing demographics profile of the service as staff leave, the services will be redesigned with new posts to better reflect the needs of the service. This is about succession planning and building in opportunities for development, apprenticeships and recruitment of more vulnerable groups. Efficiencies will be created through effective workforce development. Approximately 10% of the workforce will be affected.</p> <p>- Revised working patterns - Revised working patterns to reduce the reliance on overtime to deliver services thus saving resources set aside for overtime costs. - Restructuring in line with the HR principles co-terminus with the release of benefits through new ways of working.</p>	-	570,000	720,000	1,290,000	-	50.82	14,182,993
BU6 -E3	Service Delivery Re-design	<p>Linked to the wider re-structure a review of existing service delivery is also being undertaken. Key proposals currently being considered include: Waste & Recycling - Ongoing Service Review to determine the best service model for waste collection. This includes a revision of the existing process for collecting missed bins where the non-collection is as a result of the resident. The current practice of returning for missed bins removes daily working capacity from the service and incurs additional cost. Options for change to be explored include issuing residents with identifiable sacks which can be put out on the next scheduled collection. (NB this does not affect the service agreement to return to properties, streets or areas that have not received a collection due to a failure of the service to complete it's daily scheduled work) - Better use of Transfer Station. Currently numerous trips per day are made to the waste transfer station. Better route planning should reduce the number of trips made and result in cost savings - Service reviews: Green recycling collection - consider imposing a charge for the service similar to other council's.</p>		75,000	75,000	150,000	-	-	3,419,491
BU6 -E4	BU functions/Interfaces	<p>Review of service delivery functions to determine aggregation / improved cross business unit and cross directorate alignment opportunities: This proposal should create efficiencies. Key areas to be reviewed</p> <ul style="list-style-type: none"> - Neighbourhood Services - Park Services - Enforcement Services - Planning services / Development Control / SUD's 		-	50,000	50,000	-	-	-2,165,603

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020

APPENDIX 4B

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PLACE BU6 -E5	Review of alternative delivery models	<p>Service reviews: To determine appropriate future service delivery models. This will consider the future viability of the service, the demand.</p> <p>- Private Sector Models - Consider and review the possible implementation of private sector / blended models for the following service areas:</p> <ul style="list-style-type: none"> -Waste Services -Fleet Services -Stores Function -Street Inspection -Street Lighting -Gritting -Car parking enforcement <p>- Highways Shared Services: LGA Collaborative Agreements - Discussions are already ongoing with the LGA in terms of cross south Yorkshire working. A road map is currently in the process of being developed to consider the following services across</p> <ul style="list-style-type: none"> -Street Inspection -Development Control -Street Works -Safer Roads -Structures -Street Lighting -Design Services <p>- Waste Shared Service Opportunities: Third Party consultants undertaking a strategic review of South Yorkshire Waste and recycling services to determine collaborative and shared service strategies. Outcome as with LGA work will be a strategic road map of opportunities for each of the four authorities to adopt and generate savings.</p>		-	100,000	100,000	-	see BU6 E2	51,887,635
BU6 -E7	PTE 3-5 Year strategic plan - Needs determining - with the SYPTE	Reduction in the levy through efficiencies in SYPTE.	525,000	150,000	150,000	825,000	-	-	10,536,996
BU6 -E8	Waste PFI Refinancing -	Refinancing of our proportion of the PFI deal. Linked to ongoing work on the PFI facility by Rotherham	TBD	TBD	TBD		-	-	8,176,874
Sub - Total Environment & Transport			525,000	970,000	1,295,000	2,790,000	0.00	50.82	
TOTAL PLACE EFFICIENCIES			672,000	1,210,000	1,555,000	3,437,000	0.00	50.82	

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PEOPLE									
Education, Early Start & Prevention									
BU1 E1	Co-location of the Targeted Youth Support Service	Proposal to relocate the early intervention and prevention team and the YOT team at 18 Regent street with a customer facing building at 20 Regent street. This will result in a reduction in rent at McClintocks and vacation of the Wombwell site as a staffing base. Services for young people will continue to be delivered from Wombwell.	-	-	102,000	102,000	-	-	2,422,675
BU1 E2	Increase income generation for services to the private, voluntary, maintained and independent sector providers of early years and education	Review current traded activities and fee charging policy with the view of increasing opportunities / capacity for income generation - both locally and across the region or across networks.	-	-	65,000	65,000	-	-	-1,398,651
BU1 E3	Review current use of buildings in communities	Undertake a review of building use that supports an early help offer across early start and families including family centres, targeted youth support, public services hub and targeted information advice and guidance in conjunction with external partners including the police and health.	-	30,000	30,000	60,000	-	-	budget sat in premises FM budgets
BU1 E4	Review current contracts and commissioned services	Identify the potential for cost savings or efficiencies on contracts across the range of services within the Business Unit including early years / childhood services; Align YPSM services with Adolescent Support. Greater personalisation of Short Breaks / SEND – reduce 'block' contract provision	10,000	10,000	50,000	70,000	-	-	872,700
BU1 E5	Review of staffing structures in Early start, prevention and sufficiency service (including Family Centres, TYS, Early Start, Schools admissions & org)	A service redesign to be undertaken resulting in further restructuring of the early start and families service, family centres 0-19 service (inclTYS) and school admissions / organisation service. The redesign will include options for further integration of services within and beyond BU1 targetted at vulnerable children, young people and families.	21,000	-	427,000	448,000	1.00	16.00	11,506,557
BU1 E6	Improved contracting with SEN Placement providers (schools, DSG)	Reduce spot purchasing of placements through improved contracts and framework arrangements and the use of DSG to support statutory SEN services to schools provided by the Council	50,000	80,000	80,000	210,000	-	-	2,562,600
BU1 E7	Review of education/schools support services funded through the Education Services Grant	The cessation of external government funding and changes in the role of local authorities in education and support to schools (as per the education white paper / the acadamisiation agenda) offers the opportunity to review existing support functions to schools. Savings proposals £270k have been put forward following the review of the ESG funded services within BU1 - based on anticipated statutory guidance and the role of the LA going forward. The proposed savings are in the school improvement/school procurement & commissioning service areas. It is expected that the balance will be delivered by other business units outside People Directorate.	-	-	500,000	500,000	-	5.00	-1,500,000
BU1 E10	Staff Turnover	Introduce staff turnover target.	75,000	-	-	75,000	-	-	4,802,331
BU1 E11	Two Year Entitlement Administration	Fund the Administration of the Two Year Entitlement from DSG rather than base budget.	75,000	-	-	75,000	-	-	646,932
Sub - Total Education, Early Start & Prevention			231,000	120,000	1,254,000	1,605,000	1.00	21.00	

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PEOPLE									
Adult Social Care & Health									
BU2 E1	Targeted reviews - direct payments and high cost residential placements, particularly OP/MH (high cost LD placements already part of transformation project)	Creation of a dedicated reviewing team within Adult Social Care and Health to identify and review cases where we can safely step down or cease care provision and make efficiency savings. Review and introduce progression through robust reviews. (1) Review existing placements that are above a certain amount; and (2) Embed Care Funding Calculator approach in determining fees for all new placements over cost – analyse how many new high costs cases per year are expected. Consider procurement approach, draft policy, deliver training to front line staff, market engagement, monitor results	400,000	200,000	150,000	750,000	-	-	22,885,400
BU2 E2	Reducing double-handed care	OT assessments to review cases to reduce double-handed care. There are currently 161 service users that receive care from two carers. Based on a previous pilot project in Barnsley and benchmarking with other local authorities there is potential to reduce packages of care for approximately 40% of service users.	300,000	352,000	-	652,000	-	-	9,036,980
BU2 E3	Reducing spend on respite care	Review of respite care cases and revised policy to better target and reduce spend.	46,500	-	-	46,500	-	-	625,500
BU2 E4	Maximising income	(1) Remove ceiling and increasing charging to 100% of cost. Review charging fees (including respite charges). (2) advice to service users to maximise benefits entitlement e.g. DLA and attendance allowances with a view of increasing client contributions towards care provision cost (3) review charging policy, particularly around application of disregard rules e.g. night time element and explore opportunities under the Care Act	-	400,000	-	400,000	-	-	-4,938,000
BU2 E5	Social Care Contracts	Review of all contracts to identify potential savings.	-	50,000	-	50,000	-	-	1,200,000
BU2 E6	Direct payment surplus draw-back and monitoring	Short, medium and long-term approach to reduce surpluses and monitor more closely.	150,000	150,000	150,000	450,000	-	-	16,981,500
BU2 E7	Extra care as alternative to residential care	Business case for extra care development to save money / reduce admissions.	-	50,000	50,000	100,000	-	-	22,885,400
BU2 E8	Health contribution towards Continuing Health Care cases / work	Stopping case / care management of Continuing Health Care (CHC) cases or charging full cost recovery to health. Approx. 170 cases in receipt of CHC funding. In addition to involvement of the social worker in the eligibility assessment currently, social care undertake all the case management including recording and provisioning on ERICA, invoice payment to providers and subsequent billing to recover costs and the carrying out of annual reviews.	100,000	-	-	100,000	-	-	-2,178,800
BU2 E9	Estates	Potential for sale and relocation the Recovery College. East & West teams to move to Gateway (link to mobile working)	TBD	TBD	TBD	-	-	-	200,000
BU2 E10	Shared Lives	The full cost for shared lives placements is fully borne by the council, unlike other models of support where service users are expected to contribute to their care and support e.g. Residential care. The proposal is to 1) change the way the costs of support are funded. This involves the service user claiming housing benefit and thereafter a contribution for board payment would be made by the service users directly to the carer. (Board payment of £50 per week and a housing benefit claim of the maximum currently allowed £51.50 per week). This would result in a reduction of around £100 per week to the payment made under the shared lives scheme to service users (around 41 long term placements with shared lives carers and any new referrals.	200,000	-	-	200,000	-	-	1,500,000
Sub - Total	Adult Social Care & Health		1,196,500	1,202,000	350,000	2,748,500	-	-	

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
PEOPLE									
Children's Social Care & Safeguarding									
BU3 E1	Children social care & safeguarding management structure review	Remove service manager posts from the structure (X5) and increase capacity of the team managers (x2) to provide service direction, support and development directly under the line management of the head of service.	-	-	208,000	208,000	-	5.00	10,047,100
BU3 E2	Charging for Newsome Ave respite unit	Increase income generated from sale of short term respite places to other local authorities – increase sales activity underpinned by effective marketing / pricing of the provision	64,000	-	-	64,000	-	-	-379,200
BU3 E3	Re-locate children disability team at Barnsley Academy	We currently pay rental to the academy (through facilities management) for the workspace for the children disability team. The proposal is to re-locate the team within existing council owned accommodation.	32,000	-	-	32,000	-	-	1,383,692
BU3 E4	Deletion of Children and Adolescent Mental Health Service (CAMHS) Social Worker post	Delete the Social Worker CAMHS post within children in care team - promotes the joint working of the services around specific cases covering children in care (CiC). Post has been based within CAMHS but has been a key point of contact between CiC and CAMHS.	50,000	-	-	50,000	1.00	1.00	485,441
BU3 E5	Review of printing and catering requirements	Review of requirements and spend on printing and refreshments across the business unit, with a view of achieving efficiency.	36,000	-	-	36,000	-	-	227,420
BU3 E6	Service review of CiC contacts with families	Children in public care have contact with members of their birth family. Each arrangement will be individual to them and set out in their care plan; i.e. the frequency; the family members; the venue and the level of supervision. Contact within public law care proceedings will not just be for the purposes of sustaining relationships and a child's identity. It will also be for the purpose of assessing the relationship, the attachment and the suitability of parents/carers as future permanent carers for the child. The proposed review would examine the most efficient and effective way ways of delivering the service, including alternative delivery options, with a view to making improvements.	TBD	TBD	TBD	-	-	-	3,840,200
Sub - Total Children's Social Care & Safeguarding			182,000	-	208,000	390,000	1.00	6.00	
TOTAL PEOPLE			1,609,500	1,322,000	1,812,000	4,743,500	2.00	27.00	

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
<u>PUBLIC HEALTH</u>									
PH E1	Health behaviour of school aged children (£0 remaining in budget)	Cease commissioned activity. BU10 will undertake a project to map existing data sources and information, identify gaps and propose cost neutral options.	60,000	-	-	60,000	-	-	60,000
PH E2	Review of Contracts & Commissioning	Efficiency Savings.	289,000	163,000	96,000	548,000	-	-	7,578,448
PH E3	Media and Comms (£5k remaining in budget)	Public health media and comms will focus on priorities in PH Strategy and more specifically the creation of a smokefree generation.	-	20,000	-	20,000	-	-	25,000
PH E4	Dental Epidemiology (£10k remaining in budget)	Regional commissioning approach will result in budget saving.	-	10,000	-	10,000	-	-	20,000
PH E5	Dental Health promotion (to be incorporated into 0-19 services)	To be incorporated into 0-19 service specification.	-	62,000	-	62,000	-	-	62,000
PH E6	BU10 staffing review in line with Future Council 2020 HR process	As part of the Future Council 2020 HR process, BU10 have identified potential efficiencies which can be applied to the BU10 staff structure.	30,000			30,000	2.00	2.00	594,040
TOTAL PUBLIC HEALTH EFFICIENCIES			379,000	255,000	96,000	730,000	2.00	2.00	

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020

APPENDIX 4B

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
<u>FINANCE, ASSETS & IT</u>									
<u>Assets</u>									
BU11 E1	Corporate mail and printing re-design	Increasing use of technology, challenging custom & practice, reducing photocopying volumes etc.	68,000	14,000	0	82,000	3.50	3.50	1,566,449
BU11 E2	Facilities Management re-design	Re-design of Town Centre Team. Transfer of porters and caretaker/drivers to Barnsley Norse.	35,000	0	0	35,000	0.85	0.85	1,048,000
BU11 E3	Accommodation rationalisation (in mitigation of existing cost pressures)	Planned withdrawal from rented accommodation and centralisation of teams.	N/A	N/A	N/A	0	0.00	0.00	
BU11 E4	Asset management re-design	Reduction of asset data and mapping technicians by increasing use of GIS. Reduction in surveyors.	0	0	70,000	70,000	0.00	2.50	3,917,735
Sub - Total Assets			103,000	14,000	70,000	187,000	4.35	6.85	
<u>IT</u>									
BU12 E1	Additional IT Resource	Delivery of a number of the efficiency proposals put forward by individual business units are predicated on investment in Technology. In order to ensure the smooth implementation of this it is proposed to re-invest in Information Technology Services to reflect ongoing service pressures as a result of the move to a 2020 Future Council.	-84,000	0	0.00	-84,000	0.00	0.00	7,774,666
Sub - Total IT			- 84,000	-	-	-84,000	0.00	0.00	
<u>Finance</u>									
BU13 E1	Finance Business Unit - major restructure	Finance Business Unit - major restructure (financial services £500k and benefits & income £503k) based on investment in further enabling technologies, bolder channel shift implementation, additional income generation and transfer of specific housing benefit function to the DWP (as part of UC). Restructure to be undertaken partly in 2017/18 (Internal Audit £70k) and partly in 2018/19. NB: a further restructuring may be required in 2019/20 depending on the timing of the full roll out of Universal Credit [by Central Government]. The Business Unit is also investing further resources (£276k) in its Strategic Procurement & Commissioning Support Function to enhance the support available to front line Business Units.	560,000	374,000	239,000	1,173,000	14.00	45.00	8,635,404
			-276,000	-	-	-276,000	-6.00	-6.00	Budget included above
Sub - Total Finance			284,000	374,000	239,000	897,000	8.00	39.00	
TOTAL FINANCE, ASSETS & IT			303,000	388,000	309,000	1,000,000	12.35	45.85	

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020

APPENDIX 4B

Efficiency Proposals

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
<u>HR, PERFORMANCE & COMMUNICATIONS</u>									
<u>HR & Business Support</u>									
BU14 E1	Human Resources & Business Support Restructure.	Incremental downsizing via restructures. Lower graded posts subject to IT delivering on planned improvements. Implementation of Phase 2 Business Support Review.	259,724	109,702	-	369,426	7.50	10.30	3,972,162
Sub - Total HR			259,724	109,702	-	369,426	7.50	10.30	
<u>Performance</u>									
BU15 E1	Organisation & Workforce Improvement.	Merging of Research & Intelligence & Performance Improvement services as well as the merging of Organisation Development & Workforce Development services in order to create flexible resource pools and one point of contact.	179,773	-	-	179,773	7.81	7.81	3,331,347
Sub - Total Performance			179,773	-	-	179,773	7.81	7.81	
<u>Communications</u>									
BU16 E1	Communications & Marketing	Investment in a Campaigns Manager, Communications & Marketing and creation of an additional post to provide high level strategic support and planning for key corporate and cross cutting campaigns will result in a reduction in other staffing. These posts will report to the Service Director for Organisation & Workforce Improvement and the service will be moved to BU15 therefore removing BU16.	5,094	-	-	5,094	0.19	0.19	568,557
Sub - Total Communications			5,094	-	-	5,094	0.19	0.19	
TOTAL HR, PERFORMANCE & COMMS			444,591	109,702	-	554,293	15.50	18.30	

FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020
Efficiency Proposals

APPENDIX 4B

Ref	Proposal Theme	Brief Description of Proposal	2017/18 Saving £	2018/19 Saving £	2019/20 Saving £	Full Year Effect £	FTE 2017/18	FTE TOTAL	GROSS EXPENDITURE
<u>LEGAL & GOVERNANCE</u>									
<u>LEGAL</u>									
BU17 E1	Re-structure of Legal Services	Numerous service improvements including: - Increased leadership and management capacity, through the implementation of a team leader structure, - Child protection team free-standing - Improve recruitment and retention to key posts - Increased resilience through reduced reliance on locums.	25,000	-	-	25,000	-	-	1,191,039
BU17 E2	Achieving a reduction in expenditure on Counsel's fees in children's care and adoption proceedings resulting in savings to Children's Social Care Client	Delivered through a combination of measures already in the process of implementation in the Childcare Legal Team: culture change in team; revised approach to advocacy; increased capacity/change of personnel and new management arrangements	TBD	TBD	TBD	TBD			
Sub - Total Legal			25,000	-	-	25,000	-	-	
<u>GOVERNANCE</u>									
BU18 E1	Lord-Lieutenant of South Yorkshire	Reduction in costs by providing support from the Mayoral & Civic Support Unit.	5,000	-	-	5,000	1.00	1.00	169,340
BU18 E2	Reduction in supplies and services for Elected Members	Removal of: provision for advertising the Members' surgeries telephone line; provision for Members' Rooms newspapers; provision for Members' home broadband connections.	16,300	-	-	16,300	-	-	138,937
BU18 E5	Restructure of Mayoral & Civic Support Unit	Possible merger of some duties of the posts of Mayoral & Civic Support Assistant and Mayor's Chauffeur / Relief Attendant. Need to retain some capacity to provide pool drivers.		15,000	-	15,000	-	1.00	87,645
BU18 E6	Deletion of Outreach Officer post	This would be a reduction in the level of service as there would be no bespoke capacity to follow up some of the more complicated cases where households or individuals within them have failed to register following the initial exercise carried out by the canvassers. This would diminish capacity to increase the number of registered electors. Electoral registration levels are presently at around 94%. The post also makes a significant contribution to the work of the core team in delivering elections outside of the canvass period where there is a lesser focus on increasing the number of people on the register given the service is in receipt of increased applications to register anyway.	-	28,278	-	28,278	-	1.00	1,368,403
Sub - Total Governance			21,300	43,278	-	64,578	1.00	3.00	
TOTAL LEGAL & GOVERNANCE			46,300	43,278	-	89,578	1.00	3.00	

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FUTURE COUNCIL 3 YEAR PLAN 2017 - 2020**Summary of Potential FTE reductions**

DIRECTORATE	2017/18 FTE's Reductions	Later Years FTE Reductions	TOTAL FTE Reductions
<i>COMMUNITIES</i>	9.40	0.00	9.40
<i>PEOPLE</i>	2.00	25.00	27.00
<i>PLACE</i>	0.00	50.82	50.82
<i>PUBLIC HEALTH</i>	2.00	0.00	2.00
<i>FINANCE, ASSETS & IT</i>	12.35	33.50	45.85
<i>HR, PERFORMANCE & COMMUNICATIONS</i>	15.50	2.80	18.30
<i>LEGAL & GOVERNANCE</i>	1.00	2.00	3.00
TOTAL	42.25	114.12	156.37

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CABINET MEETING

21 SEPTEMBER 2016

2017/2018 – 2019/20 SERVICE AND FINANCIAL PLANNING

Cabinet are Recommended to:-

- 1.1 Note the Future Council 2020 report at **Section 1**;
- 1.2 Agree the Efficiency Plan 2020 at **Section 2** and its submission to the DCLG;
- 1.3 Note the Financial Planning for 2020 report, including the Medium Term Forecast at **Section 3**;
- 1.4 Note the current proposals included at **Section 4** and that the Director of HR, Performance and Communications, be requested to take appropriate action in relation to them;
- 1.5 SMT be requested to identify further potential proposals to close the remaining gaps for consideration as part of the service and financial planning process;
- 1.6 The outcomes from the ongoing consultations and equality impact assessments on all proposals be reported back to inform any future decisions;
- 1.7 Further consideration be given to the implementation of proposals at the Budget Council on 23 February 2017, where final decisions will be taken.

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

Report of the Executive Director
(People)
to Cabinet

(7th September 2016)

COMMISSIONING OF THE YOUNG PEOPLE'S SUBSTANCE MISUSE SERVICE

1.0. Purpose of the Report

- 1.1 To inform Cabinet of the steps recently taken to commission the Young People's Substance Misuse Service, in the Borough.

2.0. Recommendations

- 2.1 **That Cabinet approves the award of a contract to Lifeline Projects Ltd for the provision of a Young People's Substance Misuse Service, in Barnsley for a period of up to 3 years, commencing on 1st October 2016, at a value of £1,020,000.**

3.0. Introduction To The Report

- 3.1 Two of the Strategic Priorities of the Borough's Children and Young People's Plan (2016-19) (*considered and approved by Cabinet at its meeting held on 1st June 2016*) are:
- Keeping children and young people safe from harm.
 - Supporting all children, young people and families to make healthy lifestyle choices.
- 3.2 As part of this, the Plan is underpinned by the outcomes of the Borough's current and future Joint Strategic Needs Assessment, together with the views of children and young people in Barnsley on what they consider to be the top priorities concerning the commissioning of services, aimed at improving their physical and emotional wellbeing.
- 3.3 One of these priorities is to help and support young people with problems associated with the misuse of alcohol and substances, such as drugs, through effective early help and targeted intervention.
- 3.4 The Barnsley Children and Young People's Trust commissions a young people's substance misuse service (YPSM) in order to meet these needs. The Service aims to:
- Identify children, young people and families with substance misuse issues, at an early stage.
 - Intervene at the earliest opportunity and;
 - Offer a menu of targeted and treatment options to children, young people and families.

- 3.5 The overarching aim is that children and young people are prevented from becoming adult problem drug and alcohol users, supporting them to reach their full potential to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing.
- 3.6 The number of young people presenting themselves to drug treatment services, in the Borough, has remained consistent at around 200 young people per year. There have been some specific trends in substance misuse, locally, particularly with the increase in use of both Mephedrone and synthetic cannabinoids. Mephedrone, in particular, became a common presenting issue during 2012/13 with Mephedrone related presentations to services at times equalling those of alcohol and cannabis.
- 3.7 This trend has, since, significantly reduced but it illustrates the speed at which a significant trend can emerge and impact on service presentation. A possible new emerging issue is that of image and performance enhancing drugs and, if trends in steroid use among young adults start to be adopted by younger people (particularly males) then wider health challenges will emerge for local services.
- 3.8 Nationally, young people present to services in greater numbers as they get older and almost all presentations, locally, are from White British ethnicity. In Barnsley, referrals come from a wide variety of sources with education and youth justice pathways being the most utilised. Work undertaken, locally, has introduced a screening tool and clear referral pathway into Barnsley Hospital (BHNFT) aimed at identifying substance-misusing young people.
- 3.9 Local data concerning YPSM, highlights the following:
- 200 referrals per year
 - 70 entries to treatment
 - Primary substances involved are cannabis and alcohol
 - Popularity of Mephedrone (MCAT) and synthetic cannabinoids
 - Complexity of presenting issues (issues beyond the consumption of a substance)
 - General population decline in experimentation
 - High completion rate (Latest figure is 89%)
- 3.10 In commissioning a service which can best tackle these issues, the Trust has developed a service specification in line with the latest recommendations for the National Drug Treatment Monitoring System (NDTMS) and includes treatment modalities that are recognised as the most successful in the delivery of a Young Persons Substance Misuse service. These modalities are:
- Psycho-social interventions including family, parent/carer support
 - Specialist harm reduction interventions including needle exchange
 - Pharmacological interventions
 - Young person multi agency working
- 3.11 The outcomes sought through the specification have been aligned with those in the Children and Young Peoples Plan (2016-19) together with a number identified in the National Public Health Outcomes Framework, summarised below:
- 16-18 year olds not in education employment or training
 - Pupil absence
 - First time entrants to the youth justice system
 - Under 18 conceptions

- Hospital admissions caused by unintentional and deliberate injuries in children (aged 0-14, 15-24 years)
- 3.12 Work undertaken with colleagues in the Communities Directorate, who are procuring a substance misuse service for Adults, has been ongoing to ensure synergy between both services.
- 3.13 Outcome Of Commissioning And Procurement Exercise
- 3.14 The contract for the provision of the YPSM Service was advertised via YORTender following approval to re-tender. The process attracted seven bids which were evaluated. The evaluation panel consisted of representatives from Commissioning, Public Health and Youth Offending Team. Bidders were also asked to present to a Young Persons Panel on a brief designed by the young people.
- 3.15 The evaluation was split on a 90% quality/10% price basis. All of the bids received were within the initial cost envelope of the service.
- 3.16 Lifeline Projects Limited were the successful bidder on the basis of the evaluation process advertised within the tender document. The proposed commencement date of the contract will be 1st October 2016 (*in order to allow for TUPE provisions, which apply to seven members of the provider's staff, an intent to award was given on 1st July 2016*)

4.0. Consideration of Alternative Approaches

- 4.1 The commissioning of a specific substance misuse service for young people, rather than a combined service for both adults and young people, adheres to best practice concerning the treatment modalities for most effectively tackling YPSM as identified by the National Drug Treatment Monitoring Service.
- 4.2 On the options, leading to the recommendation of a preferred provider, the evaluation process considered the approaches of seven different providers and concluded that Lifeline's approach offers the best solution. To award to a provider who scored less than Lifeline would be in breach of the advertised tender process and could be challenged.

5.0. Proposal and Justification

- 5.1 The tender process has been exploited effectively to drive efficiencies in the delivery of young people's substance misuse services. The successful provider has a proven track record of increasing the impact and reach of service delivery through developing expertise and support across the network of children and young people's services, thereby equipping more professionals to engage confidently with issues relating to early intervention, including young people's substance misuse and, as part of the life course approach, reducing the need for onward referral to specialists.
- 5.2 As a result, the provider brings a wealth of experience in engaging volunteers in their work with children and young people which will extend the reach of the service for the safe delivery of low level, diversionary support for young people identified as being at risk of developing substance misusing behaviour.
- 5.3 On this basis, Cabinet is recommended to approve the awarding of the contract for the provision of the YPSM Service, to Lifeline Projects Ltd.

6.0. Implications for Local People and Service Users

- 6.1 In order to minimise the risk of any potential disruption for service users, Barnsley MBC as the commissioning authority, has, on this occasion, allowed a preliminary 'lead-in' time to allow for TUPE arrangements, relating to staff employed by the provider, to be finalised and any potential handovers to be managed carefully.
- 6.2 It is anticipated that the proposal concerning the awarding of the contract for the provision of the YPSM Service should not have any detrimental impact on other young people's health and wellbeing services, commissioned through the current provider, during the contractual period, including at Area Council level (*Please see Paragraphs 5.1 – 5.2*)

7.0. Financial Implications

- 7.1 The contract value is in line with the approved budget of £385k for the provision of this service for 2016/17 within the Joint Commissioning Unit as is detailed in Appendix 'A'.
- 7.2 Please also see Paragraphs 5.1 – 5.2 of the report.

8.0. Employee Implications

- 8.1 There are no implications for the Authority's employees directly arising through the commissioning and provision of the YPSM Service.

9.0. Communications Implications

- 9.1 As part of identifying needs and ensuring take up, arrangements for the marketing and promotion of the YPSM Service will be made, in conjunction with the Director (Human Resources, Performance and Communications).
- 9.2 There are no, further, communications implications emerging for the Authority.

10.0. Consultations

- 10.1 The commissioning of the YPSM Service and the development of the service specification is based upon the extensive and regular engagement of children and young people in the Borough, concerning their perception of priorities over improving their physical and emotional wellbeing.

11.0. Key Policy Considerations And The Council's Corporate Plan

- 11.1 The YPSM Service supports two of the Strategic Priorities of the Barnsley Children and Young People's Plan (2016-19) namely (a) Keeping Children and Young People Safe and (b) Supporting All Children and Young People To Make Healthy Lifestyle Choices.
- 11.2 The Service also supports the 'Vision' outlined in the Barnsley Health and Wellbeing Strategy, of ensuring people, throughout the Borough lead healthy, safe and fulfilling lives, through measures which ensure the safeguarding of children and young people and which eliminate the harm caused by alcohol or substance misuse.
- 11.3 In terms of the Council's Corporate Plan, the outcomes sought will encourage children and young people who are successfully undergoing treatment for alcohol or substance misuse, to improve their potential and lead healthier, happier and more inclusive lives.

12.0. Tackling Health Inequalities

12.1 The YPSM Service is an important element in supporting the health and wellbeing of children and young people in the Borough, through provision of treatments that can help in eliminating substance misuse and, thereby, provide the help needed to ensure those affected are able to focus more on making the essential choices that will close the gap in health and education outcomes, in comparison to other peers.

13.0. Consideration of Risks

13.1 Any constraints to the provision of the YPSM Service will be monitored by the Commissioning Authority against the specification and remedial action taken to ensure progress, through regular review of the Business Unit 1 (Education, Early Start and Prevention) Risk Log.

14.0. Health and Safety Implications

14.1 There are no implications for the wider public or Council employees emerging through consideration of this report.

15.0. Compatibility with the European Convention on Human Rights

15.1 There are no implications for the Articles and Protocols of the Convention, emerging through this report.

16.0. Promoting Equality, Diversity and Inclusion

16.1 The Service Specification for the YPSM Service, places emphasis on the requirement to offer equal access for all groups with protected characteristics, as defined by the Equality Act (2010) and to take necessary steps in ensuring any specific needs, relating to a vulnerable individual presenting him/herself for treatment, as a result of a protected characteristic, including culture, faith or sexual orientation are met.

16.2 As part of reviewing the provider's performance against the objectives of the specification, the level of compliance in meeting the specific needs of individuals or cohorts of young people with protected characteristics will be monitored to ensure no gaps in provision emerge.

17.0. Reduction of Crime and Disorder

17.1 Successful treatments will help sufferers to refrain from such risky behaviour which can commonly lead to crime, disorder and anti social behaviour, in communities, including youth offending and re-offending as well as significantly reduce the risk of young people going missing from home, school or care which can lead to them being increasingly vulnerable to harm and exploitation.

18.0. Conservation of Biodiversity

18.1 There are no implications for the local environment or the conservation of biodiversity, emerging through this report.

19.0. Glossary of Terms and Abbreviations

19.1 None, applicable.

20.0. List of Appendices

20.1 Appendix 'A': Director of Finance, Assets and Information Services Summary of Financial Implications .

21.0. Details of Background Papers

21.1 Background papers used in the compilation of this report are available to view by contacting the People Directorate, Barnsley MBC, PO Box 639, Barnsley, South Yorkshire S70 9GG

Officer Contact: (Richard Lynch: Head of Commissioning, Governance and Partnerships, People Directorate)

Tel. No. (01226 773672 or e-mail richardlynch@barnsley.gcsx.gov.uk)

Date: (28th July 2016)

Financial Implications/
Consultation
*(to be signed by senior Financial Services officer
where no financial implications)*

Prepared on Behalf of the Director of Finance

FINANCIAL IMPLICATIONS

COMMISSIONING OF THE YOUNG PEOPLES SUBSTANCE MISUSE SERVICE

i) <u>Capital Expenditure</u>	<u>2016/17</u> (£)	<u>2017/18</u> (£)	<u>2018/19</u> (£)	<u>Total</u> (£)

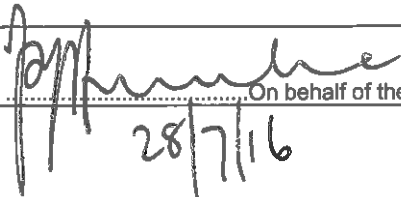
ii) <u>Revenue Effects</u>	<u>2016/17</u> (£,000)	<u>2017/18</u> (£,000)	<u>2018/19</u> (£,000)	<u>Later</u> <u>Years</u> (£,000)
Current Contract Cost	385,602	385,602	385,602	385,602
Proposed Contract Cost	362,801	340,000	340,000	362,801
Net Cost	<u>(22,801)</u>	<u>(45,602)</u>	<u>(45,602)</u>	<u>(22,801)</u>

To be financed from:

Savings will contribute towards PEOPLE's directorate efficiency requirements

iii) Impact on Medium Term Financial Strategy:

The above savings will contribute towards the Council's MTFs and in particular the PEOPLE directorate efficiency plans requirement / indicative target

Agreed by:  On behalf of the Director of Finance
28/7/16

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BARNSLEY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

Report of the Executive
Director, Place.

LICENSING ACT 2003 – STATEMENT OF LICENSING POLICY

1. Purpose of report

1.1 To inform Members of a review of the existing Licensing Policy governing the licensing of the retail sale of alcohol, the provision of regulated entertainment and the provision of late night refreshment; and to seek their approval to go to public consultation on a new Statement of Licensing Policy for the Council.

2. Recommendations

2.1 That the draft Licensing Act Statement of Licensing Policy 2016 be approved for release for consultation.

3. Introduction

3.1 The Statement of Licensing Policy ("the Policy") is a legal requirement under the Licensing Act 2003. The purpose of the policy is to guide the Licensing Committee when considering applications for the sale of alcohol, regulated entertainment, late night refreshment, cinema and theatrical performances, as well as assisting applicants in presenting their application. The contents of the Policy are specified in Government Guidance.

3.2 The aim of the Policy is to promote the four licensing objectives, which are;

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance and
- d) The protection of children from harm.

3.3 The Council wishes to promote the above whilst still encouraging a sustainable entertainment and leisure industry. The Council recognises that local residents need a safe and healthy environment in which to work and live, and that safe and well run entertainment and leisure facilities are important to the local economy and cultural health of the Borough

4. Consideration of alternative approaches

- 4.1 Barnsley Metropolitan Borough Council is the Licensing Authority for the purposes of the Licensing Act 2003 and has a statutory duty to publish a statement of Licensing Policy under the Act. We are also legally required to review and update it on a regular basis and following any changes in the relevant legislation or guidance.
- 4.2 The existing policy does not include reference to new policies, guidance or legislative changes, and is therefore outdated. It is also not aligned to Future Council objectives. The new policy covers these issues.
- 4.3 Failing to approve the policy would result in the Council being unable to meet its statutory functions in that applications for licences together with reviews of licences have to be dealt with in line with the adopted policy.

5. Proposal and justification

- 5.1 The statement of Licensing Policy has certain key objectives;
- Provides applicants with a clear, consistent basis for submitting applications and notices in the Borough
 - Provides a clear, consistent basis for determining licensing applications in Barnsley
 - Ensures the relevant views of those affected by licensed premises are taken into consideration
 - Ensures that local area issues are taken into account by licensed premises and
 - Supports the wider strategies of the Council and the approach to licensed activities and premises across the Borough.
- 5.2 The adoption of the Policy is a legal requirement. The overarching ethos of the policy is to ensure that the licensing objectives are met throughout the Authority and that communities are not undermined by crime and disorder as result of licensed activities or premises.
- 5.3 The licensed entertainment and hospitality industry is a major provider of full time, part time and casual employment and it makes a significant contribution to the local economy. It fulfils an important social and community role, providing facilities for both residents and businesses and provides vital support for related sectors such as retail and tourism.
- 5.4 The Licensing Statement of Policy forms an essential part of the Council's integrated approach to alcohol related issues and the provision of regulated entertainment. It seeks to strike a balance between the need to encourage a vibrant and dynamic entertainment industry as part of the regeneration of the

Borough, and the need to ensure that concerns relating to public disorder are effectively addressed. The policies in this Statement aim to contribute to making the Borough as a whole, and its town centre in particular, pleasant, safe and prosperous places in which to live, work, learn and relax. We want to work with partners and the licensing trade to provide a safe, diverse and family orientated night time economy for all to enjoy. For example, the Licensing Service is working with internal and external partners to achieve Purple flag status for the town centre.

- 5.5 Licensing is also working with Public Health and the Police to proactively address the issue of problem drinkers in the town centre, looking at working with retail premises to stop the sale of high strength, low cost alcohol and the sale of single cans. The Service will also consider the feasibility of some of the potential licensing controls now available such as Early Morning Restriction Orders (which limit opening hours in certain areas after midnight) and the use of the Late Night Levy to fund policing, and other measures, to support the town centre night time economy. Initial views on these measures will be collected at consultation and be the subject of further Cabinet reports.

6. Implications for local people / service users

- 6.1 The aim of the new policy is to support business and regeneration across the Borough and town centre in particular, whilst protecting the public and ensuring that the four licensing objectives are met. This will result in a safe and varied night time economy.
- 6.2 A new reference is included in the policy to Child Sexual Exploitation, and applicants are required to have regards to any relevant measures for the protection of children from harm, both physical and psychological.

7. Financial implications

- 7.1 Consultations on the financial implications have taken place with representatives of the Director of Finance, Assets & IT.
- 7.2 There are minimal costs of postage/printing associated with this report; however they will be contained within the services' existing budget

8. Employee implications

- 8.1 There are no specific employee implications in reviewing and updating this policy.

9. Communications implications

- 9.1 The Policy, once approved for release, will be subject to an 8 week public consultation period when it will appear on the Council's website. All stakeholders will be contacted by letter to inform them of the consultation.

- 9.2 Once adopted, the policy will be published on the Licensing web site. The Policy will therefore be available to all interested parties.

10. Consultations

- 10.1 In accordance with legislation, consultation on the proposed new policy must be carried out with the prescribed statutory consultees, responsible authorities, parish councils and all premises, individuals and groups who hold a licence in the Borough. Consultation is to last for a period of 8 weeks.
- 10.2 The views of all consultees will be duly considered and given proper weight when reviewing this policy.

11. The Corporate Plan and the Council's Performance Management Framework

- 11.1 The publication of the policy supports the Council priority of "People achieving their potential" by ensuring children and adults are protected from harm. It also supports the "Thriving and Vibrant Economy" priority by supporting new business in the licensed trade.

12. Tackling health inequalities

- 12.1 The Policy recognises the impact that excessive or binge drinking can have on public health and that positive action in promoting the licensing objectives is equally likely to have an indirect impact on public health.

13. Risk management issues

- 13.1 Failure to have an up to date Statement of Licensing Policy could result in successful legal challenges to the Council's decisions.

14. Compatibility with the European Convention on Human Rights

- 14.1 The implementation of the Statement of Licensing Policy will not interfere with the Convention on Human Rights. However, decisions made by the Licensing Board in relation to applications for Licences and reviews of licences will be affected by Human Rights Legislation, in particular Article 6 (the right to a fair trial).

15. Promoting equality, diversity, and social inclusion

- 15.1 The Licensing Act 2003 contains four licensing objectives, including public safety and the protection of children from harm. It is recognised that subjecting vulnerable adults or children to some forms of licensed entertainment or premises could lead to them being harmed or exploited and

care must be taken to ensure that all applications provide mitigation measures suitable to the level of risk.

- 15.2 In order to promote inclusion and to prevent exclusion, the Policy reminds applicants of their responsibilities under the Equality Act 2010. In seeking to support a community in which diversity is encouraged, the Council will expect all applicants to take steps to ensure that no person is treated differently on the grounds of race, colour, religion, ethnic or national origins, age, sex, sexual orientation or disability.

16. Reduction of crime and disorder

- 16.1 One of the four licensing objectives relate directly to the prevention of crime and disorder. The Council will have regard to the likely impact of licensing and related crime and disorder when considering the location, operation and management of all proposed licence applications, reviews and variations.

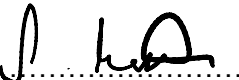
17. List of appendices

Appendix 1 Statement of Licensing Policy.

18. Background papers

Licensing Act 2003

Officer Contact: Caroline Petty. Telephone No: 01226 772482. Date: 21.07.16

Financial Implications /	
Consultation 
<i>(To be signed by senior Financial Services officer where no financial implications)</i>	

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BARNSLEY
Metropolitan Borough Council

Licensing Act 2003

Statement of Licensing Policy

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BARNSELY METROPOLITAN BOROUGH COUNCIL

LICENSING ACT 2003 – Draft Statement of Licensing Policy 2016

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BARNSELY METROPOLITAN BOROUGH COUNCIL

Barnsley Licensing Committee

1. Introduction

- 1.1 The Barnsley Future Council plan defines an achievable vision for the future in which Barnsley is an innovative and vibrant 21st Century market town at the centre of a modern dynamic economy and a great place to live. Priorities to transform the Borough include plans for regeneration of the town centre, providing a safe, vibrant and diverse environment whilst achieving a new and sustainable economic future.
- 1.2 The urban core of Barnsley is home to 82,000 people. Barnsley town centre is the focus for the Borough's main shopping, administrative, commercial and entertainment activities. It is long famous for its market and more recently has become noted for its expanding club scene and night life. To the west of the urban core is the lightly populated attractive hilly country centred on the market town of Penistone. To the south and east are the dispersed towns and villages, separated by open land of the former coalfield, which are the home to some 95,000 people. The Barnsley Urban Area will play a pivotal role in regeneration and the Town Centre itself will be transformed into a modern urban living space offering shoppers and visitors exciting retail, recreational, entertainment and cultural experiences that will enable it to compete successfully with neighbouring centres. Regeneration in the Borough's rural areas will be based on diversification and sustainable development. Cultural and leisure facilities appropriate in type and scale will be encouraged in the smaller market towns.
- 1.3 Integral in making Barnsley a great place to live is to ensure that its communities are attractive, safe living environments with convenient access to good quality local services and amenities, including leisure, entertainment and cultural facilities. Neighbourhoods must be clean, safe and secure and their environments respected and cared for. They must also be friendly and caring places where people are welcome from all backgrounds and cultures and both young and old alike will feel part of the community.
- 1.4 The licensed entertainment and hospitality industry is a major provider of full time, part time and casual employment and it makes a significant contribution to the local economy. It fulfils an important social and community role, providing facilities for both residents and businesses and is a vital support infrastructure for related sectors, such as retail and tourism.
- 1.5 This Licensing Statement forms an essential part of the Council's integrated approach to alcohol related issues and the provision of regulated entertainment which seeks to strike a balance between the need to embrace a vibrant and dynamic entertainment industry as part of the

regeneration of the Borough and the need to ensure that concerns relating to public disorder are effectively addressed. The policies in this statement aim to contribute to making the Borough as a whole and its town centres in particular pleasant, safe and prosperous places in which to live, work, learn and relax. We want to work with partners and the licensing trade to provide a safe, diverse and family orientated night time economy for people to enjoy.

- 1.6 The Council will work in partnership with other local authorities, statutory bodies and agencies, especially those located in South Yorkshire, to ensure a consistent approach is taken on licensing matters whilst respecting the differing needs of individual communities.

2. General Principles

- 2.1 This document sets out the Council's Statement of Licensing Policy, which will guide the Licensing Committee when considering applications for the sale of alcohol, regulated entertainment, late night refreshment, cinematographic and theatrical performances.
- 2.2 This document should be read in conjunction with its appendices, and with any guidance notes or codes of practice to which reference is made.
- 2.3 The aim of this policy is to promote the four licensing objectives which are set out in the Licensing Act 2003, namely:-
- the prevention of crime and disorder;
 - public safety;
 - the prevention of public nuisance; and
 - the protection of children from harm
- 2.4 The Council wishes to promote the above whilst still encouraging a sustainable entertainment and leisure industry. The Council also recognises local residents need for a safe and healthy environment in which to work and live and the importance to the local economy and cultural health of the Borough of the provision of both safe and well run entertainment and leisure facilities.
- 2.5 The policy aims to provide guidance to applicants, responsible authorities and all interested parties on the general approach to licensing in the Borough. Although each and every application will be dealt with separately and on its own individual merits, the Council in writing this policy is offering guidance on wider considerations that will be taken into account.
- 2.6 The policy will continue to be reviewed in accordance with Government requirements, which is currently at least every five years, and/or if any amendments are/or additions are required to the policy at any time while the policy is active.

- 2.7 This policy document is intended for the guidance of the Barnsley Licensing Committee as well as to assist applicants in presenting their application.
- 2.8 The policy is not intended to limit the power or fetter the discretion of the Licensing Committee who will listen to and determine on its own individual merits any application placed before them. If an application is lawfully made and no relevant representations are received then the Council must grant the application. Only if relevant representations are made will the Council's discretion be engaged.

3. Human Rights

- 3.1 The Human Rights Act 1998 incorporates the European Convention on Human Rights and makes it unlawful for a Local Authority to act in a way that is incompatible with the Convention right.
- 3.2 In conducting its business as the Licensing Authority for the Metropolitan Borough of Barnsley, the Council will have particular regard to the following relevant provisions of the first protocol of the European Convention on Human Rights;
- Article 1- Every person is entitled to the peaceful enjoyment of his or her possessions, e.g. the possession of a licence.
 - Article 6 - That in the determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - Article 8 - Everyone has the right to respect for his home and private/family life.

4. Scope of Policy

- 4.1 The policy covers new applications, reviews, transfers and variations etc. of licences for the following licensable activities:
- the sale by retail of alcohol (including via the Internet or mail order);
 - the supply of alcohol by or on behalf of a club to, or to the order of a member of that club;
 - the provision of regulated entertainment; and
 - the provision of late night refreshment
- 4.2 Any application for a new licence, variation or review will be dealt with on its own individual merits and by reference to the four licensing objectives.
- 4.3 Licensing is about regulating the carrying on of licensable activities on licensed premises, by qualifying clubs and temporary events within the terms of the 2003 Act, and conditions attached to various authorisations will

be focused on matters which are within the control of individual licensees and others in possession of relevant authorisations. Accordingly, these matters will centre on the premises being used for licensable activities and the vicinity of those premises. In addressing these matters, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. Licensing law is not intended to be the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises.

- 4.4 This Policy seeks to provide advice to applicants about the approach they should take to making applications and the view the Council is likely to take on certain key issues where representations have been made. The Licensing Authority may depart from this policy if the individual circumstances of any case merit such a decision in the interests of the promotion of any or all of the four Licensing Objectives.

5. Consultation

- 5.1 The Council is committed to meaningful consultation with all appropriate public and private organisations and a representative cross-section of all of those with an interest in the contents of the policy.

- 5.2 The Licensing Authority must in any case consult with the following:-

- the Chief of Police for the area;
- the Fire Authority;
- persons/bodies responsible for local holders of premises licences;
- persons/bodies responsible for local holders of club premises licences;
- persons/bodies responsible for personal licensees;
- persons/bodies responsible for business and residents in its area.

- 5.3 The views of all our consultees are duly considered and given proper weight when reviewing this Policy.

6. Summary of Process

- 6.1 Each application for a licence will be considered:-

- on its own individual merits;
- in accordance with the Licensing Act 2003 together with any amendments and supporting Regulations;
- with reference to the guidance issued under section 182 of the Licensing Act 2003;
- under the terms of this policy.

6.2 One of the key principles of the Licensing Act is that every application must be treated on its own merits, applicants, responsible authorities and interested parties may find it helpful to know that the Council cannot attach conditions to a licence unless they are either volunteered by the applicant or are determined by the licensing authority following representations being upheld from responsible authorities or interested parties.

6.3 Nothing in this statement of policy will:-

- prevent any person from applying under the 2003 Act for any of the permissions and from having that application considered on its own individual merits;
- prevent or stop any person from making representations on any application or from seeking a review of a licence or certificate where the 2003 Act permits them to do so.

6.4 The Council recommends early consultation with responsible authorities. Many responsible authorities would be prepared to discuss matters with an applicant with a view to reaching agreement on measures to be proposed.

7. Promotion of the Licensing Objectives

7.1 The Licensing Authority will act in accordance with its duty to carry out its functions under the Act with a view to promoting the statutory Licensing Objectives, which are:-

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance and;
- the protection of children from harm.

7.2 Each objective is of equal importance. There are no other licensing objectives; therefore, all four objectives are paramount considerations at all times.

7.3 Each applicant must provide with their application full details as to how they will promote each the four licensing objectives detailed above. Applicants are reminded that measures proposed in the operating schedules will be converted into conditions on their licence.

8. The Prevention of Crime and Disorder

8.1 Under the Crime & Disorder Act 1998, Barnsley Metropolitan Borough Council as the Licensing Authority must have regard to the likely effect of the exercise of its licensing function on, and do all it can to prevent, crime and disorder in the Borough. In doing so, the Council will have regard to the likely impact of licensing and related crime and disorder when

considering the location, operation and management of all proposed licence applications, reviews and variations.

- 8.2 Licensed premises, especially those offering late night or early morning entertainment, alcohol and refreshment for large numbers of people, can sometimes if not properly managed, become a source of public nuisance generating crime and disorder problems. The Licensing Authority will expect licensees of premises to develop Operating Schedules that satisfactorily address these issues from the design of the premises through to the daily operation of the business.
- 8.3 There are many steps an applicant may take to prevent crime and disorder. The Council will look to the Police for the main source of advice on these matters. In accordance with the Secretary of State's guidance, police views on matters relating to crime and disorder will be given considerable weight. It is recommended that applicants seek advice from South Yorkshire Police when addressing this issue as well as taking into account local planning and transport policies, tourism, cultural and crime prevention strategies.
- 8.4 If relevant representations are made in relation to a premises licence or club premises certificate, the Council will consider whether it is necessary to impose conditions to regulate behaviour on the premises and access to them where this relates to licensable activities and the licensing objectives. Any conditions attached will seek to impact on the behaviour of customers on or in the immediate vicinity of premises as they seek to enter or leave.
- 8.5 The Licensing Authority may attach conditions to licences to promote the Crime Prevention Objective and to prevent Crime and Disorder, both inside and outside the premises. These conditions will be based on the applicants operating schedule and drawn from the model pool of conditions relating to this objective.
- 8.6 Conditions will be targeted on deterrence and the prevention of crime and disorder. Such conditions may include;
- Membership of a recognised pub watch or similar scheme
 - The need for door supervision (must be registered by the Security Industry Authority, SIA)
 - The need for and location of CCTV cameras
 - Conditions setting capacity limits where this is necessary to prevent over-crowding likely to lead to disorder and violence
 - Provision of training for staff in relation to public safety, conflict management and drug related issues.

9. Public Safety

- 9.1 The public safety objective is concerned with the physical state of people using the premises. Public safety includes safety of staff and performers appearing at any premises. The Licensing Act 2003 covers a wide range of

premises that require licences including cinemas, night clubs, public houses, village and community halls, schools, cafes, restaurants and fast food outlets/take- aways. Each of these types of premises present a mixture of risks to public safety, some of which may be common to most premises whilst others will be unique to specific operations.

- 9.2 The premises must be constructed, adapted or operated to safeguard all users against such risks/issues.
- 9.3 The operating schedule of all applications for a licence or a certificate will be expected to demonstrate to the satisfaction of the Licensing Authority that all potential public safety issues connected with the premises have been thoroughly addressed.
- 9.4 Where appropriate, applicants are advised to seek guidance from the Council's Licensing Officer, the District Fire Safety Officer for the South Yorkshire Fire and Rescue Service and, if appropriate, a suitably qualified Health & Safety specialist.
- 9.5 The Licensing Authority may attach conditions to licences to promote the Public Safety Objective and to promote general safety. These conditions will be based on the applicants operating schedule and drawn from the model pool of conditions relating to this objective.
- 9.6 Special considerations apply to night clubs and similar venues. Applicants are encouraged to consider the Safer Clubbing guide published by the Home Office which gives advice on these issues. A check list of some of the most important measures is reproduced in "Appendix F".

10. The Prevention of Public Nuisance

- 10.1 Applicants for a licence are reminded that one of the four licensing objectives is the prevention of public nuisance, and therefore they will be required to demonstrate in their operating schedule how they intend to deal with this issue. Applicants need to focus on the effects of licensable activities on persons living and working in the area around the premises which might be disproportionate and unreasonable.
- 10.2 Issues will mainly concern noise nuisance, light pollution, noxious smells and litter. Nuisance in this context can include low level nuisance affecting a few people living locally, as well as a major disturbance affecting the whole community. Whether or not incidents can be regarded as being "in the vicinity" of licensed premises is a question of fact and will depend on the particular circumstances of the case.
- 10.3 Applicants are advised to seek guidance from Councils' Pollution Control Section, based in Regulatory Services and/or a suitably qualified Noise Consultant for advice on measures that may need incorporating into an

operating schedule. Regard should be given to the location of the proposed or actual premises, and whether there are any especially sensitive receivers in the vicinity.

10.4 The following issues may be considered;

- Display of contact details or a direct phone link to a private hire/taxi firm
- Provision of litter bins in the vicinity of premises serving hot food after 11pm
- The size and location of smoking areas and beer gardens which may encourage patrons to use the external areas more extensively than for just smoking and returning to the inside of the premises
- Time restrictions on the use of beer gardens (such as no use after 9pm)
- Signs encouraging patrons to be quiet when on and leaving the area and to respect the rights of residents
- Light pollution from security/advertising lights
- Whether doors and windows will or can be kept closed after a particular time
- Provision of noise limiting devices and other noise control measures such as acoustic curtains, speaker mounts etc.

10.5 If relevant representations are made, the Council will consider whether it is necessary to impose conditions to regulate behaviour on the premises where this relates to licensable activities and the licensing objectives. Conditions may seek to reduce the impact of the behaviour of customers entering or leaving the premises on people living or working near to the premises.

10.6 The Council considers that patrons who are using external smoking shelters or areas are there as a direct result of the licensed premises and are within the control of the Licensee.

10.7 When considering nuisance issues the Council will have particular regard to representations made by the Pollution Control officers in Regulatory Services, and by local residents. The Council recognises that it is necessary to balance the rights of local residents, businesses and others with those wishing to provide and enjoy licensable activities. However, if it is necessary for the prevention of public nuisance where conditions do not adequately address the issues, an application can be refused.

11. The Protection of Children from Harm

11.1 The protection of children from harm includes protection from physical and psychological harm. The Council recognises the Barnsley Safeguarding Children Board as the responsible authority for the protection of children from harm. The Licensing Authority, in addition to the usual consultees, will consult with the Barnsley Safeguarding Children Board on any application which raises concerns regarding access for children.

- 11.2 The wide range of premises that may be licensed under this Act means that children may visit many of these either as part of a family group or on their own. Applicants for a licence are reminded that one of the four licensing objectives is the protection of children from harm, and that, therefore, they will be required to demonstrate in their operating schedule how they intend to deal with this issue. The Licensing Authority recognises that many premises such as restaurants, café bars, hotels and certain types of public houses have developed family friendly environments and the Licensing Authority does not wish to restrict the development of such premises.
- 11.3 Where children are to be admitted to the premises the provision of extra resources or measures to ensure their safety could include voluntary DBS checks for staff, extra staffing or stewarding, etc., risk assessments and clear notification of the times and the areas of the premises to which children will be admitted.
- 11.4 Applicants should, in their Operating Schedule, set out any limitations that will be in place for the protection of children from harm. For example, that there will be no access when sex shows or other adult entertainment is provided, or that staff having significant unsupervised access to children, such as those who are responsible for the supervision of children's play areas will have undergone a voluntary DBS check to ensure their suitability.
- 11.5 The Licensing Authority will not impose any condition requiring children to be admitted to the premises. This will remain a matter for the individual licensee.
- 11.6 The Act does not prohibit the access of children to licensed premises including those selling alcohol for consumption on the premises. However, the Licensing Authority may limit the access of children to any premises where it is necessary to do so for the prevention of physical, moral or psychological harm..
- 11.7 The Licensing Authority encourages applications from potential or existing licensees that create venues which are family friendly and safe for children. However, the Licensing Authority would have concerns about access to children where, for example:
- entertainment or services of an adult or sexual nature are commonly provided;
 - there have been convictions of members of the current staff at the premises for serving alcohol to minors, or where the premises has a reputation for underage drinking;
 - there is known association with drug dealing or drug taking;
 - there is a strong element of gambling on the premises; and
 - the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided.
- 11.8 On receipt of relevant representations, the Council will consider whether conditions are necessary. Amongst others, these may include:

- limitations on the hours when children may be present (e.g. no children after 9.00 pm);
- a restriction on the age of children to be admitted to the premises (e.g. over 14 years of age only);
- a limitation or exclusion of children when certain activities are taking place (e.g. no children when entertainment of an adult or sexual nature is taking place);
- a requirement for accompanying adults (e.g. all children must be accompanied by a person over 18 years of age)
- limitations on the parts of premises to which children might be given access;
- a combination of any of the above measures; or
- a full exclusion of children when licensable activities are taking place (Complete bans are likely to be rare).

In such cases, representations by the Barnsley Safeguarding Children's Board and the Police will be given considerable weight where they address issues regarding the admission of children.

- 11.9 It is mandatory for premises which sell or supply alcohol to have an age verification policy in place. All staff responsible for the sale of alcohol should receive appropriate training on the licensing laws relating to children and young persons in licensed premises.
- 11.10 Licensees selling alcohol either on or off the premises should be aware that both Police and Trading Standards Officers routinely implement test purchasing to reduce sales to persons under 18 years of age and carrying out age challenges to reduce under-age drinking in pubs and licensed venues. Licensees who are convicted of an illegal sale may have their licence reviewed.
- 11.11 In relation to premises showing film exhibitions, the Council expects licence holders or clubs to include arrangements for restricting children from viewing age-restricted films in their operating schedules.

Safeguarding

- 11.12 The risk of Child sexual exploitation can be present at all types of premises and it is expected that risk management systems will be in place to identify and report suspicious activity. Premises that fail to do so may put children at risk of harm and in such cases action will be taken which could result in the suspension or revocation of the licence.
- 11.13 The following measures, or similar, should be considered to help evidence due diligence and keep children safe;
- Report suspicious activity to the Police and record

- Train staff to recognise indicators of child sexual exploitation and how to report concerns
- Train staff to operate an age verification scheme
- Maintain staff training records
- Monitor activity at the premises using CCTV or regular patrols.

12. Cumulative Impact

- 12.1 There can be confusion about the difference between “need” for licensed premises and the “cumulative impact” of premises on the licensing objectives, for example, on crime and disorder. “Need” concerns the commercial demand for another pub, restaurant or hotel. This is not a matter that the Licensing Authority can have regard to in discharging its licensing functions.
- 12.2 “Cumulative Impact” means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area eg. a town centre with a large concentration of licensed premises. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the Licensing Authority to consider in developing its licensing policy statement.
- 12.3 Where a Responsible Authority or Interested Party makes a representation that an area has become saturated with licensed premises, making it a focal point for large groups of people to gather and circulate, and therefore creating exceptional problems of disorder and nuisance over and above the impact from any individual premises, the Licensing Authority may, where satisfied that the imposition of conditions may not address the issue, adopt a Cumulative Impact Policy, to the effect that the area is already saturated with certain types of licensed premises and the granting of any further licences would undermine one or more of the four licensing objectives.
- 12.4 The effect of a Cumulative Impact Policy is to create a rebuttable presumption that applications for new premises licences, club premises certificates or material variations will normally be refused, if relevant representations to that effect are received, unless it can be demonstrated that the operation of the premises involved will not add to the cumulative impact already being experienced. Applicants would, therefore, need to address the policy issues in their operating schedule in order to rebut such a presumption.
- 12.5 Where a Cumulative Impact Policy is in force, the Licensing Authority may still not refuse an application for a licence unless it receives a relevant representation. The onus of providing evidence to substantiate the assertion that granting any particular licence would have the cumulative impact claimed rests with the party making the relevant representation.

- 12.6 The Licensing Authority recognises and will take into account the diversity of licensed premises and the different impact of premises with different styles and characteristics. Accordingly the Licensing Authority recognises that even where a Cumulative Impact Policy is in force, it may be able to approve licences that are unlikely to add significantly to the saturation and will consider each application on its own individual merits.
- 12.7 The absence of a Cumulative Impact Policy applicable to a particular area does not prevent any Responsible Authority or Interested Party making a representation on a new application for the grant of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives.
- 12.8 In considering whether to adopt a Cumulative Impact Policy in respect of any location(s) within the Borough, the Licensing Authority has had regard to the following matters:-
- whether a Responsible Authority has identified a concern about crime and disorder or public nuisance affecting the locality in question;
 - whether there is evidence to demonstrate that crime and disorder or public nuisance is arising and that it is caused by the customers of licensed premises and if so, identifying the area from which problems are arising and the boundaries of that area; and
 - whether, having regard to the representation of the consultees specified in the Act, the adoption of a Cumulative Impact Policy is a reasonable measure to take in promotion of the licensing objectives.
- 12.9 At the time of revising this policy the Licensing Authority was not in possession of evidence which would justify the adoption of a Cumulative Impact Policy. The Licensing Authority will be prepared to review this position should it receive evidence which demonstrates that the cumulative impact of premises in any particular area has become prejudicial to the promotion of the licensing objectives.
- 12.10 The Licensing Authority would review any Cumulative Impact Policy at least every five years to measure its effectiveness and to confirm whether it is still needed.
- 12.11 The Licensing Authority would not use a Cumulative Impact Policy solely as grounds for removing a licence when representations are made about an existing licensed premise or refuse variations to a licence, except where those variations are directly relevant to the policy, such as an application to significantly increase the capacity.
- 12.12 The Council encourages the development of a variety of premises providing a range of licensed activities catering for a wide range of users. Any policy adopted on the cumulative impact of licensed premises would impose

restrictions only to the extent that they are justified by the available evidence having regard to the guidance issued by the Secretary of State.

13. Early Morning Restriction Orders

- 13.1 The power conferred on licensing authorities to make, vary or revoke an Early Morning Restriction Area (EMRO) is set out in section 172A to E of the Licensing Act 2003. Guidance from the government is also available.
- 13.2 An EMRO enables a licensing authority to prohibit the sale of alcohol for a specified time period between midnight and 6am in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives. EMROs are designed to address recurring problems such as high levels of alcohol related crime and disorder in specific areas at specific times; serious public nuisance and other instances of alcohol related anti-social behaviour which is not directly attributable to specific premises.
- 13.3 There are currently no EMROs in place in the geographical area administered by the Council. It is the Council's intention to support businesses rather than hinder them whilst ensuring promotion of the licensing objectives. However, if there is evidence that current controls are ineffective, an EMRO could be considered.
- 13.4 An EMRO:
- Applies to the supply of alcohol authorised by premises licences, club premises certificates and temporary event notices;
 - Applies for any period beginning at or after 12am and ending at or before 6am. It does not have to apply on every day of the week and can apply for different time periods on different days;
 - Applies for a limited or unlimited period (eg. it could be introduced for a few weeks for a specific event);
 - Applies to the whole or any part of the licensing authority's area
 - Does not apply to any premises on New Year's Eve
 - Does not apply to the sale of alcohol to residents by accommodation providers via mini-bars/room service and
 - Will not apply to a relaxation of licensing hours made by an order made under section 172 of the Licensing Act 2003.
- 13.5 Any request to consider introducing an EMRO would be referred to the Licensing team where a designated procedure would be applied to determine if an EMRO is appropriate. If appropriate, the request would be referred to the Licensing Committee for consideration. Ultimately it would be for full Council to approve the final order.

14. Late Night Levy

- 14.1 Licensing Authorities were given powers in the Police Reform and Social Responsibility Act 2011 to charge a levy to persons who are licensed to sell alcohol late at night in the authority's area. The purpose of the levy is to raise a contribution towards the costs of policing the late night economy. BMBC do not currently have a levy.
- 14.2 A decision to introduce the levy would apply to all relevant premises in the whole of the borough. It cannot be targeted to just one area. The levy would be payable by the holders of any premises licence or club premises certificate in relation to the sale or supply of alcohol on any days during a period beginning at or after midnight and ending at or before 6am.
- 14.3 The decision to introduce the levy is for a licensing authority to make should it consider it appropriate to do so. The licensing authority would be required to carry out a thorough consultation, and would be expected to consult with all parties affected (including all licence holders) and the Chief Officer of Police and the Police and Crime Commissioner. The Council would then have to take into account any representations made before coming to a decision. Any future consideration of a late night levy will be made in accordance with the relevant legislation and government guidance.
- 14.4 When considering whether to introduce a levy, licensing authorities should note that any financial risk (for example lower than expected revenue) rests at a local level and should be fully considered prior to implementation.

15. Licensing Hours

- 15.1 Providing customers with a greater choice is an important consideration in the development of a thriving and safe evening and night-time economy in Barnsley. The Council supports the development of a wide ranging and culturally diverse night-time economy where this can be achieved whilst promoting the four licensing objectives.
- 15.2 The Licensing Authority recognises that longer licensing hours for the sale of alcohol will avoid large numbers of people leaving premises simultaneously. This should reduce friction at late night fast food outlets, taxi ranks and other sources of transport which can lead to disorder and disturbance.
- 15.3 The Licensing Authority will have a flexible approach to opening hours and will generally deal with the issue of licensing hours having regard to the individual merits of each application. Requests in respect of terminal hours will be determined in the light of the potential impact upon environmental quality/, residential amenity, character or function of the particular area, nature of proposed activities to be provided at the premises and the

proposals contained within the operating schedule and how the applicant intends to promote the four licensing objectives.

- 15.4 The Licensing Authority may impose stricter conditions in respect of noise control where relevant representations have been received and premises are situated in mainly residential areas.
- 15.5 The Licensing Authority will consider licensing shops, stores and supermarkets to sell alcohol for consumption off the premises at any time the premises are open for business. However, there may be good reason for restricting those hours, for example following Police representations made in respect of isolated shops known to be the focus of disorder and disturbance.

16. Open Air and Large Scale Events

- 16.1 The promotion and organisation of live musical and other entertainment in the open air, or temporary structures such as marquees can provide opportunities for community involvement, civic pride and can attract visitors to the Borough. However the success of such events is dependent on the quality, safety and facilities provided for people coming to enjoy the event. Also important, however, is consideration of the rights of people who live in the vicinity.
- 16.2 Where large scale events are planned, a premises licence should be submitted at least 3 months prior to the event, so that discussions can be held between the applicant and interested parties such as the Police and noise pollution officers. It is important that substantial notice is given so that proper precautions and preparations can be put in place to ensure the event is a success. This also applies if the event is proposed under a Temporary Event Notice.
- 16.3 Applicants are expected to have reference to the Event Safety Guide – A Guide to Health, Safety and Welfare at Music and Similar Events (commonly known as the “purple guide”), published by the Health and Safety Executive.

17. Premises Providing Late Night Refreshment

- 17.1 Any premises, which include vehicles and/or mobile trailers, selling hot food or drink between the hours of 11 p.m. and 5 a.m., will require a premises licence. This requirement is set out to target those premises such as night cafes and take away food outlets where people may gather between those hours giving rise to the possibility of disorder, disturbance and public nuisance. The applicant will be expected to identify suitable measures for the prevention of litter nuisance.

18. Club Premises Certificates

- 18.1 The Act recognises that premises to which public access is restricted and where alcohol is supplied other than for profit give rise to different issues for licensing law than those presented by commercial enterprises selling direct to the public. For this reason qualifying clubs may apply for a Club Premises Certificate as an alternative to a premises licence.
- 18.2 A club may choose to obtain a Premises licence if it decides that it wants to offer its facilities commercially for use by the public, including the sale of alcohol. Any individual on behalf of the club may also apply for a Temporary Event Notice.

19. Amusement with Prizes and Gambling Machines

- 19.1 All issues relating to AWP machines are now covered within the Statement of Gambling Policy issued by Barnsley Metropolitan Borough Council.

20. Licensing Conditions

- 20.1 The Council recognises it may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing that it is appropriate to impose conditions to promote one or more of the four licensing objectives. Conditions include any limitations or restrictions attached to a licence or certificate and are essentially the steps the holder of a licence or certificate will be required to take at all times when licensable activities are taking place at a premise.
- 20.2 The Licensing Authority will only impose conditions on licenses and certificates which are proportionate and necessary for the promotion of one or more of the four licensing objectives and will not impose such conditions for any other purposes.
- 20.3 The Licensing Authority will ensure that conditions attached to licences or certificates are tailored to the individual style and characteristics of the particular premises and events concerned.

21. Operating Schedules

21.1 Under the Licensing Act 2003 applicants are required to complete an 'operating schedule'. These play a key role in ensuring that the four licensing objectives are promoted. An operating schedule should include enough information to enable a responsible authority or any other person to assess whether satisfactory steps have been taken to promote the licensing objectives.

22. Applications for Personal Licences

22.1 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a Personal Licence. The Act does not require the presence of a Personal Licence holder at all times, but if any sales are made whilst the personal licence holder is not on site then they must have been authorised by someone who holds a personal licence.

22.2 Applicants must produce a Criminal Record Bureau certificate with the application form.

22.2 The Council recognises that it has no discretion regarding the granting of personal licences where;

- The applicant is 18 or over
- Possesses a licensing qualification
- Has not had a licence forfeited in the last five years and
- Has not been convicted of a relevant or similar offence.

If the first 3 criteria do not apply, the application must be rejected. If there is an unspent conviction for a relevant offence as named in the Act, the licensing officer is required to notify South Yorkshire Police. The Police may then wish to make an objection on the grounds of crime and disorder. If an objection is lodged the applicant is entitled to a hearing before the Council, at which consideration will be given as to whether the grant of the licence will compromise the promotion of the crime prevention objective.

23. Designated Premises Supervisors

23.1 Every premises Licence that authorises the sale of alcohol must specify a Designated Premises Supervisor. This will normally be the person who has been given day to day responsibility for running the premises by the premises licence holder. The only exception is for community premises which have successfully made an application to remove the usual mandatory conditions set out in the 2003 Act.

23.2 Where there is no DPS in respect of a premises licence, no alcohol may be served under that licence.

21. Excessive Consumption of Alcohol

- 21.1 The Council recognises the impact that excessive or binge drinking can have on public health and that positive action on promoting the licensing objectives is equally likely to have an indirect impact on public health.
- 21.2 Applicants should be aware of the specific mandatory conditions, attached to all licences authorising the sale or supply of alcohol for consumption on the premises, which effectively;
- Ban irresponsible promotions
 - Ban the dispensing of alcohol directly into the mouth and
 - Ensure that customers have access to free drinking water if they ask for it
- 21.3 As a consequence, any on-trade premises that participates in irresponsible drinks promotions will be breaching licence conditions and will be dealt with in accordance with the appropriate legislation.

22. Applications for Temporary Event Notices

- 22.1 The need for a temporary event notice (TEN) may arise where a premises licence or club premises certificate is not held, or can be used to extend the permissions on an existing licence or certificate for a temporary period.
- 22.2 Temporary event notices are subject to various statutory limitations. These are;
- The number of times a premises user may give a TEN in a calendar year;
 - The number of times a TEN may be given for any particular;
 - The maximum duration of an event authorised by a TEN;
 - The maximum total duration of the events authorised by TENS in relation to individual premises;
 - The maximum number of people attending at any one time and
 - The minimum period between events authorised under separate TENS in relation to the same premises by the same premises user.

Details of the above can be obtained from the Council's Licensing web site or from the Licensing office.

- 22.3 No permission is required from the Council for these events. In general, only the Police or Regulatory Services may intervene to prevent such an event or modify the arrangements for such an event. The Council will only intervene itself if the limits on the number of notices that may be given is exceeded.
- 22.4 There are two types of TEN, a standard TEN and a late TEN. A standard TEN is given no later than 10 days before the event to which it relates. A late TEN is given not before nine and not less than five working days before

the event. Where the required notice period is not given, the TEN will be returned as void and the activities to which it relates will not be authorised.

- 22.5 The Licensing Act 2003 provides that the police or Regulatory Services may, within the prescribed period, issue an objection notice if they believe the event would undermine one or more of the licensing objectives. The objection must then be considered by the Council in a hearing. If an objection is made to a late TEN, then the TEN will not be valid and the event cannot go ahead.
- 22.6 With large events, it is important that substantial notice (at least 3 months) is given so that proper preparations and precautions can be put in place for the event. The Council encourages the earliest possible notice of events, especially where events are to take place in the open air or in a temporary structure.

23. Minor Variations

- 23.1 Small variations that will not impact adversely on the licensing objectives are subject to a simplified 'minor variations' process. The minor variations process is designed to allow licensees to make small changes to their licences more quickly and cheaply.
- 23.2 The test as to whether a proposed variation is 'minor' is whether it could impact adversely on any of the four licensing objectives. Government guidance is available on this issue.
- 23.3 Anyone considering submitting an application for a minor variation is advised to first discuss the proposed variation with a Licensing officer prior to submitting the application. It should be noted that the Licensing Authority will not determine whether a variation is a minor variation or a full variation without the relevant application and fee being submitted.

24. Alcohol Deliveries

- 24.1 An applicant seeking a licence that will enable them to provide alcohol as part of an alcohol delivery service should consider including in their operating schedule the procedures they need to operate to ensure that;
- The person they are selling alcohol to is over the age of 18;
 - That alcohol is only delivered to a person over the age of 18
 - That a clear document trail of the order process from order, despatch from the licensed premises and delivery to the customer is maintained (with times and signatures) and available for inspection by an authorised officer and
 - The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.

24. Other mechanisms of Control

24.1 The Council recognises that licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are away from the vicinity of licensed premises and therefore, beyond the direct control of the individual club or business holding the licence, certificate or authorisation concerned.

24.2 In preparing this policy the Council has sought to avoid unnecessary duplication of existing legislation and regulatory regimes. Nothing in this policy is intended to revoke or replace the need for applicants to act in accordance with legal requirements. All applicants are advised to seek proper advice to ensure that the activities they proposed are within the boundaries set by existing legislation and regulations.

25. Integrating Strategies

25.1 The Licensing Committee may receive reports from time to time on other policies, strategies and initiatives that may impact on licensing activity within the remit of the committee. Subject to the general principles set out in this policy and the overriding need to promote the four licencing objectives it may have regard to them when making licensing decisions.

25.2 The Committee may, after receiving such reports, make recommendations to the Council or other bodies about the impact of the licensing policy on such policies, strategies and initiatives. The Committee may also make recommendations relating to the impact of such policies, strategies and initiatives on the licensing policy, which may include recommendations to amend the licensing policy itself.

25.6 Other plans, policies and strategies which have a link to this one include:

- Barnsley Metropolitan Borough Council Corporate Plan 20xx – 20xx. This plan sets out the Council's direction and priorities for the next 3 years. The priorities are; xxxxxxxxxx
- The Government's Alcohol Strategy. This sets out proposals to crack down on the 'binge drinking' culture, reduce alcohol linked violence and disorder and reduce the number of people drinking to levels which damage their health.
- Barnsley MBC's Alcohol Strategy
- Barnsley MBCs Health and Wellbeing Strategy.

28. Sales of Alcohol to Children Under the Policing and Crime Act 2009

28.1 One of the key sections of the Policing and Crime Act 2009 in relation to licensed premises is the offence of 'persistently selling alcohol to children' on two occasions within three months. The 'persistently selling alcohol' offence is committed by a premises licence holder (not the seller) where

there is proof of underage sales at particular premises on two separate occasions within a three month period. There is no due diligence defence available to the premises licence holder and proof that an underage sale occurred can be based simply on payment of a fixed penalty notice by the seller or even a caution.

- 28.2 Where persistent sales of alcohol have occurred at a premises and it is apparent that those managing the premises do not operate responsible policy or have not exercised appropriate due diligence it is expected that responsible authorities should consider taking steps to ensure that a review of the licence is carried out. This is particularly the case where there has been a prosecution for the offence or a closure notice has been given. In determining the review the Council will consider revoking the licence if it considers this to be appropriate.

29. The Planning System and the Avoidance of Duplication

- 29.1 There is no obligation for an applicant to have planning permission in place before applying for a premises licence, provisional statement or for a variation of a licence; however, it is strongly recommended that the proposed use of the premises has planning permission first so that consideration can be given to the impact that the use will have on the locality. Applicants are advised to state whether they have also applied for planning permission or that they intend to do so.
- 29.2 Applications for licences can be made prior to any planning permission being in place and the lack of planning permission is not a relevant representation under the licensing objectives. The Planning and Licensing regimes are separated as they involve consideration of different matters. Licensing committees are not bound by decisions made by a planning committee and vice versa.
- 29.3 There may be circumstances where, as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to the licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.

30. Promotion of Equality

- 30.1 The Equality Act 2010 and section 149, the Public Sector Equality Duty, places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between persons with the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- 30.2 In seeking to support a community in which diversity is encouraged, the Council will expect all applicants to take steps to ensure that no person is treated differently on the grounds of race, colour, religion, ethnic or national origins, age (unless an age-related event), sex (unless a single sex event), sexual orientation (unless a gay or lesbian event), or disability, and that the management and operating practices of licensed premises within the district comply with all race relations, equal opportunities and anti-discrimination legislation.

31. Enforcement

- 31.1 Licensed premises must be operated and maintained in accordance with the provision of the Licensing Act 2003, the four licensing objectives and any conditions imposed by the Licensing Authority. Failure to do so will result in enforcement action being taken by the Licensing Authority and/or South Yorkshire Police.
- 31.2 The Council adopts a multi-agency approach to the detection and prosecution of offences under the Licensing Act. In the first instance, the most appropriate authority will lead on the investigation at the problem premises. Joint enforcement in this way enables the targeting of agreed problems and high risk premises which require greater attention, while providing a lighter touch approach to premises which are well run.
- 31.3 The Licensing Authority will carry out its inspection and enforcement functions having regard to the principles of consistency in approach, transparency and proportionality. It will target its inspection process towards those premises which are considered high risk and therefore requiring greater attention.
- 31.4 The risk weighting of premises will be determined in accordance with all relevant factors, including location, style of operation, history, reputation and management attitudes

32. Live Music, Dancing and Theatre

- 32.1 The Licensing Authority will actively encourage and promote a broad range of live entertainment, including music, dance and theatre for the wider cultural benefit of the community. In determining what conditions should be attached to licences as a matter of necessity for the promotion of licensing objectives, the Licensing Authority will be aware of the need, where possible, to avoid measures that might, indirectly, deter entertainment. The Licensing Authority considers live performances central to the development of cultural diversity and vibrant, exciting communities. It subscribes to the view expressed in the statutory guidance that the absence of cultural provision in any area can lead itself to a loss of community awareness and can expose young people to anti-social activities that have the potential to damage local communities.

32.2 The Licensing Authority will look favourably upon applications from the Council which seek premises licences for public spaces in the community in its own name. This could include, for example, appropriate open spaces, town centre squares, community halls and similar public spaces. With regard to those places, performers and entertainers will not need to obtain a licence or give a temporary events notice themselves in order to perform. Instead they will require permission from the Council as the premises licence holder.

33. Representations

33.1 Depending on the type of application, representations can be made by a responsible authority or any other person (as defined by the Licensing Act 2003). This includes any individual, body or business entitled to make representations to licensing authorities in relation to applications, regardless of their geographic proximity to the premises.

33.2 The representation must be submitted in writing or by email to the licensing team within the relevant time period for comments. The representation must be relevant to the likely effect of the grant of the licence or variation on the promotion of one or more of the licensing objectives. Anonymous representations will not be accepted.

33.3 The issues on which the representation is made should not be frivolous or vexatious. Where the licensing officer determines that a representation is not relevant, frivolous or vexatious it will notify the person concerned of the reasons for its determination and the representation will not be considered.

33.4 Where relevant representations are received about an application the Council will hold a hearing to consider them, unless the Council, the applicant and all those making representations agree that a hearing is not necessary. Applicants and those making representations should seek to try to reach agreement or narrow the areas in dispute prior to any hearing.

34. Applications

35.1 The Licensing Authority requires all applications to be made using the correct form and in accordance with, and having satisfied, the requirements of the Licensing Act 2003 and the associated regulations. The Council actively supports the ability for applicants, where permitted, to submit applications electronically.

- 35.2 Any application not made in accordance with, or not having satisfied the requirements of the Licensing Act 2003 or the associated regulations may be returned to the applicant for resubmission. The Licensing Authority will not consider that any such application has been properly made and accordingly will not consider that the time limits set out in the Licensing Act 2003 have commenced.
- 35.3 Where an application is required to be advertised in a local newspaper, it is the policy of the Council that the chosen newspaper should be one which is published daily or weekly and is widely available in the vicinity of the premises to which the application relates.

35. Administration, Exercise and Delegation of Functions

- 35.1 The Licensing Authority has established a Licensing Committee to administer the wide range of licensing decisions and functions which the Council will be involved in.
- 35.2 The Licensing Committee has certain delegated decisions and functions and has established a number of Sub Committees to deal these. This will provide an efficient and cost effective service for all parties involved in the licensing function.
- 35.3 The grant of non-contentious applications has been further delegated to Officers. Decisions made by Officers under delegated powers will be reported to the Licensing Committee for information and comment.
- 35.4 The table below sets out the agreed delegation of decisions and functions to the Licensing Committee, Sub-Committees and Officers alike.
- 35.5 The agreed delegation of decisions and functions is without prejudice to the ability of Officers to refer an application to a Sub-Committee, or from a Sub-Committee to a Full Committee if considered appropriate in the particular circumstances.
- 35.6 Every decision made by the licensing committee, subcommittee or officers shall be accompanied by clear reasons for the decision.

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for Personal Licence		If an objection made	If no objection made
Application for Personal Licence (with unspent		All cases	

convictions)			
Applications for Premises Licence/Club Premises Certificate		If a relevant representation made	If no relevant representation made
Application for Provisional Statement		If a relevant representation made	If no relevant representation made
Application to Vary Premises Licence/Club Premises Certificate		If a relevant representation made	If no relevant representation made
Application to Vary Designated Premises Supervisor		If a Police objection	All other cases
Request to be removed as Designated Premises Supervisor			All cases
Application for Transfer of Premises Licence		If a Police objection	All other cases
Applications for an Interim Authority Notice		If a Police objection	All other cases
Application to Review Premises Licence/Club Premises Certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous or vexatious etc.			All cases
Decision to object when Local Authority is a Consultee and not the relevant authority considering the application		All cases	
Determination of a Police Objection to a Temporary Event Notice		All cases	

36. **Advice**

- 36.1 Advice about whether or not activities require a licence may be obtained from Barnsley MBC, Regulatory Services, Licensing Section, PO Box 602, Barnsley, S70 9FB Telephone (01226) 772468 Fax (01226) 775699, e-mail regulatoryservices@barnsley.gov.uk

The Safer Clubbing Checklist for Club Owners, Managers and Event Promoters

The role of club owners, managers and event promoters is to ensure that all aspects of their venue is designed and run in a way which maximizes the safety of customers, performers and staff.

Key activities of Club Owners, Managers and Event Promoters include:

- Communicating all safety requirements clearly to performers ensuring that they are familiar with and understand the safety requirements for the venue;
- Developing a constructive working relationship with Licensing Authority Officers and Police Officers with licensing responsibilities;
- Developing a venue drug policy in consultation with both Licensing Officers and Police Officers;
- Ensuring that all staff are aware of their responsibilities within the drug policy and that they receive training and support to discharge these fully;
- Employing door supervisors from a reputable company and with SIA accreditation;
- Employing experienced and fully trained first aiders;
- Providing free and easily accessible supplies of cold water and ensuring the provision of water is supervised to prevent contamination of water by others;
- Liaising with appropriate drug service personnel to provide training to staff, and information, advice and support to clubbers;
- Considering inviting and supporting drug outreach work, including integrating outreach workers into the staff team;
- Sharing intelligence on drug use and drug dealing with Police Officers and other local venues;
- Informing clubbers of their rights and responsibilities, and encouraging feedback on safety issues;
- Considering the provision of safe transport home; and
- Ensuring that all staff are aware of the law and the responsibilities of the club to work within it.

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BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

**Report of the Executive
Director, Place Directorate**

**THE RELEASE OF A REVISED AIR QUALITY ACTION PLAN FOR
CONSULTATION**

1. Purpose of report

- To seek Cabinet approval for the release for consultation of a revised Air Quality Action Plan (AQAP), containing proposed actions to improve air quality in the Borough's air quality management areas (AQMAs), whilst maintaining or improving air quality in the Borough as a whole.
- To inform Cabinet of the creation of an AQAP Steering Group, consisting of senior and other officers within the Council, to oversee the undertaking of the plan, in order to ensure successful implementation.

2. Recommendations

It is recommended that:

- 2.1 Members note the production of the revised AQAP, and actions contained within, and now authorise the plan to go forward to formal consultation and further discussion, including stakeholders external to the Council.

3. Introduction

- 3.1 Previous assessments of the Borough's air quality have highlighted several areas requiring the declaration of AQMAs, for which Cabinet approval has been granted. All of these AQMAs were declared due to traffic emissions causing exceedance of the annual average standard for the polluting gas nitrogen dioxide. Details of the existing AQMAs, including the year of declaration and the number of residential properties in each AQMA, along with a map showing these existing areas, are found within **Appendix A**.
- 3.2 Regulatory Services has produced two previous AQAPs for the Borough, in 2004 and 2012 (Council Minute Cab.4.7.2012/9.1, July 2012 refers), in order to reduce air pollution to compliant levels, and further improve air quality generally in the borough to protect human health. There is now however a need to revise the existing plan, due to the following developments:

- The evidence regarding the health effects of poor air quality has become clearer in recent years.
 - The Government has recently (April 2016) issued new statutory guidance to local authorities on how to develop action plans.
 - Government now requires all local authorities to have regard to reducing emissions of a pollutant referred to as PM_{2.5} particles, which has the strongest links to ill health.
 - New evidence on the sources of air pollution, particularly the significant impact on local air quality from diesel car emissions.
 - The risk regarding with not meeting the standards. This is discussed further in Section 14.
 - Future funding opportunities. Increasingly, funding opportunities for actions are based upon bidding into certain funding pots for various air quality related schemes and projects.
- 3.3 Previous versions of the AQAP have had some success in improving air quality. Two AQMAs have been revoked due to actions contained in the plans, for example the construction of the Dodworth by-pass and the Burton Road Quality Bus Corridor.
- 3.4 Tackling air pollution within AQMAs and the Borough as a whole is not a straightforward task. The action plan can only deal with issues which it has direct or indirect influence over, such as using existing powers (e.g. the Clean Air Acts), or working with relevant stakeholders to improve air quality.
- 3.5 The plan is intended to last for five years, that is from year 2016-17 to year 2020-21. As the plan will be a “live” document, there is scope to incorporate additional actions in future years, should necessity and opportunity arise. The plan has been developed in accordance with national guidance, and will be submitted to Defra for appraisal.
- 3.6 All proposed actions have been initially assessed for their effectiveness in reducing emissions and improving air quality (including the additional benefit of reducing PM_{2.5} concentrations), and opportunity for appropriate funding. The proposed actions for consultation are tabulated in the Executive Summary of the Air Quality Action Plan, found within **Appendix B**. It should be noted that these actions are currently just proposals, and are subject to appraisal and scrutiny by the Steering Group in particular, and then other stakeholders as part of the formal consultation.
- 3.7 The action plan needs to take account of the Council’s other aspirations, notably economic regeneration. It is intended that these issues will be explored further by the Steering Group in order to determine an appropriate way forward. The plan is very closely linked with the Council’s Transport

Strategy¹, due to the impact of traffic emissions on local air quality highlighted within this Strategy. Furthermore, there are clear links with the Council's Energy Strategy², where the co-benefits of reducing transport emissions of carbon and improving local air quality are discussed. Finally, improving local air quality can assist in reducing health inequalities in the Borough, as detailed within the Councils' Public Health Strategy³

- 3.8 In order to ensure the most effective development and implementation of the Plan, statutory Government guidance recommends the setting up of a steering group to oversee this process, chaired by an officer "of sufficient seniority to ensure that the outputs from the group are being taken forward." Government guidance further recommends that "the work being taken forward to tackle air quality is supported at the highest level through engagement in and sign-off of Action Plans and annual reports by both the Chief Executive and also the heads of the main departments involved e.g. environmental health, planning, transport and public health. The Director of Public Health has agreed to chair the Steering Group in Barnsley and it is anticipated that the group will meet twice a year initially.

4. Consideration of alternative approaches

- 4.1 Local air quality management is a statutory duty, including the drafting of action plans, following declaration of AQMAs. Progress with local air quality management has to be reported to Defra on an annual basis. The non-adoption of the plan may be interpreted by Defra as Barnsley MBC not showing the necessary commitment in meeting its statutory local air quality management duties. Consideration also should be given to the potential local health benefit of the plan, and this not being realised if the plan did not proceed.

5. Proposal and justification

- 5.1 This report proposes that members support the release of the revised air quality action plan for statutory consultation. Following consultation, this Service will produce a finalised plan. Adoption of the plan is required in order to secure air quality improvement (with associated health benefits), meet the Council's statutory obligations and work towards attainment of European Union air quality limit values.

6. Implications for local people / service users

- 6.1 Implementation of actions within the plan will assist in reducing local people's exposure to ambient air pollution, both within the Borough's AQMAs, and in the Barnsley MBC area as a whole. This reduction will have associated health benefits.

7. Financial implications

¹ Barnsley MBC, 2014, Barnsley MBC, Highways and Transportation, Barnsley MBC Transport Strategy, 2014-2033

² Barnsley MBC, Housing and Energy, 2016, Energy Strategy 2015-2025

³ Barnsley MBC, Public Health, 2016, Our Public Health Strategy 2016-18

7.1 Staffing resource required in consulting and subsequent implementation of the plan will be met under existing resources. Specific funding, however, will be required for actions. Therefore, the plan identifies potential funding sources, separate staffing requirements. It should be noted that some of these actions will require a “revenue” component. Some potential funding sources do however allow for this.

8. Employee implications

8.1 There are no employee implications as delivery will be within existing resources.

9. Communications implications

9.1 Improving local air quality will assist in making the Borough a healthier and more attractive place for people who live, work or visit.

10. Consultations

10.1 A statutory consultation exercise will be undertaken, following release of the plan, with the subsequent finalised plan then being submitted to Cabinet for approval.

10.2 The consultation is intended to run for the period 1st November 2016 to 16th December 2016. Local stakeholders will be asked to comment on the plan, and invited to propose additional actions.. All comments will be considered by the Steering Group and, if appropriate, included in the final plan for approval. .

11. The Corporate Plan and the Council’s Performance Management Framework

11.1 A new Corporate Plan performance indicator is being developed for air quality - *CO25 Air quality nitrogen dioxide levels – microgrammes per cubic metre under Outcome 11 – Strong and Resilient Communities, Protecting the borough for future generations (target date for achievement being 2020)*. The target of 40 microgrammes per cubic metre relates to the annual average European Limit Value, and is the standard that the actions within the plan are aimed at achieving

12. Tackling health inequalities

12.1 Nationally, it is recognised that areas of poor air quality tend to be typically located in areas which are less economically advantaged. Improving air quality in these locations therefore contributes towards improving social cohesion. Less economically advantaged areas tend also to experience poorer health, so general improvement in air quality will also be of further benefit.

13. Climate Change & Sustainable Energy Act 2006

13.1 As stated earlier, there are links between air quality actions plans and the Council’s emerging Energy Strategy.

14. Risk management issues

14.1 UK legislation originally required local authorities “to work towards” achieving the standards, with the annual average air quality objective originally expected to be achieved by 2010 within the UK. Following widespread continued breaching of the objective (and EU limit value) within Europe and the UK however, the EU started legal proceedings against the UK Government, requiring them to submit plans to them, detailing actions to meet the EU limit values for nitrogen dioxide in the shortest possible time. Any subsequent delay in meeting the standards **could** now result in the UK Government being fined. This situation is however now very unclear following the result of the EU referendum.

14.2 This may however have implications for Barnsley MBC, as there is a possibility that local authorities could become liable to pay these fines to central Government under the Decentralisation and Localism Act. This is a developing issue causing much debate nationally and a definitive position has yet to be reached. Regulatory Services are however monitoring developments and should it prove necessary, this Service will report back to Cabinet..

14.3 Risk Description Table:

Risk Description	Solution / Mitigation	Risk Level
Non-attainment of EU annual average limit value for nitrogen dioxide	Report to Defra on progress with Barnsley MBC actions to improve air quality, in order to demonstrate to Defra that Barnsley MBC is meeting its air quality obligations. In addition, to continue to bring to Defra’s attention the need for national actions to ensure compliance.	High, but will be reduced by the mitigating actions in the action plan
Imposition of fines on Barnsley MBC due to non-attainment of EU annual average limit value for nitrogen dioxide by 2015	This situation is still unclear. Regulatory Services will monitor developments and should it prove necessary, this Service will report back to Cabinet.	Currently not known

15. Compatibility with the European Convention on Human Rights

15.1 Revising the Action Plan, followed by a statutory consultation, is considered to be compatible with the European Convention on Human Rights.

16. Promoting equality, diversity, and social inclusion

16.1 The Equality and Inclusion Manager will be consulted in order to ensure that the plan can be made available to diverse communities.

17. Conservation of biodiversity

17.1 There are several non-statutory air quality standards relating to the protection of the natural environment. Any emission reduction as a consequence of adoption of the action plan will assist in compliance with these particular standards.

18. Glossary

AQAP – Air Quality Action Plan

AQMA – Air Quality Management Area

Defra – Department for Environment, Food and Rural Affairs

European Union Limit Value – an air quality standard that all EU member states are expected to comply with

Nitrogen dioxide – a polluting gas, particularly associated with traffic emissions.

19. List of appendices

Appendix A – Air Quality Management Areas in the Borough

Appendix B – Air Quality Action Plan Executive Summary

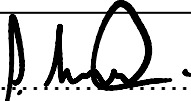
22. Background papers

Consultation Draft – Barnsley MBC Air Quality Action Plan 2016-2021

Barnsley MBC Air Quality Action Plan 2012

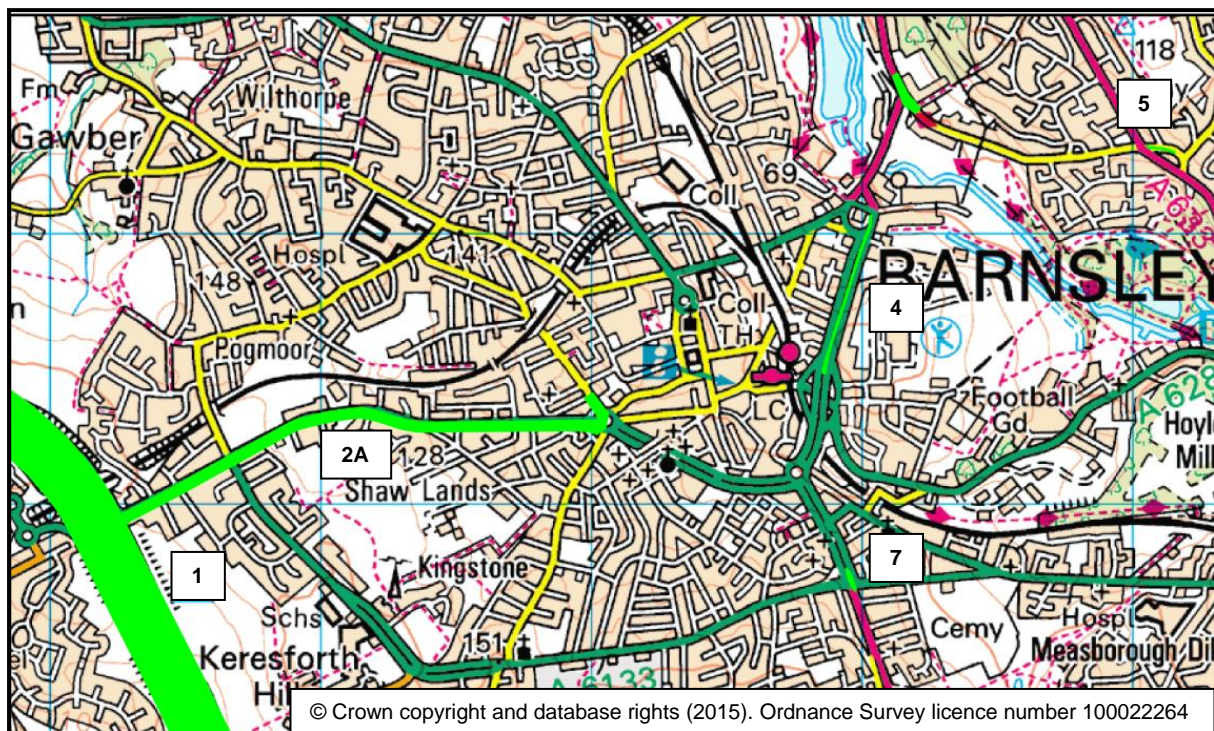
Sheffield City Region Air Quality and Climate Action Plan 2016-2021

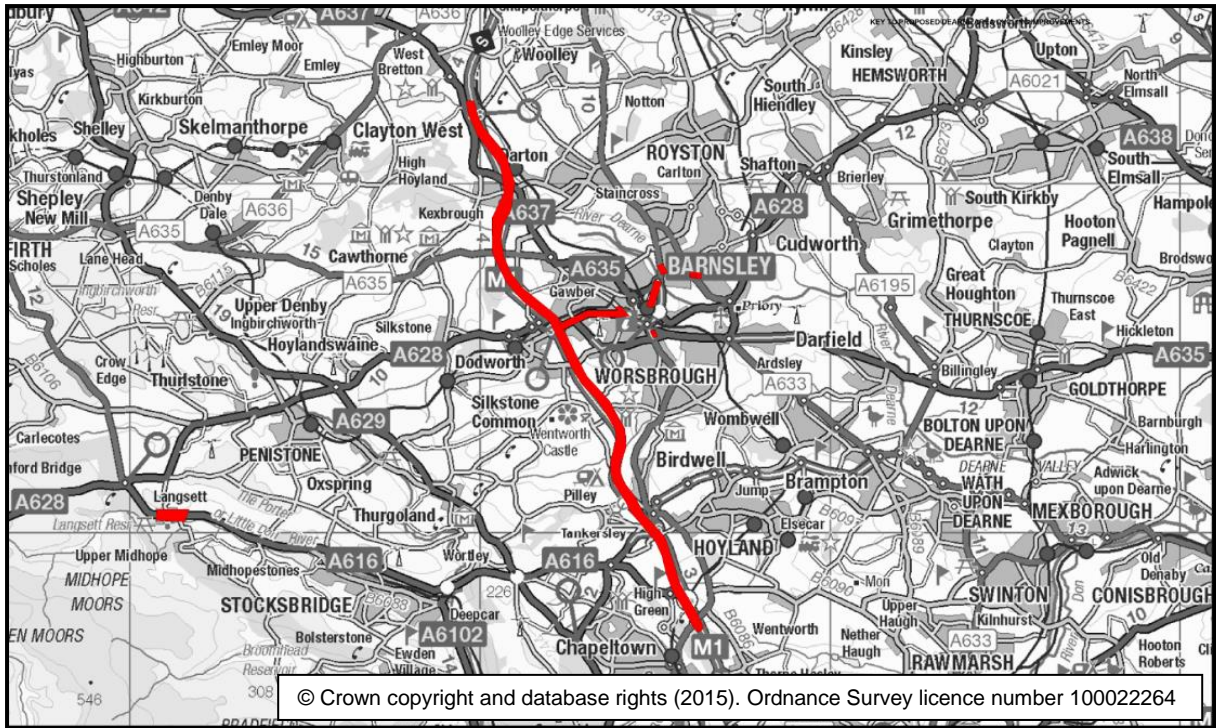
Officer Contact: Chris Shields Telephone: No 01226 773843 Date: June 2016

Financial Implications / Consultation	
<i>(To be signed by senior Financial Services officer where no financial implications)</i>	

Appendix A – Air Quality Management Areas in the Borough

AQMA No.	Adjacent roads / junctions	Year declared	Estimated no. of domestic dwellings within AQMA
1	M1 Motorway, 100 metres either side of the central reservation within the Barnsley Borough	2001	265
2A	A628 Dodworth Road	2005	285
4	A61 Harborough Hill Road	2008	42
5	Junction of A633 Rotherham Road and Burton Road	2008	16
6	A616 passing through Langsett	2012	7
7	Junction of A61 Sheffield and A6133 Cemetery Road	2012	2





Appendix B

Barnsley MBC Air Quality Action Plan

Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in Barnsley between 2016 and 2021, and contains a number of actions designed to improve air quality in our air quality management areas, and in the Borough as a whole.

This action plan replaces the previous action plan for the period 2012 to 2016.

Projects delivered from the previous action plan include:

- Delivery of a Quality Bus Corridor traffic management scheme resulting in the revocation of an air quality management area (AQMA).
- Continued development of the ECO Stars fleet recognition scheme in order to reduce road traffic fleet emissions.
- Development of the Barnsley MBC Air Quality and Emissions Good Practice Planning Guidance, in order to mitigate against the air quality impact of future development in the borough.
- Implementation of intelligent traffic management systems to ease traffic flow and congestion, and hence reduce emissions

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. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas^{4,5}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion⁶. Barnsley MBC is committed to reducing the

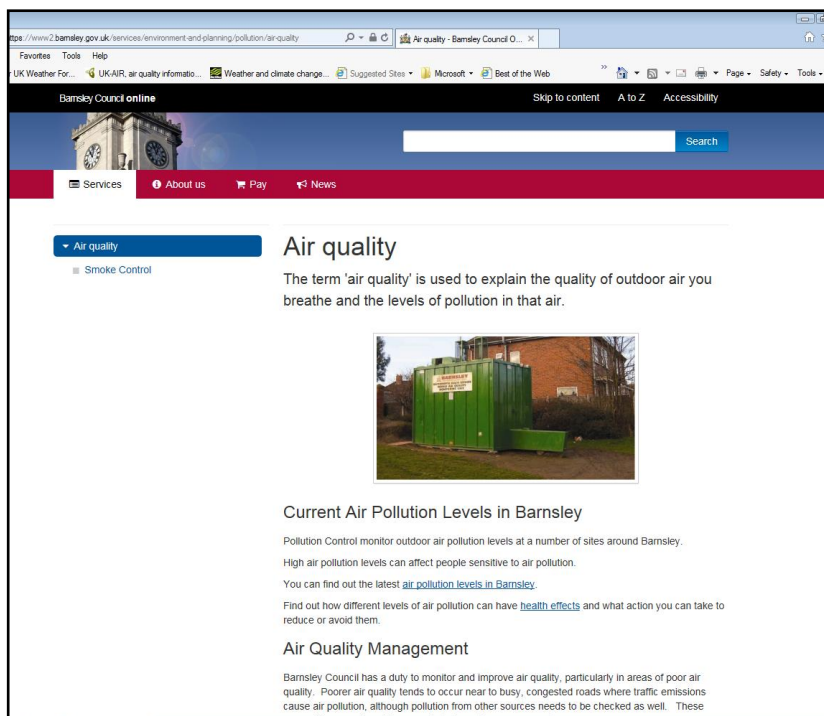
⁴ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

⁵ Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

⁶ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

exposure of people in the Barnsley borough to poor air quality in order to improve health.

Barnsleys' air quality issues are typical of an urban location, with emissions from road transport being a major source of air pollution, and the underlying reason for declaration of all our air quality management areas. Emissions from industrial and domestic sources are still of importance however, and continue to be subject to the relevant regulation, where appropriate.



Previous assessment of the borough's air quality revealed the breaching (exceedence) of the annual average objective (standard) for nitrogen dioxide gas (NO₂) at receptors (mainly houses). These areas are close to several arterial roads and junctions near to Barnsley town centre,

and close to the M1 motorway. Nitrogen dioxide is strongly associated with traffic emissions in particular. This polluting gas is associated with respiratory symptoms⁷.

We are developing actions that can be considered under three broad topics. We have reviewed existing actions plans, and note that the Greater Manchester action plan⁸ has presented their proposed actions (for transport emissions) under three categories, these being:

Reduce Traffic

Increase Efficiency

⁷ Defra, February 2015 – Getting to grips with air pollution – the latest evidence and techniques – A briefing for Directors of Public Health

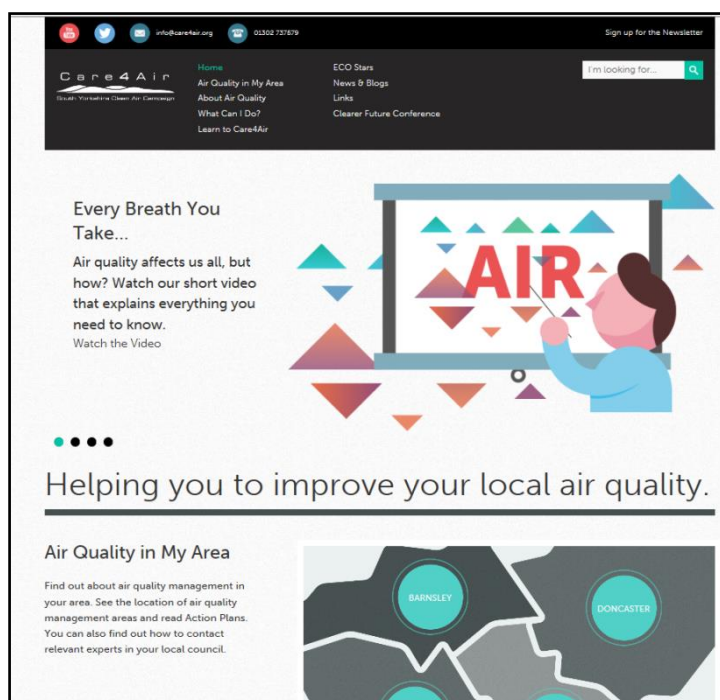
⁸ Greater Manchester Combined Authority (Transport for Greater Manchester), 2016 Greater Manchester Low Emission Strategy and Air Quality Action Plan, Public Consultation

Improve Fleet

This action plan adopts this approach, and our proposed actions (for transport emissions) are assigned to each of the above three categories in the below table:

Category	Action
Reduce Traffic	Encourage cycle and walking, Barnsley Bus Partnership
Increase Efficiency	Congestion management schemes, ECO driving
Improve Fleet	Encourage uptake of low emission vehicles and alternative fuels, ECO Stars fleet recognition schemes, planning and procurement incentives

Whilst we understand that national actions and legislation are expected to deliver road traffic emission reduction, primarily our priorities will be to compliment these national actions with local air quality improvement, particularly at local residual air pollution hot spots, such as our AQMAs.



In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond

Barnsley MBC's direct influence.

Barnsley has several AQMAs, and this plan includes actions for all of our these, rather than producing individual action plans for each AQMA.

Our proposed actions are listed below, ranked low, medium or high on their effectiveness to reduce air pollution emissions.

No.	Proposed Action	Effectiveness
1	Congestion management	High
2	Barnsley Voluntary Bus Agreement	High
3	Encourage uptake of lower emission vehicles and alternative fuels (EVs, CNG, H ₂)	High
4	Langsett actions	High
5	Planning applications – air quality assessment and mitigation	High
6	Speed restrictions on gradient Feasibility Study	High
7	Procurement	High
8	Control over emissions from Part B and A2 processes, and act as consultees for Part A1 processes	High
9	Enforcement of the Clean Air with regards to industrial smoke	High
10	Enforcement of the Clean Air with regards to domestic smoke control	High
11	Investigation of nuisance complaints, including appropriate action to resolve the problem	High
12	BMBC fleet improvement	High
13	Priority parking for LEVs	High
14	Freight and Delivery Management	High
15	ECO Stars HDV Recognition Scheme	High
16	ECO Stars Taxi Recognition Scheme	High
17	ECO Driving	Medium
18	Consolidation Centre	Medium
19	Barnsley Intelligent Transport System (MOVA / SCOOT)	Low
20	Encourage cycling and walking (developing infrastructure and campaigns)	Low
21	Care4Air	Low
22	Assessment of air quality impact of major traffic schemes	Low
23	Smoky diesel hotline	Low
24	Car and Lift sharing programmes	Low
25	Promoting Travel Alternatives (Workplace travel planning; encourage / facilitate home-working; personalised travel planning; school travel plans)	Low
26	Anti-idling enforcement	Low

This AQAP will be subject to an annual review, appraisal of progress and reporting to the relevant Council Committee. Progress each year will be reported in the Annual Status Reports (ASRs) produced by Barnsley MBC, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Chris Shields at:

Culture, Regulation and Housing
Place Directorate
Barnsley MBC
PO Box 634, Barnsley, S70 9GG

Telephone: 01226 773843

Email: regulatoryservices@barnsley.gov.uk

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Barnsley MBC Air Quality Action Plan

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

2016

Local Authority Officer	Chris Shields, Andrew Bolton
Department	Regulatory Services
Address	Culture, Regulation and Housing Place Directorate Barnsley MBC PO Box 634, Barnsley, S70 9GG
Telephone	01226 773843
E-mail	regulatoryservices@barnsley.gov.uk
Report Reference number	
Date	

Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in Barnsley between 2016 and 2021, and contains a number of actions designed to improve air quality in our air quality management areas, and in the Borough as a whole.

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

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Barnsleys’ air quality issues are typical of an urban location, with emissions from road transport being a major source of air pollution, and the underlying reason for declaration of all our air quality management areas. Emissions from industrial and domestic sources are still of importance however, and continue to be subject to the relevant regulation, where appropriate.

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Improve Fleet

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Whilst we understand that national actions and legislation are expected to deliver road traffic emission reduction, primarily our priorities will be to compliment these national actions with local air quality improvement, particularly at local residual air pollution hot spots, such as our AQMAs.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Barnsley MBC’s direct influence.

Barnsley has several AQMAs, and this plan includes actions for all of our these, rather than producing individual action plans for each AQMA.

Responsibilities and Commitment

This AQAP was prepared by the Regulatory Services department of Barnsley Council with the support and agreement of the following officers and departments:

Regulatory Services	Caroline Petty, Group Leader Andrew Bolton, Pollution Monitoring Officer
Transport and Highways	Ian Wilson, Group Manager, Environment and Transport Ann Beddoes, ECO Stars Co-ordinator, Environment and Transport Mark Anderson, Transportation Officer
Planning	Joe Jenkinson, Head of Planning
Environment	Paul Castle, Service Director, Environment and Transport
Public Health	Julie Tolhurst, Public Health Principal

This AQAP will be approved by members of Air Quality Steering Group, including:

Chair	Director of Public Health – Julia Burrows
Directors and Heads of Transport and Highways	Ian Wilson, Group Manager, Environment and Transport
Directors and Heads of Development	Matt Gladstone, Executive Director, Place Mark Lynam, Head of Economic Development David Shepherd, Service Director, Economic Regeneration Phillip Spurr, Service Director, Culture, Housing and Regulation
Directors and Heads of Planning	Joe Jenkinson, Head of Planning
Directors and Heads of Environment	Paul Castle, Service Director, Environment and Transport Matthew Bell, Head of Commercial and Support Services
Directors and Heads of Public Health	Julia Burrows, Director of Public Health Julie Tolhurst, Public Health Principal

This commitment to air quality improvement has been further demonstrated by the Council developing a new Corporate Plan performance indicator for air quality. This

is CO25 Air quality nitrogen dioxide levels – microgrammes per cubic metre under Outcome 11 – Strong and Resilient Communities, Protecting the borough for future generations (target date for achievement being 2020). The target of 40 microgrammes per cubic metre relates to the annual average European Limit Value, the standard that is being breached within our AQMAs, and the standard that the actions within the action plan are attempting to meet.

Furthermore, actions which will impact on Highways England’s’ road network (especially the M1 motorway in the Barnsley borough and the A616 in Langsett where we have declared AQMAs), will receive sign-off from Highways England officers, following joint working between the Council and Highways England in developing actions, and subsequent consultation.

The below table details the actions the Council wishes to pursue, subject to securing appropriate funding, and securing stakeholder approval.

No.	Proposed Action	Effectiveness
1	Congestion management	High
2	Barnsley Voluntary Bus Agreement	High
3	Encourage uptake of lower emission vehicles and alternative fuels (EVs, CNG, H ₂)	High
4	Langsett	High
5	Planning applications – air quality assessment and mitigation	High
6	Speed restrictions on gradient Feasibility Study	High
7	Procurement	High
8	Control over emissions from Part B and A2 processes, and act as consultees for Part A1 processes	High
9	Enforcement of the Clean Air with regards to industrial smoke	High
10	Enforcement of the Clean Air with regards to domestic smoke control	High
11	Investigation of nuisance complaints, including appropriate action to resolve the problem	High
12	BMBC fleet improvement	High
13	Priority parking for LEVs	High
14	Freight and Delivery Management	High
15	ECO Stars HDV Recognition Scheme	Medium
16	ECO Stars Taxi Recognition Scheme	Medium
17	ECO Driving	Medium
18	Consolidation Centre	Medium
19	Barnsley Intelligent Transport System (MOVA / SCOOT)	Low
20	Encourage cycling and walking (developing infrastructure and campaigns)	Low
21	Care4Air	Low
22	Assessment of air quality impact of major traffic schemes	Low

23	Smoky diesel hotline	Low
24	Car and Lift sharing programmes	Low
25	Promoting Travel Alternatives (Workplace travel planning; encourage / facilitate home-working; personalised travel planning; school travel plans)	Low
26	Anti-idling enforcement	Low

These actions have been ranked low, medium or high on their effectiveness to reduce air pollution emissions, based on Government criteria.

This AQAP will be subject to an annual review, appraisal of progress and reporting to the relevant Council Committee. Progress each year will be reported in the Annual Status Reports (ASRs) produced by Barnsley MBC, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Chris Shields at:

Culture, Regulation and Housing
Place Directorate
Barnsley MBC
PO Box 634, Barnsley, S70 9GG
Telephone: 01226 773843

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Introduction

This report outlines the actions that Barnsley MBC intends to deliver between 2016 and 2021 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the Barnsley borough.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within Barnsley MBC's air quality ASR (Annual Status Report).

Summary of Current Air Quality in Barnsley

Please refer to the latest Annual Status Report (ASR) from Barnsley MBC, available at <https://www2.barnsley.gov.uk/services/environment-and-planning/pollution/air-quality>, which details progress with current actions in improving air quality, along with our latest air quality monitoring data.

Barnsleys' air quality issues are typical of an urban location, with emissions from road transport being a major source of air pollution, and the underlying reason for declaration of all our air quality management areas. Emissions from industrial and domestic sources are still of importance however, and continue to be subject to the relevant regulation, where appropriate.

Previous assessment of the borough's air quality revealed the breaching (exceedance) of the annual average objective (standard) for nitrogen dioxide gas (NO₂) at receptors (mainly houses). These areas are close to several arterial roads and junctions near to Barnsley town centre, and close to the M1 motorway. Nitrogen dioxide is strongly associated with traffic emissions in particular. This polluting gas is associated with respiratory symptoms⁶.

These areas have been declared air quality management areas (AQMA).

Currently, Barnsley MBC has the following AQMAs, all declared due to exceedance of the annual average objective for nitrogen dioxide gas.

Table 1 - Existing AQMAs in the Barnsley Borough

AQMA No.	Adjacent roads / junctions	Year declared	Estimated no. of domestic dwellings within AQMA
1	M1 Motorway, 100 metres either side of the central reservation within the Barnsley Borough	2001	265
2A	A628 Dodworth Road	2005	285
4	A61 Harborough Hill Road	2008	42
5	Junction of A633 Rotherham Road and Burton Road	2008	16
6	A616 passing through Langsett	2012	7
7	Junction of A61 Sheffield and A6133 Cemetery Road	2012	2

⁶ Defra, February 2015 – Getting to grips with air pollution – the latest evidence and techniques – A briefing for Directors of Public Health

During 2012 we revoked the Barnsley 2B AQMA (Barnsley Road, Dodworth), as our detailed assessment submitted to Defra in 2011 concluded that due to the construction of a nearby by-pass, NO₂ concentrations had reduced sufficiently within this AQMA to merit revocation.

Following this, in Summer 2016, we revoked the Barnsley No. 3 AQMA (junction of Wakefield Road and Burton Road near to Barnsley town centre), following a detailed assessment in 2015. Both of these AQMAs were declared due to exceedance of the annual average objective for nitrogen dioxide gas (NO₂).

This Summer also, we have amended the order for the Langsett No. 6 AQMA to include exceedance of the 1-hour mean for NO₂, as well as previously declared exceedance of the annual mean.

A map showing the location of the current AQMAs is contained within appendix C.

In addition, several road links have been identified by Defra from their national assessment of air quality as exceeding the European Limit value for NO₂. These road links can be viewed at <https://uk-air.defra.gov.uk/data/gis-mapping>⁷. Some of these road links are found within in borough, with some of these then broadly corresponding to AQMA areas in Barnsley. Local Authorities are required to have due regard for these areas, particularly as the Government's national air quality plans rely heavily on current and proposed local actions (including actions taken from Barnsley MBC air quality action plan) to meet the European Union limit values for NO₂.

Those areas which have been determined as “national exceedance areas” in Barnsley, but **not** been declared AQMAs by the Council, are primarily the result of the Council, when reviewing these areas, found no relevant exposure (e.g. affected nearby houses etc.).

⁷ Defra, UK Ambient Air Quality Interactive Map

Barnsley MBC's Air Quality Priorities

1.1 Public Health Context

The local public health agenda is very closely linked to improving air quality. Several of the known health aspects of poor air quality (linked with cardiovascular and respiratory disease amongst others for instance) are important local Public Health issues, whilst promotion of active travel can reduce emissions, as well as improve general physical health.

Government guidance now requires all local authorities to have regard to reducing emissions of a pollutant referred to as PM_{2.5}. PM_{2.5} comprises all airborne particles smaller than 2.5 microns (A micron is 1 millionth of a metre, or 1000th of a millimetre) and has the strongest links to ill health and is used for the Public Health Outcomes Framework indicator (3.01). At this size these particles can be inhaled deep into the lungs. **Previous work by Public Health England to quantify the local health burden of PM_{2.5} within local authorities estimated this to be equivalent to 124 deaths per annum in the Borough, or 5.6% of total mortality per annum.**

Although Barnsley is meeting the standards for PM_{2.5}, there is no known safe concentration for this pollutant, hence, the Government's desire that emissions of this pollutant are tackled at local, as well as national level. As local sources of PM_{2.5} particles are very similar to sources of nitrogen dioxide gas (traffic, houses, industry), it is important also to assess any action to reduce emissions of nitrogen dioxide for their impact on PM_{2.5} emissions. It is currently understood that the Government is considering a similar indicator for nitrogen dioxide to PM_{2.5}, which is expected later this year.

Barnsley MBC Public Health has therefore shown a keen interest in the effects of local air pollution on health. As a consequence, an investigation into local PM_{2.5} concentrations was undertaken in 2014-15, with a report produced earlier this year⁸. This report made a number of recommendations, these being:

- Public Health note the contents of this report and consider, along with Regulatory Services (and other stakeholders), how PM_{2.5} may be tackled in

⁸ Barnsley MBC, Regulatory Services, January 2016, PM_{2.5} Monitoring in Barnsley 2015-15, report to Barnsley MBC, Public Health

future, and report on this within the June 2016 Barnsley MBC annual status report.

- Public Health continue to report on PHOF indicator 3.01 – Fraction of mortality attributable to particulate air pollution.
- Public Health and Pollution Control continue their ongoing dialogue so that Public Health can offer assistance when appropriate in promoting actions to reduce PM_{2.5} concentrations and improve air quality in general.

The report can be viewed at <https://www2.barnsley.gov.uk/services/environment-and-planning/pollution/air-quality>. The report details the joint working between Public Health and other services dealing with air quality in the Council. This has been further recognised by the agreement of Barnsley’s Director of Public Health to chair the emerging Barnsley MBC Air Quality Steering Group, with air quality also being discussed in the latest Director of Health Annual Report⁹.

In addition, it is now acknowledged that there are now considered to be health impacts at concentrations below the limit values and objectives for both particulate matter and NO₂. Consequently, Public Health are keen that concentrations of both of these pollutants are addressed generally within the borough where feasible and not just within our AQMAs, in order to give wider protection to public health

Other public health outcome framework indicators (PHOF) for the borough highlight the prevalence of poor health (e.g. cardiovascular disease, respiratory disease), which can be associated with poor air quality (one of many factors), or are a co-benefit of actions to improve air quality (such as promotion of the active travel agenda on levels of obesity)¹⁰.

1.2 Planning and Policy Context

The air quality impact of development is recognised nationally and locally. Nationally, the National Planning Policy Framework (NPPF)¹¹. This Framework provides guidance as to how planning can take account of the impact of new

⁹ https://www.barnsley.gov.uk/media/2616/barnsley-dph-annual-report-2015_16.pdf

¹⁰ <http://www.phoutcomes.info/>

¹¹ Department for Communities and Local Government, March 2012, National Planning Policy Framework, ISBN 978-1-4098-3413-7

development on air quality. Paragraphs 35, 109 and 124 specifically require that developments: (i) exploit opportunities for sustainable transport modes; (ii) incorporate facilities for charging plug-in and other ultra-low emission vehicles; (iii) do not cause unacceptable impacts; (iv) contribute towards compliance with EU limit values and national air quality objectives; (v) properly consider the impact on AQMAs and AQAP; and (vi) consider cumulative impacts.

Supporting the NPPF and in order to ensure that the air quality impact of future development in the borough is appropriately mitigated, this Service has developed the Barnsley MBC Air Quality and Emissions Good Practice Planning Guidance¹² (<https://www2.barnsley.gov.uk/services/environment-and-planning/pollution/air-quality>). The guidance provides a template for integrating air quality considerations into land-use planning and development management policies that can influence the reduction of road transport emissions. The air quality assessments follow a three stage process:

- Stage 1: Determining the classification of the development proposal
- Stage 2: Assessing and quantifying the impact on local air quality
- Stage 3: Determining the level of a mitigation required by the proposal to meet Local Development Plan requirements.

Consequently, this guidance has been incorporated as an action into this plan, a complete copy of this guidance can be found in appendix D.

1.3 Source Apportionment

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within Barnsley's area.

A source apportionment exercise has been carried out by Barnsley MBC in 2016, using the latest emission factors¹³ and 2015 traffic counts¹⁴.

Source apportionment was undertaken using the Council's "Airviro" emissions database and dispersion modelling system, following an agreed procedure agreed by South Yorkshire local authorities (see appendix E).

This identified that within each AQMA, the percentage source contributions were as follows:

¹² Barnsley MBC, September 2014, Air Quality and Emissions Good Practice Guidance
¹³ <http://laqm.defra.gov.uk/review-and-assessment/tools/emissions-factors-toolkit.html>
¹⁴ <http://www.dft.gov.uk/traffic-counts>

Table 2 - Barnsley urban area (general emissions profile of the urban area)

Description	Percentage Contribution
Urban Area - All Road Sources - NOx	100
Urban Area - 2WMV - NOx	0.2
Urban Area - BUS - NOx	16.4
Urban Area - DIESEL CAR - NOx	44.5
Urban Area - PETROL CAR - NOx	7.1
Urban Area - ARTIC- NOx	3.6
Urban Area - RIGID - NOx	10.6
Urban Area - LGV DIESEL - NOx	17.2
Urban Area - LGV PETROL - NOx	0

Table 3 – Emissions Profile AQMA 1, M1 Motorway

Description	Percentage Contribution
M1 - All Road Sources - NOx	100
M1 - 2WMV - NOx	0.3
M1 - BUS - NOx	6.1
M1 - DIESEL CAR - NOx	36.5
M1 - PETROL CAR - NOx	3.6
M1 - ARTIC- NOx	28.2
M1 - RIGID - NOx	13.4
M1 - LGV DIESEL - NOx	11.2
M1 - LGV PETROL - NOx	0.5

Table 4 – Emissions Profile - AQMA 2A, Dodworth Road

Description	Percentage Contribution
Dodworth Rd - All Road Sources - NOx	100
Dodworth Rd - 2WMV - NOx	0.3
Dodworth Rd - BUS - NOx	20.6
Dodworth Rd - DIESEL CAR - NOx	37.7
Dodworth Rd - PETROL CAR - NOx	5.9
Dodworth Rd - ARTIC- NOx	7.9
Dodworth Rd - RIGID - NOx	11.6
Dodworth Rd - LGV DIESEL - NOx	15.5
Dodworth Rd - LGV PETROL - NOx	0.4

Table 5 – Emissions Profile - AQMA 4, Harborough Hill Road

Description	Percentage Contribution
Harborough Hills - All Road Sources - NOx	100
Harborough Hills - 2WMV - NOx	0.1
Harborough Hills - BUS - NOx	20.6
Harborough Hills - DIESEL CAR - NOx	31.2
Harborough Hills - PETROL CAR - NOx	4.9
Harborough Hills - ARTIC- NOx	10.0
Harborough Hills - RIGID - NOx	19.9
Harborough Hills - LGV DIESEL - NOx	13.0
Harborough Hills - LGV PETROL - NOx	0.2

Table 6 – Emissions Profile - AQMA 5, Junction of Burton Road and Rotherham Road

Description	Percentage Contribution
Rotherham Road / Burton Rd - All Road Sources - NOx	100
Rotherham Road / Burton Rd - 2WMV - NOx	0.1
Rotherham Road / Burton Rd - BUS - NOx	19.4
Rotherham Road / Burton Rd - DIESEL CAR - NOx	39.9

Rotherham Road / Burton Rd - PETROL CAR - NOx	5.8
Rotherham Road / Burton Rd - ARTIC- NOx	6.5
Rotherham Road / Burton Rd - RIGID - NOx	14.6
Rotherham Road / Burton Rd - LGV DIESEL - NOx	13.1
Rotherham Road / Burton Rd - LGV PETROL - NOx	0.5

Table 7 – Emissions Profile - AQMA 6, Manchester Road, Langsett

Description	Percentage Contribution
Langsett All Road Sources - NOx	100
Langsett - 2WMV - NOx	0
Langsett - BUS - NOx	3.1
Langsett - DIESEL CAR - NOx	27.5
Langsett - PETROL CAR - NOx	5.6
Langsett - ARTIC- NOx	14.2
Langsett - RIGID - NOx	19.9
Langsett - LGV DIESEL - NOx	29.4
Langsett - LGV PETROL - NOx	0

Table 8 – Emissions Profile - AQMA 7, Sheffield Road

Description	Percentage Contribution
Sheffield Road - All Road Sources - NOx	100
Sheffield Road - 2WMV - NOx	0
Sheffield Road -BUS - NOx	19.5
Sheffield Road -DIESEL CAR - NOx	45.9
Sheffield Road - PETROL CAR - NOx	7.5
Sheffield Road - ARTIC- NOx	0.6
Sheffield Road - RIGID - NOx	6.9
Sheffield Road - LGV DIESEL - NOx	17.6
Sheffield Road - LGV PETROL - NOx	0

A summary of the above source apportionment data (NOx emissions) is detailed in the below table:

Table 9 – Summary of Source Apportionment

AQMA	% Petrol Car	% Diesel Car	% LGV (diesel)	% Bus	% HGVs (arctic and rigid)
All urban	7.1	44.5	17.2	16.4	27.8
1	3.6	36.5	11.2	6.1	41.6
2A	5.9	37.7	15.5	20.6	19.5
4	4.9	31.2	13.0	20.6	32.9
5	5.8	39.9	13.1	19.4	27.7
6	5.6	27.5	29.4	3.1	34.1
7	7.5	45.9	17.6	19.5	7.5

The data in the above table are presented in three pie charts, these being the Barnsley urban area AQMAs (“average” of AQMAs 2,4,5 and 7), the M1 motorway (AQMA 1) and Langsett (the A616 trans-pennine road, AQMA 6).

Figure 1

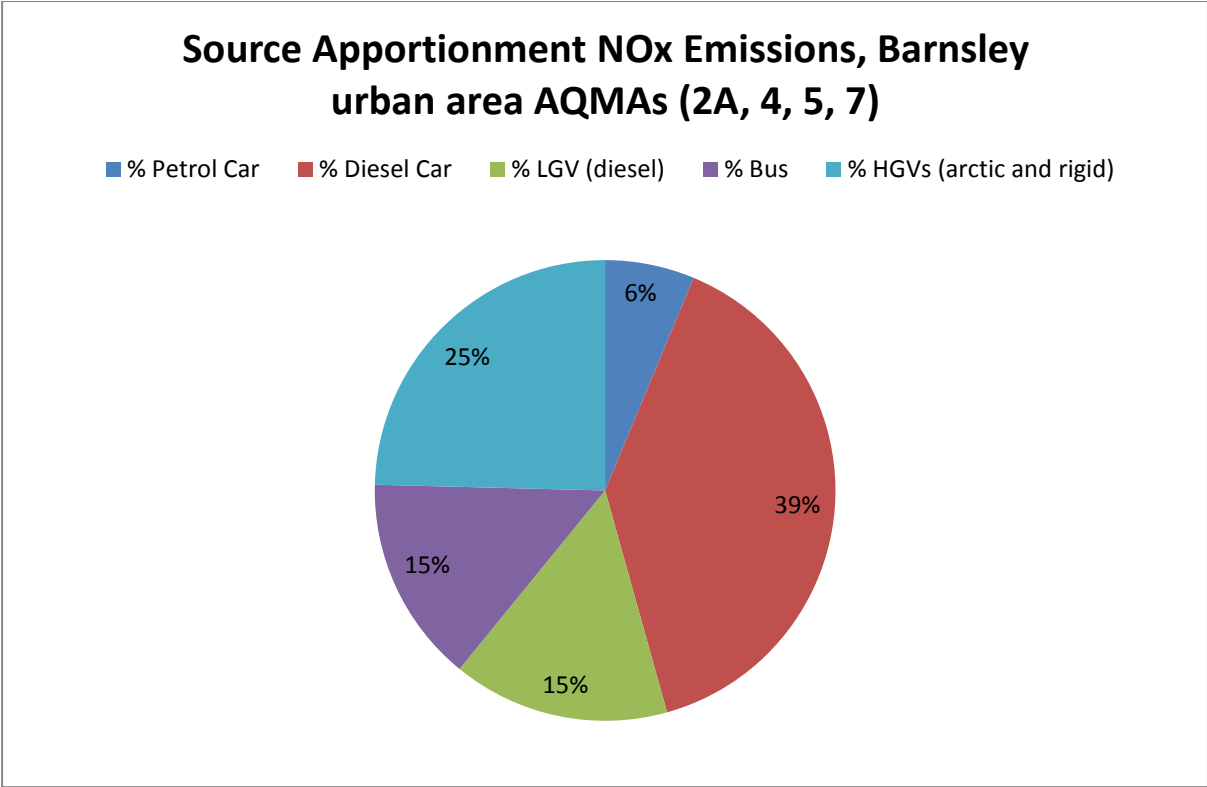


Figure 2

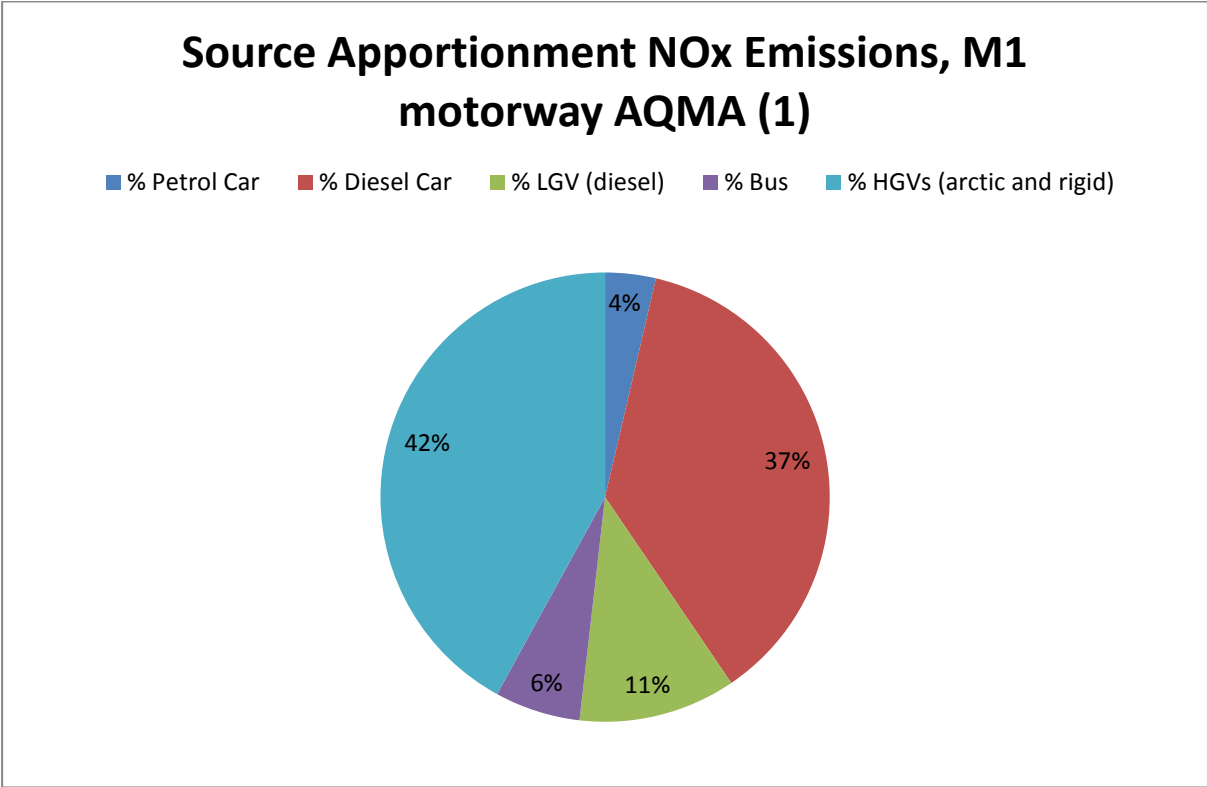
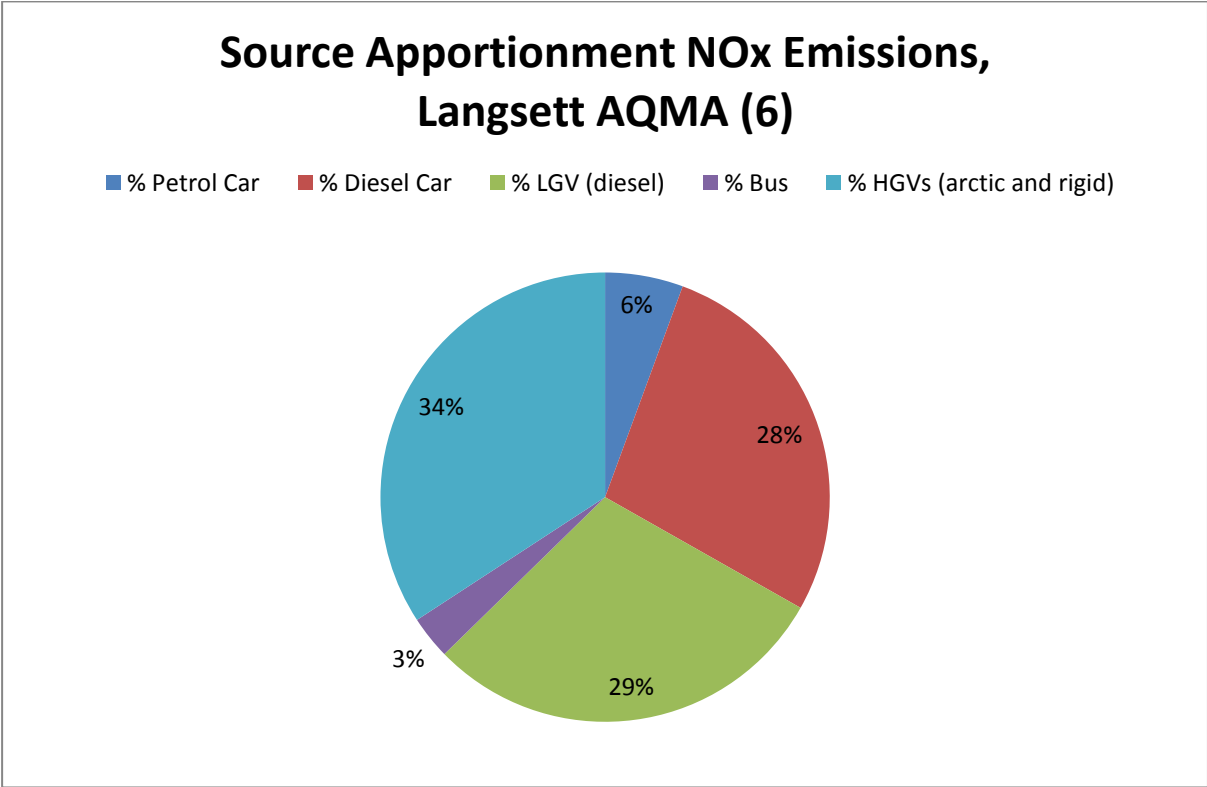


Figure 3



Further interpretation of the above data reveals the following:

The contribution of petrol cars to NO_x emissions is relatively insignificant, whilst the total contribution from diesel cars and diesel light goods vehicles is typically approximately 50% of all road emissions.

Emissions from buses are more variable, however where an AQMA includes part of a bus route, then contributions are typically 15-20% of all emissions, with bus emissions being a significant contributor generally within the Barnsley urban area. HGV emissions are also variable, but are still a contributor to road traffic related NO_x emissions in the borough, with their impact being greatest on the strategic road network in the Barnsley area (i.e. M1 motorway – AQMA 1; A616 – AQMA 6).

There are circumstances local to two AQMAs within the Barnsley urban area (e.g. gradient affecting AQMA 4; congestion outside of peak hours at locations within AQMA 2 etc.), which will have further impact on these very localised emission profiles, however this source apportionment exercise does give a strong indication where actions need to be taken.

Primarily, reduction of road transport emissions is subject to the successful implementation of progressively tighter engine emission standards (EURO standards), and the operation of strict testing regimes. These issues have been the subject of recent considerable debate, however, clearly local authorities have no control over these particular regimes, being the remit of national and international authorities.

However, Central Government have made it clear to local authorities that local measures to tackle road traffic emissions are required, as well as relying on national / international actions to reduce emissions. This has been highlighted by Central Government, by the inclusion of local authority actions (including actions taken from our 2012-2016 action plan) within their national plan, submitted to the European Commission in December 2015^{15,16}. The importance of local actions are stressed within these documents.

It should also be recognised that traffic emissions are not the only source of emissions, as typically, in urban areas, industrial and domestic emissions account for

¹⁵ Defra, December 2015, Improving air quality in the UK. Tackling nitrogen dioxide in our towns and cities – UK overview document

¹⁶ Defra, December 2015, Air Quality Plan for the achievement of EU air quality limit value for nitrogen dioxide (NO₂) in Yorkshire and Humberside (UK0034)

a proportion of overall emissions. Defra's 2004 report (Air Quality Expert Group: Nitrogen Dioxide in the UK – Summary)¹⁷ discusses this issue further.

In order for this plan to be effective and feasible, it is important that actions are targeted to their sources. It should also be noted that the source apportionment exercise does not take account of other circumstances within each of our AQMAs (e.g. the impact of gradient or excessive congestion within a particular AQMA).

1.4 Required Reduction in Emissions

An emission reduction exercise has been undertaken, following the requirements of Technical Guidance LAQM.TG16 Chapter 7. The following results were obtained:

Table 10 – Required Reduction in NO_x Emissions, AQMAs

AQMA	Required reduction in road NO _x (µg/m ³) to achieve annual mean objective	% reduction required
2A	7	9.9
4	19.1	40
6	89.2	52.7
7	11.6	16.3

These data show that very significant road NO_x reductions are required in AQMAs 4 and 6. It should be noted that there are local circumstances for these AQMAs which reflect these required reductions. Both AQMAs are subject to significantly increased emissions due to gradient, whilst Langsett, due to its remote location, (adjacent to the Peak District National Park in the Pennines) has relatively low concentrations of background NO_x, compared to the Barnsley urban area. Proposed actions within these AQMAs therefore need to reflect these particular emission profiles.

Subsequently additional local actions, specific to these two AQMAs will be required to achieve compliance.

No emission reduction calculations have been undertaken for AQMAs 1 and 5, as NO₂ concentrations within these AQMAs are meeting the objective. Our 2016 Annual

¹⁷ <https://uk-air.defra.gov.uk/assets/documents/reports/aqeg/nd-summary.pdf>

Status Report¹⁸ recommends that we proceed to a detailed assessment, with a view to revoking AQMA 5, due to several years compliance. In contrast, due to proposals for a managed motorways scheme along the M1 motorway in Barnsley, we await further information on the air quality impact of this scheme, before we proceed further.

Achieving sufficient reduction in NOx emissions in order to comply with the NO₂ annual mean objective / EU limit is not the sole aim of this plan. The prevention of any deterioration in air quality in those areas of the Borough which are close to the objective / limit value will also continue, regardless of achieved compliance in our AQMAs.

1.5 Key Priorities

We are developing actions that can be considered under three broad topics. We have reviewed existing actions plans, and note that the Greater Manchester action plan¹⁹ has presented their proposed actions (for transport emissions) under three categories, these being:

Reduce Traffic

Increase Efficiency

Improve Fleet

This action plan adopts this approach, and our proposed actions (for transport emissions) are assigned to each of the above three categories in the below table:

Table 11 – Key Priorities

Category	Action
Reduce Traffic	Encourage cycle and walking, Barnsley Bus Partnership
Increase Efficiency	Congestion management schemes, ECO driving
Improve Fleet	Encourage uptake of low emission vehicles and

¹⁸ Barnsley MBC, June 2016, 2016 Annual Status Report, <https://www2.barnsley.gov.uk/services/environment-and-planning/pollution/air-quality>
¹⁹ Greater Manchester Combined Authority (Transport for Greater Manchester), 2016 Greater Manchester Low Emission Strategy and Air Quality Action Plan, Public Consultation

	alternative fuels, ECO Stars fleet recognition schemes, planning and procurement incentives
--	---

Development and Implementation of Barnsley MBC AQAP

1.6 Consultation and Stakeholder Engagement

In developing/updating this AQAP, we have worked with other local authorities, agencies, businesses and the local community who have a stake in improving local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table 12. We have also undertaken a review of local, regional and national existing strategies^{20,21, 22}, plans and policies which have direct or indirect links to air quality. The local plans referenced below have assisted in the development of this plan, while supporting continued and sustainable growth in the borough. In addition, this process has included a thorough review of our previous action plan²³.

Importantly, this plan follows the development of a Sheffield City Region Air Quality Action Plan (see appendix F). Consequently this plan is very closely linked to the emerging Sheffield City Region (SCR) Air Quality Action Plan, as this regional plan identifies mechanisms for air quality related actions which may be undertaken at this level, with associated funding bids also undertaken regionally. The development of regional funding bids is currently expected to be carried out by officers from the Combined Authority, in partnership with officers from Barnsley MBC. This arrangement is likely, as any subsequent funding awards for schemes which would benefit Barnsley, would very likely be lodged and administered by the Combined Authority. The actions proposed within the SCR action plan are very similar to this plan, with the regional plan acting as a supporting plan to this plan. Barnsley MBC's air quality Steering Group will have the final decision regarding the actions to be pursued within the borough.

As this draft has been written prior to formal consultation, we detail below the expected format of our consultation.

²⁰ Barnsley MBC, 2014, Barnsley MBC, Highways and Transportation, Barnsley MBC Transport Strategy, 2014-2033

²¹ Barnsley MBC, Housing and Energy, 2016, Energy Strategy 2015-2025

²² Barnsley MBC, Public Health, 2016, Our Public Health Strategy 2016-18

²³ Barnsley MBC, 2012, Air Quality Action Plan

All relevant information will be made available on the Barnsley MBC website (www.barnsley.gov.uk). Local ward members will be directly contacted, although we do not consider it resource effective to directly inform all residents within our AQMAs. We will however submit articles to local media, directing stakeholders to the Barnsley MBC consultation web page (<http://consult.barnsley.gov.uk/portal>), where there will be opportunity to comment online on the draft plan.

In addition, there will more targeted dialogue with stakeholders who may have a significant role in developing and implementing the plan. Besides those stakeholders listed in Table 12 below, there will be further consultation with stakeholders internal to the Council via the Steering Group, and it is expected that current dialogue with other external stakeholders (e.g. Highways England) will continue

The response to our consultation stakeholder engagement will be given in appendix A.

Table 12 – Consultation (to be) Undertaken

Yes/No	Consultee
	the Secretary of State
	the Environment Agency
	Highways England
	all neighbouring local authorities
	other public authorities as appropriate, such as Public Health officials
	bodies representing local business interests and other organisations as appropriate

1.7 Steering Group

This draft action will be presented to the inaugural meeting of the Steering Group, following approval of the draft plan by Council. The composition of the Steering Group is expected to be as follows:

Table 13 – Composition of the Steering Group

Chair	Director of Public Health, Barnsley MBC
Secretariat and Administration	Regulatory Services, Barnsley MBC
Directors and Heads of Transport and Highways	Ian Wilson, Group Manager, Environment and Transport
Directors and Heads of Development	Matt Gladstone, Executive Director, Place Mark Lynam, Head of Economic Development David Shepherd, Service Director, Economic Regeneration Phillip Spurr, Service Director, Culture, Housing and Regulation
Directors and Heads of Planning	Joe Jenkinson, Head of Planning
Directors and Heads of Environment	Paul Castle, Service Director, Environment and Transport Matthew Bell, Head of Commercial and Support Services
Directors and Heads of Public Health	Julia Burrows, Director of Public Health Diane Lee, Head of Public Health Julie Tolhurst, Public Health Principal

It is intended that the Steering Group will meet twice a year to gauge progress with the actions, promote new actions (where appropriate) and ensure that the local air quality management process in Barnsley is delivering and evolving.

The inaugural meeting of the Steering Group will consider the actions within the draft of this plan and consequently approve the list of actions to go forward to wider consultation. Following consultation, the final version of the action plan will be approved by the Steering Group.

Regardless of actions being approved by stakeholder consultation, or by the Steering Group, some of these actions may yet be subject to the securing suitable funding.

AQAP Measures

Table 13 shows the proposed Barnsley MBC Air Quality Action Plan measures. It contains:

- a list of the actions that form the plan
- the responsible individual and departments/organisations who will deliver this action
- estimated cost of implementing each action (overall cost and cost to the local authority)
- expected benefit in terms of pollutant emission and/or concentration reduction
- the timescale for implementation
- how progress will be monitored

Furthermore, the table in appendix G provides further evaluation of our proposed actions, particularly identifying definite or potential funding sources; their impact on NO_x and particulate matter (including PM_{2.5}) emissions; and the sectors of the vehicle fleet that these are actions are targeting.

NB: Please see future Annual Status Reports for regular annual updates on implementation of these measures

Table 14 – Proposed Air Quality Action Plan Measures

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
1	Carriageway improvements	Traffic Management	Congestion Management	BMBC	TBC, subject to current funding bid	TBC, subject to current funding bid	Completion of scheme	To be determined, and dependent on scheme feasibility study	Funding bid submitted	TBC, subject to current funding bid	Proposal to reduce congestion by construction of road management scheme within AQMA
2	Barnsley Bus Partnership Agreement	Transport Planning and Infrastructure	Public Transport Improvements	BMBC, H&T	2016	2017	Penetration of Euro V or VI buses in the Fleet	Dependent on agreement and any subsequent retrofit funding	Consultation on proposed agreement 2016	2022	Agreement based on previously signed ones elsewhere in South Yorkshire, but opportunity to update emission requirement (EURO specification)
3	Encourage uptake of lower emission vehicles and alternative fuels (EVs, CNG, H ₂)	Promoting low emission transport	<p>Procuring alternative refuelling infrastructure to promote Low Emission Vehicles, EV recharging</p> <p>Public vehicle procurement – prioritising uptake of low emission vehicles</p>	BMBC, H&T, Reg Services,	Dependent on specific projects	2016-2021, subject to funding bids etc.	Use of charging points in borough	The results of the 2011 FA modelling exercise for the this action indicate, that, after application of certain assumptions has resulted in a decrease of between 10% and 14% in NO ₂ concentrations. It must be borne in mind that these are likely to be best case scenarios, which will only be achieved by a significant shift to low emission vehicles in the vehicle fleet	See 2016 ASR	2021, subject to securing funding	See 2016 ASR. It is hoped that this project can build upon other existing projects elsewhere in South Yorkshire
4	Specific schemes for the Langsett AQMA (AQMA No. 6)	Traffic Management	Congestion Management	Highways England	2016-2017	Subject to outcomes of the planning phase	Reduction in concentrations (see 2013 detailed assessment)	Reduction in concentrations (see 2013 detailed assessment)	Setting up of working group	Subject to identification of appropriate actions and funding	The joint HE-BMBC working party has identified potential actions, which now require further consideration and consultation

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
5	Planning applications – air quality assessment and mitigation	Policy Guidance and Development Control	Air Quality Planning and Policy guidance	BMBC, Regulatory Services	Completed	Ongoing	Unable to determine	Unable to determine	Development of appropriate guidance for developers. Subsequent implementation of this guidance	Ongoing	Number of planning applications in 2016 where we have requested and agreed mitigation with the developer
6	Speed restrictions on gradient Feasibility Study	Traffic Management	Congestion Management	BMBC, Regulatory Services	2016-17	On completion of planning phase, securing of funding and approval of relevant stakeholders	Implementation of scheme	Subject to conclusions of assessment (supporting dispersion modelling exercise)	Initial modelling exercise undertaken, which will require further refinement following dialogue with stakeholders	Subject to approval of scheme	This AQMA has been declared due to increased emissions using a steep uphill carriageway. Concentrations adjacent to the downhill carriageway are meeting EU limit values
7	Procurement	Policy Guidance and Development Control	Sustainable Procurement Guidance	BMBC Procurement	2016-17	Subject to production of revised Procurement policy taking account of air quality	Production and implementation of revised policy	Unable to determine	None	Ongoing	Process will involve the review of other local authority procurement policies
8	Control over emissions from Part B and A2 processes, and act as consultees for Part A1 processes	No EU category / classification	No EU category / classification	BMBC Regulatory Services	Completed	Ongoing	Unable to determine	Unable to determine	Ongoing	Ongoing	Ongoing statutory duty for local authorities
9	Enforcement of the Clean Air Act with regards to industrial smoke	No EU category / classification	No EU category / classification	BMBC Regulatory Services	Completed	Ongoing	Unable to determine	Unable to determine	Ongoing	Ongoing	Ongoing statutory duty for local authorities
10	Enforcement of the Clean Air Act with regards to domestic smoke control	No EU category / classification	No EU category / classification	BMBC Regulatory Services	Completed	Ongoing	Unable to determine	Unable to determine	Ongoing	Ongoing	Ongoing statutory duty for local authorities

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
11	Investigation of nuisance complaints, including appropriate action to resolve the problem	No EU category / classification	No EU category / classification	BMBC Regulatory Services	Completed	Ongoing	Unable to determine	Unable to determine	Ongoing	Ongoing	Ongoing statutory duty for local authorities
12	BMBC fleet improvements	Vehicle Fleet Efficiency	Vehicle retrofitting programmes	BMBC	Not yet determined, as subject to future funding bids	Not yet determined, as subject to future funding bids	Not yet determined	Not yet determined	None	Not yet determined	Dependent on future opportunities
13	Priority parking for LEVs	Promoting low emission transport	Priority parking for LEVs	BMBC	2016-17	Post planning phase, so 2017 onwards	Not yet determined	Not yet determined	Working towards consultation of revised Car Parking Strategy	Not yet determined	Consultation process should provide opportunity to comment on priority parking for LEVs
14	Freight and Delivery Management	Freight and Delivery Management	Delivery and Service plans	BMBC H&T	Not yet determined	Not yet determined	Not yet determined	Not yet determined	Not yet determined	Not yet determined	
15	ECO Stars HDV Fleet Recognition Scheme	Vehicle Fleet Efficiency	Vehicle Fleet efficiency and recognition schemes	BMBC, H&T	Completed	2016-2021	Number of new operators and vehicles per annum	Our 2011 FA indicated that a 25% scheme uptake by commercial fleet operators will indicate a 1% average percent reduction in NOx concentrations when averaged across all the receptor locations in our AQMAs.	See 2016 ASR	2021	http://www.ecostars-uk.com/
16	ECO Stars Taxi Fleet Recognition Scheme	Vehicle Fleet Efficiency	Vehicle Fleet efficiency and recognition schemes	BMBC, H&T	2016-17	2017-21	Number of new operators and vehicles per annum, if implemented	Expected to be similar to ECO Stars HDV Recognition Scheme	None	2021	Subject to obtaining suitable funding. http://www.ecostars-uk.com/

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
17	Eco Driving	Vehicle Fleet Efficiency	Driver training	BMBC, SYPT?E?	2016-17	2017-21	Number of companies / drivers	Evaluation report may be able to determine target reduction	Reviewed South Yorkshire driver training scheme	2021 (subject to funding)	Subject to obtaining suitable funding. Review of evaluation of 2016 Inmotion scheme required as first step (Evaluation Report released Spring 2016)
18	Consolidation Centre	Freight and Delivery Management	Freight Consolidation Centre	BMBC	Not yet determined	Not yet determined	Not yet determined	Not yet determined	None	Not yet determined	Dependent on future opportunities
19	Barnsley Intelligent Transport Systems	Transport Management	Congestion Management	BMBC, H&T	Completed	2016-2018	As the system is responsive to demand management requirements, it is considered difficult to prescribe a key performance indicator, however ITS (SCOOT/MOVA ²⁴) has been installed within several of our AQMAs	As the system is responsive to demand management requirements, it is considered difficult to prescribe a target annual emission reduction	See previous PRs. Installation of SCOOT within AQMAs, 2A, 4 and 7. Installation of MOVA in AQMA 5	2018	Intend to continue beyond 2018, subject to securing of further funding in future years
20	Encourage cycling and walking (developing infrastructure and campaigns)	Promoting Travel Alternatives Transport Planning and Infrastructure	Promotion of Cycling Promotion of Walking Public cycle hire scheme Cycle network	BMBC, H&T	Ongoing	2016-2021	To be determined	Table A.1 Action Toolbox of LAQM 16 indicates low impact on reducing PM and NOx emissions	Barnsley Cycle Hub (web link), Barnsley Cycle Boost (web link)	2021	Successful Sustainable Transport Transition Fund (STTF) award in 2016-17, with bids for funding thereafter
21	Care4Air	Public Information	Via the internet, leaflets, radio, television and other mechanisms	BMBC, Regulatory Services	Completed	2016-2021	Unable to determine	Unable to determine	See website for details of progress	Subject to funding	http://www.care4air.org/

24 SCOOT – Split Cycle and Offset Optimisation Technique; MOVA – Microprocessor Optimised Vehicle Actuation, both designed to maximise traffic flow

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
22	Assessment of air quality impact of major traffic schemes	Traffic Management	Congestion Management	BMBC Regulatory Services	Completed	Ongoing	Unable to determine?	Unable to determine?	Assessment of previous schemes	Ongoing	Assessment of schemes to ensure that design and layout has beneficial impact on emission reduction
23	Smoky diesel Hotline	Public Information	Via the internet, leaflets, radio, television and other mechanisms	BMBC Reg Services	Completed	Ongoing	Unable to determine	Unable to determine	Ongoing	Ongoing	See https://www.gov.uk/report-smoky-vehicle
24	Car and Lift sharing programmes	Alternatives to private vehicle use	Car and Lift sharing schemes	BMBC, SYTPE	Completed	Ongoing	Unable to determine	Unable to determine	Not yet determined	Not yet determined	See https://southyorkshire.liftshare.com
25	Promoting Travel Alternatives (Workplace travel planning; encourage / facilitate home-working; personalised travel planning; school travel plans)	Promoting Travel Alternatives	(Workplace travel planning; encourage / facilitate home-working; personalised travel planning; school travel plans)	BMBC H&T	Completed	Ongoing	Not yet determined	Not yet determined	Not yet determined	Not yet determined	Ongoing projects
26	Anti-idling policy feasibility study	Traffic Management	Anti-idling enforcement	BMBC H&T	2016-17	Following completion of feasibility study and adoption of the policy	Not yet determined	Not yet determined	Not yet determined	Not yet determined	Feasibility study to determine if an anti-idling policy is appropriate for Barnsley

These proposed actions are discussed in more detail below:

Carriageway Improvements

As well as current congestion issues, it is hoped that the Borough will be subject to further employment and housing growth in future, in order to continually drive local economic regeneration and secure a more prosperous future. Such development and increasing economic activity, by its very nature, will generate increased traffic on the local network. This can have impact on congestion and emissions. In order to mitigate against this, modelling work undertaken has demonstrated that carriageway improvements can be undertaken to improve flow and hence reduce emissions. This has proven successful in the past in Barnsley, resulting in the revocation of two AQMAs.

Barnsley Bus Partnership Agreement

The Council and South Yorkshire Passenger Transport Executive (SYPTTE) are currently negotiating a bus agreement with local operators and with regard to revised bus network throughout Barnsley. A consultation process forms part of this process, with the intention to introduce a new bus network in January 2016. Previously, similar agreements have been signed by our South Yorkshire neighbouring local authorities, with the agreement including stipulated emissions standards. The proposed Barnsley agreement intends to also include emission standards (EURO specification), and discussions are ongoing regarding the most appropriate standards.

Barnsley Intelligent Transport Systems

SCOOT and MOVA have been installed at various junctions in the Barnsley urban area, including AQMAs 2A, 4 and 5. These systems are used to “try to minimise the traffic problems by using a variety of traffic management methods. SCOOT (Split Cycle Offset Optimisation Technique) is a tool for managing and controlling traffic signals in urban areas. It is an adaptive system that responds automatically to fluctuations in traffic flow through the use of on-street detectors embedded in the road”²⁵. MOVA tends to be used at more isolated junctions, but the principle is the same as SCOOT. Reducing congestion has beneficial effects on road transport emissions, and is quoted within Table A1 of Annex A of the LAQM Action Toolbox (TG 16) as an action with air quality benefit.

Encourage uptake of lower emission vehicles and alternative fuels (EVs, CNG, H₂)

Electric Vehicles (EVs), as well as those powered by compressed natural gas (CNG) and hydrogen (H₂) are essentially zero tailpipe emission. Clearly these will have great air quality benefit. Regionally, the Sheffield City Region Air Quality Action Plan states “At present the uptake of low emission vehicles amongst the public has been limited, as with most products in their infancy, although there has recently been some acceleration in the number of nationally registered EVs. Growth in uptake is forecast over the next 25 years as car manufacturers move to develop low emission alternatives. The gradual shift to low emission, electric and hybrid vehicles will only be possible if research and investment in an infrastructure that can support them is undertaken at national and local level. The partners have a key role to play by directing resources to encourage the shift to a low emission economy.”

²⁵ <http://www.scoot-utc.com/>

Encourage cycling and walking (developing infrastructure and campaigns)

Cycling and Walking programmes are listed Table A1 of Annex A of the LAQM Action Toolbox (TG 16) as an action with air quality benefit. Specifically, the guidance states that “Investing in cycling (...and walking...) can help bring about a modal shift away from use of private vehicles, thereby reducing emissions of relevant air pollutants. There are also co-benefits in encouraging cycling, e.g. on health”. Regionally, the city region has bid for a number of cycle and walking schemes in 2016-17 via the DfT’s Sustainable Transport Transition Fund (STTF), and note the recent DfT announcements with regard to future “Access” funding opportunities beyond 2016-17 for these initiatives.

Care4Air

Care4Air is the South Yorkshire air quality campaign, owned by the four South Yorkshire local authorities and the SYPTE. This scheme has been operating for several years (see <http://www.care4air.org/>). This campaign aims to encourage behavioural change using a positive “social marketing” message in order for individuals and organisations to reduce emissions. In the past, this campaign has been very successful and has received national recognition. Consideration needs to be given regarding the direction of the scheme, and again, identify appropriate funding.

ECO Stars Heavy Duty Vehicle (HDV) Recognition Scheme

The ECO Stars fleet recognition scheme is a free scheme that aims to help fleet operators improve efficiency and reduce fuel consumption, with the subsequent benefit of reducing emissions. This scheme was originally set up by Barnsley and neighbouring South Yorkshire local authorities as a means of working with this fleet sector (HGVs, buses, coaches and vans) in order to improve air quality. The scheme works by assessing vehicle fleets for their operational practice and age and their subsequent fuel consumption and environmental impact, and then offering advice (roadmap) on how to make further improvements. The scheme is currently trialling a toolkit which enables operators and scheme managers to assess changes in fuel consumption and subsequently emissions. The scheme has now extended beyond South Yorkshire to other UK local authorities and to Europe. Further information can be found at <http://www.ecostars-uk.com>. Funding has been obtained to continue with the scheme in 2016-17, with a strong desire to continue further beyond these dates.

ECO Stars Taxi Recognition Scheme

Following on from the success of the ECO Stars HDV Recognition Scheme, a similar taxi scheme has been set up, which other authorities (notably Mid Devon and Dundee) have undertaken. This Service will therefore explore the feasibility of undertaking a Barnsley ECO Stars Taxi Recognition Scheme, including the identification of funding. As with the HDV scheme, the scheme will be free to operators.

Eco Driving

In 2015-16, using Local Sustainable Transport Funding (LSTF), the South Yorkshire Inmotion project (<http://www.inmotion.co.uk>) undertook an Eco-Driving scheme, targeted at LDV fleets. We therefore intend to assess the feasibility of operating a further scheme in Barnsley, once we have studied the evaluation report²⁶ for the Inmotion scheme. As stated earlier, our source apportionment work has highlighted the significant contribution to local NOx concentrations from diesel cars and diesel lights goods vehicles using local roads.

Specific schemes for the Langsett AQMA (AQMA No. 6)

The air quality issues within Langsett have been discussed within our 2013 detailed assessment²⁷. To summarise, a major trans-pennine road (A616) passes through the village of Langsett. A significant number of HGVs use this road, which is subject to a gradient and right hand turn junction within the village. The A616 is a Highways England administered road. This road is also part of proposed an enhanced trans-pennine connectivity scheme, and initial discussions have been held with Highways England on appropriate air quality mitigations within the context of the proposed scheme. Further work is required to progress this issue, but it is intended that this work will continue in 2016-17, with the outcomes and way forward to be reported in next years' Annual Status Report. It must be stressed however that improvement in air quality in Langsett requires the active involvement and commitment of Highways England.

Planning applications – air quality assessment and mitigation

In order to mitigate more effectively against the air quality impact of future development, this service will continue to implement local guidance. The guidance provides a template for integrating air quality considerations into land-use planning and development management policies that can influence the reduction of road transport emissions. Consequently, it will be added to this Barnsley MBC Air Quality Action Plan.

²⁶ eDriving Solutions Ltd., June 2015, An Evaluation of the South Yorkshire Safer Roads Partnership ECO-Business Driving Scheme

²⁷ Barnsley MBC, November 2013, Air Quality Further Assessment Report

The air quality assessments follow a three stage process:

- Stage 1: Determining the classification of the development proposal
- Stage 2: Assessing and quantifying the impact on local air quality
- Stage 3: Determining the level of a mitigation required by the proposal to meet Local Development Plan requirements

This local guidance is complimented nationally by the requirements of the National Planning Policy Framework.

Speed restrictions on gradient Feasibility Study (Specifically AQMA 4, Harborough Hill Road)

In 2016-17, we propose to undertake a feasibility study on the impact of reducing speeds on Harborough Hill Road on emissions. Besides undertaking a study into change in emissions as a consequence of speeds reduction, a separate consultation will be required with all stakeholders (e.g. South Yorkshire Safer Roads Partnership), along with identification of suitable funding. Any such restrictions could be trialled for a period of time, to then assess effectiveness.

Procurement

Consideration can be given to adoption of Barnsley MBC procurement procedures, which take account of the opportunities to encourage, require or acquire lower emission vehicles.

Assessment of air quality impact of major traffic schemes

The air quality impact of any future major traffic schemes is considered in detail and recommendations for mitigation are made when appropriate.

Control over emissions from Part B and A2 processes, and act as consultees for Part A1 processes

Continuing control over those industrial processes which require an environmental permit ensures that air emissions are kept at a legislative minimum or below.

Enforcement of the Clean Air with regards to industrial smoke

Continuing control of industrial air emissions.

Enforcement of the Clean Air with regards to domestic smoke control

Continuing control of domestic air emissions.

Investigation of nuisance complaints, including appropriate action to resolve the problem

Continuing control of domestic air emissions.

Smoky diesel Hotline

Central Government still operate their web page for the reporting of excessively smoking heavy goods vehicles, coaches and buses (<https://www.gov.uk/report-smoky-vehicle>). The Council can publicise this hotline locally, and lobby Central Government, whether it would be feasible to develop a similar hotline for light duty vehicles.

Consolidation Centres

Should opportunity for these arise in the Borough, then the air quality benefits of these should be encouraged.

Barnsley MBC fleet improvement

Barnsley Council's fleets are already members of the ECO Stars HDV fleet recognition scheme. Consequently, they are trialling an "enhanced roadmap" for the ECO Stars scheme, with the aim of identifying opportunities to further reduce emissions.

Car and Lift sharing programmes

The Liftshare scheme (<https://southyorkshire.liftshare.com>) is already operating in South Yorkshire. There is opportunity to further publicise this scheme to fleets in the Barnsley area.

Priority parking for Low Emission Vehicles

Barnsley MBC is currently reviewing its car parking policies. There will therefore be opportunity to consider the feasibility of preferential parking for low emission vehicles, as means of encouraging their use in the Barnsley urban area.

Promoting Travel Alternatives

Continuation of workplace travel planning requirements for new development; encouraging and facilitating home working and personalised travel plans.

Appendix A: Response to Consultation

Table A.1 – Summary of Responses to Consultation and Stakeholder Engagement on the AQAP

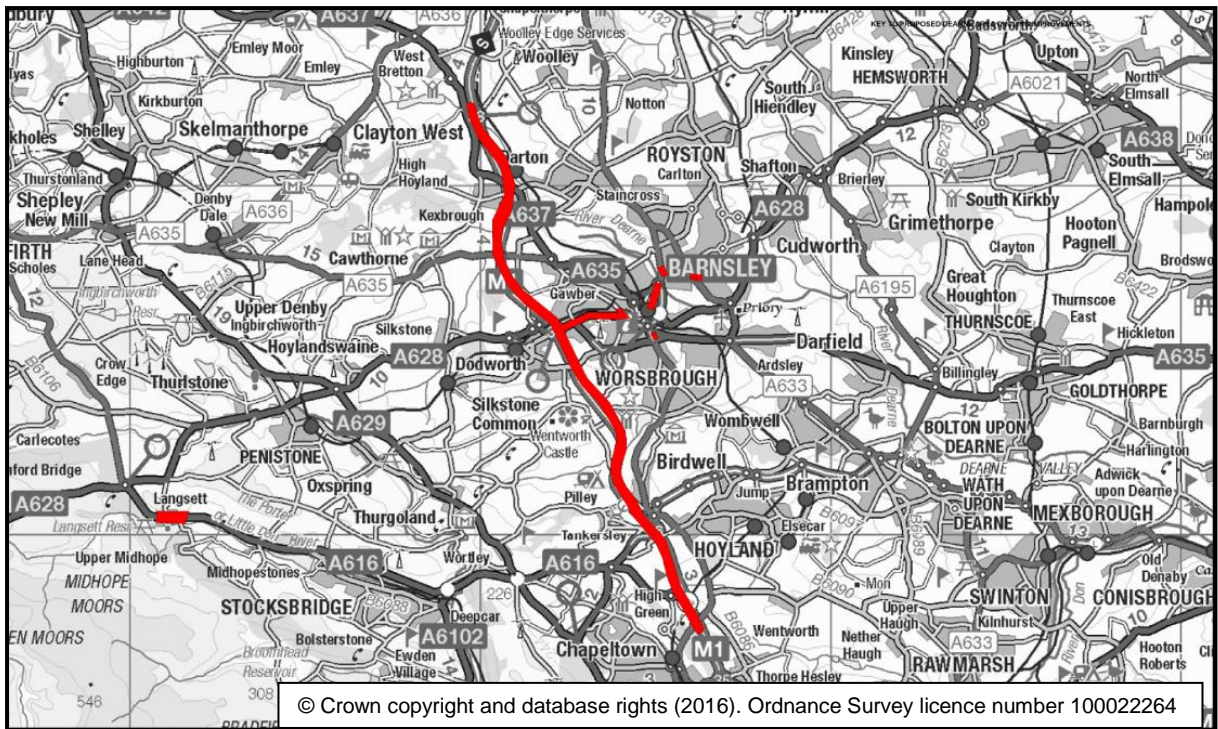
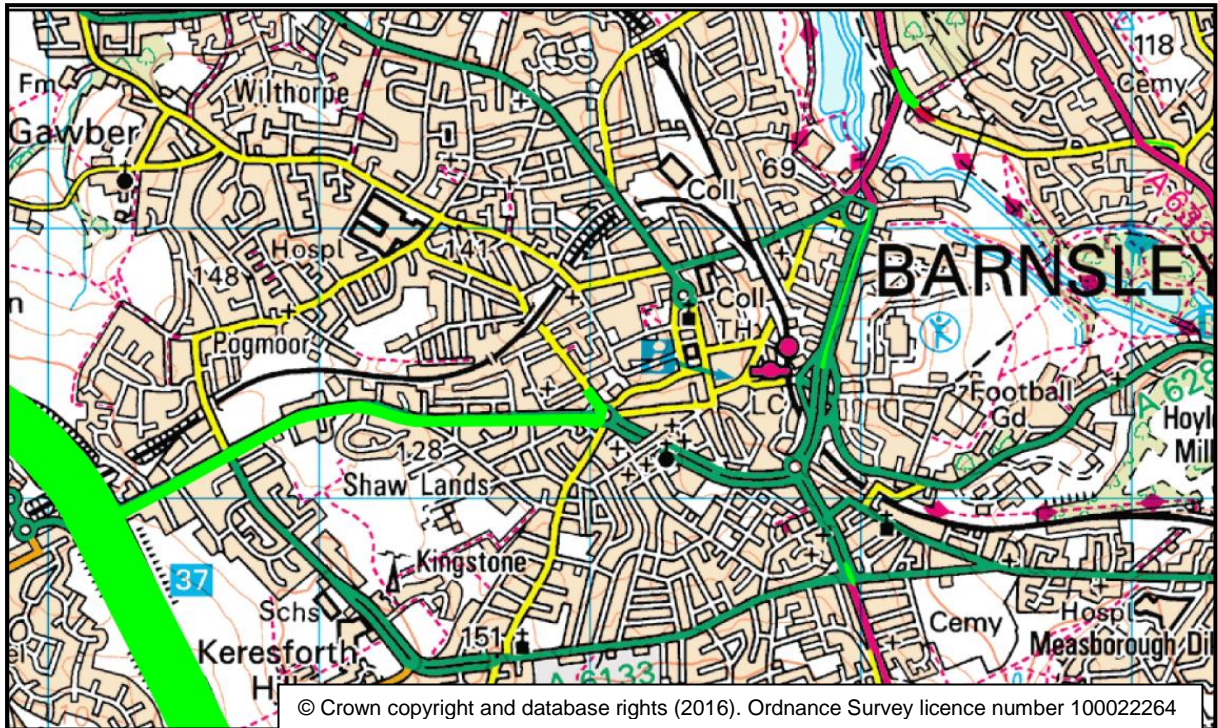
Consultee	Category	Response
e.g. Chamber of Commerce	Business	E.g. Disagree with plan to remove parking on High Street in favour of buses and cycles; consider it will harm business of members.

Appendix B: Reasons for Not Pursuing Action Plan Measures

Table B.1 – Action Plan Measures Not Pursued and the Reasons for that Decision

Action category	Action description	Reason action is not being pursued (including Stakeholder views)
	Complete table for all measures that will not be pursued.	Add a 2-3 sentence summary for each action

Appendix C: Maps of Existing AQMAs



Appendix D - AIR QUALITY AND EMISSIONS GOOD PRACTICE PLANNING GUIDANCE

Barnsley Metropolitan Borough Council



AIR QUALITY AND EMISSIONS

GOOD PRACTICE PLANNING GUIDANCE

September 2014

This technical guidance is aimed at helping planning authorities deliver national air quality objectives through cost effective service planning

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1. Summary

- 1.1 The spatial planning system has an important role to play in improving air quality and reducing exposure to air pollution. Whilst planning policy cannot solve immediate air quality issues, it has a role to play so that any likely scheme impacts are reasonably mitigated and future scheme occupants are able to make more sustainable vehicle choices.
- 1.2 This technical guidance deals primarily with those pollutants regulated under the local air quality management (LAQM) regime and the impact of traffic emissions, although the increasing use of biomass boilers is now becoming an important planning issue. The assessment and control of dust impacts during demolition and construction is also considered, as dusts contribute to airborne particulate matter, as well as being dust soiling. Greenhouse gas emissions are not addressed explicitly, as they are covered by other initiatives, but synergies exist between measures to minimise climate change and local air quality impacts.
- 1.3 The guidance provides a template for integrating air quality considerations into land-use planning and development management policies that can influence the reduction of road transport emissions. Consequently, it will be added to the existing Barnsley MBC Air Quality Action Plan.
- 1.4 The air quality assessments follow a three stage process:
- Stage 1: Determining the classification of the development proposal
 - Stage 2: Assessing and quantifying the impact on local air quality
 - Stage 3: Determining the level of a mitigation required by the proposal to meet Local Development Plan requirements
- 1.4 This technical guidance deals with those pollutants regulated under the local air quality management (LAQM) regime and are associated with the impact of traffic emissions. Greenhouse gas emissions are not addressed explicitly, as they are covered by other initiatives, but synergies exist between measures to minimise climate change and local air quality impacts.
- 1.5 The guidance provides a template for integrating air quality considerations into land-use planning and development management policies that can influence the reduction of road transport emissions and to be used to update air quality action plans.

The air quality assessment process follows a three stage process:

1. Determining the classification of the development proposal;
2. Assessing and quantifying the impact on local air quality;
3. Determining the level of a mitigation required by the proposal to meet Local Development Plan requirements.

The assessment process is summarised in the flow chart in Appendix 6.

2. Pre-Planning Discussions

2.1 In order to avoid unnecessary delays in the planning process and ensure optimum scheme design and sustainability, it is vital for communication at an early stage in any significant proposal. It is therefore essential that pre-application discussions with the relevant air quality personnel to confirm the scale of development and the assessment requirements are undertaken.

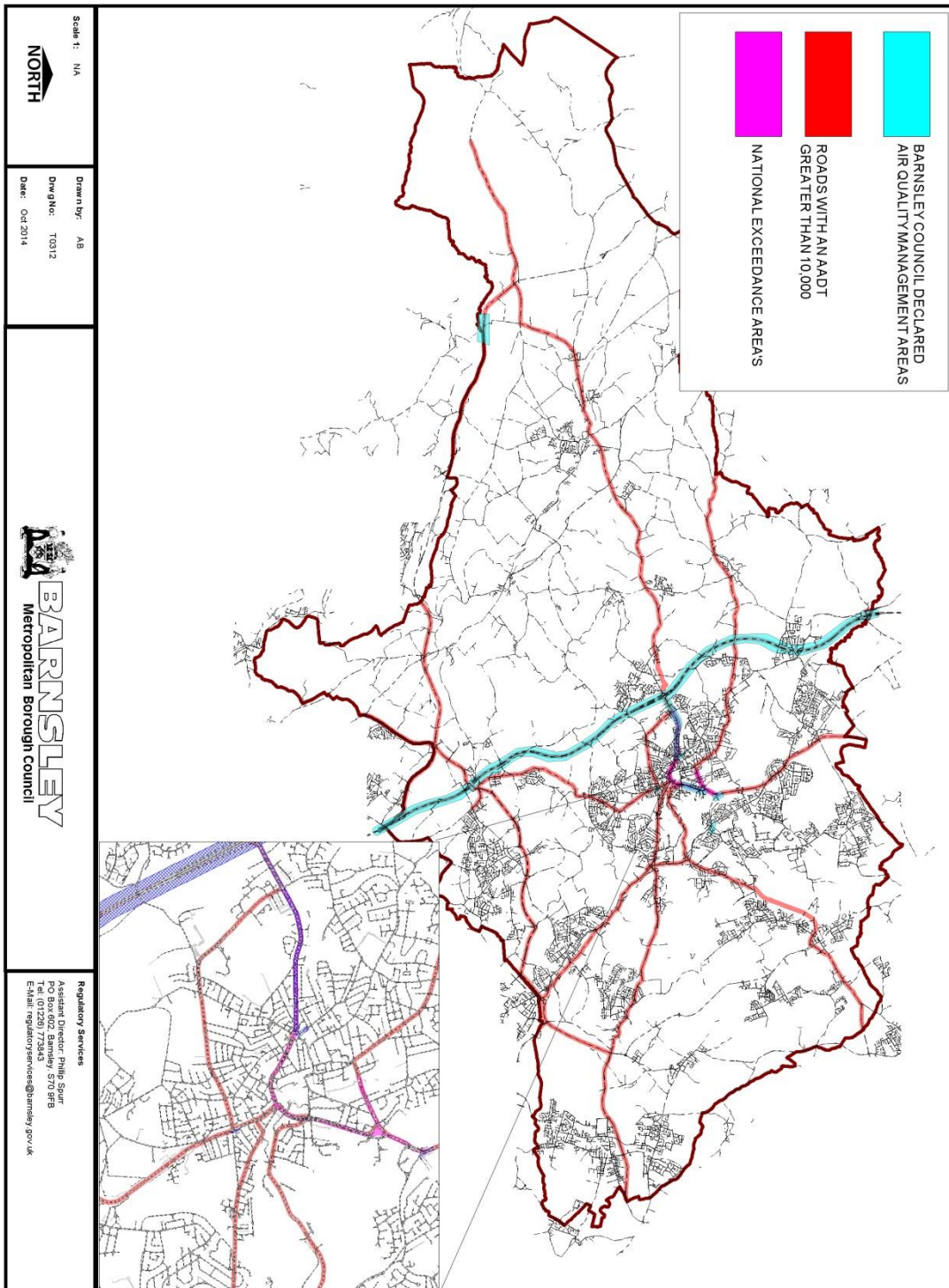
Air Quality Assessment and Mitigation Development Control

When will an Air Quality Assessment be required?

1. *When the proposal meets or exceeds the criteria in Table 2 (page 8)*
2. *When the proposed development **of any size** is classed as C1 to C4 or D1 and is proposed for the Air Quality Assessment Area identified on Map 1*

The flow chart in Appendix 6 assists in this identification process.

Map 1: Barnsley Air Quality Assessment Areas



3. Introduction

3.1 New developments have the potential to affect air quality. Local planning policy will play a significant role in ensuring that development schemes are designed to be sustainable. This guidance has been developed to:

- Introduce an air quality assessment scheme which includes the quantification of impacts, formulating damage costs and identifying mitigation measures to be implemented to negate the impact.
- Tackles cumulative impact.
- Provides clarity and consistency of the process to developers, planners and local communities.

3.2 The major air pollution concern within the Barnsley borough is poor air quality due to transport emissions. Barnsley has seven air quality management areas (AQMAs), all declared due to exceedance of the annual average objective for nitrogen dioxide (NO₂), a pollutant strongly associated with transport emissions. Barnsley's AQMAs are listed in the table below:

Table 1: Barnsley's AQMAs

AQMA No.	Adjacent roads / junctions	Year declared
1	M1 Motorway, 100 metres either side of the central reservation within the Barnsley Borough	2001
2A	A628 Dodworth Road	2005
3	Junction of A61 Wakefield Road and Burton Road	2005
4	A61 Harborough Hill Road	2008
5	Junction of A633 Rotherham Road and Burton Road	2008
6	A616 passing through Langsett	2012
7	Junction of A61 Sheffield and A6133 Cemetery Road	2012

3.3 In addition, the publication of national exceedance areas (<http://uk-air.defra.gov.uk/data/gis-mapping>) has highlighted roads within the borough above the NO₂ annual average objective, which require further consideration.

3.4 The public health impacts of air pollution are also becoming clearer; particularly the impact of PM_{2.5} particles. PM_{2.5} refers to the airborne particle fraction less than 2.5 microns in size. This particle fraction directly relates to the Public Health Outcomes Framework Health Protection indicator 3.01 "Fraction of Mortality attributable to Particulate Air Pollution". Extensive research has shown that these particles are the major outdoor air pollution contributor to poor health and it is currently considered that there may no known absolute safe level of exposure.

4. Planning Policy Framework

4.1 National Policy

4.1.1 National planning policy is now set by the National Planning Policy Framework (NPPF) [NPPF](#). The NPPF places a general presumption in favour of sustainable development, stressing the importance of local development plans. One of its 12 Core Planning Principles states that planning should:

“contribute to conserving and enhancing the natural environment and reducing pollution”, by: (paragraph 109) “preventing both new and existing development from contributing to or being put at unacceptable risk from, or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability”.

4.1.2 It goes on to state (paragraphs 120 and 124) that:

“To prevent unacceptable risks from pollution and land instability, planning policies and decisions should ensure that new development is appropriate for its location. The effects (including cumulative effects) of pollution on health, the natural environment or general amenity and the potential sensitivity of the area or proposed development to adverse effects from pollution, should be taken into account.

“Planning policies should sustain compliance with and contribute towards EU limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and the cumulative impacts on air quality from individual sites in local areas. Planning decisions should ensure that any new development in Air Quality Management Areas is consistent with local air quality action plans”.

4.1.3 To support the NPPF, Defra have produced National Planning Policy Guidance (NPPG), including one relating to [air quality](#). Paragraph eight of this guidance (reference ID: 32-008-20140306) deals specifically with mitigating air quality impact and states:

“Mitigation options where necessary will be locationally specific, will depend on the proposed development and should be proportionate to the likely impact. **It is important therefore that local planning authorities work with applicants to consider appropriate mitigation so as to ensure the new development is appropriate for its location and unacceptable risks are prevented.** [Planning conditions](#) and [obligations](#) can be used to secure mitigation where the relevant tests are met.

Examples of mitigation include:

- the design and layout of development to increase separation distances from sources of air pollution;
- using green infrastructure, in particular trees, to absorb dust and other pollutants;
- promoting infrastructure to promote modes of transport with low impact on air quality;
- controlling dust and emissions from construction, operation and demolition; and
- contributing funding to measures, including those identified in air quality action plans and low emission strategies, designed to offset the impact on air quality arising from new development.”

4.2 Local Planning Policy

4.2.1 The Planning and Compulsory Purchase Act 2004, amended by the Localism Act 2011 requires planning authorities to prepare Local Plans (previously known as Local Development Frameworks), which may be made up of a single or number of documents such as:

- Core strategy;
- Development Plan Policies;
- Site Specific Proposals;
- Area Action Plans;
- Other documents including supplementary planning documents.

4.2.2 The Local Plan will identify land areas for future development and include a number of strategic and development policies relating to local air quality management that will fulfil the National Planning Policy Framework sustainable development criteria. This technical guidance supports the implementation of the strategic and development policy framework. An example of current/emerging policy context is included in Appendix 1.

5. Local Air Quality Management

5.1 The Environment Act 1995 established a local air quality management regime. It requires local authorities to review and assess ambient air quality in their areas against health based standards for a number of specific pollutants prescribed in the Air Quality Regulations 2000 and Air Quality (Amendment) Regulations 2002. If there is a risk that levels of air pollution in any part of the authority's area will be higher than the prescribed objectives, the authority is required to designate an Air Quality Management Area (AQMA). It is then required to produce an Action Plan which sets out the measures it intends to take in pursuit of the objectives.

5.2 It is not necessarily the case that a proposed development in an area of poor air quality will have a negative impact. However, it is important to recognise when such development might introduce additional people into an area of poor air quality. The declaration of an AQMA does not mean that there will be no new development within that area. Rather, it means that greater weight must be given to the consideration of air quality impacts and their mitigation.

5.3 In addition, the boundary of an AQMA does not necessarily define the limit of the area of poor air quality. The only constraint on the boundary definition is that it should be at least as large as the area of exceedance, where there is relevant exposure.

5.4 The fact that a development is within or close to an AQMA does not mean that it is necessarily affecting an area of exceedance of the objective, or that it is being affected by air pollution that exceeds the objective. On the other hand, a development could introduce new exposure into an area of poor air quality, which has not been identified and declared as an AQMA, as previously there was no relevant exposure.

6. Air Quality and Emissions Mitigation Assessment Process

6.1 Stage 1: Development Type Classification:

Three levels of development classification are determined using adapted criteria from the Department for Transport²⁸.

Table 2: Criteria for Development Classification

Land Use	Description	TA Required
Food Retail (A1)	Retail sale of food goods to the public – supermarkets, superstore, convenience food store	>800 m ² (GFA)
Non-Food Retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars or other cold food purchased and consumed off site	>1500 m ² (GFA)
Financial and professional services (A2)	Banks, building societies and bureaux de change, professional services, estate agents, employment agencies, betting shops.	>2500 m ² (GFA)
Restaurants and Cafes (A3)	Use for the sale of food for consumption on the premises.	>2500 m ² (GFA)
Drinking Establishments (A4)	Use as a public house, wine-bar for consumption on or off the premises.	>600 m ² (GFA)
Hot Food Takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	>500 m ² (GFA)
Business (B1)	(a) Offices other than in use within Class A2 (financial & professional). (b) Research & development – laboratories, studios. (c) Light industry	>2500 m ² (GFA)
General industrial (B2)	General industry (other than B1).	>4000 m ² (GFA)
Storage or Distribution (B8)	Storage or distribution centres – wholesale warehouses, distribution centres & repositories.	>5000 m ² (GFA)
Hotels (C1)	Hotels, boarding houses & guest houses	>100 bedrooms
Residential Institutions (C2)	Hospitals, nursing homes used for residential accommodation and care.	>50 beds
Residential Institutions (C2)	Boarding schools and training centres	>150 students
Residential institutions (C2)	Institutional hostels, homeless centres.	>400 residents
Dwelling Houses (C3)	Dwellings for individuals, families or not more than six people in a single household.	>50 units
Non-Residential Institutions (D1)	Medical & health services, museums, public libraries, art galleries, non-residential education, places of worship and church halls.	>1000 m ² (GFA)
Assembly and Leisure (D2)	Cinemas, dance & concert halls, sports halls, swimming, skating, gym, bingo, and other facilities not involving motorised vehicles or firearms.	>1500 m ² (GFA)
Other		
1. Any development generating 30 or more two-way vehicle movements in any hour		
2. Any developments generating 100 or more two-way vehicle movements per day		
3. Any development proposing 100 or more parking spaces		
4. Any relevant development proposed in a location where the local transport infrastructure is inadequate		
5. Any relevant development proposed in a location adjacent to an Air Quality Management Area (AQMA)		

1. MINOR Proposal: Development proposals that fall below the above criteria.

²⁸ <http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb>

2. MEDIUM Proposal: Development proposals that meet the above requirements.
3. MAJOR Proposal: Development proposals that meet the above requirements and the additional criteria set out in table 2.

Table 3: Additional Trigger Criteria for Major Developments

- | |
|---|
| <ul style="list-style-type: none">• Where the proposed development falls within the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 and includes air quality and/or transport as a specific likely impact.• Proposals located within the area identified in Map1• Proposals that include additional HGV movements by more than 10% of total trips. |
|---|

Where significant demolition and construction works are proposed.

6.2 Stage 2: Air Quality Impact Assessment

MINOR and MEDIUM Classified Proposals:

6.2.1 Smaller development proposals may not in themselves create an additional air quality problem but traffic emissions from these developments will add to local air pollution and the developments themselves could potentially introduce more people likely to be exposed to existing levels of poor air quality. An assessment of the likelihood of introducing additional exposure will be determined using the following criteria:

- The proposal is one of the Land Use types:
 - C1 to C3 in table 2;
 - C4 (Homes of Multiple Occupation);
 - D1 in table 2.

And:

The proposal is within the area identified on Map 1 (this includes the area within or adjacent to an AQMA; applicable roads; and includes roads at or above the relevant national objective highlighted on the Defra GIS modelled maps - <http://uk-air.defra.gov.uk/data/gis-mapping>).

6.2.2 The outcome of the exposure assessment will determine the level of mitigation required make the development acceptable. Should there be no acceptable mitigation the recommendation to the planning officer will be to consider refusing the proposal on air quality grounds. A planning application will not be validated until such an Air Quality assessment is submitted.

MAJOR Classified Proposals

6.2.3 The scale and nature of this type of proposal is such that a detailed air quality assessment will be required to determine the impact on public health and the local environment. Once again, a planning application will not be validated until such an assessment is submitted. The assessment requires:

- A. The identification of the level of exposure through the change in pollutant concentrations including cumulative impacts arising from the proposal, during both demolition/construction operations and operational phases. Mitigation measures should be identified and modelled where practicable.
- B. The calculation of pollutant emissions costs from the development.

A. The methodology to be used for the determination of pollutant concentration change should meet the requirements of the Department for the Environment, Food and Rural Affairs (Defra) Technical Guidance Note LAQM TG(09)²⁹. Further details of the air quality assessment requirements are shown in Appendix 2.

B. The pollutant emissions costs calculation will identify the environmental damage costs associated with the proposal and determine the amount (value) of mitigation that is expected to be spent on measures to mitigate the impacts. The calculation utilises the most recent Defra Emissions Factor Toolkit³⁰ to estimate the additional pollutant emissions from a proposed development and the latest DEFRA IGCB Air Quality Damage Costs for the specific pollutant of interest, to calculate the resultant damage cost³¹. The calculation process includes:

- Identifying the additional trip rates generated by the proposal (from the Transport Assessment);
- The emissions calculated for the pollutants of concern (NO_x and PM₁₀) [from the Emissions Factor Toolkit];
- The air quality damage costs calculation for the specific pollutant emissions (from Defra IGCB);
- The result is totalled for a five year period to enable mitigation implementation.

6.2.4 The calculation is summarised below with further details of the process along with an example calculation are shown in Appendix 3.

Box 1: Road Transport Emission Calculation Summary

Road Transport Emission Increase = \sum [Estimated trip rate for 5 years X Emission rate per 10 km per vehicle type X Damage Costs]
--

5.6 To clarify, the derived calculated damage costs for each major development are not for local authority use, but to assist the developer in assessing the proportionate financial commitment for the required mitigation.

²⁹ <http://laqm.defra.gov.uk/technical-guidance/index.html>

³⁰ <http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html#eft>

³¹ <https://www.gov.uk/air-quality-economic-analysis>

6.3 Stage 3: Mitigation

6.3.1 The outcome of Stage 2 (Assessment) identifies the level of air quality impact and is then used to determine the level of mitigation required to negate the potential effects upon health and the local environment.

6.3.2 The scale of damage cost will determine the level of appropriate mitigation required for specific proposals. Measure identification will be assisted by:

- Outcomes from the Transport Statement/Assessment and any Travel Plan
- Specific needs identified in site specific spatial policy allocations;
- Travel Awareness/Planning and Highway Development requirements;
- Defra air quality guidance ([Defra Measures Guidance](#))

6.3.3 Where mitigation is not integrated into a proposal, the Local Planning Authority will require this through planning conditions. The NPPF (paragraph 152) suggests that “where adequate mitigation measures are not possible, compensatory measures may be appropriate”. If on-site mitigation is not possible then the Local Planning Authority will seek compensation for the identified air quality impacts through a section 106 agreement.

6.3.4 Default mitigation measures are presented for each type of proposal that demonstrate a minimum requirement. This is not an exhaustive list and will be adapted for particular locations and needs identified by relevant officers and the scale of damage costs. The authority would welcome the opportunity to work to devise innovative measures that will lead to improving local air quality. To confirm, when type 2 mitigation is required, type 1 will also be required. For type 3 mitigation, type 1 and 2 will also be required.

TYPE 1 (Minor) Proposal Mitigation:

6.3.5 If the proposal meets the exposure criteria in Stage 2, further mitigation is required to reduce the level of exposure. This will be in the form of:

- Possible short term screening monitoring or utilising the distance calculation provided by Defra ([Defra Distance](#)) at the proposed location to identify the level of exposure;
- Redesigning the proposal to reduce the ingress of pollution;
- Including a stand-off distance and/or vegetation boundary from the development.

6.3.6 A key theme of the NPPF is that developments should enable future occupiers to make “green” vehicle choices and (paragraph 35) “incorporate facilities for charging plug-in and other ultra-low emission vehicles”. Therefore, an electric vehicle recharging provision rate is expected in addition to mitigation arising from the exposure assessment. To prepare for increased demand in future years, appropriate cable provision should be included in the scheme design and development, in agreement with the local authority and include the default mitigation listed below.

Box 2: TYPE 1 (Minor) Suggested Mitigation Options

Residential:

1 charging point per unit (dwelling with dedicated parking) or 1 charging point per 10 spaces (unallocated parking).

The use of such mitigation measures as designing the layout of the site taking into account air quality; and the use of green infrastructure or contributing to the funding of green infrastructure at schools etc.

Provision of secure cycle storage

Provision of incentives for the use of public transport

Details of the electric charging specification are shown in appendix 4.

6.3.7 This list is not meant to cover all possible mitigation measures. Where innovative measures are proposed, these should have demonstrable air quality benefits. If measures are provided in mitigation of potential traffic impacts, these will be permitted to count towards the air quality mitigation measures.

TYPE 2 (Medium) Proposals Mitigation:

6.3.8 Proposals meeting the Type 2 criteria in table 2 will require a detailed Travel Plan. Travel Plan guidance is provided in Appendix 5.

In respect of the Travel Plan it is essential that:

- The content of the travel plan is fully assessed prior to its approval in conjunction with local authority travel plan and highway development control officers. Pre-application advice will be essential.
- The agreed targets and objectives included in the travel plan are secured for implementation by mutual agreement of the local authority and the developer/applicant (normally by means of a Section 106 agreement).
- The outputs of the travel plan (typically trip levels and mode split) are annually monitored against the agreed targets and objectives.
- Should the travel plan not deliver the anticipated outputs or meet the targets and objectives further mitigation/alternative/compensation measures need to be identified and implemented.
- A named co-ordinator is essential to the success of the travel plan. For larger schemes a commitment in terms of staff resource allocation will be expected.

6.3.9 The NPPF identifies a Travel Plan as a “key tool” to promoting and delivering sustainable transport and that all transport mitigation measures may be included within the Travel Plan. The default mitigation measures to be incorporated into the scheme design include those listed below. The list is not exhaustive and there may be additional issues that are site-specific and reflect local conditions, as well as other material considerations.

Box 3: TYPE 2 (Medium) Suggested Mitigation Options

All minor proposal mitigation measures could be considered (as set out in Box 2)
Commercial / Retail – 10% of parking spaces to be provided with an electric vehicle charging point, this may be phased with an initial 5% provision and the remainder at an agreed trigger level
Industrial – 10% of parking spaces to be provided with an electric vehicle charging point; this may be phased with an initial 5% provision and the remainder at an agreed trigger level
All – Travel Plan This could include: An agreed strategy for discouraging high emission vehicle use and encouraging modal shift (i.e. to public transport, cycling and walking), as well as uptake of low emission fuels and technologies Improved pedestrian access to public transport New or improved bus stop infrastructure; Provision of ticketing Site layout designed to encourage walking; Cycle paths to link to local cycle network
Commercial specific All commercial vehicles should comply with current or the most recent European Emission Standards from scheme opening, to be progressively maintained for the lifetime of the development Fleet operators should provide a strategy for reducing emissions, including the uptake of low emission fuels and technologies such as ultra-low emission service vehicles Fleet operators should consider joining schemes such as the South Yorkshire ECO Stars scheme

TYPE 3 (Major) Proposal Mitigation

6.3.10 The pollution damage costs attributed to the proposal emission changes will determine the level of mitigation compensation required to offset the impact of the development. A suite of default compensation measures beyond the proposal scheme design are listed below. This is not an exhaustive list and may be adapted for particular locations and needs identified by relevant officers. The type, scale and specificity of measures will be agreed with the planning authority.

Box 4: TYPE 3 (Major) Suggested Mitigation Options

MEDIUM proposal measures

Support measures to reduce the need to travel:

- Local sourcing of staff, products and raw materials.
- Development and use of hub distribution centres employing low emission deliveries.
- Explore alternative working practices – flexitime, teleworking, homeworking, videoconferencing, compressed working hours.

Support measures to reduce private car use:

- Development of car clubs and car sharing with financial incentives and promotion.
- Use of workplace car clubs and car sharing with financial incentives and promotion.
- Use of workplace pooled low emission vehicles – cars, vans, taxis, bicycles.
- Provision of dedicated low emission shuttle bus including managed pick-up and drop-off.
- Contribution to the emerging low emission vehicle infrastructure.
- Contribution to site low emission waste collection services.
- Incentives for the take-up of low emission vehicle technologies and fuels.
- Support driver training schemes.

Measures to support improved public transport:

- Provision of new or enhanced public transport services to the site.
- Shuttle services to public transport interchange, rail station or park and ride facilities.
- Support improving information services for public transport.
- Promoting low emission bus service provision.
- Support air quality monitoring programmes.

Further measures to promote cycling and walking:

- Improvements to district walking and cycling networks including lighting, shelters, and information points and timetables.
- Bike/e-bike hiring schemes.
- Guaranteed ride home in emergencies.
- Provision of secure and safe cycle parking facilities.
- Support cycle training.
- Supporting community / local organisation groups to promote sustainable travel.

6.3.11 It is likely that there will be additional Travel Plan measures required outside the air quality requirements. Air quality measures should not be seen as the complete number of measures. Such agreed measures will be taken forward by condition where possible, or through the use of Section 106 agreements.

Proposal mitigation statement

6.3.12 Each development will require a brief mitigation statement which must include:

- The calculated damage cost (Major proposals).
- Proposed mitigation/compensation measures.

- Estimated mitigation cost (Major proposals) that is equivalent to the value of the emissions calculation (appropriate to the type and size of development and local policy requirements);
- A proposed demolition/construction management plan that includes:
 - A brief project description and likely sources of dust emissions;
 - Measures to be adopted to minimise dust emissions;
 - Emergency measures to be adopted in the event of unforeseen circumstances;
 - Incident logging and reporting procedures.

7. Planning Recommendation

7.1 The impact on air quality is a material planning consideration in the determination of a planning application. Each decision must be a balance of all material considerations depending upon the individual merits and circumstances. The weight to be given to the impact on air quality in the consideration of a planning application and the acceptability of proposed mitigation measures lies with the relevant local planning authority. Any agreed measures will be taken forward by condition where possible, or through the use of Section 106 agreements.

Appendix 1: Barnsley MBC Planning Context

The Barnsley Local Development Framework (LDF) provides a spatial planning policy for the Barnsley borough up to 2026, and brings together all those planning policies and the spatial planning strategy into this overarching document.

Contained within the LDF is the Core Strategy (Barnsley MBC, 2011). This document contains policies (CSPs) which inform the development process in the borough. Two CSPs relate directly to air quality, these being:

CSP40 Pollution Control and Protection

“Development will be expected to demonstrate that it is not likely to result, directly or indirectly, in an increase in air, surface water and groundwater, noise, smell, dust, vibration, light or other pollution which would unacceptably affect or cause a nuisance to the natural and built environment or to people. We will not allow development of new housing or other environmentally sensitive development where existing air pollution, noise, smell, dust, vibration, light or other pollution levels are unacceptable and there is no reasonable prospect of that these can be mitigated against.”

CSP41 has been revised in light of development of this guidance and is detailed below:

Policy AQ1 Development in Air Quality Management Areas

Development which impact on areas sensitive to air pollution^(a) will be expected to demonstrate that it will not have a harmful effect on the health or living conditions of any future users of the development in terms of air quality (including residents, employees, visitors and customers), taking into account any suitable and proportionate mitigation required for the development.

We will only allow residential development which impact on areas sensitive to air pollution where the developer provides an assessment that shows living conditions will be acceptable for future residents, subject to any required mitigation.

We will only allow development which impact on areas sensitive to air pollution which could cause more air pollution, where the developer provides an assessment that shows there will not be significantly harmful effect on air quality, again subject to any required mitigation.

Furthermore, development which impact on areas sensitive to air pollution due to traffic emissions will be expected to demonstrate suitable and proportionate mitigation relative to the increased traffic emissions generated by the development. Such areas sensitive to traffic emissions are defined within Map 1 of the Barnsley MBC Air Quality and Emissions Good Practice Planning Guidance

(a) Areas sensitive to air pollution include (but are not limited to) the Borough’s air quality management areas; “exceedance” areas within the Borough derived from the national assessment of air pollution by defra and reported to the European Commission; and housing within 20 metres of roads > 10k AADT (as defined within the Barnsley MBC Air Quality and Emissions Good Practice Planning Guidance)

Appendix 2

Air Quality Assessment Protocol to Determine the Impact of Vehicle Emissions from Development Proposals

An air quality assessment should clearly establish the likely change in pollutant concentrations at relevant receptors resulting from the proposed development during both the construction and operational phases. It must take into account the cumulative air quality impacts of committed developments (i.e. those with planning permission).

Key Components of an Air Quality Assessment

The assessment will require dispersion modelling utilising agreed monitoring data, traffic data and meteorological data. The modelling should be undertaken using recognised, verified local scale models by technically competent personnel and in accordance with LAQM TG.09. The study will comprise of:

1. The assessment of the existing air quality in the study area for the baseline year with agreed receptor points and validation of any dispersion model;
2. The prediction of future air quality without the development in place (future baseline or do-nothing);
3. The prediction of future road transport emissions and air quality with the development in place (with development or do-something).
4. The prediction of future road transport emissions and air quality with the development (with development or do-something) and with identified mitigation measures in place.

The assessment report should include the following details:

- A. A detailed description of the proposed development, including:
 - Identify any on-site sources of pollutants;
 - Overview of the expected traffic changes;
 - The sensitivity of the area in terms of objective concentrations;
 - Local receptors likely to be exposed;
 - Pollutants to be considered and those scoped out of the process.
- B. The relevant planning and other policy context for the assessment.
- C. Description of the relevant air quality standards and objectives.
- D. The assessment method details including model, input data and assumptions:
 - For traffic assessment;
 - Traffic data used for the assessment;
 - Emission data source;
 - Meteorological data source and representation of area;
 - Baseline pollutant concentration including any monitoring undertaken;
 - Background pollutant concentration;
 - Choice of base year;
 - Basis for NO_x:NO₂ calculations;
 - A modelling sensitivity test for future emissions with and without reductions;
 - For point source assessments:
 - Type of plant;
 - Source of emission data and emission assumptions;
 - Stack parameters – height, diameter, emission velocity and exit temperature;
 - Meteorological data source and representation of area;
 - Baseline pollutant concentrations;
 - Background pollutant concentrations;
 - Choice of baseline year;
 - Basis for deriving NO₂ from NO_x.
- E. Model verification for all traffic modelling following DEFRA guidance LAQM.TG (09):
- F. Identification of sensitive locations:

- G. Description of baseline conditions:
- H. Description of demolition/construction phase impacts:
- I. Summary of the assessment results:
 - Impacts during the demolition/construction phase;
 - Impacts during the operation phase;
 - The estimated emissions change of local air pollutants;
 - Identified breach or worsening of exceedances of objectives (geographical extent)
 - Whether Air Quality Action Plan is compromised;
 - Apparent conflicts with planning policy and how they will be mitigated.

- J. Mitigation measures.

Air Quality Monitoring

In some case it will be appropriate to carry out a short period of air quality monitoring as part of the assessment work. This will help where new exposure is proposed in a location with complex road layout and/or topography, which will be difficult to model or where no data is available to verify the model. Monitoring should be undertaken for a minimum of six months using agreed techniques and locations with any adjustments made following Defra technical guidance LAQM.TG (09).

Assessing Demolition/Construction Impacts

The demolition and construction phases of development proposals can lead to both nuisance dust and elevated fine particulate (PM₁₀ and PM_{2.5}) concentrations. Modelling is not appropriate for this type of assessment, as emission rates vary depending on a combination of the construction activity and meteorological conditions, which cannot be reliably predicted. The assessment should focus on the distance and duration over which there is a risk that impacts may occur. The Institute of Air Quality Management (IAQM)³² has produced a number of definitive guidance documents to which this guidance refers. The document 'Guidance on the Assessment of the Impacts of Construction on Air Quality and the Determination of their Significance' should be the reference for reporting the construction assessment.

Cumulative Impacts

The NPPF (paragraph 124) recognises that a number of individual development proposals within close proximity of each other require planning policies and decisions to consider the cumulative impact of them. Difficulties arise when developments are permitted sequentially, with each individually having only a relatively low polluting potential, but which cumulatively result in a significant worsening of air quality. This will occur where:

- A single large site is divided up into a series of units, such as an industrial estate or retail park;
- A major development is broken down into a series of smaller planning applications for administrative ease; and
- There are cumulative air quality impacts from a series of unrelated developments in the same area.

The first two cases the cumulative impact will be addressed by the likelihood that a single developer will bring forward an outline application for the whole site which should include an air quality assessment as part of an Environmental Assessment. For major developments that are broken down into a series of smaller planning applications, the use of a 'Master or Parameter Plan' that includes an air quality assessment will address the cumulative impact.

³² IAQM www.iaqm.co.uk

Appendix 3

Emissions Assessment Calculator

The calculation utilises the current Emissions Factor Toolkit (EFT)* to determine the transport related emissions from a development proposal. If the proposal is to include alternative fuels or technology i.e. LPG, EV etc, then there are “advanced options” within the EFT to accommodate this.

*<http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html#eft>

A screen shot of the input and output pages are shown below:

Input Screen

Output Screen

Source_Name	Pollutant_Name	All Vehicle (Annual Emissions (kg/yr except CO2 tonnes/yr))	All LDV (Annual Emissions (kg/yr except CO2 tonnes/yr))	All HDV (Annual Emissions (kg/yr except CO2 tonnes/yr))
Emissions calc	NOx	3.255	3.255	0.380
Emissions calc	PM10	0.380	0.380	0.380

The output is in kg of specified pollutant per year and requires converting to tonnes per year. This is then multiplied by the IGCB damage costs for the specified pollutant.

The following example demonstrates the calculation based on a development with 10 domestic properties³³.

EFT Input:

³³ Sussex Air Quality Partnership “Air Quality and Emission Mitigation Guidance for Sussex Authorities 2013”

	10 household (urban not London) (NOx and PM ₁₀)
X	27 (trip/traffic ratio for 10 houses)
X	cars only (0% HGV)
X	50kph (avg. speed)
X	10km (NTS UK avg.)
	EFT Output = 32.55kg/annum (NOX) & 3.795kg/annum (PM₁₀)
=	0.0325tonnes/annum (NOX) & 0.003795tonnes/annum (PM ₁₀)
X	£955/tonne (NOx) + £48,517/tonne (PM ₁₀)
=	£31.08 = £184.15
X	5 (years)
=	£155.42 = £920.76
Total	= £1,076

Notes:

1. Trip Rates are sourced from the Transport Assessments and local authority where available.
2. Trip Length uses the National Travel Survey³⁴ - (UK average = 10km).
3. The IGCB damage costs are the central estimates (currently NOx = £955/tonne & PM₁₀ transport average £48,517).

³⁴ <https://www.gov.uk/transport-statistics-notes-and-guidance-national-travel-survey>

Appendix 4

Electric Vehicle Charging Point Specification:

EV ready domestic installations

Cable and circuitry ratings should be of adequate size to ensure a minimum continuous current demand for the vehicle of 16A and a maximum demand of 32A (which is recommended for Eco developments).

- A separate dedicated circuit protected by an RCBO should be provided from the main distribution board, to a suitably enclosed termination point within a garage, or an accessible enclosed termination point for future connection to an external charge point
- The electrical circuit shall comply with the Electrical requirements of BS7671: 2008 as well as conform to the IET code of practice on Electric Vehicle Charging Equipment installation 2012 ISBN 978-1-84919-515-7 (PDF)
- If installed in a garage all conductive surfaces should be protected by supplementary protective equipotential bonding. For vehicle connecting points installed such that the vehicle can only be charged within the building, e.g. in a garage with a (non-extended) tethered lead, the PME earth may be used. For external installations the risk assessment outlined in the IET code of practice must be adopted, and may require an additional earth stake or mat for the EV charging circuit. This should be installed as part of the EV ready installation to avoid significant on cost later.

EV ready commercial installations

Commercial and industrial installations may have private 11,000/400 V substations where a TN-S supply may be available, simplifying the vehicle charging installation design and risk analysis. It is therefore essential for developers to determine a building's earthing arrangements before installation.

Commercial vehicles have a range of charge rates and it is appropriate to consider a 3-phase and neutral supply on a dedicated circuit emanating from a distribution board. More than one EV charging station can be derived from a source circuit, but each outlet should be rated for a continuous demand of 63Amps. No diversity should be applied throughout the EV circuitry. 3 phase RCBOs should be installed and the supply terminated in a switched lockable enclosure. If an external application (for example car park or goods yard) is selected, the supply should be terminated in a feeder pillar equipped with a multi-pole isolation switch, typically a 300mA RCD, a sub-distribution board (if more than one outlet is fed from the pillar). If an additional earthing solution is required, the earth stake can be terminated within this pillar. See IET guideline risk assessment.

Appendix 5

Travel Planning Guidance

Introduction

This document outlines how the planning process can be used to secure Travel Plans to improve and promote sustainable travel and to reduce the need to travel. Travel Plans are an integral part of Government policy on sustainability. Their aim is to improve the quality of life for everyone by facilitating development that is socially and economically beneficial and also environmentally sustainable. As such they are one of the most important tools in reducing the unnecessary use of vehicles and in turn the emission of harmful Nitrogen Dioxide and Particulate Matter.

This guidance has been produced to help ensure that Travel Plans contain both the necessary detailed measures for encouraging sustainable travel and that these measures are seen through to delivery and implementation.

What is a Travel Plan?

According to recent government guidance on Travel Plans ([NPPF](#)) they are, “long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel” They are long term management tools particularly aimed at reducing the need to travel, gaining economic efficiencies, reducing the impact of car travel and encouraging greater use of public transport, cycling and walking.

When is a Travel Plan required?

The need for a Travel Plan is influenced by the scale of development. The decision as to the requirement for a travel plan lies with the relevant district planning authority.

The requirement for a Travel Plan would generally be in association with proposals for sites which require Type 2 mitigation measures and above, however Travel Plans may be required for developments below this threshold. Travel Plans apply to the whole of sites and the thresholds can be triggered by extensions to sites.

Travel Plan Procedure

There are six stages in the Travel Plan process:

Stage A – Scoping - Early consultation with the Council is recommended to discuss Travel Plan requirements and agree with the Council, which type of Travel Plan is most appropriate. If a Full Travel Plan is required (some districts will, in the earliest stages of an application accept Interim Travel Plans or, in the case of large missed use sites, Framework Travel Plans) this stage will also involve discussing the key issues to be addressed, the process and timetable to be followed, the scope and content of the Travel Plan and the outcomes sought.

Stage B - Pre-Application Discussions – Where a Full Travel Plan is required it should be submitted at this stage in draft form, so the detail may be discussed and agreed with the Council prior to submission.

Stage C – Submission - The Travel Plan (Full, Interim or Framework) should be submitted with the planning application which will not be validated until this document is received. The respective council will assess the Travel Plan, conduct any required statutory consultation and provide the applicant with written comments.

Stage D – Post-determination and Pre-occupation – Implementation of the Travel Plan should commence prior to the completion or opening of the development. This is to ensure that the measures are in place to positively influence and affect travel choices by all site users before their travel behaviour becomes fixed. The developer is responsible ensuring the Travel Plan is delivered.

Stage E – Post-opening - Many elements of the Full Travel Plan will be implemented once the development has opened and is occupied. The success in achieving identified targets is measured through appropriate surveys. Baseline monitoring should occur within three months of occupation.

Stage F – On-going Monitoring - All Travel Plans need to be monitored and annual reports submitted to the relevant Council. The Council will ensure Travel Plans are monitored and reported annually.

Securing a Travel Plan

The implementation and enforcement of Travel Plans is an essential part of the planning process. Legal Agreements (section 106 of the Town & Planning Act 1990) will be used to secure Travel Plans for larger and more complex developments; others will be secured by planning conditions.

Monitoring Travel Plans

A robust monitoring strategy must be incorporated into every Full Travel Plan and agreed with the Local Authority. The Travel Plan must be regularly reviewed by the travel plan co-ordinator and the local authority to assess performance against the targets specified in the Travel Plan, and to decide if alternative measures or approaches are to be pursued.

Enforcement and Sanctions

Where Travel Plan measures have not met the agreed targets and some remedy is necessary, the default mechanisms specified in the Travel Plan will be deployed. Enforcement action may be required where non-compliance with a Section 106 agreement or planning condition occurs and this causes harm. The relevant Council will take a proportionate approach, based on evidence.

Charges

Councils may require developers to contribute to the cost of monitoring Travel Plan progress. Charges would usually take the form of an annual fee for five years for this service, with rates based on the size of the development.

Appendix E: South Yorkshire AQCG Source Apportionment Methodology

It is necessary to update the source apportionment exercise for the Air Quality Management Areas (AQMAs) in South Yorkshire to contribute to the evidence base for prioritising measures within the Sheffield City Region air quality action plan.

The approach is based on Statutory Defra guidance¹ to assess air quality by Local Authorities in their Local Air Quality Management (LAQM) Review and Assessment duties and details the standard methodology advised for conducting modelling exercises.

This methodology represents a consistent approach which is available to all Local Authorities, using locally operated modelling systems.

It shall be noted that all modelling comes with inherent uncertainty and although a standard methodology looks to reduce this uncertainty, any modelling results come with a +/-25% accuracy.

The exercise will be conducted using the latest available Airviro Model developed in South Yorkshire over the last 16 years. Officers from each South Yorkshire local authority have received appropriate training for Airviro emissions database work and dispersion modelling, and are active members of a national Airviro User Group. Furthermore, officers have vast experience of undertaking their LAQM duties. There is therefore sufficient local expertise to ensure an agreed and consistent approach within the sub region.

The agreement is to use a baseline source apportionment of 2014. Therefore the following data sets are used;

- EDB – Rotherham/jk/EDB_0715_Base (database developed by AEAT using the Sheffield LEZ² vehicle split with updated EF from COPERT4 v10.0 and NAEI v6.0.1)
- Weather data – Scenario for 2014
- Traffic – AADT for 2014 from DfT³

The following factors will also be applied to any source apportionment model runs;

- Resolution will be at 25m grid squares
- Nitrogen dioxide conversion using the Derwent-Middleton equation

Model runs are performed for each AQMA and results are presented at sensitive receptors and/or at the worst case location where the following will be calculated;

Stage 1 – Source Apportionment of Sector Emissions

The percentage contribution of the following sectors will be calculated for South Yorkshire: Industrial; Domestic; Background and Transport.

Stage 2 – Source Apportionment by Vehicle Type

The percentage contribution of each vehicle type to the transport sector emissions in each AQMA, the vehicle types are as follows:

Petrol Car, Diesel Car, LGV (100% considered diesel), Bus, HGV Rigid and HGV Articulated.

The % contribution will be calculated by performing a model run with one vehicle type in turn being omitted and subtracted from the total road transport emissions.

References;

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69334/pb13081-tech-guidance-laqm-tg-09-090218.pdf

²<https://www.sheffield.gov.uk/environment/air-quality/LEZ-feasibility.html>

³<http://www.dft.gov.uk/traffic-counts/cp.php?>

Appendix F: Sheffield City Region Air Quality and Climate Group Action Plan

**SHEFFIELD CITY REGION
AIR QUALITY AND CLIMATE ACTION PLAN 2016-2021
February 2016**

MISSION STATEMENT
TO IMPROVE LOCAL AIR QUALITY AND REDUCE
CARBON EMISSIONS THROUGH LOCAL AND REGIONAL
INTERVENTIONS

Introduction

This action plan aims to deliver air quality improvement and carbon reduction in the Sheffield City Region (SCR), by mitigating the impact of transport related emissions. The plan proposes and details actions which will assist in delivering better air quality and carbon reduction, and identifies potential indicative scheme costs, funding streams and timescales for delivery. In addition, quantification of emission and concentration reduction benefit has been undertaken, in order to develop a working prioritisation matrix for the plan.

Importantly, the rationale for these actions is underpinned by an extensive traffic based “source apportionment” exercise undertaken for the region’s air quality management areas (AQMAs). This enables a clear understanding of the traffic related air quality problems in each AQMA, and subsequently informs the most appropriate actions to be undertaken.

The Air Quality and Climate Group (AQCG) has successfully delivered a number of projects over the last 10 years and laid the foundations for future work to reduce emissions of air pollutants and carbon from transport. There have also been significant developments during this time; in particular, the evidence regarding the harmful impact on health from air pollution resulting from transport emissions has become clearer and more significant.

The goal of reducing emissions from vehicles to air which result in poor air quality is central to the SCR Transport Strategy and presents partners with the challenges of reducing the emission from vehicles of both carbon dioxide (which contributes to climate change) and harmful gases such as nitrogen dioxide and fine particles that cause poor air quality locally (and which affects human health).

Transport is responsible for around 20% of direct greenhouse gas emissions in South Yorkshire. Developing and maintaining a private and public transport network that efficiently utilises and adopts new, low emission transport technologies will contribute to the economic success of South Yorkshire and the Sheffield City Region as a whole. This is recognised in the emerging transport strategy being developed by the Sheffield City Region Local Transport Body.

This plan is in four sections. The first section sets the scene for action, including discussion of the transport related air quality and climate change issues affecting the region, along with the context of air quality and carbon reduction within the emerging regional Transport Strategy.

The second section details the proposed actions to be undertaken, including assessment and prioritisation, along with identification of potential funding streams, links to SCR Transport Strategy groups and synergies with other SCR agendas, such as GVA uplift. Section three details performance indicators for the plan, whilst Section four details the links and interfaces with other LTP groups.

This action plan will be subject to ongoing refinement and development in response to future opportunities and challenges (identification of additional funding sources, emphasis of future priorities, updated government guidance, the emergence of future opportunities to develop

additional schemes etc.), and will therefore be updated in response to any of the above, as and when required.

Section One; Setting the Scene

1.1 The Sheffield City Region in Context

The Sheffield City Region (SCR) is located at the strategic heart of the country. It is comprised of the nine local authority areas of Barnsley, Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, Doncaster, North East Derbyshire, Rotherham and Sheffield.

The Sheffield City Region has a diverse economy comprising a dynamic core city, important towns and market towns, fabulous countryside and a significant rural economy. The City Region encompasses more than 1.8 million people and approximately 700,000 jobs.

In January 2013, the Department for Transport announced a ten-year allocation of major scheme transport funding for Sheffield City Region. This funding is to be spent on major infrastructure projects and will form part of the Sheffield City Region Investment Fund (SCRIF). SCRIF is a framework of funding streams to deliver essential strategic infrastructure to increase economic growth and jobs in the Sheffield City Region.

To satisfy the Department for Transport that Sheffield City Region is able to allocate and spend the funding appropriately, Sheffield City Region has established a body to make key decisions regarding this funding and to oversee investments. This body was known as the Sheffield City Region Local Transport Body (SCR LTB) and is now incorporated within the remit of the Combined Authority.

Economic growth and major new road infrastructure could result in worsening of poor air quality, which has negative impacts on our health and environment. Conversely, a green and healthy environment can increase the attractiveness of a region to inward investment, and delivers a very positive perception of a region, particularly so with the increasing awareness and high profile of the public health impact of poor air quality.

Previously, the strategic context for air quality was contained in the South Yorkshire Local Transport Plan (SYLTP) 3 Evidence Base Document 7 (Reducing Emissions). This Action Plan summarises progress in current projects and identifies actions and options for further investigation so as to meet short, medium and long term air quality targets and reduce health impacts from poor air quality in our region/conurbation.

In terms of development and delivery the following challenges have been identified:

- Achieving economic growth and building major infrastructure whilst mitigating effects on our health and environment (without worsening already poor air quality.)
- Reducing emissions on the busiest parts of the transport network
- Increasing the efficiency of transport use to reduce vehicle miles on the network
- Supporting the uptake of low emission vehicles and fuels
- Reducing emissions from freight transport, buses and taxis
- Promoting active travel for shorter journeys

In October 2015, SCR agreed the terms of a proposed agreement between Government and the leaders of the Sheffield City Region to devolve a range of powers and responsibilities to the Sheffield City Region Combined Authority. As part of the devolution deal process, an ambition document was submitted to HM Treasury as part of the devolution deal process, which spans six key themes, one of which relates to transport - an integrated 21st Century Transport Network with greater intra-city region and pan-City Region connectivity.

Whilst air quality was not referenced in the deal, this does not mean that this Group cannot bid to access future funding from this particular source. As part of the agreement, it is proposed that £30m per annum for 30 years will be released to the region.

1.2 Air Quality

1.2.1 The Problem

In South Yorkshire the highest levels of pollutants are recorded close to major roads. Many people live in areas of elevated air pollution. All four local authorities in South Yorkshire have declared Air Quality Management Areas (AQMAs) for the gaseous pollutant nitrogen dioxide, and Sheffield City Council has also declared an AQMA for fine inhalable particles (PM₁₀).

In its guidance on Local Transport Plans, the Department for Transport (DfT) expects authorities to consider their contribution to national transport goals as overarching priorities for their local transport plans. These include reducing the social and economic costs of transport to public health, including air quality impacts, in line with EU obligations.

Over recent years the evidence of the damage caused by air pollution continues to grow stronger. But the UK is still failing to meet European targets for safe air pollution limits across many parts of the country. Thirty Eight out of the UK's 43 assessment zones are failing to meet EU targets on levels of annual mean nitrogen dioxide (which should have been met across the UK by 2010) and poor air quality has now been found to be shortening the lives of up to 200,000 people by an average of 2 years. These zones include the Sheffield-Rotherham and Yorkshire-Humber zones, encompassing the four South Yorkshire local authorities.

Additional evidence for the significant impact of air quality on health is detailed elsewhere³⁵, clearly however air quality is a very significant issue requiring attention.

1.2.2 Statutory Obligations and National Context

There is a statutory obligation in place on all local authorities to regularly review and assess the air quality in their areas, as set out in Part IV of the Environment Act (1995) and to determine whether or not the National Air Quality Strategy standards are likely to be achieved. Air quality is becoming one of the most important public health issues in the UK.

The European Commission has formally launched infraction proceedings against the UK for a breach of nitrogen dioxide limit values under the EU Air Quality Directive. The EU Limit values for air quality are not being met at many places in the Sheffield City Region, and currently air quality does not comply with EU and national law. There is potential for the UK Government to be fined for breach of the EU limit values post 2015, and infraction proceedings have already been instigated by the **European Commission which has sent the UK a 'Letter of formal notice' for breaching nitrogen dioxide (NO₂) limit values in 16 of 43 zones.** In April 2015, the Supreme Court ordered the Government to develop revised Air Quality Plans to tackle air pollution in the UK. These plans were published in December 2015.

The UK Government is responsible for ensuring compliance with EU air quality obligations, although local authorities do play an important role in managing local air quality. There is a discretionary power in Part 2 of the Localism Act under which the Government could require responsible authorities to pay all or part of an infraction fine. This would be subject to parliamentary process.

1.2.2.1 M1 J28-35a Smart Motorway

³⁵ <http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&Completed=0&ProjectID=18580>

The operation of the M1 SM-ALR scheme operating at 70mph was considered to have significant, adverse air quality impacts for the opening year of 2017. A mitigation option of 60mph weekday am and pm peak, 70mph IP, 70mph OP and weekend was therefore proposed and modelled by Highways England (HE). This will impact on air quality, even with the mitigation in place.

HE concluded however that the mitigated operating regime would not affect the overall achievement of the compliance date with the EU Directive on ambient air quality for the Sheffield Urban Area, because there are road links within the Sheffield Urban Area (a reporting zone for defra's reporting purposes to the EU) which are predicted to have higher roadside concentrations for the same year, than those impacted on by the scheme.

The mitigated scheme will cause an adverse impact on air quality and, in particular, delay Rotherham MBC's ability to comply with the EU Directive on ambient air quality within its M1 Air Quality Management Area. For the Sheffield Urban Area, a compliance date of before 2020 is predicted by Defra in the latest National Plan. However, the M1 J28-J35 SM-ALR EAR modelling predicts that compliance with the EU limit value will be later than the year 2020 in Rotherham's M1 Air Quality Management Area.

1.3 Climate Change

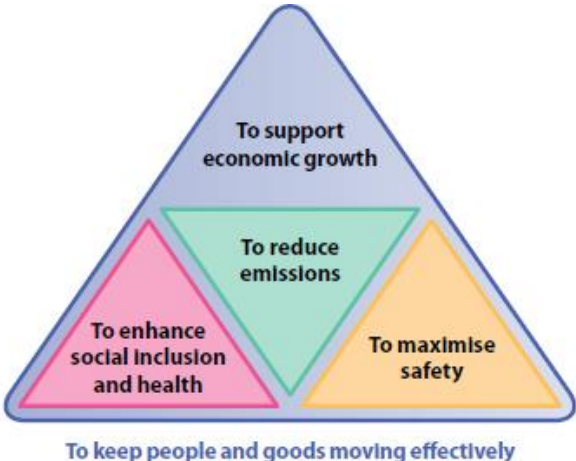
In 2008 the UK Climate Change Act established legally binding targets for the reduction of greenhouse gas emissions of 80% by 2050. According to figures calculated from the 2009 UK Greenhouse Gas inventory, HGVs (including buses) account for over 23% of emissions from the road transport sector and 4.6% of the total UK greenhouse gas emissions. In achieving the 80% reduction, there are some sectors that will be unable to meet this target (for example aviation and agriculture). Consequently, where possible, all other sectors of the economy will have to work towards total decarbonisation.

1.4 Air Quality Policy Context within the SCR

The role of the AQCG is to facilitate the delivery of the emissions reduction policies outlined in the SCR Transport Strategy (figure 1) and to support the delivery of the Strategic Economic Plan (SEP), by managing the environmental impact of economic growth across the region.

Included in the Air Quality and Climate Group's remit is to continue to address the need to evaluate and assess progress and performance through ongoing monitoring and measurement of emissions as required by Government. The Air Quality and Climate Group has the strategic lead for the air quality and climate change aspects of the **Sheffield City Region Transport Strategy (2011 – 2026)**, with overall responsibility for evaluation as well as those measures directly aimed at reducing emissions from vehicles and energy use. The Transport Strategy is currently centred on four goals:-

Figure 1



Underpinning these four goals are twenty-six policies, defined to achieve delivery of our Strategy. The AQ&CG has lead responsibility for the following three policies:-

Table 1

R	To work to improve the efficiency of all vehicles and reduce their carbon emissions and local air pollutants
U	To support the generation of energy from renewable sources and use energy in a responsible way
V	To improve air quality, especially in designated Air Quality Management Areas

As the LTP Implementation Plan has now expired, consideration is now being given to the preparation of a “Transport Delivery Plan”, with the adoption of three time scales in the plan, these being:

- Short (2017-18)
- Medium (2018-19 to 2020-21)
- Long (post March 2021)

The timescales for actions contained within this plan will therefore reflect the proposed timescales for the future Transport Delivery Plan. Should these timescales change in any future Transport Delivery Plan, these timescales can be altered accordingly.

Consideration is also being given to refresh the overarching Transport Strategy (2011-2026); however at the time of drafting of this plan, it is understood that this refresh has been put on hold, pending a wider review of the City Region’s infrastructure and investment ambitions.

At the time of the writing of this draft (January 2016), the definitive positioning of the AQC Group has yet to be finalised.

Section Two; Actions 2015-2021 and Potential Funding

2.1 Actions / Interventions

It should be noted that this plan is not an exploration of leading modal shift (this has been traditionally tackled by other LTP groups) but rather about incorporating the low emission technologies being developed for public and private transport. At present the uptake of low emission vehicles amongst the public has been limited, as with most products in their infancy, although there has recently been some acceleration in the number of nationally registered EVs. Growth in uptake is forecast over the next 25 years as car manufacturers move to develop low emission alternatives. The gradual shift to low emission, electric and hybrid vehicles will only be possible if research and investment in an infrastructure that can support them is undertaken at national and local level. The partners have a key role to play by directing resources to encourage the shift to a low emission economy.

Funding is needed for the SCR to reduce emissions from transport and to enable the city region to achieve sustainable economic growth.

The LTP and LSTF South Yorkshire projects which were led by the group for the period 2010-2016 include:

- The Care4air Campaign
- ECO Stars Fleet Recognition Scheme
- Air Quality Monitoring
- Air Quality Modelling
- Hydrogen refuelling infrastructure
- Electric vehicles
- CNG refuelling infrastructure

Following completion of the LTP3 implementation period (2011-2015), and the completion of LSTF projects by March 2016, the group will be required to provide support for LTP delivery, lead on projects and support bids for external funding streams such as the Ultra-Low Emission Vehicles (ULEV) and Clean Vehicle Technology Fund (CVTF).

The Office for Low Emission Vehicles (OLEV) announced funding to encourage the take up of ultra-low emission vehicles (ULEVs) in 2014. Bids for part of a £500m pot of funding are being assessed by DfT. These will support a range of measures and technologies that will assist the UK in meeting its low carbon commitments. Sheffield CC made a bid to the Go Ultra Low Cities Fund which offered £35m for 2-4 cities to commit to supporting a significant adoption of ULEV technology through 'softer measures' including free parking, car clubs, infrastructure provision and access to bus lanes. Although this particular bid has been unsuccessful, the lessons learned from this exercise will benefit the city region when developing future bids. In addition a feasibility study is being funded in 2015/16 for part of the £20m for local authorities to facilitate the uptake of ULEV taxis in Sheffield.

A key part of future work could be to try and encourage the de-dieselisation of the fleet. Sheffield CC's low emission zone (LEZ) study showed how significant diesel car emissions are in terms of causing poor air quality. (<https://www.sheffield.gov.uk/environment/air-quality/LEZ-feasibility.html>).

One project, which could form part of any ULEV bid could be the payment of a "scrappage" grant (as previously implemented nationally) for older diesel cars.

The SCR is an ideal place for funding from the £30m Low Emission Bus Fund. It is particularly important to fund the improvement of the SCR bus fleet as the impact of buses in AQMAs in the region is particularly high. In some AQMAs, buses contribute up to 40% of transport NOx emissions. Any improvement to the bus fleet will improve air quality. However, the bus operators need to be willing to take part in this, as the Councils do not run services directly.

There is a funding pot of £4m for a compressed natural gas (CNG) refuelling infrastructure, the details of which have not been released to date. A comprehensive survey of suitable sites for CNG refuelling stations in South Yorkshire has been undertaken by the group and the report is available on request from the group.

In September 2015, the Hydrogen Filling Station at Waverley close to M1 junction 33 was opened by ITM Power. The AQCG has worked closely on hydrogen refuelling with ITM Power. South Yorkshire is ideally placed to bid for the so far unspecified amount for hydrogen research being offered by OLEV.

It needs to be stressed that many of South Yorkshire schemes are already highly innovative compared to what else is currently being progressed nationally. Sites for CNG refuelling have been identified; we already have hydrogen powered vehicles running in South Yorkshire. An Electric Vehicle (EV) infrastructure is actively being encouraged through planning and also installed through LSTF schemes. The ECO Stars Fleet recognition scheme is nationally recognised and has over 100 members in South Yorkshire alone, as well as being rolled out throughout the UK. Care4air uses social marketing to get the key messages about transport and air quality out to the general public. But all these schemes need funding, and it is vitally important that such schemes continue if the SCR is to achieve sustainable economic growth.

If the work of the AQCG is successful, the SCR could potentially become one of a small number of areas which is a flagship region for the uptake of new technologies and ULEVs. It would have a clean and attractive environment and benefit from good air quality, all of which would make the region more attractive to inward investment. The SCR will then be in a position to be a beacon for other regions looking to reduce their emissions and improve their local air quality. Successful regions will also attract international attention.

The AQCG will work closely with the SCR Combined Authority to secure the optimum level of funding for schemes to improve air quality and health for the people of the city region.

2.2 Programme Management / Governance

The Air Quality and Climate Group will continue to provide support and technical information for bids such as the Clean Vehicle Technology Fund, OLEV etc.

Following any refresh of the Transport Strategy (2011-2026) and development of Transport Delivery Plans, we will be able to better identify appropriate governance structures. In addition, the AQCG has considered programme management of proposed actions / schemes. Whilst members of this group can be nominated "leads" for individual projects, and the group as a whole possess considerable transportation knowledge and experience, the group proposes the acquisition of additional management resource to enable the successful production of funding bids and subsequent implementation of schemes. The group will therefore seek to include additional funding for management resource within funding bids as appropriate.

As a proportion of the identified funding of schemes is not administered by the SCR (e.g. OLEV, CVTF), working in obtaining this funding and subsequent implementation of these funded schemes can progress independently of the SCR to some extent.

2.3 Assessment and Prioritisation of Actions

Moving forward, we have developed an evidenced based and detailed action plan, which outlines the activities this Group would like to deliver in the short, medium and long term. A technical exercise, detailed in Appendix A, was carried out identifying the contribution of different vehicle types to emissions in the South Yorkshire AQMAs. This evidence informs decisions on which actions should be taken forward to ensure they will provide the most cost effective improvements to air quality.

The broad conclusions of the exercise were that diesel cars (including taxis) are a particular major source of NO_x within all of our AQMAs. Buses provide a significant contribution to road traffic related NO_x emissions; however the proportion varies in each AQMA, depending on the

prevalence of buses and bus routes. This situation is similar for heavy goods vehicles (HGVs) emissions (again dependent on location of AQMAs in relation to prevalence of HGV movements), whilst light goods vehicles (LGVs) are making an increasingly significant contribution to NOx emissions within our urban areas, partly due to more home deliveries undertaken as a consequence of internet shopping.

Although the focus of the technical exercise has been on NOx emissions, the Group recognise the additional benefits of proposed activities / interventions. Where appropriate, associated particulate matter and carbon emission benefits are highlighted, along with other potential benefits, such as reduction in road traffic associated noise and the encouraging of safer driver techniques and active travel.

The technical work will further refine the application of activities and interventions to suit each AQMA accordingly. This further refinement and prioritisation will take place alongside the development of appropriate funding bids and the “scoping-out” of schemes.

Table two below lists existing and future proposed schemes, including potential funding mechanisms, likely timescales for delivery, indicative costs and summary assessment subsequent emissions and air pollutants concentrations reduction benefit. Table three therefore acts as a prioritisation matrix to ensure that the most cost effective, targeted and deliverable interventions are implemented.

Furthermore, table two has been broken down into specific project areas, these being:

- Awareness Raising
- Reduce Existing Vehicle Emissions
- Low Emission Vehicles and Fuels
- Project Assessment and Scenario Testing
- Implementation and Management

Each of the actions / interventions has been categorised into one of these project areas.

Table 2

SCR AQCG Previous Schemes

Project	Description	Status	Funding	Timeframe	Cost	Benefit		
						Emissions per vehicle	Concentrations	Additional Benefits
Awareness Raising								
Care4air	The South Yorkshire air quality campaign premise is to use social marketing to engage the public with the air quality subject. Launched in 2004 it has been highlighted as best practice nationally and continues as a strong brand to promote air quality in South Yorkshire.	Existing Scheme.	LSTF	Current until 31.03.16	L	L	L	Encourages carbon reduction, active travel
Public Information	Methods to inform the public on current local air quality levels and public health information.	Small scale local schemes delivered on a LA level.	Local Authorities	Current until 31.03.16	L	L	L	
Promote Travel Choices	InMotion funded by LSTF currently carries out this function providing advice to the public and businesses on the various public and sustainable transport choices available in South Yorkshire. Includes travel planning, bike loan and public transport ticket promotions.	Existing Scheme delivered by other groups.	LSTF	Current until 31.03.16	H	M	L	Encourages carbon reduction, active travel
Reduce Existing Vehicle Emissions								
ECO Stars	Eco Stars scheme provides recognition, guidance and advice to operators of goods vehicles, buses and coaches in the South Yorkshire area. Each member signing up receives tailor-made support to ensure that their fleet is running as efficiently and economically as possible, to help them progress to higher ratings	Existing Scheme.	LSTF	Current until 31.03.16	M	M	M	Encourages carbon reduction
ECO driving	LSTF main bid includes eco driving training / messages as part of the ECO Academy scheme. ECO driving information freely available with the ongoing commitment to the care4air website. PR campaign based on ECOdriving techniques delivered.	Existing Scheme delivered by other groups.	LSTF	Current until 31.03.16	L	L	L	Encourages carbon reduction, active travel
Retrofitting PSV	Two bus routes in the region have been selected for retrofitting using Thermo Management Technology (TMT) on Euro V buses, funded by the CVTF. The technology works by raising the engine temperature so that Ad-Blue is released which neutralises NOx emissions. The X78 and 75 routes traverse a number of AQMAs in the region.	Pilot technology has been successfully carried out. Roll out to all buses commencing shortly.	CVTF	Current until 31.03.16	M	H	M	Reduction in PM10
Low Emission Vehicles and Fuels								
EV Infrastructure	Local Sustainable Transport Fund – Electric Vehicle Project “Inmotion”: This is a unique project, circa £1m, funded through the Department for Transport’s Local Sustainable Transport Fund. The project is delivered in conjunction with Npower and the 4 South Yorkshire metropolitan councils, and is co-ordinated by Sheffield City Council: http://www.inmotion.co.uk/schemes/electric-vehicles/ Electric Vehicle Project is promoting the uptake of EVs across small and medium size businesses in South	Existing Scheme.	LSTF	Current until 31.03.16	M	H	M	Reduction in PM10, reduction in road traffic noise

Project	Description	Status	Funding	Timeframe	Cost	Benefit		
						Emissions per vehicle	Concentrations	Additional Benefits
	Yorkshire.							
Hydrogen Re-fuelling	The project aim is to provide a refuelling infrastructure and demonstration vehicles to establish hydrogen as part of the mix of low emission technologies in the region. Establishment of a refuelling station will leverage private sector and government investment, increasing the use of Hydrogen in the local fleet	Previous project has seen investment in re-fuelling site and vehicles at the AMP.	LTP	Current until 31.03.16	M	H	L	
Sheffield Low Emission Study	Sheffield CC commissioned and completed a Low Emission Study in the city. The results have provided a detailed profile of emissions and helped quantify the scale of measures need to improve air quality. The proposal is to extend the study across South Yorkshire, using the methodology adopted in Sheffield. The results of the study would inform the future AQAP of the SCR and the Local Councils.	First study conducted for Sheffield only, has provided a lot of evidence for preferred options.	Defra	Current until 31.03.16	M	n/a	n/a	Reduction in PM ₁₀ , reduction in road traffic noise
Project Assessment and Scenario Testing								
Monitoring	Monitoring continues to take place across South Yorkshire as part of the LTP3 programme. The monitoring project focuses on road transport pollution and produces data which is used to measure progress towards the attainment of air quality targets.	Existing scheme.	LTP	Current until 31.03.16	L	n/a	n/a	
Modelling	Project to maintain and update an air quality model which is used to predict air quality and carbon emissions from traffic throughout South Yorkshire, following the development of a Countywide emissions database for all traffic, which includes the latest emission factors.	Existing scheme.	LTP	Current until 31.03.16	L	n/a	n/a	

Table 3 SCR AQCG Proposed Future Schemes

Project	Description	Status	Potential Funding Streams	Timeframe	Cost	Benefit		
						Emissions per vehicle	Concentrations	Additional Benefits
Awareness Raising								
Public Information	Provision of information to the public on current local air quality levels, ways that individuals and businesses can contribute to improving air quality and public health information.	Small scale local schemes delivered on a LA level.	Local Authority	On-going	L	L	L	
Care4air	The South Yorkshire air quality campaign premise is to use social marketing to engage the public with the air quality subject. Launched in 2004 it has been highlighted as best practice nationally and continues as a strong brand to promote air quality in South Yorkshire.	Awaiting funding.	Government Grants SCR Devolved funding Developer contributions(As NPPF)	Subject to funding	L	L	L	Encourages carbon reduction, active travel
Promote Travel Choices	Previously InMotion funded by LSTF - provides advice to the public and businesses on the various public and sustainable transport choices available in South Yorkshire. Including travel planning, bike	Awaiting funding. Led by other groups but	DfT "Access" funds (2016/17?)	Subject to funding	H	M	L	Encourages carbon reduction,

Project	Description	Status	Potential Funding Streams	Timeframe	Cost	Benefit		
						Emissions per vehicle	Concentrations	Additional Benefits
	loan and public transport ticket promotions.	contribute to improving air quality.	SCR Devolved funding DfT?					active travel
Reduce Existing Vehicle Emissions								
ECO Stars	The Eco Stars scheme provides recognition, guidance and advice to operators of goods vehicles, buses and coaches in the South Yorkshire area. Each member signing up receives tailor-made support to ensure that their fleet is running as efficiently and economically as possible, to help them reduce emissions and progress to higher ratings. The Scheme has been recognised nationally and rolled out to over 20 other areas in the UK. In Scotland it is supported by the Scottish Government.	Awaiting funding from April 2016	DfT "Access" funds (2016/17?) SCR Devolved funding	Subject to funding	M	M	M	Encourages carbon reduction
Bus measures	Funding such as that from the OLEV Low Emissions Bus Fund and CVTF provide opportunities to bid for funding to improve the bus fleet in South Yorkshire. The AQCG identify options and encourages operators to bid for these funds in partnership with SYPTe and the SCR team. Measures include retrofitting, fleet renewal, more stringent Quality Bus Partnerships (QBP), alternative fuelled vehicles.	Retrofitting with TMT bid already successful via CVTF. EV feasibility in Sheffield. QBP being rolled out across South Yorkshire.	DfT Funding from Low Emissions Bus Fund and CVTF; Subject to a competitive bidding process	Subject to funding Short/ Medium – Long term	M	H	M	PM ₁₀ reduction
Taxi Measures	The OLEV Taxi Fund is available for ultra-low emission taxis. Stricter licensing regime (Local Authorities) Provision of EV charging points convenient for taxi ranks.	Sheffield Feasibility Study identified Taxis emissions as an area for improvement.	OLEV Taxi Fund	Medium	M	H	M	PM ₁₀ reduction
Diesel Scrappage	A South Yorkshire scheme to provide a set monetary incentive to exchange old diesel vehicles for cleaner vehicles. The fund would apply only to those vehicles that were being scrapped and not sold on to be re-used elsewhere.	Feasibility stage. Subject to funding	Central Government	Long	M	M	M	PM ₁₀ reduction
Low Emission Vehicles and Fuels								
Low Emission Zones/Clean Air Zones	Feasibility studies carried out in Sheffield. Defra has proposed Clean Air Zones for 5 cities outside London. Sheffield is not one of them.	Feasibility Study completed. Subject to funding.	Local Authority Central Government (no funding has been announced for this to date)	Long	M	H	H	PM ₁₀ reduction
CNG Infrastructure	Implement CNG re-fuelling within the region as part of the mix of low emission technologies. Project could aim to lever in private sector and Government investment, increasing the use of CNG in the region and nationally. Requires private sector commitment	Feasibility study carried out identifying locations in South Yorkshire where CNG re-fuelling is suitable.	OLEV CNG re-fuelling Infrastructure Fund could be a source of potential funding.	Long	H	H	H	PM ₁₀ reduction
EV Infrastructure	Further infrastructure projects and promotion of the benefits of EV. Installation of public fast and rapid EV charging points to create a	Some EV points have been	Subject to funding from	Medium	M	H	M	Reduction in PM ₁₀

Project	Description	Status	Potential Funding Streams	Timeframe	Cost	Benefit		
						Emissions per vehicle	Concentrations	Additional Benefits
	viable network for both the residents of Sheffield City Region and visitors to the area.	installed through planning contributions and the Inmotion SME Electric LGV project.	Sheffield Go Ultra Low Cities Bid					reduction in road traffic noise
Hydrogen Re-fuelling	The project has already provided the first publically available refuelling station and demonstration vehicles to establish hydrogen as part of the mix of low emission technologies in the region. Aim to set up a hydrogen vehicle car club.	Re-fuelling station operational	Private sector funding.	Long	M	H	H	Reduction in PM ₁₀ ,
South Yorkshire Low Emission Study	Sheffield CC commissioned and completed a Low Emission Study in the city. The results have provided a detailed profile of emissions and helped quantify the scale of measures need to improve air quality. The proposal is to extend the study across South Yorkshire, using the methodology adopted in Sheffield. The results of the study would inform the future AQAP of the SCR and the Local Councils.	First study conducted for Sheffield only, has provided a lot of evidence for preferred options.	LTP/ DfT "Access" funds /AQ Grant	Short	M	n/a	n/a	
Project Assessment and Scenario Testing								
Monitoring	Monitoring continues to take place across South Yorkshire as part of the LTP3 programme. The monitoring project focuses on road transport pollution and produces data which is used to measure progress towards the attainment of air quality targets.	Existing scheme funded by LTP 2015/2016. Funding from 2016/17 needed.	LTP	On-going	L	n/a	n/a	
Modelling	Project to maintain and update an air quality model which is used to predict air quality and carbon emissions from traffic throughout South Yorkshire, following the development of a Countywide emissions database for all traffic, which includes the latest emission factors.	Existing scheme funded by LTP 2015/2016. Funding from 2016/17 needed.	LTP	On-going	L	n/a	n/a	
Implementation and Management								
Project Management Resource	To enable successful funding bids and implementation of elements of this programme, a funding contribution will be needed to fund project management.	Revenue Funding required.	No funding stream identified.	Short – Medium	L	n/a	n/a	

Timeframe: Current 2015-2016, Short-term 2016-2018, Medium term 2018-2021, Long term Post 2021.

Costs

Low	Medium	High
<£100,000	£100,000 - £1 million	>£1 million

Impact on Concentrations

Low	Medium	High
<0.3µg/m ³	0.3 – 1 µg/m ³	>1 µg/m ³

Impact on Emissions

Low <10%	Medium 10-30%	High >30%

Table 4: Potential Funding Streams

Department	Fund	Value	Description
OLEV	Low Emission Bus Fund (LEB)	£30m nationally with no cap on bids but if over £5m, must be scalable	Acts as a top up grant and payment towards infrastructure costs
	Cities Bid	£35m total, no indication of how this will be split between the 2 to 4 winners.	SCC are bidding into this to become an exemplar in encouraging the uptake and operation of ultra-low emission vehicles
	Gas Refuelling Infrastructure Fund	£4m nationally	Aimed at HGVs and the introduction of stations on the Strategic network i.e. motorway service stations
	Taxis	£20m nationally	For ultra-low emission taxis (acts as a top up grant and payment towards infrastructure costs like the LEB fund)
	Hydrogen Refuelling Infrastructure Fund	£6.6m nationally. With £0.25m awarded for AMP refuelling site	Sheffield based ITM Power received £1m funding for four upgrades to Sheff/Roth(x1) and London (x3) stations
DfT	Clean Vehicle Technology Fund (CVTF) (formerly Clean Bus Technology Fund - CBTF)	£5million nationally (up to £500,000 per authority area).	CBTF/CVTF was aimed at retrofitting NOx abatement technology. In 2015-2016 CBTF funding secured for £500,000 for upgrade of 25 buses.
	Green Bus Fund (now the LEB, see above)	The Green Bus Fund had four rounds and offered funding on a declining basis (£30m in round 1 reduced to £20m in round 4)	Covered the uplift cost between a standard bus and low carbon equivalent, now replaced by the Low Emission Bus (LEB) fund.
	Cycle Cities Ambition Grant	£114m extension made available to the 8 cities which originally applied (none in the SCR)	Previous SCR bid unsuccessful, but it is understood a plan is being developed to try to access this in the future.
	BSOG and the Low Carbon Vehicle Payment	BSOG is paid to the operators based upon their diesel consumption figures they submit to the DfT. On top of this an additional 6p per km is paid for operators of low carbon vehicles.	Although the amounts issued are not known, this is an area of greater influence to reduce the incentive to use more diesel.
	"Access" Fund	Government is considering committing £80M for revenue funding, over four years, after 2015-16 LSTF funding.	Pro rata (based on previous South Yorkshire LSTF settlements), this has been calculated as potentially being worth £1.4 per annum, which would be a reduction from previous LSTF funding. Awaiting further information.
DEFRA	Defra Air Quality Grant	The AQ Grant scheme has been annual since 1997. Funding offered has declined to £0.5m this year.	Supports expenditure by eligible local authorities on measures to improve air quality.

DECC			DECC have grants aimed at encouraging the uptake of renewable energy systems but this is at the periphery of air quality. This is more in the realms of carbon reduction
DH			The search of DH funding for transport was unsuccessful. In the past there have been partnerships to fund sustainable travel due to the health improvements. Possible area for development in the future, but local Public Health budgets are being reduced
LTP and EU Funding			ECO Stars was originally LTP funded, followed by LSTF. EU Intelligent Energy Funding has been used to roll it out across Europe according to the website. Care for Air is a communications campaign that has been supported by LTP funding

4. GVA Info for the Air Quality and Climate Change Action Plan

Across the North, our Cities and towns are engines of economic growth. As progress is made with implementation of the Northern Powerhouse, it is anticipated that our cities and towns will generate significant uplift in gross domestic product (GDP), including within the Sheffield City Region.

However this can bring about significant economic, social and environmental costs, which need to be managed and mitigated early in the planning process. As pioneering cities across the world are demonstrating, more compact and connected urban development, built around significant public transport, can create cities that are economically dynamic and healthier, and that have lower emissions. Such an approach to our planning and delivery of GVA³⁶ in the Sheffield City Region could enhance our environmental and Air Quality credentials now and into the future. Several of our actions within this plan will assist in mitigating the environmental impact of growth, without being a barrier to this increase of growth. These include the promotion of low emission infrastructures etc., to prepare for these future major shifts in how transport will operate in the region.

From an Air Quality/Climate Change perspective, it is difficult to provide figures in terms of its contribution to uplift in GVA. However well-designed policies in these fields can make growth and air quality and climate objectives mutually reinforcing in both the short and medium term. In the long term, if air pollution and climate change is not tackled, growth itself will be at risk. One way of monetising the impact of poor air quality is to look at the societal cost, many of which can impact on economic growth and the reputation of the region. This can be of real concern to businesses looking to establish themselves, expand or relocate to a new area. As part of business planning many companies take into account the wider implications and the potential for external costs which can impact on their businesses and workforce.

Examples of Societal Costs

In terms of wider impacts on the UK economy, DEFRA estimate that poor air quality costs between a total of £9 billion-£17 billion.

Congestion and poor air quality go hand in hand, with congestion costing our urban areas over £11bn each year, with the highest costs experienced during peak times of the day. This congestion is bad for cities and towns and bad for many businesses. In particular freight operators and their customers – over 25% of all road freight journeys, are delayed by congestion.

Air pollution is a major environmental risk to health. By reducing air pollution levels, regions can reduce the burden of disease from stroke, heart disease, lung cancer, and both chronic and acute respiratory diseases, including asthma, which alone costs the NHS an estimated £1 billion a year.

There are also economic benefits. Government estimates that the economic cost of the health impacts of poor air quality in the UK is around £15 billion per annum. Accordingly, reductions in emissions and exposure can generate significant savings in health budgets and reduced costs for employers.

Clean air attracts investment. Business services and international relocation agencies (such as Forbes) frequently ranks cities on how “toxic” or polluted they are. These and other rankings influence investment and location decisions by major firms. For instance, these quality of life issues affect the most economically valuable jobs, which are essential to London status as a preeminent global business center. Whilst the Forbes criteria applies to “international” cities, such as London, there can be a perception from businesses on the environmental attractiveness of a region, and, in the

³⁶ **Gross value added (GVA)** is the measure of the value of goods and services produced in an area, industry or sector of an economy, in economics. In national accounts GVA is output minus intermediate consumption; it is a balancing item of the national accounts' production account.

past, there have been such enquiries in the Sheffield City Region with regard to air pollution.

Section Three; Performance Indicators

In monitoring the outcomes and overall impact of our activity, the South Yorkshire LTP Partners developed a suite of performance measures aligned to our Transport Strategy. This Plan contains the results for Tier 2 indicators:

Tier 2: Delivery / Implementation – LTP related outcome indicators, including mode share of travel, public transport patronage, highway maintenance and road casualty numbers.

The Tier 2 indicators ascribed to AQ&CG activities are “Mode Share of Journeys” measure (2-01a), which relates to travel to / from the four main South Yorkshire urban centres. The other relevant Tier 2 indicator reports “Levels of NO₂ and PM₁₀ in Air Quality Management Areas” (2-06a). Our ambition is for a slight improvement during the period of our Implementation Plan, with reported results actually exceeding projections.

Results from our designated Performance Indicators show that recorded levels of NO₂ are as predicted, remaining at a constant 44 -45 µg/m³. Levels of PM₁₀ have fallen further than originally projected, i.e. 22 - 23 µg/m³, as compared to the forecasted 25 µg/m³. These totals, however, are reported against a background of falling traffic levels.

Levels of monitored annual mean nitrogen dioxide and PM₁₀ in South Yorkshire are decreasing gradually in the county’s AQMAs. Between 2005 and 2013, the average nitrogen dioxide annual mean measured by the group in AQMAs fell from 49 µg/m³ to 43 µg/m³. The average annual mean PM₁₀ in South Yorkshire’s AQMAs fell from 31 µg/m³ to 24 µg/m³.

TABLE 5: South Yorkshire Air Quality and Climate related Performance Indicators (updated August 2014)

INDICATOR		COMPONENT		RESULTS					PERFORMANCE	
									RAG	Notes
Calendar Year		2008	2009	2010	2011	2012	2013	2014	RAG	Notes
2-01a : MODE SHARE OF JOURNEYS TO / FROM URBAN CENTRES People (%)	Single occupancy cars	426,305 (30.9)	433,639 (31.3)	438,154 (31.8)	423,101 (31.8)	421,344 (32.4)	432,069 (33.1)		N/A	No forecasts have been established for this indicator
	Multi occupancy cars	367,981 (26.6)	376,608 (27.2)	364,850 (26.5)	361,432 (27.1)	342,107 (26.3)	326,363 (25.0)			
	Light Goods Vehicles	108,288 (7.8)	102,006 (7.4)	103,127 (7.5)	102,725 (7.7)	102,598 (7.9)	100,553 (7.7)			
	Medium / Heavy Goods Vehicles	33,154 (2.4)	28,968 (2.1)	28,374 (2.1)	26,745 (2.0)	25,331 (1.9)	25,648 (2.0)			
	Buses	264,057 (19.1)	243,524 (17.6)	237,547 (17.2)	219,035 (16.4)	209,682 (16.1)	225,364 (17.3)			
	Trams	38,665 (2.8)	35,709 (2.6)	42,421 (3.1)	33,382 (2.5)	32,574 (2.5)	34,112 (2.6)			
	Trains	49,068 (3.6)	53,937 (3.9)	54,558 (4.0)	54,887 (4.1)	60,020 (4.6)	56,696 (4.3)			
	Motor Cycles	6,101 (0.4)	6,932 (0.5)	5,623 (0.4)	5,362 (0.4)	6,039 (0.5)	4,331 (0.3)			
	Pedal Cycles	6,468 (0.5)	7,330 (0.5)	7,150 (0.5)	7,805 (0.6)	7,554 (0.6)	7,037 (0.5)			
	Pedestrians	81,577 (5.9)	95,996 (6.9)	97,528 (7.1)	98,010 (7.4)	91,926 (7.1)	91,470 (7.0)			
All	1,384,649 (100.0)	1,386,812 (100.0)	1,379,332 (100.0)	1,332,484 (100.0)	1,299,175 (100.0)	1,303,643 (100.0)				
Calendar Year		2008	2009	2010	2011	2012	2013	2014	RAG	Notes
2-06a: LEVELS OF NO2 AND PM10 IN AQMAs ug/m3	NO2 (Actual)	44	45	45	44	45	43		G	Forecasts have been suggested to 2013 only at the present time. Projections for 2014 will be investigated once the implications of "Euro6" engines have been assessed.
	NO2 (Forecast)	N/A	N/A	N/A	45	45	44	TBC		
	PM10 (Actual)	24	22	25	23	22	24			
	PM10 (Forecast)	N/A	N/A	N/A	25	25	24	TBC		

RAG

- R Red: Performance not achieving forecast level and / or worse than reported in the previous year.
- A Amber: Performance improving but still not achieving forecast level and / or worse than reported in the previous year but improved since the 'base year'.
- G Green: Performance matching or exceeding forecasts and / or better than in the previous year.
- N/A Not Available.

Section Four; Interfaces with Other LTP Groups and External Agencies

SUBJECT	ISSUE
ASSET MANAGEMENT & MAINTENANCE GROUP (Lead officer - Lee Garrett, DMBC)	
Energy efficiency	Reduce the carbon impact of our assets.
Low carbon energy	Exploit our existing and future assets for the generation of low carbon energy.
Low carbon travel	Ensure our assets support the promotion of travel modes such as cycling, walking and public transport.
Alternative / Low Carbon fuels	Maintenance implications of installing new infrastructure for alternative / renewable fuels for vehicles. Ensure our infrastructure supports the provision of refuelling facilities in recognition of the increasing shift towards low emission fuels including gas, electric and hydrogen. Specifically we will, together, develop a low carbon energy strategy across the LTP's assets, including the identification of sites within our asset base suitable for gas and electric recharging.
Lighting	Trialling / use of LED type lighting and associated capital costs; reducing the number and time lamps are on.
Use of assets for energy generation	Full assessments required on the scope and nature of assets for energy generation, e.g. use of signs and fixtures as sites for the generation of electricity, such as solar panels.
Better maintained roads	A better understanding required on the carbon and low emission impacts of "better" road surfacing.
NETWORK MANAGEMENT GROUP (Lead officer – Peter Vickers, SCC)	
Air pollution & other emissions	Make informed decisions to mitigate air pollution and other emissions and develop our collective modelling capability.
Journey reliability	A focus on journey reliability (rather than journey speed) is helpful to both agendas.
Project Assessment	There is a need for a more joined up process of formulating / assessing schemes. Carbon / air quality impacts need to be written specifically into scheme assessments of all significant schemes.
sylTS	There would be productive interfaces between sylTS and air quality assessments.
Highway incidents	Consideration needs to be given to the management of incidents on the highway and which agencies need to do what.
Carbon impact	Climate policies are very broad - consideration should be given to appropriate indicators of carbon impact.
FREIGHT PARTNERSHIP GROUP (Lead officer – Anne Beddoes)	
Engage with the freight community	Shape and complete the Freight Strategy so that air quality and carbon are mitigated.
Eco Stars	Promote Eco Stars to all fleet operators.
PUBLIC TRANSPORT BOARD (Lead officer – Louise Fannon)	
Fleet performance	Establish the current make-up and performance of the operator fleet.
	Develop a plan with emissions performance improvement over the next 10 years in line with collective AQAPs.
Eco Stars	Promote Eco Stars to all fleet operators.
Drive Green	
CYCLING AND ACTIVE TRAVEL GROUP (Lead Officer – TBC)	
Achieve modal shift	Develop an integrated communications plan.

SUBJECT	ISSUE
	Influence support packages for organisations Travel Plans e.g. advice on using vehicles efficiently / alternative fuels.
	Understand the impact of initiatives to promote more efficient vehicles on modal shift.
	Understand the opportunities to further reduce emissions related to initiatives such as car clubs / electric bikes.

SAFER ROADS PARTNERSHIP (Lead officer – Joanne Wherle)	
Eco-driving	Continue to integrate eco-driving into the safer roads programme.
Vehicle technology	Understand the safety issues associated with changes to vehicle technology, especially for electric, gas, hybrid and hydrogen vehicles.
HIGHWAYS ENGLAND (Sheffield and Rotherham Councils for M1 motorway))	
M1 speed limits.	Continue to work with the HE in relation to speed limits on the M1 motorway at Tinsley for air quality reasons, and other issues on the HE network, such as air quality issues on the A616 Transpennine route.

Appendix A: Source Apportionment of Emissions

South Yorkshire AQCG Source Apportionment Methodology

It is necessary to update the source apportionment exercise for the Air Quality Management Areas (AQMAs) in South Yorkshire to contribute to the evidence base for prioritising measures within the Sheffield City Region air quality action plan.

The approach is based on Statutory Defra guidance¹ to assess air quality by Local Authorities in their Local Air Quality Management (LAQM) Review and Assessment duties and details the standard methodology advised for conducting modelling exercises.

This methodology represents a consistent approach which is available to all Local Authorities, using locally operated modelling systems.

It shall be noted that all modelling comes with inherent uncertainty and although a standard methodology looks to reduce this uncertainty, any modelling results come with a +/-25% accuracy.

The exercise will be conducted using the latest available Airviro Model used in South Yorkshire over the last 16 years. Officers from each South Yorkshire local authority have received appropriate training for Airviro emissions database work and dispersion modelling, and are active members of a national Airviro User Group. Furthermore, officers have vast experience of undertaking their LAQM duties. There is therefore sufficient local expertise to ensure an agreed and consistent approach within the sub region.

The agreement is to use a baseline source apportionment of 2014. Therefore the following data sets are used;

- EDB – Rotherham/jk/EDB_0715_Base (database developed by AEAT using the Sheffield LEZ² vehicle split with updated EF from COPERT4 v10.0 and NAEI v6.0.1)
- Weather data – Scenario for 2014
- Traffic – AADT for 2014 from DfT³

The following factors will also be applied to any source apportionment model runs;

- Resolution will be at 25m grid squares
- Nitrogen dioxide conversion using the Derwent-Middleton equation

Model runs are performed for each AQMA and results are presented at sensitive receptors and/or at the worst case location where the following will be calculated;

Stage 1 – Source Apportionment of Sector Emissions

The percentage contribution of the following sectors will be calculated for South Yorkshire: Industrial; Domestic; Background and Transport.

Stage 2 – Source Apportionment by Vehicle Type

The percentage contribution of each vehicle type to the transport sector emissions in each AQMA, the vehicle types are as follows:
Petrol Car, Diesel Car, LGV (100% considered diesel), Bus, HGV Rigid and HGV Articulated. The % contribution will be calculated by performing a model run with one vehicle type in turn being omitted and subtracted from the total road transport emissions.

Subsequent breakdown of total NOx emissions in South Yorkshire, using Airviro estimates that 53% of emissions with the county are attributable to industrial, commercial and domestic sources, whilst the remainder (47%) are due to road transport emissions.

Road traffic emissions have consequently been further assessed, using the above methodology, in order to calculate the percentage contribution of each vehicle type to the transport sector emissions in each AQMA. These results are presented below for each of the four South Yorkshire districts.

References;

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69334/pb13081-tech-guidance-laqm-tg-09-090218.pdf

²<https://www.sheffield.gov.uk/environment/air-quality/LEZ-feasibility.html>

³<http://www.dft.gov.uk/traffic-counts/cp.php>

Appendix G: Further Evaluation of Actions

Proposed Actions Table

Low, Medium and High classification from Table A.1 – Action Toolbox LAQM.TG(16)

Low effect – action focused on a small proportion of sources contributing to an exceedance

Medium effect – action focused on only one key emissions source

High effect – action focused on dealing with key high emitting sources, or a number of emissions sources

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NOx and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
1	Carriageway Improvements	Traffic Management	Congestion Management	Dependent on location	To be confirmed	BMBC, H&T	Alleviate congestion, reduce emissions	All	Yes	Table A.1 deems the impact as being low. However, previous traffic management schemes in the borough have had a more significant impact	Potential subject to future funding bids
2	Barnsley Bus Partnership Agreement	Transport Planning and Infrastructure	Public Transport Improvements	Where bus routes located (2A, 4, 5, 7)	Bus Operators (?) and DIT (retrofit / upgrade)	BMBC, H&T	Bus emission standards, reliable journey time, less congestion, modal shift from car?	Bus	Yes	High	Definite Development of agreement currently ongoing, expected to be implemented by 2017

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NO _x and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
3	Encourage uptake of lower emission vehicles and alternative fuels (EVs, CNG, H ₂)	Promoting low emission transport	<p>Procuring alternative refuelling infrastructure to promote Low Emission Vehicles, EV recharging</p> <p>Public vehicle procurement – prioritising uptake of low emission vehicles</p>	All and boroughwide)	<p>SCR gainshare</p> <p>LTP Developer contributions (planning application conditioning)</p>	BMBC, H&T	LEVs	All	Yes	High	Potential Subject to current funding bids
4	Langsett	Traffic Management	Congestion Management	6	HE AQ fund, Trans Pennine scheme	HE	Traffic management schemes	All	Yes	High, as Barnsley MBC detailed assessment (2013) indicated a more significant emission reduction	Potential , subject to funding and stakeholder approval

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NOx and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
5	Planning applications – air quality assessment and mitigation	Policy Guidance and Development Control	Air Quality Planning and Policy guidance	All and boroughwide	Existing budget	BMBC Reg Services	Encourage and require Low Emission Strategy mitigations for new development	All	Not detailed in Table A.1, but Low Emissions Strategy indicated as having +ve impact on PM _{2.5} concentrations	Not detailed in Table A.1, but Low Emissions Strategy indicated as having High impact on reducing NOx and PM ₁₀ emissions	Definite Ongoing since 2015
6	Speed restrictions on gradient Feasibility Study	Traffic Management	Congestion Management	4	Existing budget	BMBC Reg Services	Imposition of speed controls	All	Yes	Subject to conclusions of assessment (supporting dispersion modelling exercise)	Potential Subject to identification of appropriate funding, feasibility study and stakeholder approval
7	Procurement	Policy Guidance and Development Control	Sustainable Procurement Guidance	All and boroughwide	Procurement budget (See WYLES?)	Procurement / Assets	Lower emission vehicles for Council fleets / supply chain	All?	Not detailed in Table A.1, but Low Emissions Strategy indicated as having +ve impact on PM _{2.5} concentrations	Not detailed in Table A.1, but Low Emissions Strategy indicated as having High impact on reducing NOx and PM ₁₀ emissions	Potential , subject to discussion and negotiation with Procurement

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NOx and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
8	Control over emissions from Part B and A2 processes, and act as consultees for Part A1 processes	No EU category / classification	No EU category / classification	All and boroughwide	Contained within existing budget	BMBC Reg Services	Reduction in NOx and PM emissions	Industrial	Yes	Not detailed in Table A1, but will have +ve impact on reducing NOx and PM ₁₀ emissions	Definite, ongoing from previous Action Plans
9	Enforcement of the Clean Air Act with regards to industrial smoke	No EU category / classification	No EU category / classification	All and boroughwide	Contained within existing budget	BMBC Reg Services	Reduction in NOx and PM emissions	Industrial	Yes	Not detailed in Table A1, but will have +ve impact on reducing NOx and PM ₁₀ emissions	Definite, ongoing from previous Action Plans
10	Enforcement of the Clean Air Act with regards to domestic smoke control	No EU category / classification	No EU category / classification	All and boroughwide	Contained within existing budget	BMBC Reg Services	Reduction in NOx and PM emissions	Domestic	Yes	Not detailed in Table A1, but will have +ve impact on reducing NOx and PM ₁₀ emissions	Definite, ongoing from previous Action Plans
11	Investigation of nuisance complaints, including appropriate action to resolve the problem	No EU category / classification	No EU category / classification	All and boroughwide	Contained within existing budget	BMBC Reg Services	Reduction in NOx and PM emissions	Domestic	Yes	Not detailed in Table A1, but will have +ve impact on reducing NOx and PM ₁₀ emissions	Definite, ongoing from previous Action Plans

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NO _x and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
12	BMBC fleet improvements	Vehicle Fleet Efficiency	Vehicle retrofitting programmes	All and boroughwide	Subject to future funding opportunities and meeting funding criteria	BMBC	Reduction in NO _x and PM emissions	HGVs, LGVs	Yes	Medium	Potential , dependent on future opportunities
13	Priority parking for LEVs	Promoting low emission transport	Priority parking for LEVs	All and boroughwide	BMBC	BMBC	Reduction in NO _x and PM emissions	Petrol and Diesel Cars	Yes	High	Potential , subject to BMBC Car Parking Strategy requirements (Strategy being reviewed in 2016)
14	Freight and Delivery Management	Freight and Delivery Management	Delivery and Service plans	All and boroughwide	To be confirmed	BMBC H&T	Reduction in NO _x and PM emissions	HGVs, LGVs	Yes	Medium	Potential , subject to future opportunities for dialogue with operators

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NO _x and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
15	ECO Stars HDV Fleet Recognition Scheme	Vehicle Fleet Efficiency	Vehicle Fleet efficiency and recognition schemes	All and boroughwide	STTF – Access fund	BMBC, H&T	Fleet operation best practice	Buses, HGVs, Vans	Yes	Medium	Definite Subject to Sustainable Travel Transition funding 16-17, and future Access funding
16	ECO Stars Taxi Fleet Recognition Scheme	Vehicle Fleet Efficiency	Vehicle Fleet efficiency and recognition schemes	All and boroughwide	STTF – Access fund	BMBC, H&T	Taxi Fleet operation best practice	Taxis, Private Hire Vehicles	Yes	Medium	Potential Subject to suitable funding
17	ECO Driving	Vehicle Fleet Efficiency	Driver training and ECO driving aids	All and boroughwide	STTF – Access fund, and others?	BMBC, H&T	Public and Private sector LDV best practice	Diesel and Petrol LDVs (Cars)	Yes	Medium	Potential Subject to future funding

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NO _x and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
18	Consolidation Centre	Freight and Delivery Management	Freight Consolidation Centre	All and boroughwide	Subject to opportunity to develop these facilities as part of future development in the borough	BMBC	Reduction in NO _x and PM emissions	HGVs	Yes	Medium	Potential , dependent on future opportunities
19	Barnsley Intelligent Transport System (MOVA / SCOOT)	Traffic Management	Congestion Management	2A, 4, 5	Maintenance of systems cost met until 2018	BMBC, H&T	Alleviate congestion	All	Yes	Low	Definite Implemented, ongoing maintenance to 2018
20	Encourage cycling and walking (developing infrastructure and campaigns)	Promoting Travel Alternatives Transport Planning and Infrastructure	Promotion of Cycling Promotion of Walking Public cycle hire scheme Cycle network	All and boroughwide	SCR, Developer contributions, STTF (future access funds)	BMBC, H&T	Modal Shift	Diesel and Petrol LDVs (Cars)	Yes	Low	Potential Subject to Sustainable Travel Transition funding 16-17, and future Access funding

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NOx and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
21	Care4Air	Public Information	Via the internet, leaflets, radio, television and other mechanisms	All and boroughwide	To be identified	BMBC Reg Services	Awareness raising campaigns facts Health benefits of cycling and walking	All (in this case, traffic, industrial and domestic)	Not detailed in Table A1	Not detailed in Table A1	Potential South Yorkshire regional action, subject to funding
22	Assessment of air quality impact of major traffic schemes	Traffic Management	Congestion Management	All and boroughwide	Existing budget	BMBC Reg Services	Ensure air quality impact of the scheme is minimised	All	Not detailed in Table A1	Not detailed in Table A1	Definite , ongoing from previous Action Plans
23	Smoky diesel Hotline	Public Information	Via the internet, leaflets, radio, television and other mechanisms	All and boroughwide	Contained within existing budget	BMBC Reg Services	Reduction in NOx and PM emissions	HGVs, Buses	Yes	Not detailed in Table A1, but will have +ve impact on reducing NOx and PM ₁₀ emissions	Definite , previous action, but consideration given to resurrecting this action due to current concerns regarding diesel emissions

No.	Proposed Action	Measure Category	Measure Classification	AQMA	Potential Funding	Lead Authority	Impact	Targeted Fleets / sources	Table A.1 Action Plan Toolbox TG(16) Effect on reducing PM _{2.5} concentrations	Table A.1 Action Toolbox TG(16) Effect on reducing NOx and PM ₁₀ emissions Low, Medium, High Classification	Definite / Potential (as detailed Summer 2016)
24	Car and Lift sharing programmes	Alternatives to private vehicle use	Car and Lift sharing schemes	All and boroughwide	STTF, Access	BMBC, SYTPE	Reduction in NOx and PM emissions	Petrol and Diesel Cars	Yes	Low	Definite , see https://southyorkshire.ffshare.co.uk
25	Promoting Travel Alternatives (Workplace travel planning; encourage / facilitate home-working; personalised travel planning; school travel plans)	Promoting Travel Alternatives	(Workplace travel planning; encourage / facilitate home-working; personalised travel planning; school travel plans)	All and boroughwide	Local Transport Plan?	BMBC H&T	Reduction in NOx and PM emissions	Petrol and Diesel Cars	Yes	Low	Definite , ongoing
26	Anti-idling policy feasibility study	Traffic Management	Anti-idling enforcement	All and boroughwide	To be confirmed	BMBC	Reduction in NOx and PM emissions	All	Yes	Low	Potential , subject to assessment of feasibility

Glossary of Terms

Abbreviation	Description
Airviro	Sophisticated software, operated by the four South Yorkshire local authorities, which enables the modelling of air pollution concentrations over a geographical area
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
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
CNG	Compressed Natural Gas
Defra	Department for Environment, Food and Rural Affairs
ECO Stars	Efficient, Cleaner Operation
EU	European Union
HDV	Heavy Duty Vehicle
HGV	Heavy Good Vehicle
LAQM	Local Air Quality Management
LGV	Light Goods Vehicle
NPPF	National Planning Policy Framework
MOVA	Microprocessor Optimised Vehicle Actuation
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
Part A1, Part A2 and Part B processes	Facilities which are regulated under the Environmental Permitting (England and Wales) Regulations 2010 SI 2010/675 (as amended ("the Regulations"). Part A2 and Part B processes are regulated by the Local Authority
PHOF	Public Health Outcome Indicator

PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
SCOOT	Split Cycle and Offset Optimisation Technique
STTF	Sustainable Transport Transition Fund

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