CHELTENHAM
BOROUGH COUNCIL

Notice of a meeting of
Overview & Scrutiny Committee

Monday, 5 July 2021
6.00 pm
Council Chamber - Municipal Offices

Membership	
Councillors:	Chris Mason (Chair), Alex Hegenbarth (Vice-Chair), Dilys Barrell, Nigel Britter, Wendy Flynn, Alisha Lewis, Emma Nelson, John Payne, Julie Sankey and Jo Stafford

The Council has a substitution process and any substitutions will be announced at the meeting

Agenda

1.		**APOLOGIES**	
2.		**DECLARATIONS OF INTEREST**	
3.		**MINUTES OF THE LAST MEETING** 7 June 2021	(Pages 5 - 10)
4.		**PUBLIC AND MEMBER QUESTIONS, CALLS FOR ACTIONS AND PETITIONS**	
5.		**MATTERS REFERRED TO COMMITTEE**	
6.	6.05 pm	**UBICO ANNUAL REPORT** Beth Boughton (Managing Director – Ubico), Karen Watson (Client Officer – CBC) and Councillor Dobie (Cabinet Member Waste & Recycling & Street Services) **Objective:** Consider the Ubico annual performance report, as well as understanding the main risks and opportunities and consider how Gloucester City have been integrated (this is also an opportunity to meet the new MD, Beth Boughton)	(Pages 11 - 28)
7.	6.45 pm	**AIR QUALITY ACTION PLAN UPDATE AND SCHOOLS MONITORING PROJECT RESULTS** Gareth Jones, Senior Environmental Health Officer (CBC) and a GCC representative has been invited **Objective:** receive an update on progress on the revised Air Quality Action Plan and consider the results from the Cheltenham Schools Air Quality monitoring	(Pages 29 - 62)

8.	7.15 pm	**FEEDBACK FROM OTHER SCRUTINY MEETINGS ATTENDED** Gloucestershire Economic Growth O&S Committee (9 June) – update from Councillor Paul McCloskey	(Pages 63 - 64)
9.		**CABINET BRIEFING** Councillor Hay, Leader **Objective:** An update from the Cabinet on key issues for Cabinet Members which may be of interest to Overview and Scrutiny and may inform the work plan	(Pages 65 - 70)
10.		**REVIEW OF SCRUTINY WORKPLAN**	(Pages 71 - 76)
11.		**LOCAL GOVERNMENT ACT 1972 - EXEMPT INFORMATION** **The committee is recommended to approve the following resolution:-** "That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3, Part (1) Schedule (12A) Local Government Act 1972, namely: Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
12.	7.35 pm	**CHELTENHAM TRUST UPDATE** Richard Gibson (Strategy and Engagement Manager) and Laurie Bell (Chief Executive - Cheltenham Trust) **Objective** :An update from the Chief Executive on the Trust's performance over the past year, including a summary of its financial position and performance; An update on the council's plans for the management agreement review.	(Pages 77 - 84)
12 a		**Capital Grant Award to support the redevelopment of The Wilson Art Gallery and Museum** Richard Gibson (Strategy and Engagement Manager) and Laurie Bell (Chief Executive - Cheltenham Trust) **Objective:** To consider the business case for the proposed redevelopment of the Wilson	(Pages 85 - 108)
13.		**EXEMPT MINUTES OF THE LAST MEETING** 7 June 2021	(Pages 109 - 110)

14.		**DATE OF NEXT MEETING** 2 August 2021 (this is not a public meeting, but will instead be a training session)	
		INFORMAL DE-BRIEF What went well? Can we identify opportunities for improvement or training needs?	

Contact Officer: Saira Malin, Democracy Officer, 01242 264129
Email: democratic.services@cheltenham.gov.uk

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Overview & Scrutiny Committee

Monday, 7th June, 2021
6.00 - 7.15 pm

Attendees	
Councillors:	Chris Mason (Chair), Dilys Barrell, Nigel Britter, Wendy Flynn, Alisha Lewis, Emma Nelson, John Payne and Jo Stafford
Also in attendance:	Louise Boyle (Solace), Councillor Jeffries (Deputy Leader), Paul Jones (Executive Director Finance & Assets), Darren Knight (Executive Director People & Change), Martin Stacy (Lead Commissioner - Housing Services, Environmental and Regulatory Services) and Paul Tuckey (CBH)

Minutes

1. APOLOGIES

Councillor Sankey and Hegenbarth had given their apologies, as had the Leader of the Council, though Councillor Jeffries, as Deputy Leader, attended in her place.

The Chair took the opportunity to welcome new members if the committee.

2. DECLARATIONS OF INTEREST

Councillor Nelson declared a non-pecuniary interest in agenda item 6 (Solace), as her husband was the newly elected Police and Crime Commissioner.

3. MINUTES OF THE LAST MEETING

The minutes of the last meeting were circulated with the agenda.

Councillor Barrell highlighted the suggestion made by Councillor Horwood at the last meeting that this authority make common calls with Stroud and Cotswold district councils to see whether there were further representations that could be made direct to the Department of Health, or some of the other NHS bodies such as the South West Clinical Senate or the Getting It Right First Time Team, to raise further concerns about the Fit for the Future proposals that had been accepted by the Health Overview and Scrutiny Committee at GCC. Councillor Barrell accepted that there had been no discussion or conclusion on this suggestion at the meeting in April, but queried whether the committee should recommend that Cabinet reach out to the relevant districts on this issue. The committee agreed to make a recommendation for Cabinet to consider the suggested approach.

Upon a vote it was

RESOLVED that the minutes of the meeting held on the 19 April 2021 be agreed and signed as an accurate record.

4. PUBLIC AND MEMBER QUESTIONS, CALLS FOR ACTIONS AND PETITIONS

There were none.

5. MATTERS REFERRED TO COMMITTEE

There were none.

6. SOLACE

Louise Boyle, the SOLACE Team Leader, introduced the briefing paper along with Martin Stacy (CBC Lead Commissioner - Housing Services, Environmental and Regulatory Services) and Paul Tuckey (CBH Housing Options Manager), and highlighted its key aspects.

SOLACE was operational in Gloucester for a number of years before expanding to Cheltenham in 2018. Between February 2018 and April 2021, the Cheltenham team dealt with 166 cases relating to high and medium level anti-social behaviour such as aggressive begging, neighbourhood disputes and criminality.

SOLACE's Key Performance Indicators included reducing repeat victims of anti-social behaviour. Since February 2018, there had been 22 repeat victims, an average of 7.3 a year or 0.6 per month. Another KPI included providing a holistic approach and build public confidence and across the same period of time, 252 cases had been closed with no need for legal action across Cheltenham and Gloucester.

During the Covid crisis, SOLACE had been able to operate largely how it did before thanks to its joint working with the police and councils, with the key difference being the form of communication, with partners, particularly from the police and courts, having provided a great deal of support. SOLACE also had a place on the Covid-19 Emergency Accommodation Protocol, working with partners to provide Covid-safe emergency accommodation.

In terms of the process for housing rough sleepers, SOLACE normally got involved when there was an aspect of anti-social behaviour. They used an engage, support, enforce model, with enforcement as the last resort. Many cases were complex, with factors including substance abuse, mental health and PTSD, and it was important to take time to engage people properly. If enforcement was needed, this was done with the help of One Legal, though there needed to be alarm, harassment or distress being caused in order to legally justify enforcement.

Martin Stacy (CBC Lead Commissioner - Housing Services, Environmental and Regulatory Services) stressed that all roads lead to housing options, with the key being to provide rough sleepers with a pathway to accommodation. The real challenges were in working with those with complex needs, and figuring out how best to engage, accommodate and support them. In Cheltenham they had established six housing-led properties, providing accommodation that was 'wrapped around' with constant support for the individuals living there. They had also commissioned a support officer who spent time building trust with these individuals and getting them on the pathway to independent living.

He acknowledged that the number of rough sleepers had increased significantly over the last 5 years or so, and that short-term funding streams posed an issue. The latest new funding award would last for nine months, from July to the end of March. Though, there were advantages to these short-term funding streams, importantly being able to reflect, review and reshape their approach on a regular basis.

Paul Tuckey (CBH Housing Options Manager) outlined his key role in assessing applicants while liaising with partners to offer support, interventions, mental health services and domestic abuse services. It was important to work together to find long-term solutions and engage people, supported by proper aftercare services. An Interventions Officer was now working in the team, working closely with those impacted by rough sleeping and he reiterated the importance of robust wraparound support being provided.

A member praised the very thorough report and the important work that SOLACE undertook. She asked how the street link worked, and whether the officers found it to be satisfactory. Louise Boyle responded that the street link was generally very proactive and effective. She acknowledged that responses could be slower when rough sleepers move during the night and are more difficult to find, but also that this was difficult to avoid. Overall, she was happy with the process and its outcomes.

The same member also asked about the duty to refer process. Paul Tuckey responded that the duty to refer came in under the 2018 Homelessness Reduction Act and obliged statutory authorities to give local authorities prior notification when they became aware of someone who was either homeless or threatened with homelessness in their area. Anyone could submit a referral to the authority, either through the website, via email or over the phone, though there may be some glitches in what was still a relatively new system.

Another member asked whether the clients they dealt with were primarily the subjects or perpetrators of antisocial behaviour. Louise Boyle responded that they could be either or a mixture, and that SOLACE would deal with both aspects on a case-by-case basis.

The same member also noted that SOLACE was a relatively small organisation with a low budget. The ONS suggested that 35% of crime in Gloucestershire was related to anti-social behaviour and queried where SOLACE fit into the response to this? Louise Boyle responded that they worked on high and medium level antisocial behaviour, with lower-level ASB referred to either the council's neighbourhood team, other support organisations, or to Restorative Gloucestershire who offer restorative justice and mediation. The restorative approach can help resolve neighbourhood disputes before they bubbled over into something more serious.

A member asked for more details on the KPIs. Louise Boyle responded that the KPIs were reported to the quarterly governance board, which involved representatives of CBC, GCC and the police and that she was happy to report back with more info on KPIs in the future.

The Chair asked what the council could realistically do to help SOLACE work more effectively. Louise Boyle responded that they were fortunate to have

ongoing support from CBC, particularly from the neighbourhood team and Environmental Health. Martin Stacy suggested that the most significant help would come from simply delivering more homes and widening the range of options in the housing stock. CBH recently agreed to deliver six new homes for the most complex rough sleeping cases, but he noted that there could never be too many. It was important that the housing options team within CBH continues to improve understanding throughout the organisation, and that we keep looking at how processes and partnerships could be improved.

The Chair thanked representatives for their contributions and suggested that they return in twelve months with an update.

No decision was required.

7. O&S REVIEW SCRUTINY TASK GROUP - FINAL REPORT

The Chairman reminded members that the objective for this committee was to consider the proposed actions and timescales being proposed by the task group.

Councillor Payne, as Chair of the task group, was pleased to be able to present the report, which set out the proposed actions and timescales in response to the Campbell Tickell recommendations and which he felt clearly demonstrated the rationale for each of the proposed actions. He explained that for health reasons he had been prevented from attending all but one of the meetings, and thanked the other members of the group, Councillors Parsons, McCloskey and Barrell for their hard work. He also wished to put on record his thanks to the Democracy Officer and Executive Director People & Change for the considerable organisational skill, knowledge and support that they had provided the group. He felt that the report made clear that the methodology used by the group was sound and had allowed them to scrutinise the recommendations and develop well thought out responses for each, as detailed in the report. Campbell Tickell had made 19 recommendations and whilst he did not intend to go through them all, he felt some were particularly important. Recommendation 1 and defining the role of the committee, was the key recommendation and he felt that the draft definition was sound, workable and covered a huge proportion of the work undertaken by the committee.

He was of the opinion that much progress had been made over the last two years in terms of the briefs and advice being provided to report writers and presenters (Recommendation 10) and that this was critical in ensuring the continued success of the committee.

Another critical recommendation, in his view, was that relating to the continued development for members and the de-brief that would be scheduled at the end of each agenda would provide an effective means of allowing the committee to scrutinise its own performance and become more effective.

Councillor Payne explained that the committee were being asked to approve the proposed actions and timescales in response to the 19 Campbell Tickell recommendations. At this stage he reminded members that of these 19 recommendations, twelve had already actioned, which he felt clearly demonstrated the commitment of officers and the organisation as a whole, to modernise and enhance the relevance of scrutiny. One recommendation was

being rejected (as it called for the Chair to read all reports ahead of publication and was simply impractical) and the remaining six were due to be completed by the end of June 2021.

The Executive Director People & Change highlighted member comments on the quality of the report and presentation for the previous item and acknowledged that tightening-up of the administration of the committee had driven improvement, a journey which he hoped would continue.

Councillor Barrell, commented that she had thoroughly enjoyed her time on the group and echoed the sentiments of Councillor Payne in terms of the level support provided by Officers. She also highlighted that having attended a recent scrutiny training session run by Gloucestershire County Council she had been pleased to see that this committee was doing much of what was being suggested as part of that training, and encouraged that, in fact, we were doing more in some cases.

Upon a vote it was unanimously

RESOLVED that the proposed responses to the Campbell Tickell recommendations (see Appendix 1 of the task group report), be accepted.

8. CABINET BRIEFING

Councillor Jeffries, Deputy Leader, apologised that the spreadsheet detailing the revised portfolios had not been circulated earlier. He assured members that the portfolios had been tweaked rather than significant changes having been made and that these changes had been made in consultation with the Executive Leadership Team and better reflected the revised Operating Model for the organisation.

In fact, many portfolios had stayed relatively unchanged, with the Leader continuing to focus on the strategic level. Finance & Assets now included Gloucestershire Airport, as an asset. The Housing portfolio had remained relatively unchanged given the commitment to sizeable investment in the town. The Culture, Wellbeing and Business portfolio aimed to bring together elements of the place agenda, as well as the Recovery Task Force and the cemetery and crematorium had been added to the Safety & Communities portfolio as a key community service. There had been some minor changes to the Waste, Recycling & Street Services portfolio based on the operating model and a focus on parking had been included linked to potential changes to national policy. It was felt that it made sense to join Customer & Regulatory Services given the customer focus of regulatory services, and Cyber was a sizeable amount of work but it was felt that there were also major links with Strategic Transport (J10, etc). Finally, Climate Change alone represented a significant strand of work, but equally was one that cut through all other portfolios.

A member felt that the restructuring of portfolios was good as some portfolios now fit much better with what the council was doing, but she did query how Cabinet could make it easier for back benchers to engage with cabinet members and queried whether there was anything the Deputy Leader felt Cabinet itself felt it could improve.

The Deputy Leader felt that the new structure would prove easier for members, particularly new members to understand and reassured the committee that Cabinet were open to having conversations and no member should feel unable to approach them. He suggested that one challenge for Cabinet would be strengthening linkages between colleagues, after Cabinet increased from 7 members to 9.

Another member acknowledged that climate change did indeed cut across all portfolios. However, having heard the Cabinet Member Climate Change, at the last C5 meeting, say that there was no action at all that CBC as an organisation could take to address the climate change agenda without GCC; if this were true, how could CBC move the climate change agenda forward. The Deputy Leader, in the absence of the Cabinet Member, acknowledged that CBC were not able to change the policy direction of others, but were able to do everything they could to demonstrate leadership and hopefully influence others.

There were no further questions.

9. REVIEW OF SCRUTINY WORK PLAN

Work plan circulated with the agenda.

No comments or questions.

10. LOCAL GOVERNMENT ACT 1972 - EXEMPT INFORMATION

Upon a vote it was unanimously

RESOLVED that in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3, Part (1) Schedule (12A) Local Government Act 1972, namely:

Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)

11. NORTH PLACE AND PORTLAND STREET

The committee considered an update on North Place and Portland Street.

12. DATE OF NEXT MEETING

The next meeting was scheduled for the 5 July 2021.

Chris Mason
Chairman

Ubico Annual Report

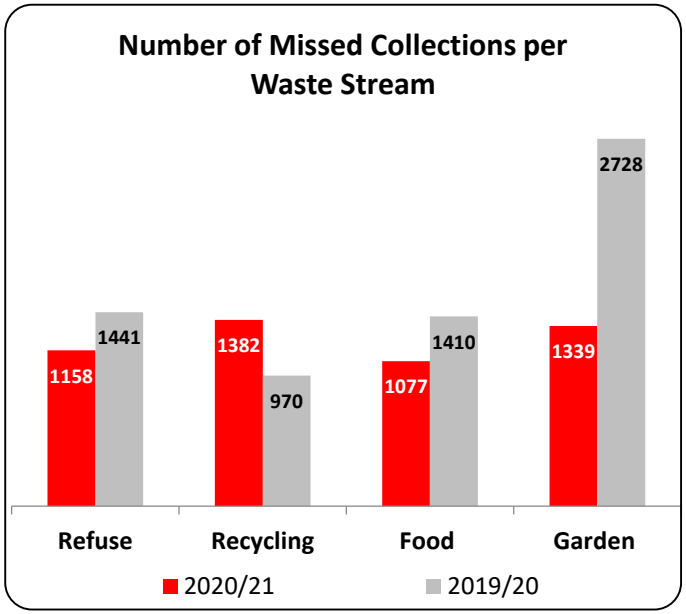
April 2020 to March 2021

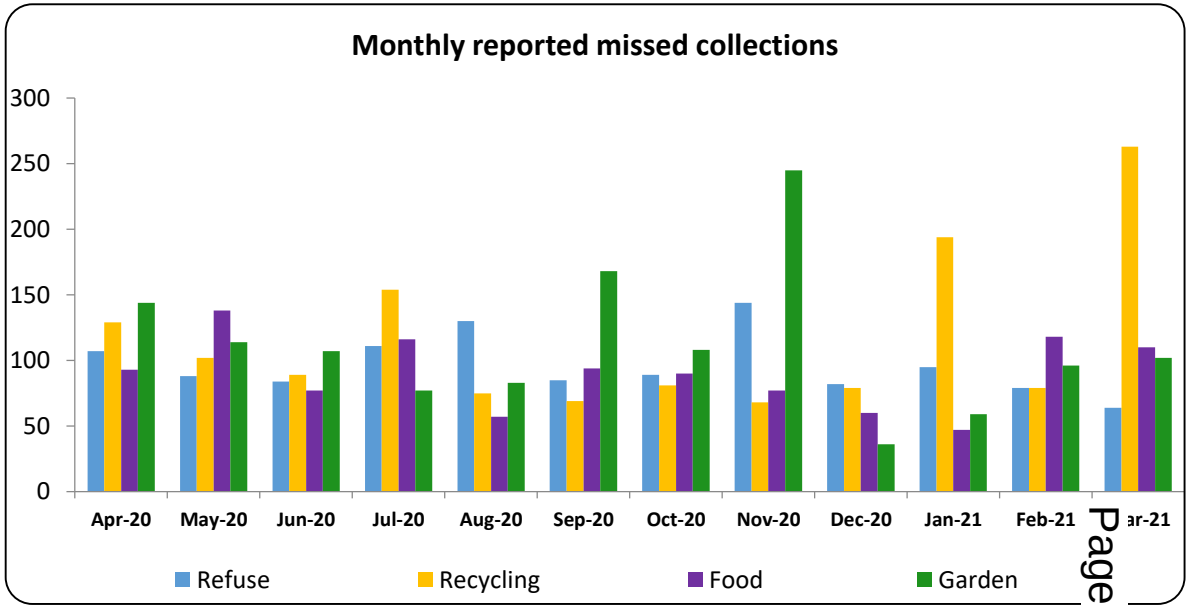
CHELTENHAM
BOROUGH COUNCIL

Executive Summary

- Overall missed collections have reduced across all waste streams compared to previous year except for the recycling stream
- Collection accuracy appears to be steady around 99.93% (above the set target of 99%)
- The number of formal complaints has reduced by 52% compared to 2019/20
- The number of compliments received has increased by 169% compared to th previous year
- Overall, our performance has improved
- We are starting to see a downwards trend in the number of personal accidents
- Driver Vehicle Standards Agency “green” rating retained for another year. Please refer to page 16 for further details

Deliver Quality: Missed Collections





Recycling collection: We saw a significant rise in missed collections in March which was mainly caused by the loss of a regular driver on the communal flats collection round, thus leaving the contract with a knowledge gap. This has now been addressed.

Refuse collection: This service has seen a significant reduction in missed collections in 20/21 compared to 19/20. Alongside a drive to reduce missed collections, crew stability due to low staff turnover within this service has been a contributing factor.

Garden waste collection : This service remains a challenge as new customers are added daily to the scheme. We are now highlighting new customers on the running sheets to help the crews identify them with ease.

Food waste collection: Food waste has a significant reduction in the number of missed collections, despite a rise in the up take on this service.

Deliver Quality: Collections – Apr 20 – Mar 21

Total collections: 6,621,710

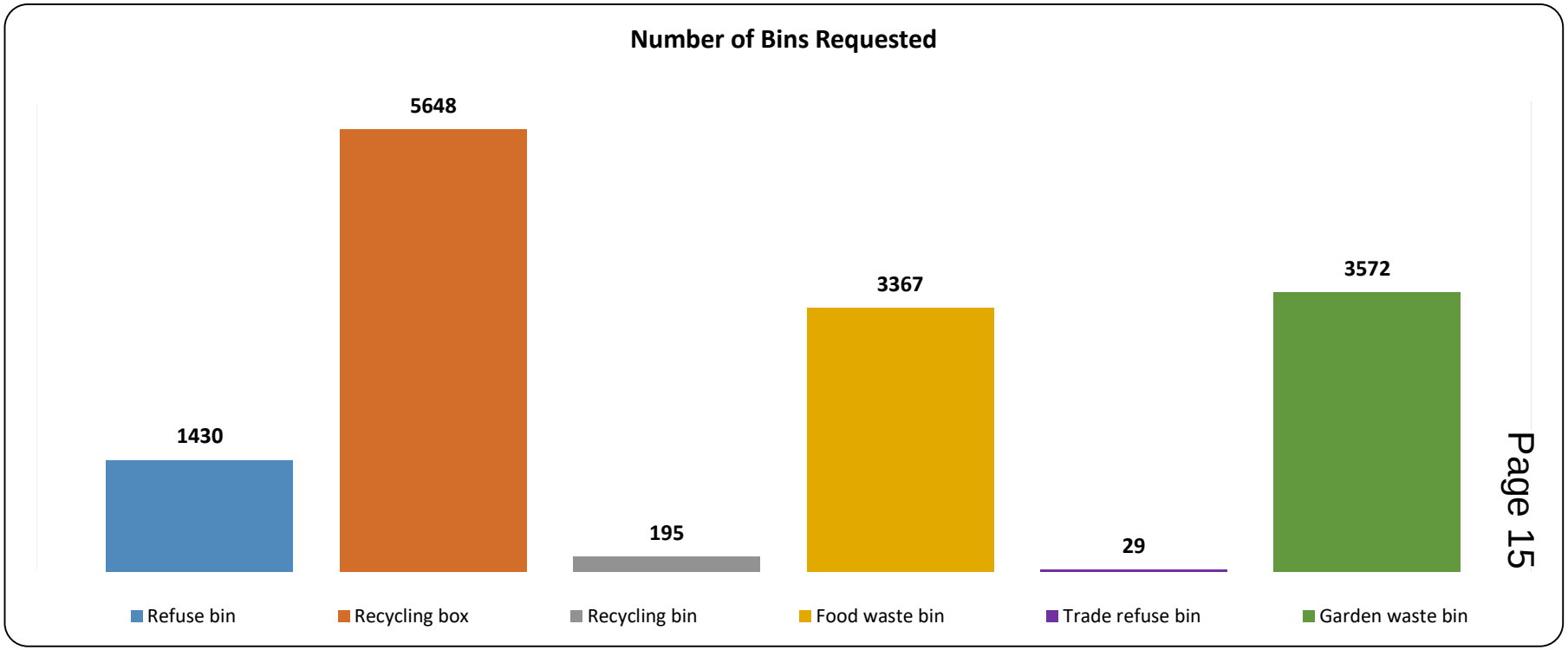
Total missed collections: 4,956

Target: 99%

Collection Accuracy %: 99.93%

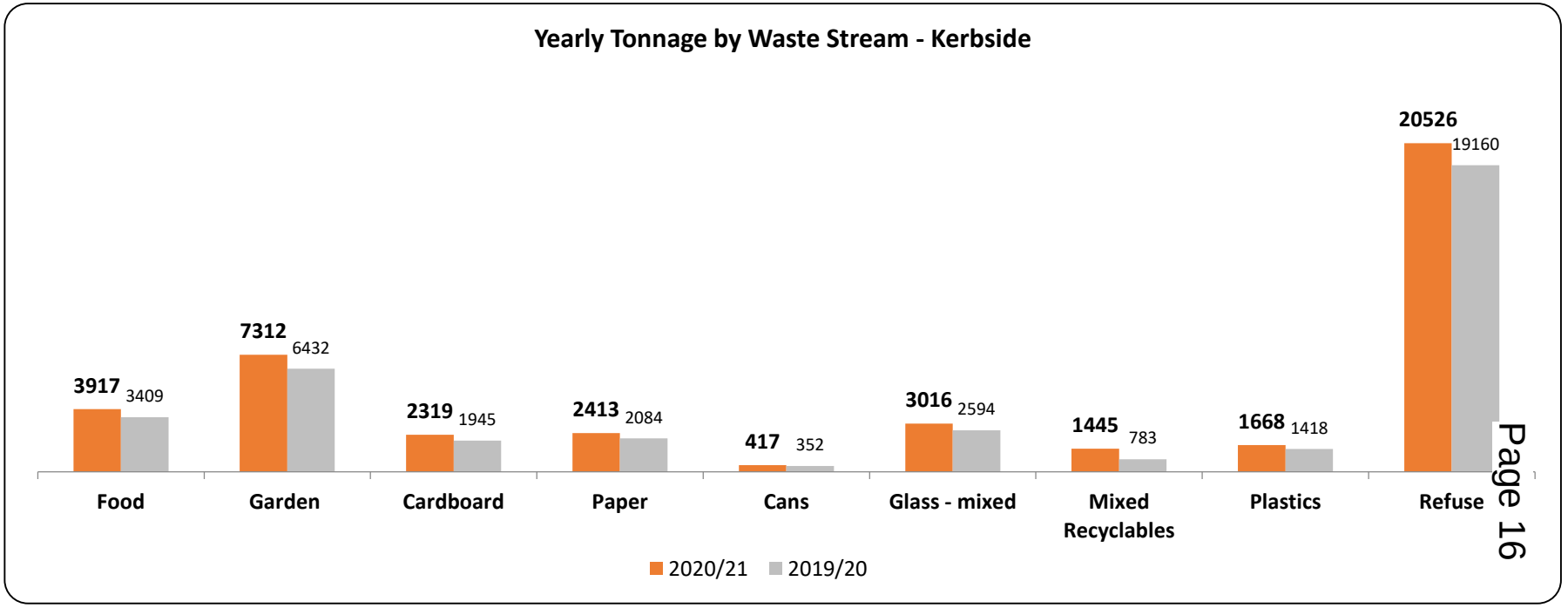
The target of 99% again has been surpassed due to the hard work and dedication of the collection crews and Supervisors. I take my hat off to the hard work that they have put in to achieve this.

Deliver Quality: Bin Requests



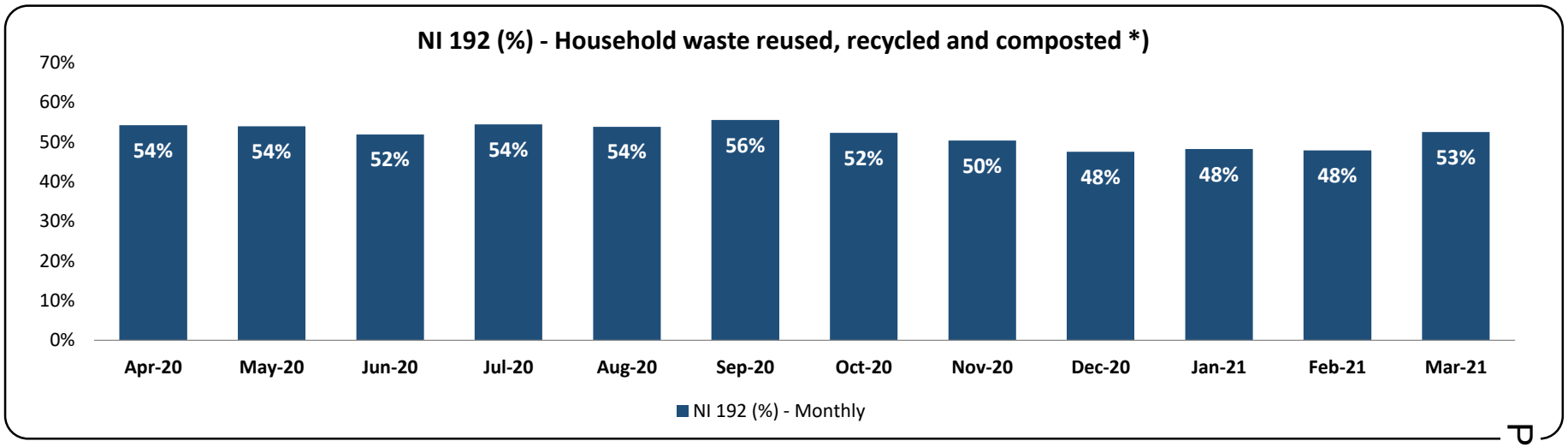
The contract has seen a significant rise in the number of bin requests as more residents take up the excellent recycling services that Cheltenham Borough Council offers.

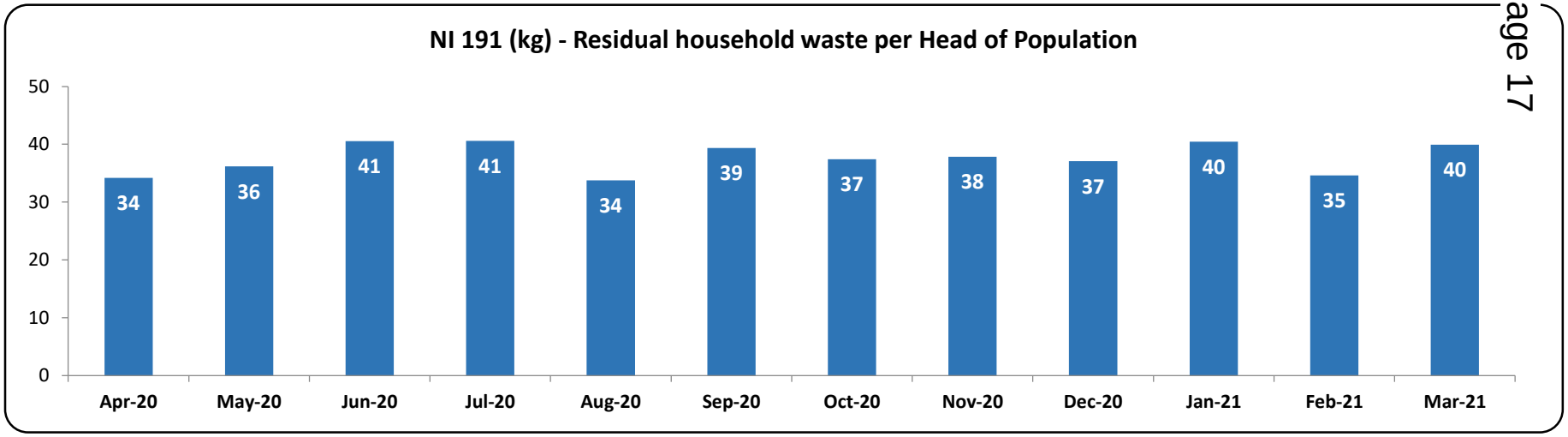
Deliver Quality: Tonnages



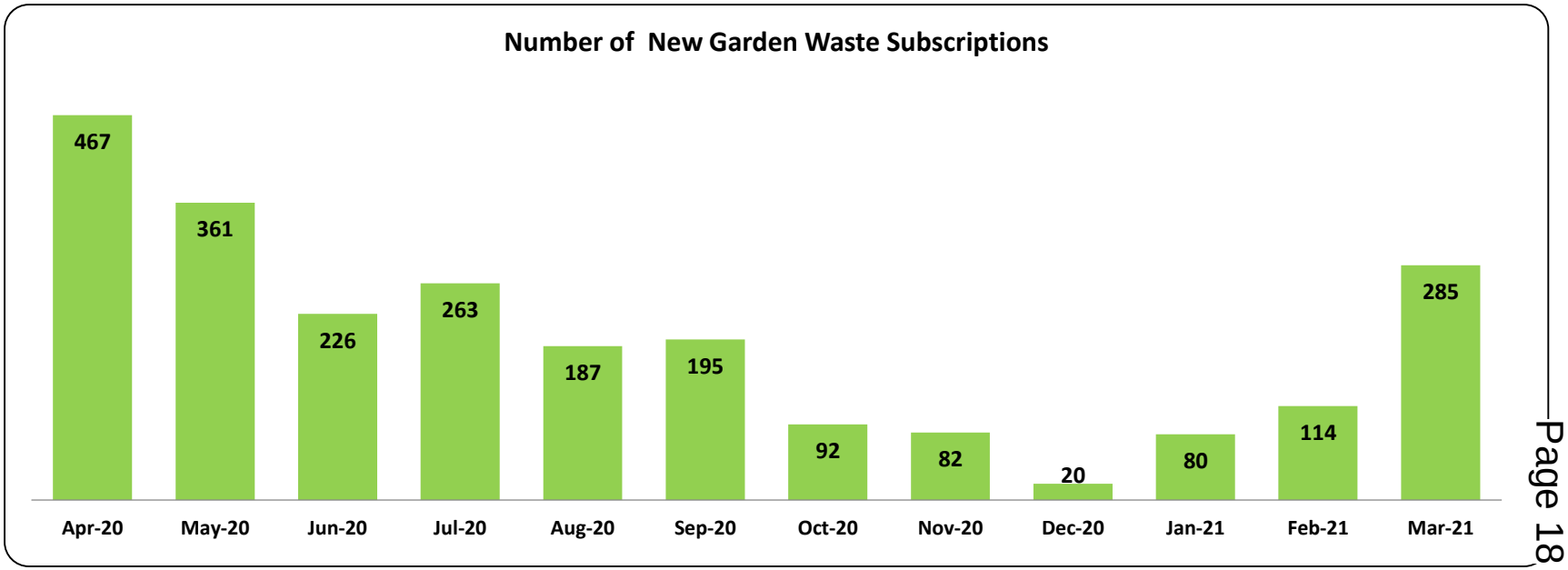
The last year has been challenging as more residents worked from home. The knock on effect for the collection crews was the huge rises in the tonnages collected kerbside. The staff have worked tirelessly to ensure that high standards have remained throughout the pandemic.

Deliver Quality: Household Waste



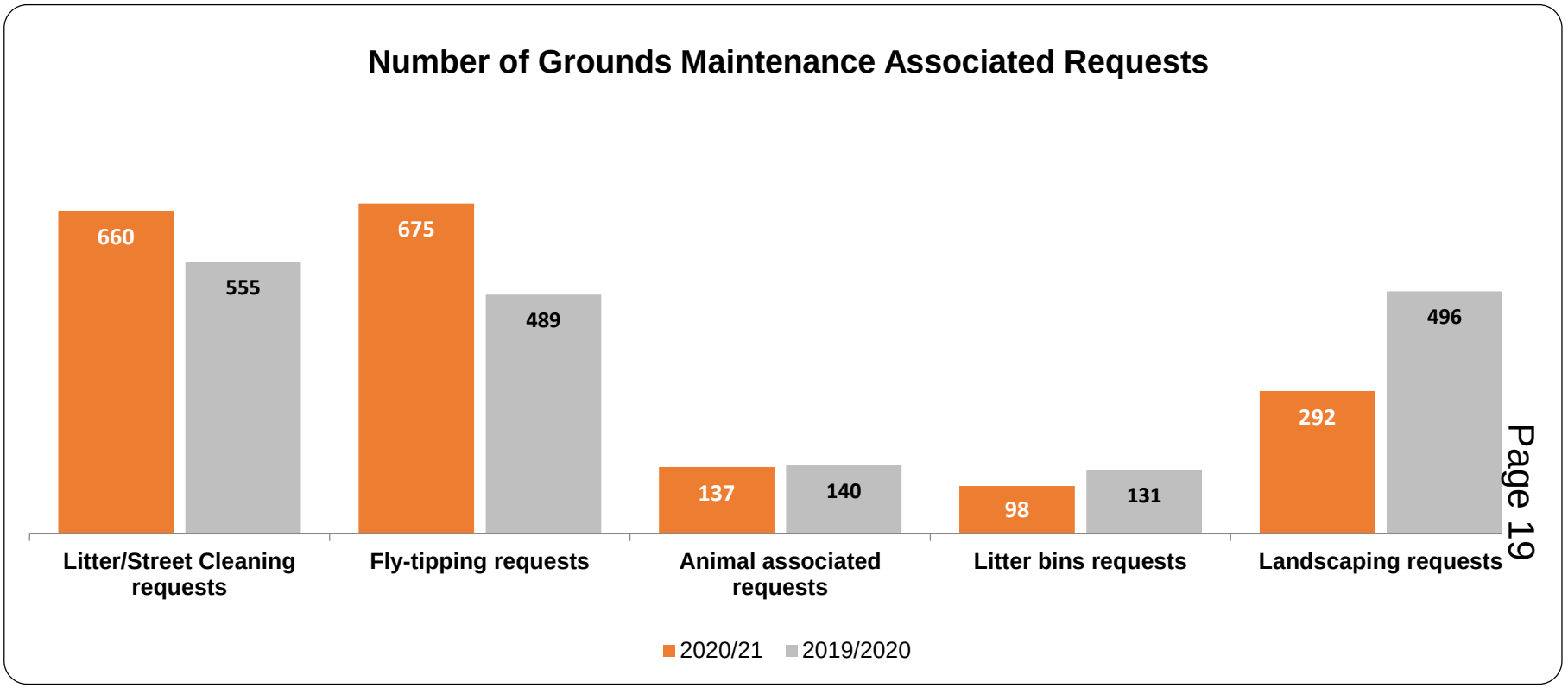


Deliver Quality: New Garden Waste Subscriptions



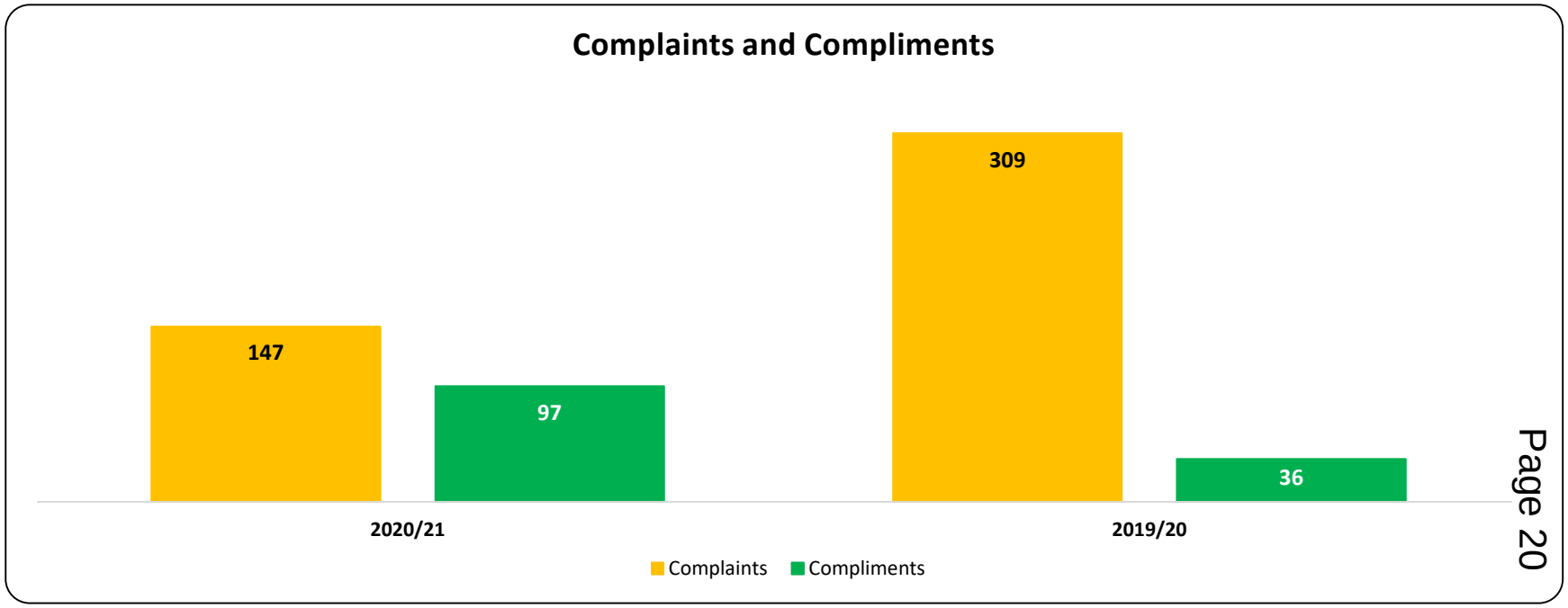
It is fantastic to see the garden waste scheme is still attracting new subscribers, it remains a popular scheme as the above graph demonstrates.

Care for our Environment: Grounds Maintenance Requests



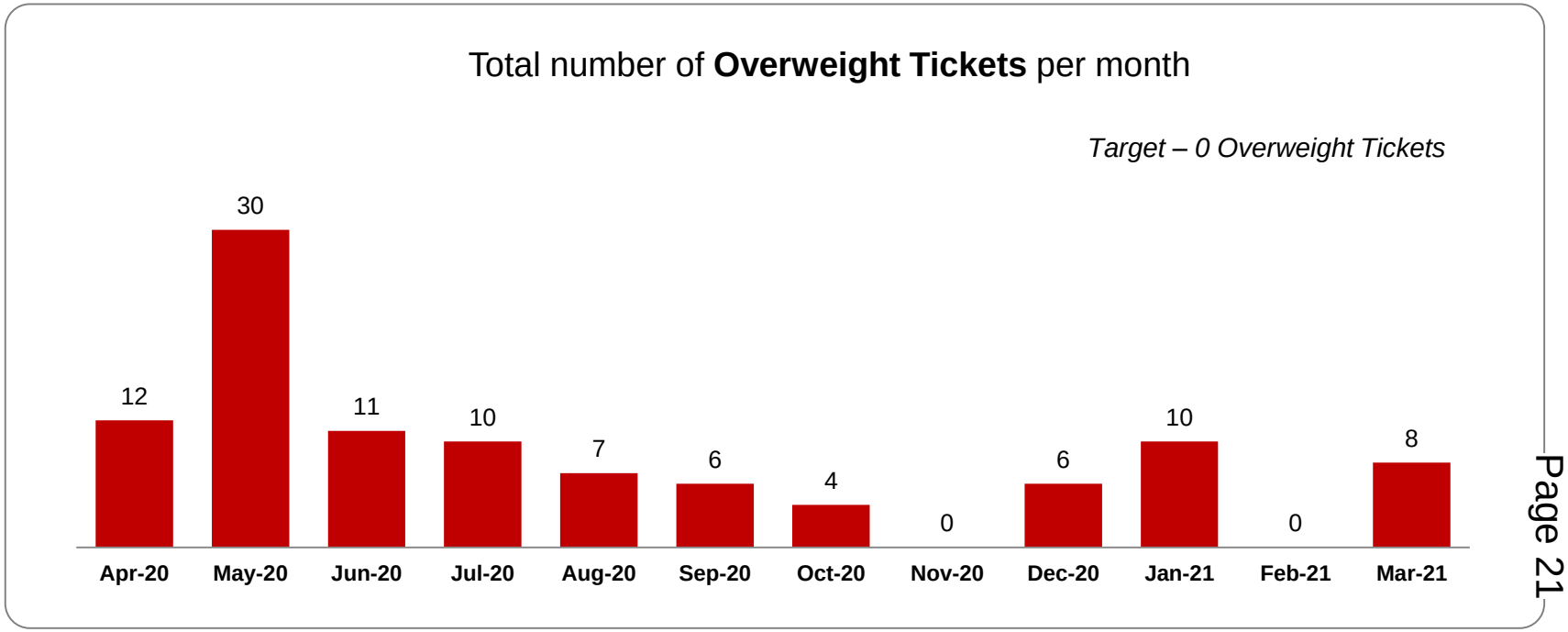
The streets crews and the grounds maintenance crews continue to do a sterling job in keeping Cheltenham looking aesthetic to the eye. Fly tipping remains an issue but working with the CBC enforcement teams we have been able to start tackling the issues around it.

Care for our Environment: Complaints and Compliments



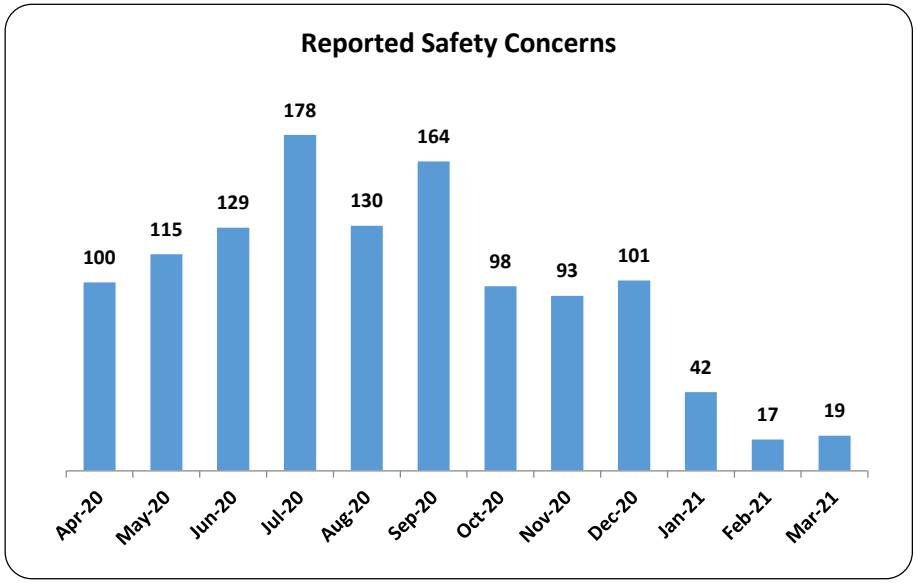
The number of complaints has reduced which again is a credit to both the crews and the supervisory team. We will work hard to ensure this trend continues.

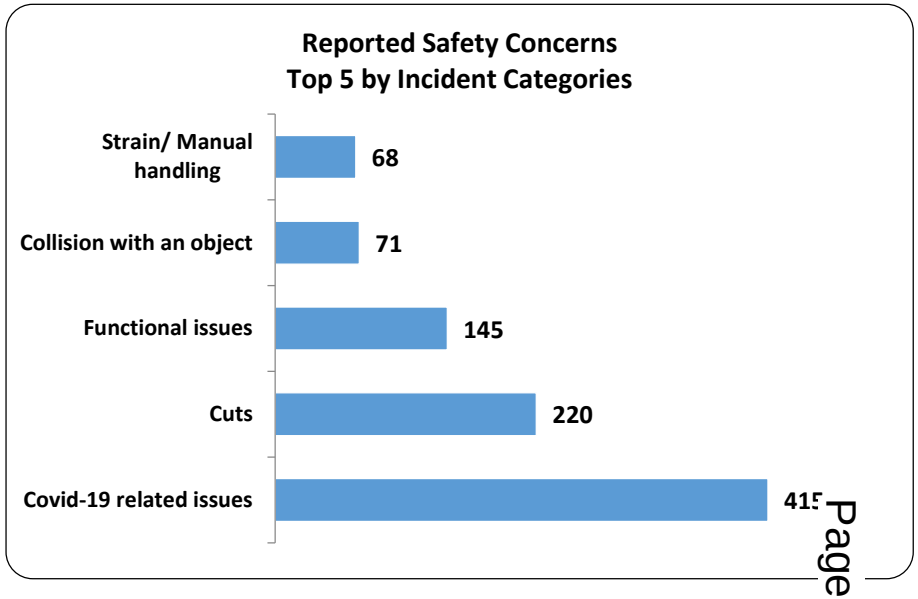
Be Safe: Overweight



The management team continue to monitor vehicle over-weights and all over-weights are investigated and action is taken where deemed necessary.

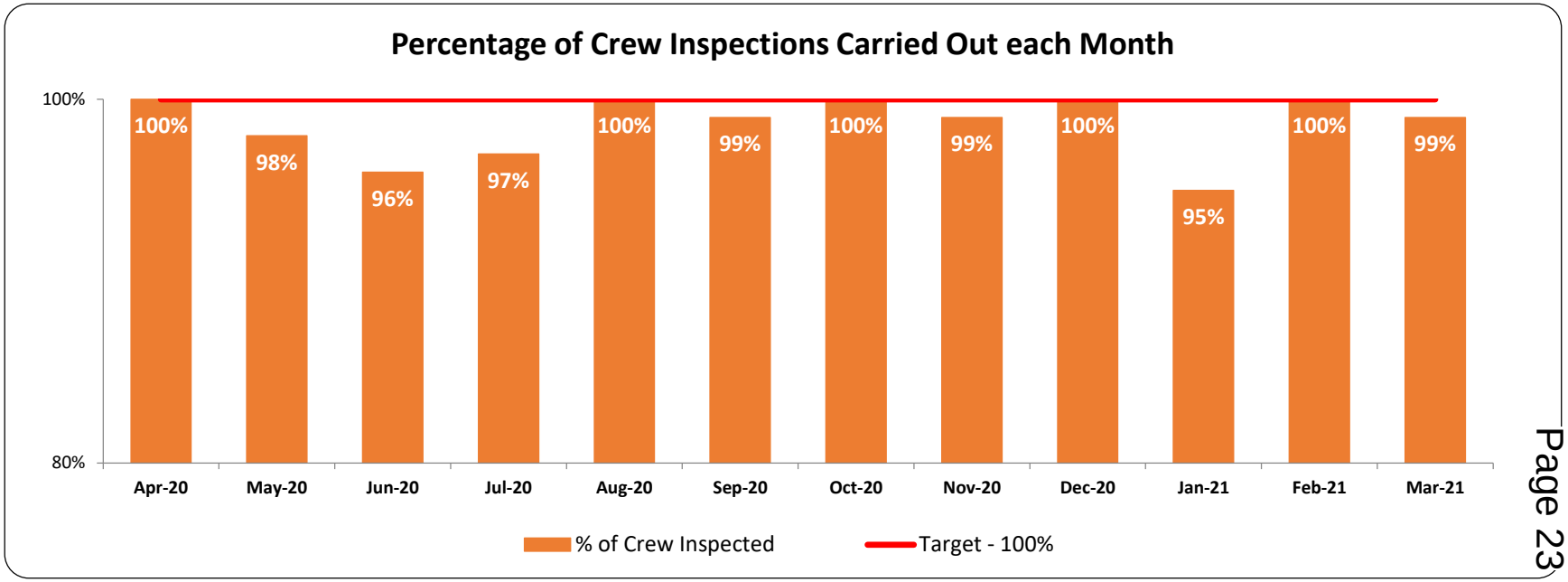
Be Safe: Safety Concern Reporting





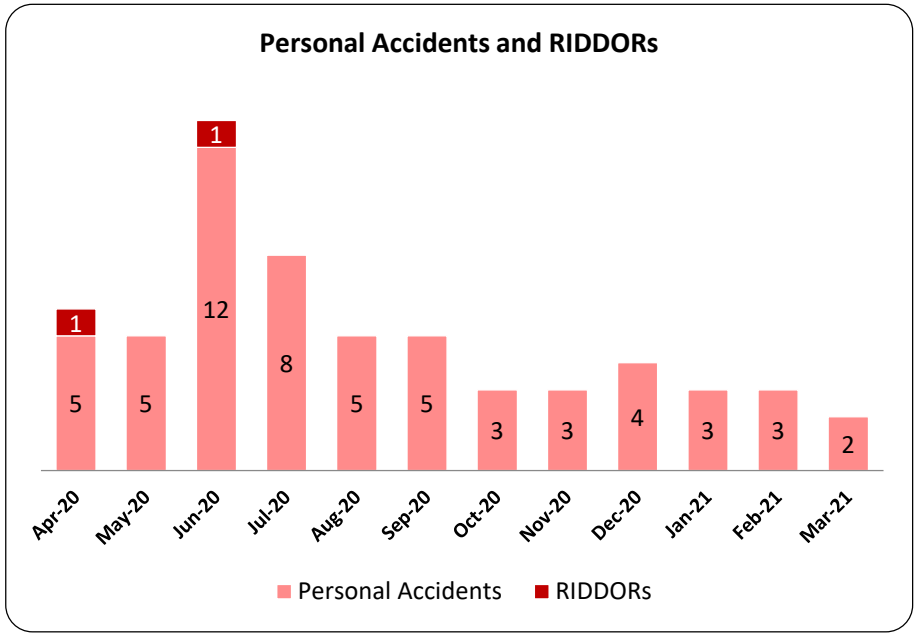
The contract has seen a lot of Covid -19 related safety concerns. These have ranged from lack of social distancing to residents presenting used tissues in their recycling boxes. Working in partnership with CBC, these concerns have been magnificently dealt with.

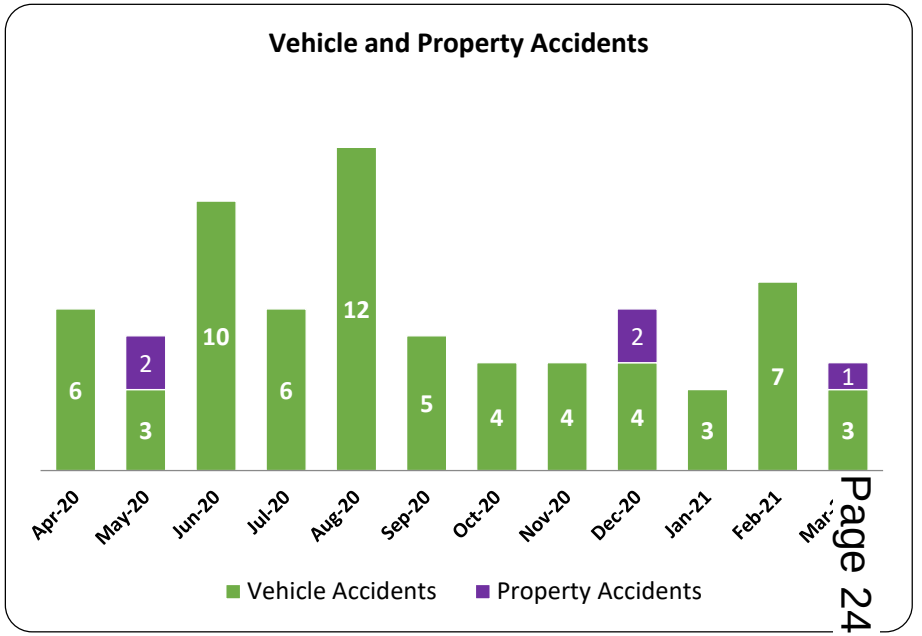
Be Safe: Crew Inspections



The supervisory team endeavor to carry out 100% staff crew checks and we have now introduced the use of CCTV crew checks that are randomly selected so that the crews can be monitored remotely. When this method is used, the crews are informed of any breaches witnessed and retrained where necessary.

Be Safe: Accidents



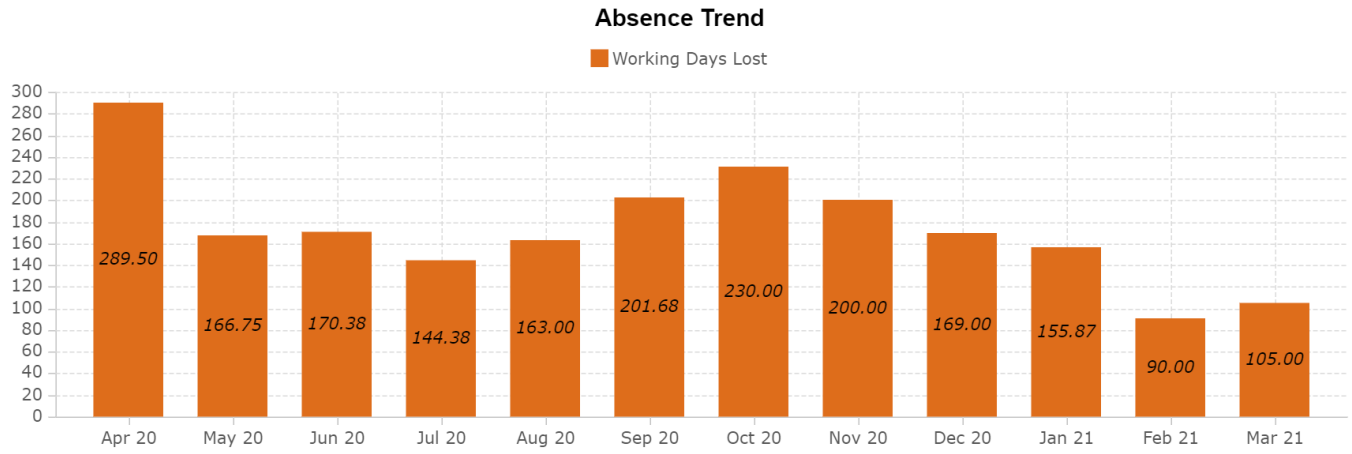


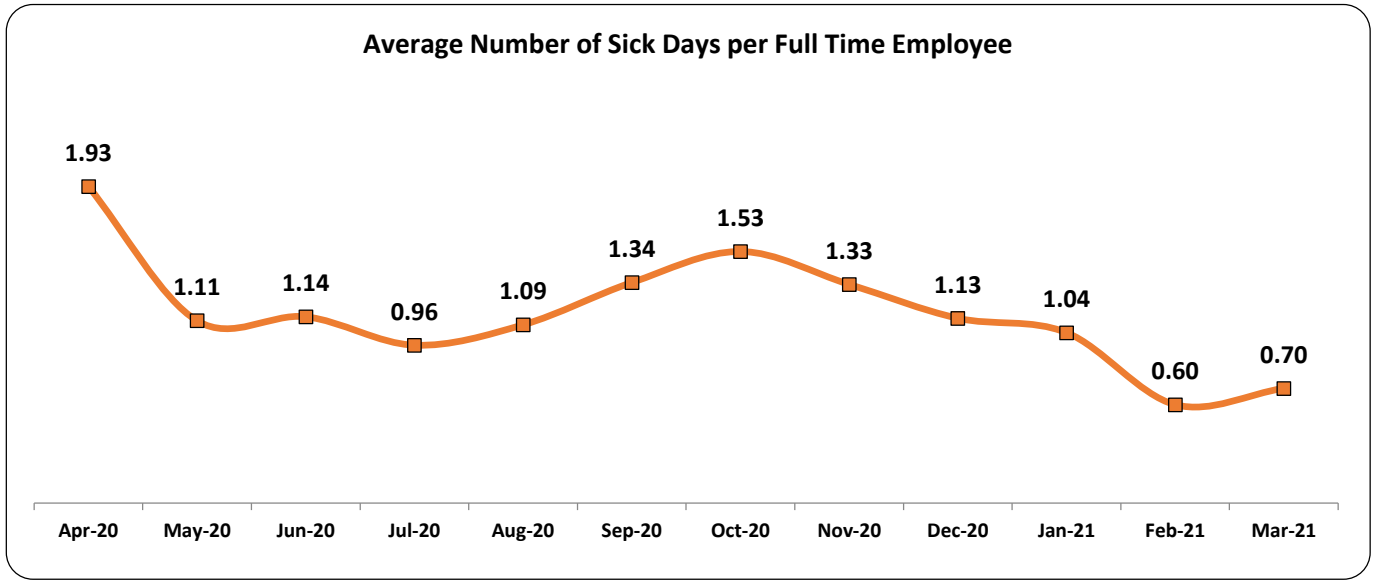
The management team carry out full investigations following all accidents. This enables us to learn from any mistakes made thus helping us reduce any future risk of accidents occurring.

Personal accidents: We have seen a spike in personal accidents in June 2020 with no particular trend identified. Most of these accident were low in severity.

Vehicle accidents: The majority of vehicle accidents took place whilst slow manoeuvring around parked vehicles or into tight spaces.

Absence – Cheltenham Contract

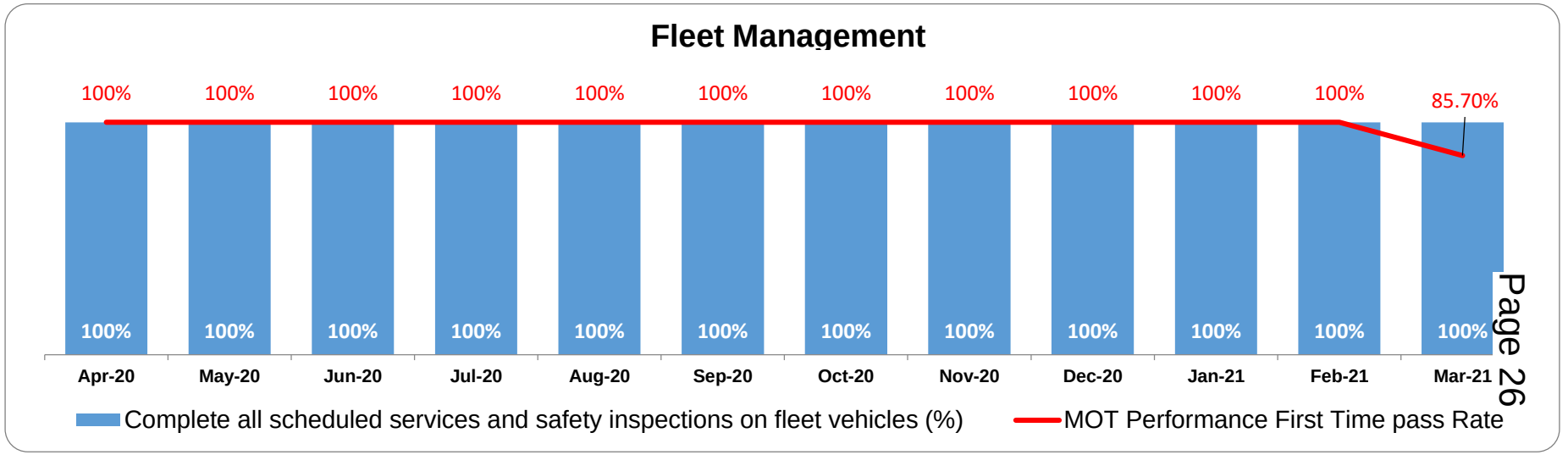




Using Ubico's absence policy, the contract has seen a large reduction in the number of absences. The management team endeavour to reduce this still further.

Deliver Quality: Fleet

- Traffic Commissioner / DVSA Rating for 2020/21: **Green**
- Waste & Recycling Fleet Compliance Audit Score: **91.5%**
- Environmental Fleet Compliance Audit Score: **98.5%**



- The Driver Vehicle Standards Agency (DVSA) scores every operator on positive and negative 'encounters' over a rolling 3 year period. Negative encounters include MOT failures and poor inspections. Positive encounters include MOT passes and successful inspections. The rating is based on a traffic light system of Red, Amber & Green. Ubico has continued to retain its green rating throughout 2020 and 2021.

- Unfortunately, the 100% first time MOT pass rate was lost in March as a vehicle was presented with a puncture for MOT. This happened en route to the test centre and due to how scarce MOT slots were due to the pandemic it was best to present the vehicle for its original slot, then re-present it once the puncture has been fixed, at which point it passed.

Cheltenham Projects

- Kerbside collection round optimization – ***in progress***
- Implement and review changes to street cleansing and grounds maintenance – ***in progress***
- Implement in cab technology – ***in progress***
- Mobilise direct delivery of trade waste to Javelin park – ***in progress***
- Communal property audit of recycling and refuse rounds – ***in progress***
- Explore potential for greater service integration with Tewkesbury to deliver operational efficiencies and improvements on collection rounds, trade waste and streets and grounds services – ***in progress***

Ubico Corporate Projects

- 1% salary costs dedicated to increasing training, to support a range of improvements, particularly in operational areas and develop leadership skills in inspiring everyone to live our values - ***completed***
- Consider a mechanism for staff surveys, performance review and reward scheme - ***completed***
- Review driver pay to incorporate some of the long-term supplements into base salary - ***in progress***
- Greater focus on wellbeing and mental health – ***completed but remains ongoing***
- Explore greater integration of staffing structures in operational depots – ***on hold due to Covid-19***
- Retain ISO 45001 and 14001 certification to demonstrate we are responsible and future focused a committed to delivering high standards in H&S and also improving the environment - ***completed***
- Work with commissioner to jointly operate an in-cab technology to drive efficiencies – ***in progress (successfully rolled out at Cotswold, West Ox to follow in autumn 2021)***
- Review fleet profiles to respond to shareholder capital strategies - ***completed***
- Embed new working patterns in workshops to improve service offering - ***completed***

Information/Discussion Paper

Overview and Scrutiny Committee – 5 July 2021

Revised Air Quality Action Plan update and results from the Schools Monitoring project

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

1.1 Members may be aware of previous discussions at Overview and Scrutiny in: January 2020, and September 2020. These discussions were mostly around changes to the existing Air Quality Management Area (AQMA), which was reduced in size to reflect that legal levels of air pollution were being met across most of the town, and efforts to make further improvements needed to concentrate on the worst affected area. Changes were approved by DEFRA and CBC, and formally implemented Sept 2020. On declaring a new AQMA, the existing Air Quality Action Plan (AQAP) became obsolete, and new AQAP is now being developed in association with consultants. This plan is legally required to concentrate on the AQMA area, but also assesses other areas of concern and considers ways to improve AQ across the borough.

1.2 During discussion in September 2020 members queried isolated effects of the school run potentially causing elevated levels of air pollution at schools, and the effectiveness of GCC "Streets for Schools" schemes, announced in July 2020. The Public Protection team has now carried out our own investigation into pollution levels at 3 Cheltenham schools, using an intern and short term hire of monitoring equipment.

2. Summary of the Issue

This paper will provide updates on:

- Progress made in preparing a revised air quality action plan.
- Monitoring of pollution levels at schools.

3. Summary of evidence/information

Further information for discussion is provided below on:

- AQAP Models. Computer models of pollution levels revised and updated to use 2019 data.
- AQAP Meetings held to discuss modelling results and partners ideas. Cars & LGVs are key issues in the AQMA.
- AQAP Measures being assessed at time of writing. Likely to identify where more info is needed.
- AQAP Process has indicated positive intent and aspiration for a far more significant air plan.
- Update on GCC "Streets for Schools".
- Schools Monitoring Project. Used intern with hired kit – cost saving, officer time saving
- Schools conclusions maybe not as expected.

3.1 AQAP Models: The first step in formulating a revised AQAP is to establish current levels of pollution across the borough in a process similar to the detailed assessment carried out in 2019. In the case of the current work, 2019 data has been used, as the 2020 data set was skewed by a huge reduction in traffic during lockdown periods. The results of models are then validated against levels of pollution detected using monitoring points around the town. This process has identified that in the AQMA the main sources of NO2 are cars causing 40% and LGVs 20%. Not HGVs, or buses (c.5% each). At the worst case receptor we have a target of reducing by NO2 by 40%.

3.2 AQAP Meetings: Initial meetings have been held with a steering group, including representatives of GCC Transport Commissioner and Highways; CBC Officers for Strategic Planning, Car Parks and economic development; Ubico Fleet management and Clean Air Cheltenham. Ideas for measures to reduce pollution were requested, to be focussed on the AQMA, but wider measures can also be considered and assessed. Disappointing lack of attendance from some partners, or lack of focussed ideas or information to assess measures.

3.3 AQAP Measures: being assessed. A list has been drawn up of measures to reduce pollution now being assessed for feasibility and efficacy. This includes a wide range of measures including public health campaigns, providing additional electric vehicle charging infrastructure, and working with Royal Mail to improve their LGV fleet which operates from the AQMA. This process has also started to identify where more data is needed. Obtaining this data could involve surveys on vehicle trips: (origin, destination, distance, alternatives). As more detailed data become available it will be used to identify incentives and options to promote change towards less polluting options.

3.4 AQAP Process: In discussion of measures to improve air quality it has become apparent that there is widespread enthusiasm from all the agencies involved to go beyond what is statutorily required. The scope here is very broad, and there is significant potential for CBC to make wide-scale comprehensive improvements to AQ across the town. This will require a considerable amount of work to produce a "Comprehensive Air Plan".

3.5 Update on GCC Streets for Schools: GCC launched "Streets for Schools" at Warden Hill Primary School in January 2021, closely followed by lockdown which prevented most pupils from attending school at all. CBC provides a monitoring service at 2 locations near the school for GCC in the way they requested. Results from these are obtained on a monthly basis and show (unsurprisingly) a very low level of pollution at the school gate when measured this way. Given that the location of this site is on a very quiet residential cul-de-sac it is of little surprise that monthly levels are this low, and it is not possible to determine if the project has had a significant effect on air pollution levels. Queries remain regarding the benefits of this project, including concerns over short distance displacement of where children are dropped off.

3.6 Schools Monitoring Project:

In order to better understand the effects of the school run on levels of pollution at the school gate in a local context, officers from the Public Protection team arranged a project to carry out short-term monitoring at 3 schools. A copy of the full report is attached. In order to keep costs of this trial project to a minimum, the project utilised an intern who had just completed a 12 month placement with Publica who stepped in at the eleventh hour to replace a University of Gloucestershire student. Data was obtained from one of the council's existing network of AQ Mesh Pods, located outside

Gloucester Road School, and 2 more pods hired on a short-term basis at All Saints Academy and Cheltenham Bournside. Members may note that these schools were not selected due to any particular concerns over air quality, but they had shown willingness to be involved in an air quality study. Whilst there were some limitations to this project, the analysis of the data carried out by the intern was highly valuable.

3.7 Schools Monitoring Project Conclusions: The most serious limitation in this project involves the accuracy and reliability of levels of pollution recorded by the monitoring equipment. We have found through using this equipment over the last 9 months that the AQ Mesh pods struggle to provide accurate data most when pollution levels are low and we continue to work with our suppliers to improve this aspect of operation. What we can rely on is the temporal patterns detected by this equipment that demonstrate peaks of pollution falling outside school run times. They also demonstrate that in some cases levels of pollution were worse during the school holiday than in term time. These conclusions may not be as expected and warrant further investigation, possibly through repeating the survey over a longer time period, to remove short term effects of weather and road works around the school sites.

4. Next Steps - possible next steps for the committee to consider eg potential witnesses, further report, site visit etc.

4.1 Publishing an AQAP, to the requirements of, and approval by DEFRA is a statutory requirement. Guidance from DEFRA indicates that this should be completed within one year of a new or revised AQMA being declared. Progress towards this deadline is reasonably good, and we have received positive engagement with the process from NHS, Gloucestershire County Council and other agencies. An initial assessment of measures is expected to have been received by the time this report reaches committee.

4.2 As discussed above, it has become apparent that there is an ambition at CBC to go significantly beyond the minimum plan required by statute, and develop a comprehensive plan to address an improvement in air quality across the entire borough. Such a plan has been introduced by a small number of number of local authorities and has considerable scope which could potentially include setting our own target for a maximum pollution level of 30ug/m3 of NO2 (current legal limit of 40ug/m3). Developing such a plan will require significant staff resources and time and will have significant overlap with the climate change agenda. It will also require the commitment of CBC and partners to deliver the actions identified, which are likely to entail significant costs.

4.3 AQ at Schools: Given the surprising outcome of the initial project assessing pollution at the school gate, it would seem that the logical next step is arrange monitoring and analysis to establish if these results are indicative of the longer term, and repeated at other schools. Obviously this will have a cost in terms of officer time and equipment purchase or hire, which will be established as the extent of the project is determined. There is considerable scope for this project to link in to schools to help educate young people on travel choices and achieve a positive effect outside of the immediate school area.

4.4 The Committee meeting will be attended by Gareth Jones, Senior EHO to answer any questions.

Appendices	1. Cheltenham Schools Air Quality Report, May 2021
Contact Officer	Gareth Jones, Senior Environmental Health Officer 07836 510830 gareth.jones@cheltenham.gov.uk
Accountability	Councillor Max Wilkinson, Cabinet Member Climate Emergency

Cheltenham Schools Air Quality Report

16th May 2021

Version 1.2

Peter Seaton

Executive Summary

Air quality at three schools has been monitored for three weeks between the 12th April and the 2nd May. This allowed pollutants to be measured during the Easter holidays and term-time so that the influence of the school run on air quality could be explored. All Saints Academy, Bournside School and Gloucester Road Primary School all expressed an interest in taking part in the study, with temporary monitors being placed outside of All Saints and Bournside, whilst a permanent air quality monitor has been in place outside Gloucester Road Primary for several years. The two main pollutants of concern are NO_2 and particulate matter. All sites show a distinct morning peak in NO_2 concentration, but this occurs too early to be the result of the school run. There may be a stronger relationship between the afternoon school run and NO_2 though, with concentrations being higher at school closing time during term-time compared to holiday-term. One school recorded an average NO_2 concentration during the three-week period of 44.6 μgm^{-3} which is above the annual average limit set by the Air Quality Standards Regulations of 40 μgm^{-3}. Due to seasonal variations in air quality, a direct comparison should not be made between the recorded average and the annual average limit, and further monitoring is necessary to determine if the regulation limit is exceeded. Particulate matter has the same profile at all three sites, suggesting that a Cheltenham-wide factor, such as the atmospheric conditions, are the main control. Particulate matter does not correlate with NO_2 so is unlikely to be from the same source.

Table of Contents

Introduction

Static air quality monitors allow long-term variability in pollution to be measured in high temporal resolution. This study will focus on NO_2 and particulate matter (PM_{10}) pollution outside three schools in the Cheltenham Borough Council Area that all expressed an interest in taking part: All Saints Academy, Bournside School and Gloucester Road Primary. Comparisons will be made between term-time and holiday-time air quality, which will allow the influence of the school run to be explored, and levels of pollutants at the three sites will be identified.

Nitrogen dioxide

Nitrogen dioxide (NO_2) is produced through the burning of fuels, such as petrol and diesel in combustion engines. High levels of NO_2 can cause inflammation in the lungs and airways and long-term exposure can reduce the effectiveness of the respiratory system [1] and can lead to an increased susceptibility to infection[2]. This is especially true for people with asthma, although the relationship between NO_2 exposure and childhood asthma is stronger for indoor exposure (from poorly ventilated gas heating, for example)[3] compared to outdoor exposure from traffic[4]. Travelling within vehicles can lead to a higher exposure to NO_2, as the cabin can retain the gas[5].

NO_2 concentration is measured in micrograms per metre cubed (μgm^{-3}). A microgram is one millionth of a gram. There are 2 air quality limit values for NO_2 set out by the Air Quality Standards Regulations 2010[6]. The annual mean concentration of NO_2 must not exceed 40 μgm^{-3} and there must be no more than 18 exceedances of the hourly limit of 200 μgm^{-3} in a year. Within Cheltenham Borough Council's air quality monitoring program, 2 sites were found to exceed the annual limit in 2018, with another 4 sites recording values within 10% of the limit.

Particulate Matter

Particulate matter (PM) is used to describe any airborne particles with a mean aerodynamic diameter falling within a certain limit. Usually within the field of air quality this limit is 10 microns, referred to as PM_{10}, although $PM_{2.5}$ is also used for particles under 2.5 microns. PM can be released directly from a source into the air or can be formed from chemical reactions in the atmosphere[7]. Components of PM include sea salt, black carbon (formed through combustion of fossil fuels or wood), trace metals (from industrial process, fuel additives and mechanical abrasion such as brake pads) and minerals (from construction and quarrying). Components formed by chemical reactions in the atmosphere include sulphates, nitrates and water. PM can be transported long distances, and it is not uncommon for dust blown from the Saharan desert to cause elevated levels of PM in the UK[8]. Smaller particulates are thought to cause the most harm to humans, with those formed through fuel combustion having the strongest effect. The most vulnerable groups are those with pre-existing conditions, the elderly and children[7]. Health issues that can arise from exposure to high levels of PM include decreased lung function and elevated rates of cardiovascular disease, heart disease, strokes,

chronic cough, bronchitis and conjunctivitis[9]. This can lead to an increased mortality rate for those exposed to high PM levels[10–12].

PM is also measured in micrograms per metre cubed (μgm^{-3}). There are 2 air quality objectives for PM_{10} levels in England. The annual mean limit is 40 μgm^{-3} and the 24 hour limit of 50 μgm^{-3} is not to be exceeded more than 35 times per year[13]. An annual average of 25 μgm^{-3} for $PM_{2.5}$ was set out in the Air Quality Standards Regulations 2010[6].

Previous studies

In 2017, a study[14] was performed on air quality around 7 schools in Gloucestershire, including 4 in Cheltenham. A mobile air quality monitoring vehicle, nicknamed the Smogmobile, was used to collect data from the sites. Only 2 days were monitored for each site, one during half-term and one during term time. 30 minutes of static measurements were recorded from 8:30, before data was collected on the move over the course of a pre-determined route. Time constraints limited consistency of measurements for some sites, resulting in comparisons between rush-hour and non-rush-hour data. During the sampling period, a particulate pollution episode occurred, where particulates were transported from an external source to cover a large area of the SW of England.

The study concluded that NO_2 levels were lower during term time compared to half-term along the route that the Smogmobile travelled but were significantly higher immediately outside the school gates. The high levels outside the schools were attributed to school traffic, as NO_2 concentrations fell sharply after the school run. There was no consistent relationship between distance from the town centre and NO_2 levels between the sites. PM_{10} levels were not correlated with NO_2 and changing wind direction and pollution episodes had a larger effect on PM_{10} concentration than traffic associated with the school run. Weather conditions, shelter and precursor pollutants were the main factors affecting O_3 around schools. As NO_2 was the only pollutant that reached its hourly threshold limit, the study recommended that it should be the focus of future air quality management plans.

Objectives

The objectives of this report are:

- Carry out in-depth analysis of pollution levels outside three schools in Cheltenham Borough Council
- Identify the impact of the school run on air quality by comparing term-time and holiday-time pollution levels
- Assess term-time pollution levels against legal guidelines and recommendations for child exposure

Method

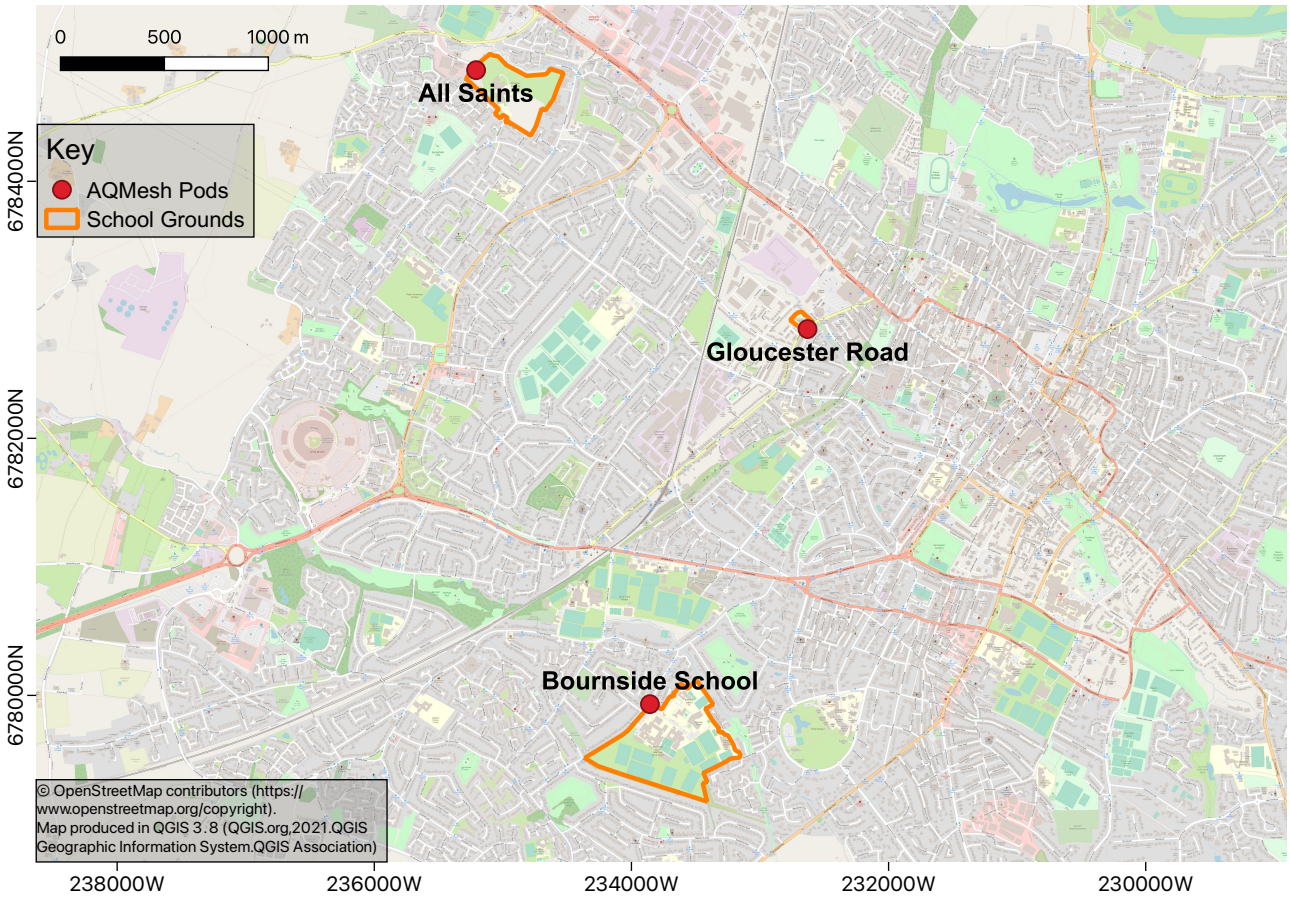


Figure 1: Map of the three schools. Locations of monitoring pods are marked with the red dot, and the school grounds outlined in orange.

Three AQMesh Pods were used to monitor levels of NO_2, PM_{10} and $PM_{2.5}$. AQMesh Pods are certified air quality monitoring systems that have been used by local authorities, researchers and industry since 2012[15]. Over that period, sensor technology and data processing has improved to increase accuracy and allow air quality and local weather conditions to be measured continuously. The monitors also collect local meteorological data, including air pressure and temperature and are located at main entry points to school grounds. Occasionally the monitors produce negative results when pollutant levels drop below their limit of detection. The monitors outside All Saints Academy and Bournside School are temporary, having been installed in the week commencing 5th April and were left for several days to stabilise before data was downloaded. The monitor at Gloucester Road Primary School has been on location for several years, with data available going back to January 2018.

The monitoring schedule for this project covered the period 12th April to the 2nd May. This allowed term-time and holiday-time weeks to be compared, as schools were closed for the Easter holidays from the 12th-18th April. Term resumed on the 19th for All Saints Academy and Bournside School, and the 20th for Gloucester Road Primary due to an inset day.

Data was downloaded daily using both 15 minute and 1-hour averages from the Acoem airmonitors.net website. Readings were scaled and absolute units were used. The complete datasets were compiled into a master spreadsheet for analysis.

All Saints School

All Saints School is an academy situated in the northwest of Cheltenham. The student body consists of 900 11-16 year-olds, with an additional 220 sixth form places. The school day starts at 8:40 and finishes at 15:10[16]. Entrances to the school grounds are found at the roundabout between Blaisdon Way and Pilgrove Way, with both pedestrian and vehicle access, and Howell Road to the south of the site. The AQMesh Pod is located at the Blaisdon Way entrance.

Bournside School

Bournside School is in the southwest of Cheltenham and has 1750 students. The school day starts at 8:40 for Year 12 students, and 9:00 for all other year groups. Years 7-10 finish at 15:00, whilst Years 11-13 finish at 15:15[17]. There are two additional schools located within the grounds of Bournside. Belmont School is a community special school with approximately 150 pupils. The school day starts at 8:40 and finishes at 14:45[18]. The other school located on the Bournside site is Bettridge School. Another special school, it also has approximately 150 students. Some pupils at the additional schools on the Bournside site rely on minibuses and wheelchair-accessible vehicles to travel to and from school. These vehicles are often larger than non-accessible vehicles and many use diesel engines. Due to pandemic precautions, only one student was allowed per vehicle, which would raise traffic levels above those of non-pandemic times. Access to the Bournside School grounds is from Warden Hill Road to the northwest of the site. Bournside School was closed on Tuesday 27th due to a power supply issue. Roadworks took place close to the monitor during the study, which will influence the measurements of NO_2 and particulates and may have impacted traffic in the area.

Gloucester Road Primary School

Gloucester Road Primary School is in the centre of Cheltenham and has around 200 pupils from nursery to Year 6. The school day starts at 8:55 and finishes at 15:05[19] and the site is accessed from Gloucester Road (B4633). An inset day occurred at Gloucester Road Primary on Monday 19th April. The monitoring station is located opposite the school gates on Gloucester Road. Roadworks took place outside the school from the 26th April, which will impact pollutant measurements.

Weather Conditions During Data Collection

Cheltenham experienced cooler-than-average nights and average day-time temperatures throughout the monitoring period[20]. Week 2 was on average 3°C warmer than weeks 1 and 3. Air pressure was much lower in week 3 compared to the earlier weeks.

Wind speed was lower during the first week of the study period, with an average speed of 1.6 mph[21]. The following two weeks had average wind speeds of 3.75 mph and 3.21 mph respectively. It was common for wind speeds to drop during the night in Cheltenham.

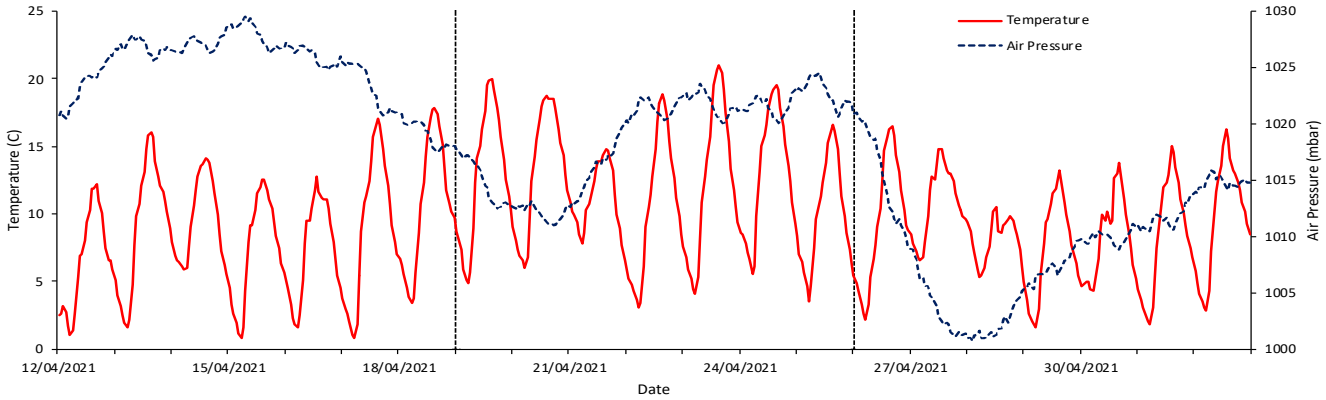


Figure 2: Temperature and air pressure data from Gloucester Road monitoring pod. All three monitoring pods showed very close alignment with their climate data. The start of each week is marked by a black dashed line.

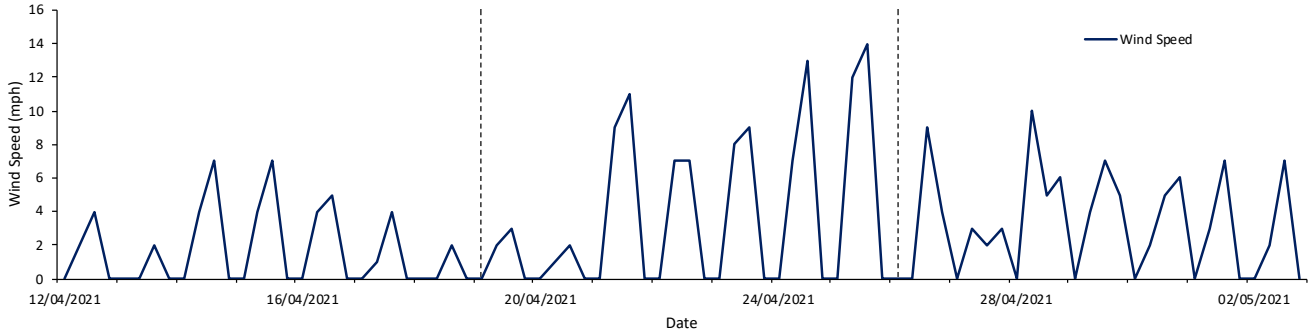


Figure 3: Wind speed data for Cheltenham, obtained from timeanddate.com. Data is 4-hourly. The start of each week is marked with a dashed black line.

Results

Results of NO_2 and PM_{10} will be discussed for each site. $PM_{2.5}$ was very strongly correlated with PM_{10}, so only PM_{10} is explored here.

All Saints – NO_2

NO_2 levels at All Saints did not exceed the 200 μgm^{-3} hourly limit, and the average NO_2 level for the three-week study period was 16.9 μgm^{-3}. The highest levels occurred on Monday and Tuesday of week 2, the first days back after Easter (Figure 4). These days had low wind speeds and were relatively warm. During these three peaks, the hourly NO_2 level exceeded 60 μgm^{-3}, but none of them occur during normal school run hours (2 of the peaks at 08:00 and one at

21:00). Values again dropped to around 30 μgm^{-3} by 09:00. Early morning peaks can be seen in both term-time and Easter holiday weeks. For example, on the Friday of week 1, there is a peak of 57 μgm^{-3} at 07:00, and on the Thursday of weeks 1 and 3 there is another 07:00 peak. As they occur before the school run, it is likely that there is no relationship between the morning peaks of NO_2 and school opening times.

Afternoon NO_2 levels may be occasionally influenced by school traffic. These can be more

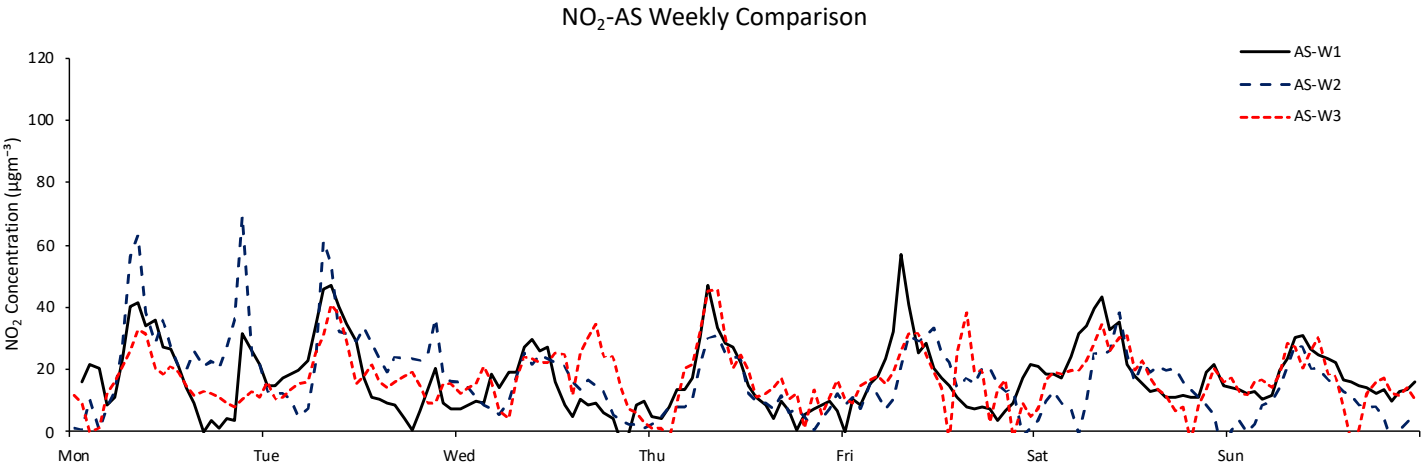


Figure 4: Hourly NO2 concentration for the three weeks during the study period. Week 1 (in black) covers the Easter holidays, whilst weeks 2 (in dashed blue) and 3 (in dashed red) are the first 2 weeks of term. Morning peaks often occur between 06:00 and 08:00, and there are some evening peaks at around 20:00, although these are much smaller and are infrequent.

easily seen when the 15-minute resolution data is plotted. In Figure 5, the daily profile of NO_2 can be seen, with the morning peak just before 08:00, and the gradual decline throughout the day. In week 1, there are no peaks or sudden increases between 11:00 and 18:00 on any day, but there is an evening peak visible on some days at around 21:00 (Monday and Tuesday, both relatively cold days). During week 2, the morning peak is more pronounced on Monday and Tuesday, but not during the rest of the week. These days were relatively still, but the rest of the week was much windier. There is a peak on Monday of week 2 at 13:30, which coincides with the end of the school day. The evening peaks are again visible on the still days. Week 3 has the lowest morning peaks, but the values are similar to those of week 2 when the still days are removed. On Wednesday and Friday of week 3, NO_2 levels at 15:30 are higher than the general trend and could be the result of increased traffic at those times. In general, afternoon peaks only occur sporadically throughout the study period.

There does not appear to be a strong relationship between NO_2 and school hours at All Saints. Morning peaks occur too early to be caused by school traffic and may be the result of the rush-hour in the wider area. During the morning school run, average NO_2 levels do not exceed the 40 μgm^{-3} limit (. It is therefore unlikely that the annual average of the site will breach the AQS regulations. The highest hourly value measured in this study at All Saints was 69 μgm^{-3}, far below the Air Quality Standards Regulation hourly limit of 200 μgm^{-3}.

Week 1	35.9
Week 2	32.2
Week 3	28.1

Table 1: Average NO_2 concentrations 07:00-10:00 (Mon-Fri) at All Saints.

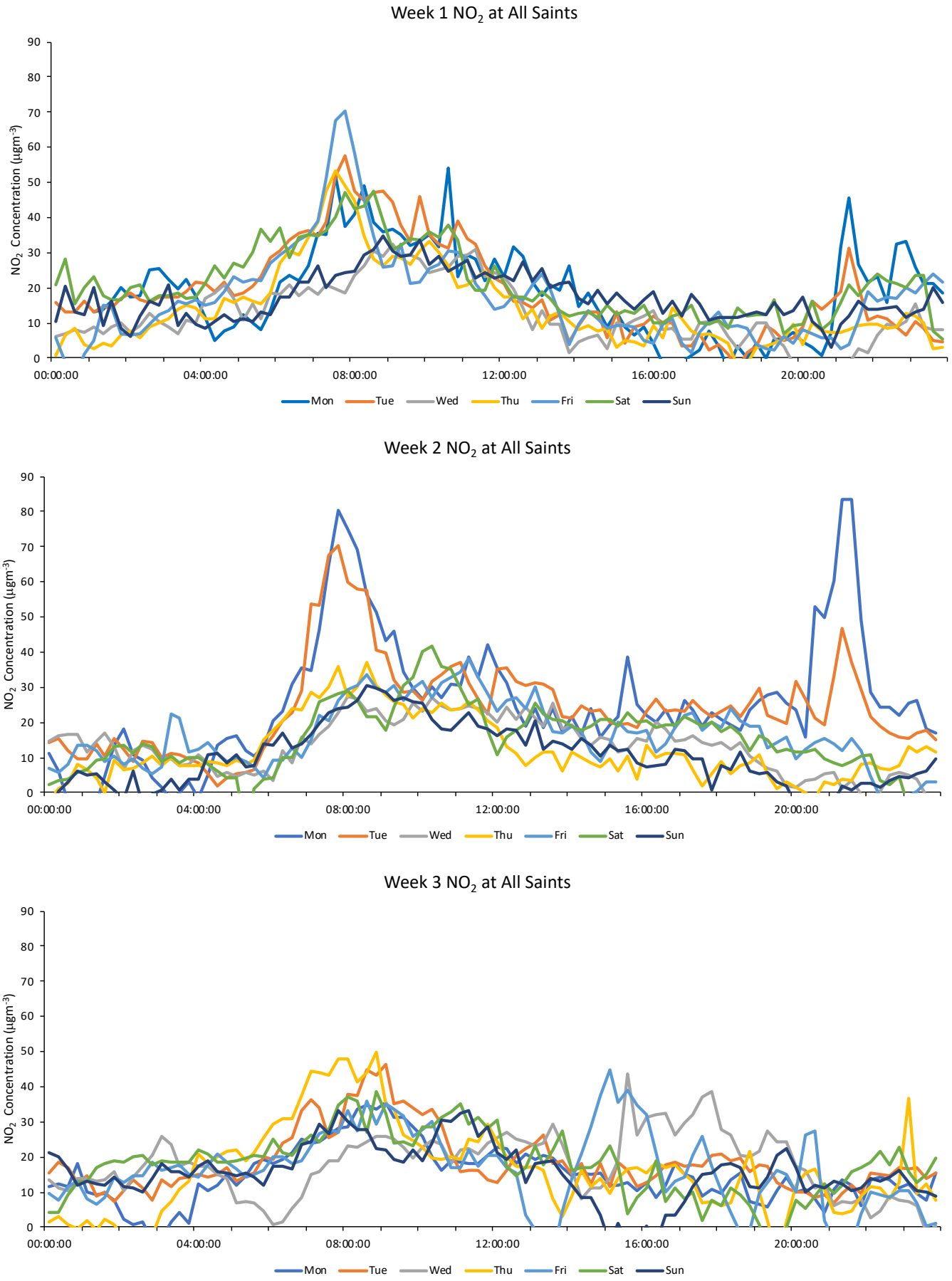


Figure 5: 15-minute resolution NO2 data from All Saints for all three weeks observed. Week 1 was the Easter holiday week.

All Saints – Particulate Matter

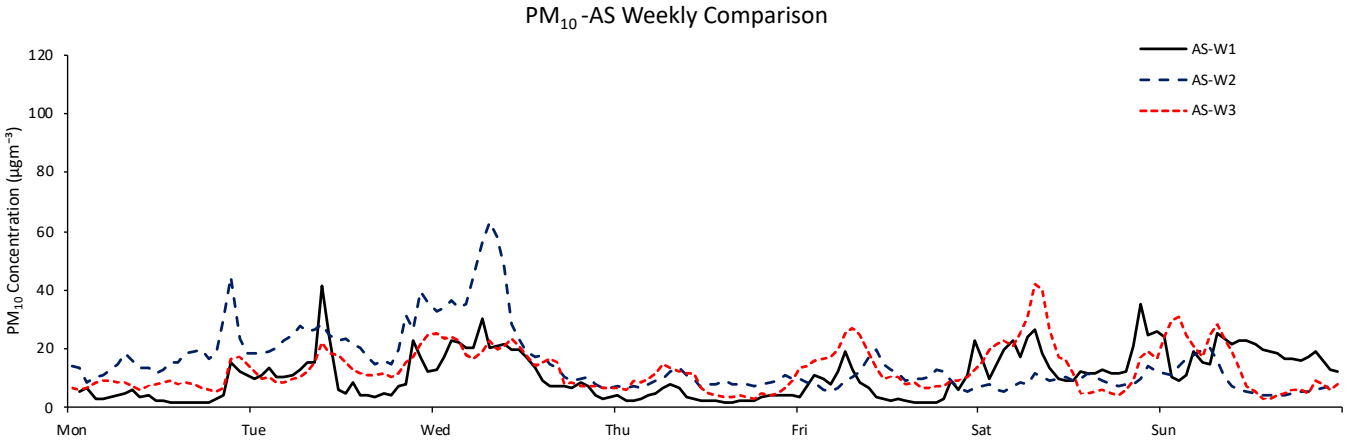


Figure 6: Hourly PM10 concentration at All Saints. Week 1 (in black) was recorded during the Easter holidays. Weeks 2 (dashed blue) and 3 (dashed red) during the first 2 weeks of term. Scale is same as other PM10 graphs for other sites.

PM_{10} does not show a consistent morning-peak pattern like NO_2. Instead, there are occasional morning peaks that occur on some days and not others. There are some evening peaks (Monday of week 2 and Saturday of week 3), but they do not occur regularly. The most notable peak occurs on Wednesday of week 2, where PM_{10} reach 63 μgm^{-3} at 06:00. This peak is also visible in Bournside and Gloucester Road data, so is unlikely to be a result of a local emission source. In fact, the entire profile of PM_{10} at All Saints is very strongly correlated with those at the other two sites (Table 2). It is likely, then, that the largest influence on changes in PM_{10} is not from a site-specific source, like road traffic, but a wide-scale source that influences the whole of Cheltenham, such as the atmosphere.

Correlation of sites		
AS+BS	AS+GR	BS+GR
0.91	0.91	0.96

Table 2: Correlation coefficient values of hourly PM10 at all three sites. A value of 1 would suggest that as on series increases, the other increases. 0 would suggest no relationship between the series. Values above 0.9 suggest that there is a very strong relationship between the sites.

The average concentration for the whole study period was 13 μgm^{-3}. When average values are broken down by week, the holiday week does have a lower average concentration than the term time weeks (Table 3). However, the differences are small and are likely to be influenced by the larger peaks, such as on Wednesday of week 2. It is therefore difficult to draw conclusions from the average values without more weeks of term-time and holiday-time data.

Whole	13.0
Week 1	11.0
Week 2	14.9
Week 3	13.0

Table 3: Average PM10 concentrations for each week at All Saints ($\mu g/m^{-3}$).

The Air Quality Standards Regulations set the limits of PM_{10} at 40 μgm^{-3} for the annual average and 50 μgm^{-3} for the 24-hour limit. These are both far higher than the values recorded at All Saints. The annual average limit for $PM_{2.5}$ is 25 μgm^{-3}. At All Saints, the $PM_{2.5}$ average over the three-week period was 9.6 μgm^{-3}, again much lower than the limit.

There are points in the 15-minute resolution data where values above 50 μgm^{-3} are recorded (Figure 7). These peaks are often very short, lasting less than 30 minutes in most cases. During winter, it is common for passing gritters to leave a large spike in particulate measurements and it is possible that another influence of similar effect has caused the same effect, such as roadworks or local smoke from a fire. There are six of these spikes and there is no evidence to suggest that school traffic has any influence on their occurrence.

$PM_{2.5}$ has also been explored, but closely resembles PM_{10}. For this reason, analysis has focussed on PM_{10}.

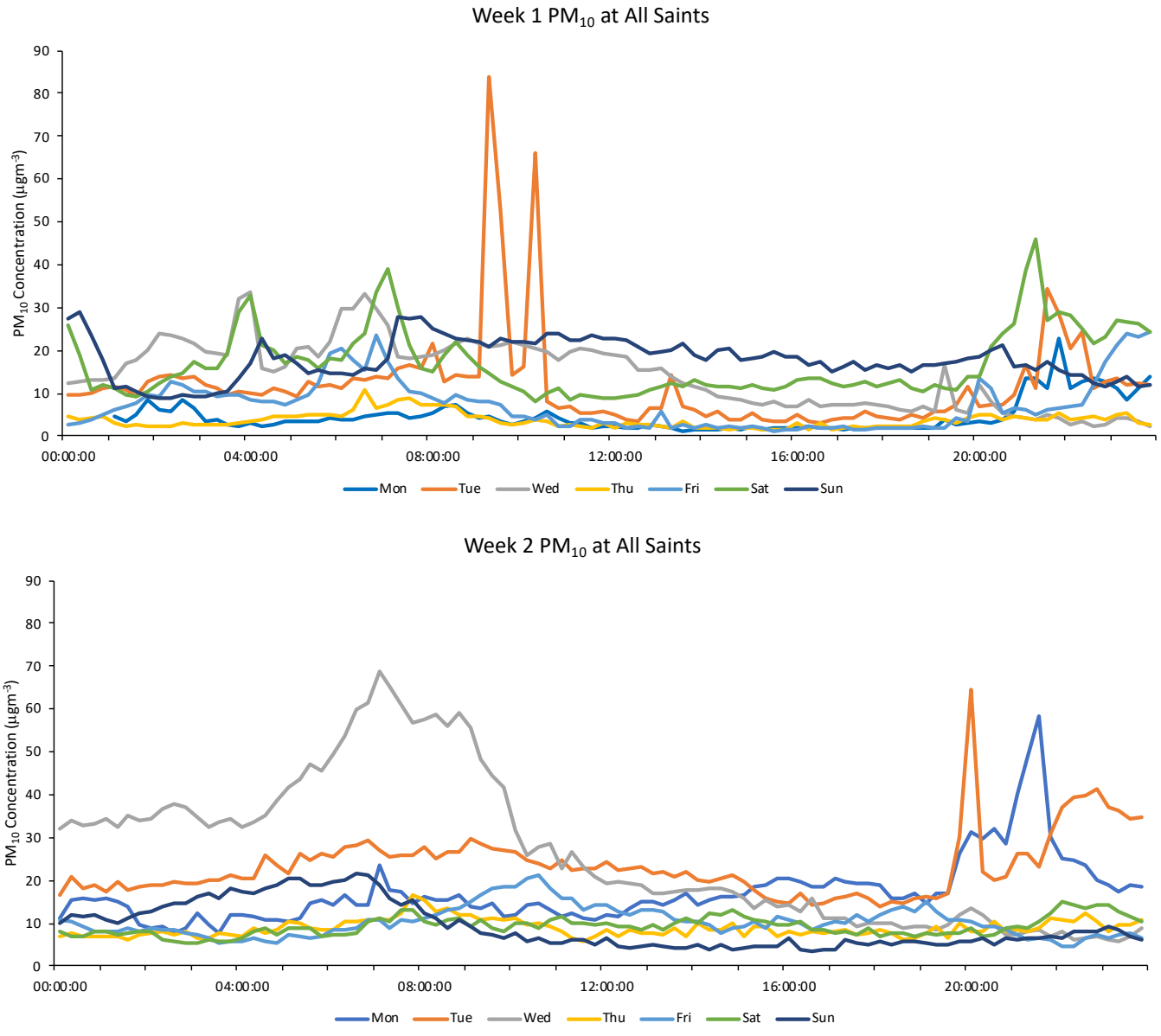


Figure 7a: 15-minute PM_{10} concentrations for weeks 1 and 2 at All Saints.

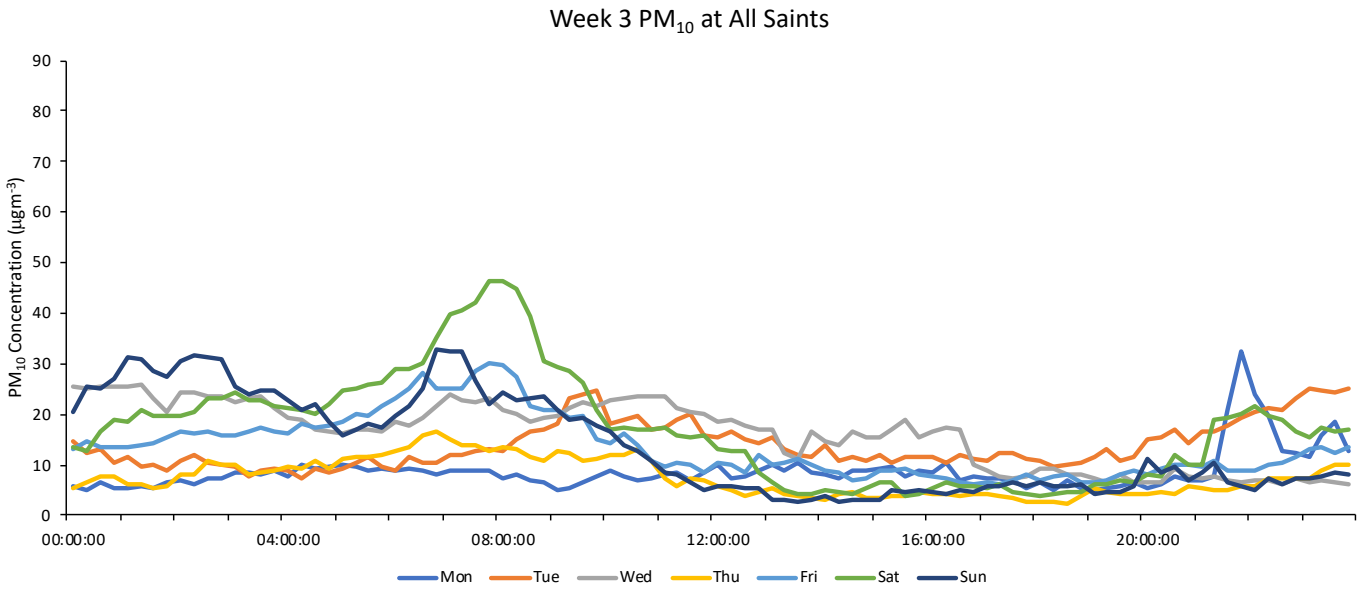


Figure 7b: 15-minute PM_{10} concentrations for week 3 at All Saints.

Bournside – NO_2

Average NO_2 concentration for the whole 3-week study period at Bournside was 44.6 µgm^{-3}. This is above the annual average limit set by the AQS Regulations of 40 µgm^{-3}. Therefore, continued exploration of NO_2 in the area is required to determine if the limit is exceeded year-round or if this study coincided with uncharacteristically high pollution. The hourly limit of 200 µgm^{-3} is not reached at any time during the study period; the highest recorded hourly value was 104.9 µgm^{-3} (the highest 15-minute value was higher but occurred when measurements from the AQMesh Pod were very erratic (Figure 9).

Similar to All Saints, Monday and Tuesday of week 2 had high NO_2 concentrations, both occurring at 08:00. By the time the school run would have started NO_2 was already beginning to fall. For all but 3 days during the study period, the daily 15-minute peak NO_2 concentration

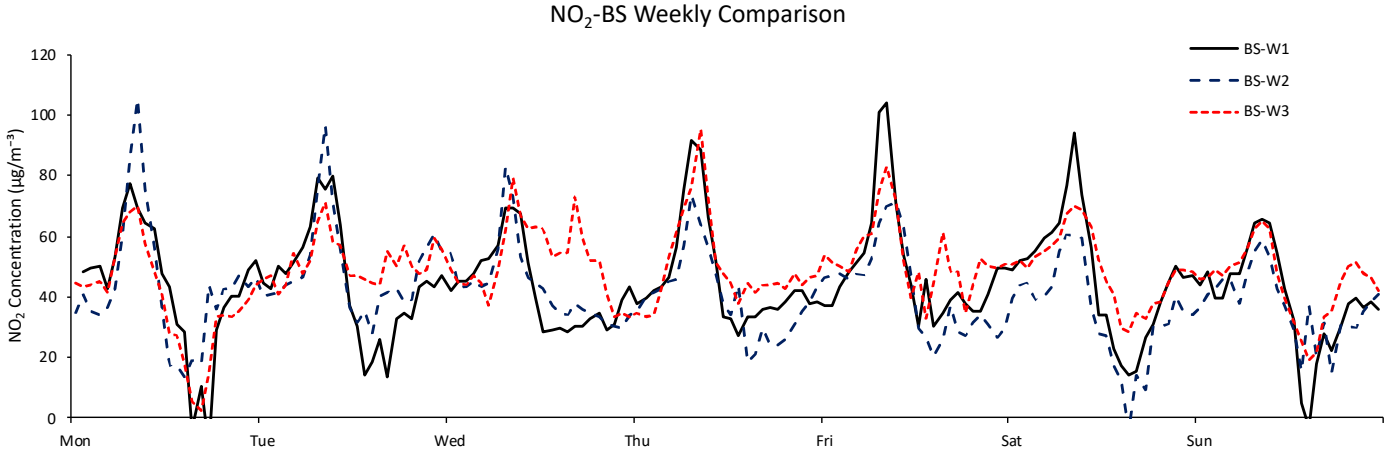


Figure 8: Hourly NO2 concentrations at Bournside. Week 1 (in black) was measured during the Easter holidays, and weeks 2 (dashed blue) and 3 (dashed red) were during the first 2 weeks of term.

occurred between 07:00 and 09:00. Two of those three days had peaks when the AQMesh Pods were returning very volatile readings (Figure 9) and Wednesday of week 3 had its peak at 16:30, which is likely to be too late to be caused by the afternoon school run.
During term-time, there are four days when peak NO_2 levels occur within 30 minutes of the start of the school day (excluding weekends). During the Easter holiday week, there is one day where the peak occurs within this same window. Three of the six weekend days in the study have their peak between 08:15 and 09:00. It is therefore possible that the school run contributes to the morning peak, but it is difficult to justify that it is the only cause, as non-school days also have peaks at the same time. There does not appear to be a strong relationship between the height of the peaks and whether the school is open.

Average NO_2 levels were calculated for the school morning and afternoon runs(Table 4). At all sites, the morning averages are consistently higher than in the afternoon. Also, week 1 always has the highest morning average. This could be down to the weather that occurred during that week or a change in driving habits during the holidays. All Saints and Bournside have similar morning averages in all three weeks, whereas Gloucester Road has a large drop in morning NO_2 from week 2.

	Week	Morning	Afternoon
AS	1	37.08	7.94
	2	39.05	16.24
	3	35.06	20.59
BS	1	80.26	24.23
	2	79.57	27.04
	3	79.25	42.57
GR	1	54.54	12.58
	2	39.05	17.64
	3	35.06	30.73

Table 4: Average NO_2 concentrations during the morning (08:00-09:14) and afternoon (14:45-15:59) school runs for all sites (Mon-Fri). Morning averages are always higher than afternoon averages as NO_2 levels are still declining from the pre-school run peak. At all sites, week 1 has the highest morning NO_2 average. In the afternoon, All Saints and Bournside have higher averages during term-time.

Afternoon averages behave very differently, visible perhaps because the impact of school traffic on air quality is not being masked by another peak, such as the case with the morning averages and the pre-school run peak. The weeks where schools are open generally have higher afternoon NO_2, especially when comparing weeks 1 and 3, when temperatures and wind speeds were more closely matched. This suggests that there may be an influence from the afternoon school run, but ideally more weeks, both holiday and term-time, would need to be observed to verify this.

On several days there is extreme variability recorded between 12:00 and 18:00 (Figure 9). This may be down to an error in the AQMesh Pod or in the processing of the data and will be investigated. Although more common in the term-time weeks, it does not appear to be linked to school opening as the variability was also be observed at weekends.

Apart from the extreme variability, the profile of NO_2 concentrations is relatively similar between the 3 weeks. If the large peaks caused by the erratic measurements are removed, the daily maximum values recorded are very similar (about 90 μgm^{-3}), all starting before the morning school run.

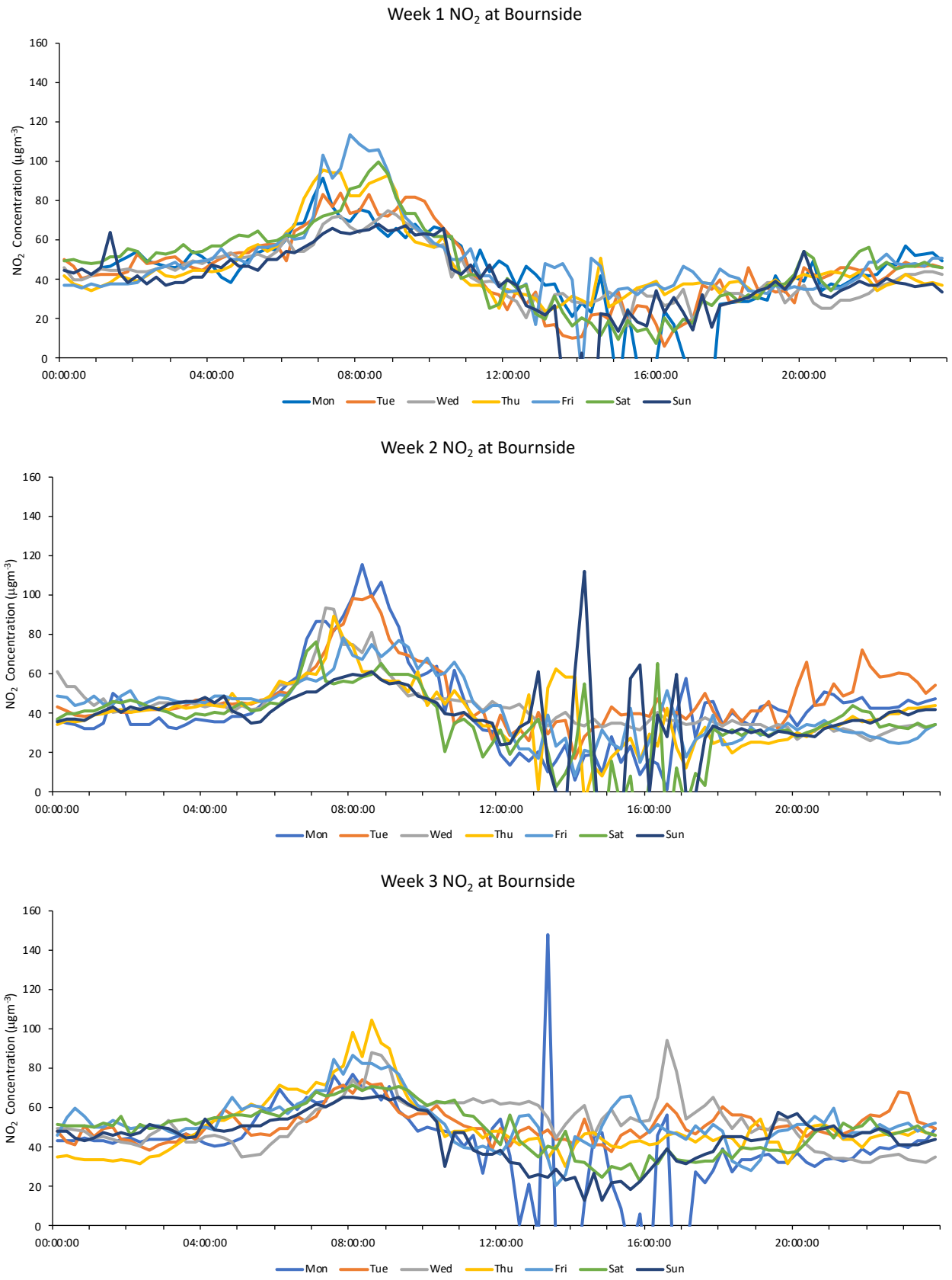


Figure 9: 15-minute NO2 concentration for all 3 weeks at Bournside.

Bournside - Particulate Matter

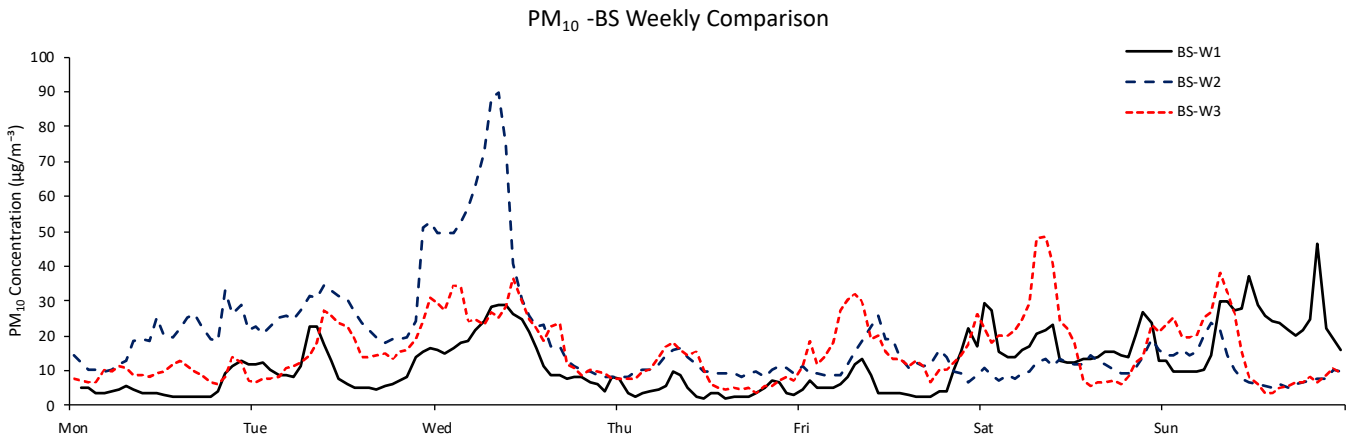


Figure 10: Hourly PM10 at Bournside for all three weeks.

Particulate matter shows a very similar profile between the three sites, with the only difference being the magnitude of the peaks, suggesting that a Cheltenham-wide source is responsible for PM_{10}, such as the atmosphere. The largest peak at Bournside occurs on Wednesday of week 2 at 07:00, reaching 90 μgm^{-3}, with another short, high peak occurring on Sunday of week 1 at 20:00.

If particulate matter and NO_2 originated from the same source, it would be expected that they would rise and fall together and change in similar magnitude between the sites. As this is not the case, it is unlikely that they share a source.

Average PM_{10} concentration at Bournside over the 3-week period is 9.2 μgm^{-3}. This is far below the annual average limit of 40 μgm^{-3}. 50 μgm^{-3} is exceeded during the large peak on Wednesday of week 2 and briefly on Saturday of week 3.

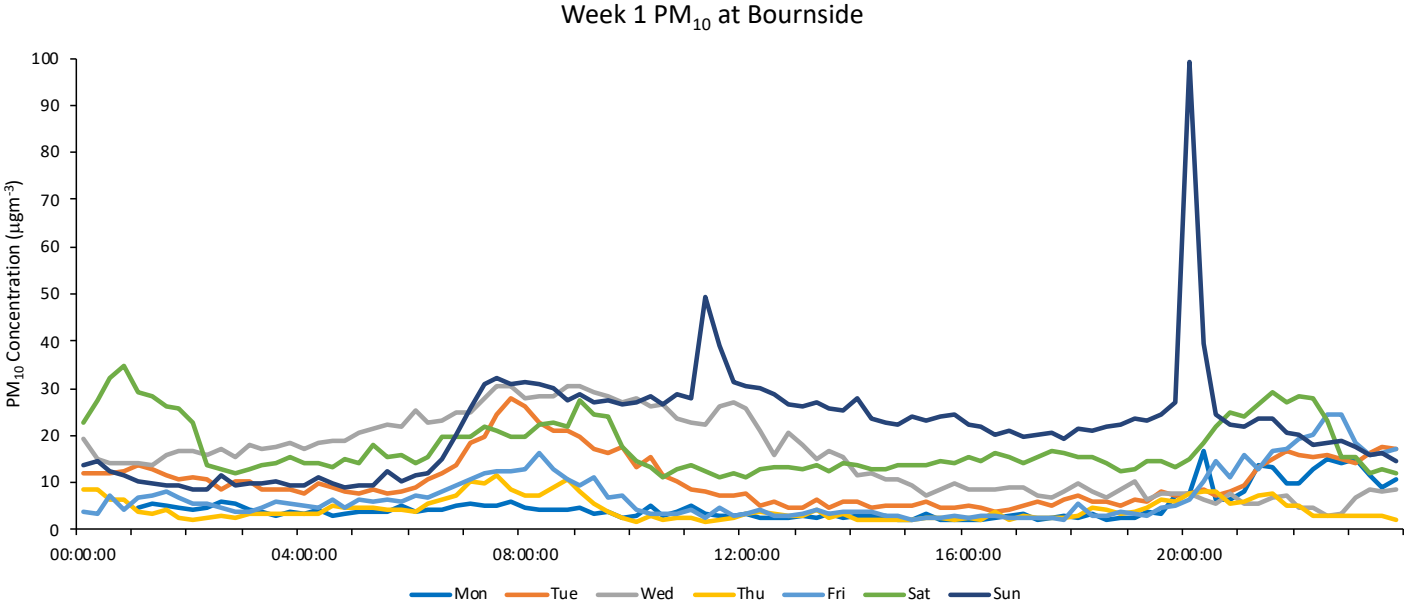


Figure 11a: 15-minute PM_{10} concentrations at Bournside for week 1.

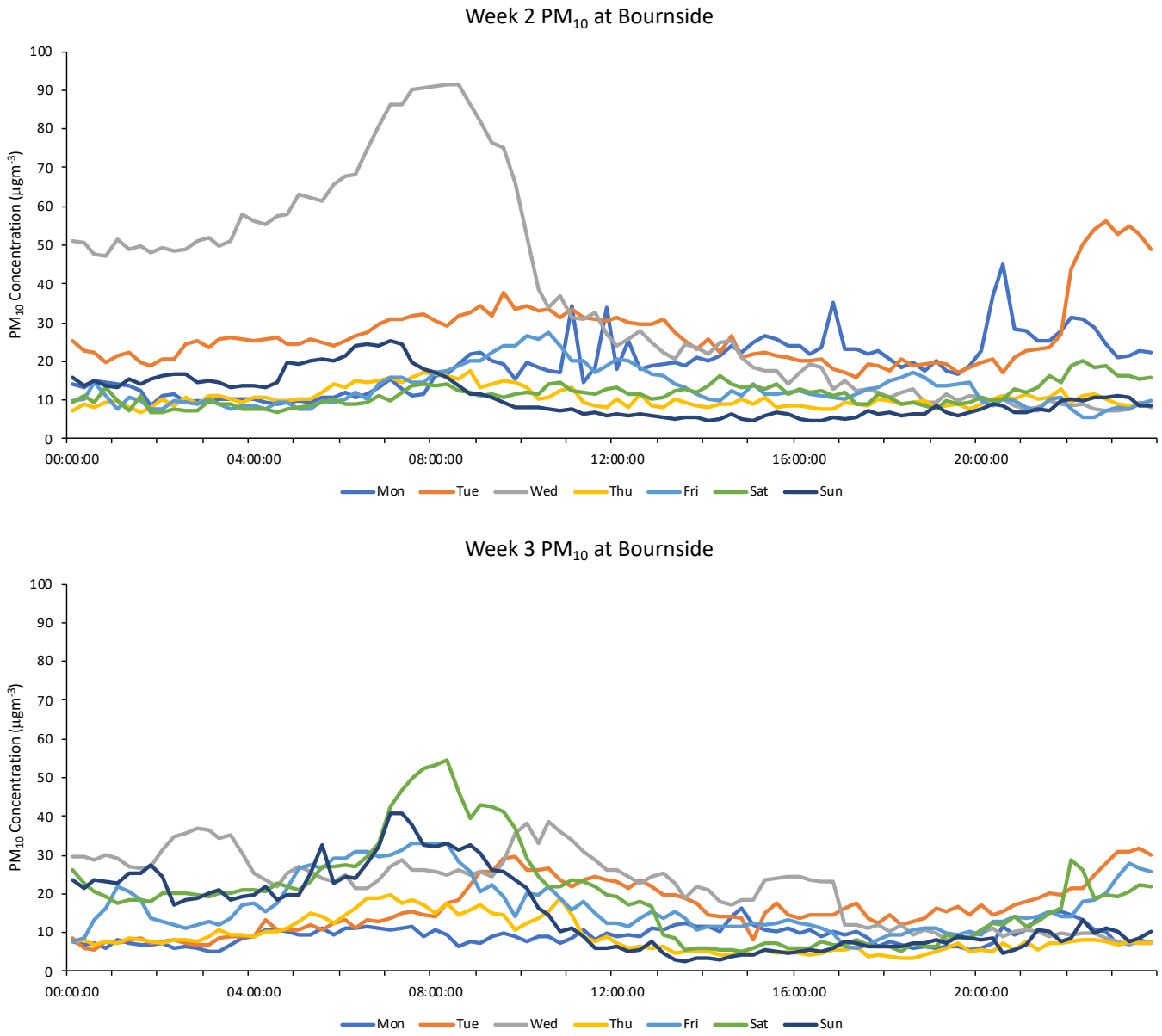


Figure 11b: 15-minute PM_{10} concentrations at Bournside for weeks 2 and 3.

Gloucester Road – NO_2

Gloucester Road exhibits the same morning peak pattern as the other sites. The average NO_2 concentration for the whole 3-week period was 14.8 μgm^{-3}. The highest hourly average value recorded was 82 μgm^{-3} on Monday of week 2 at 08:00. This is part of a very sharp peak and by 10:00 NO_2 had dropped to 14.2 μgm^{-3}. Gloucester Road School was closed on this day as it was an inset day, so the peak is not related to school traffic for Gloucester Road Primary but may be caused by car journeys to other schools.

Afternoon peaks are the most prominent at Gloucester Road, especially in the week 3 data (see also Table 4). As weekday afternoon peaks did not occur during the holidays, it is likely that that one of the main drivers for this is school traffic. Changes in the habits of parents

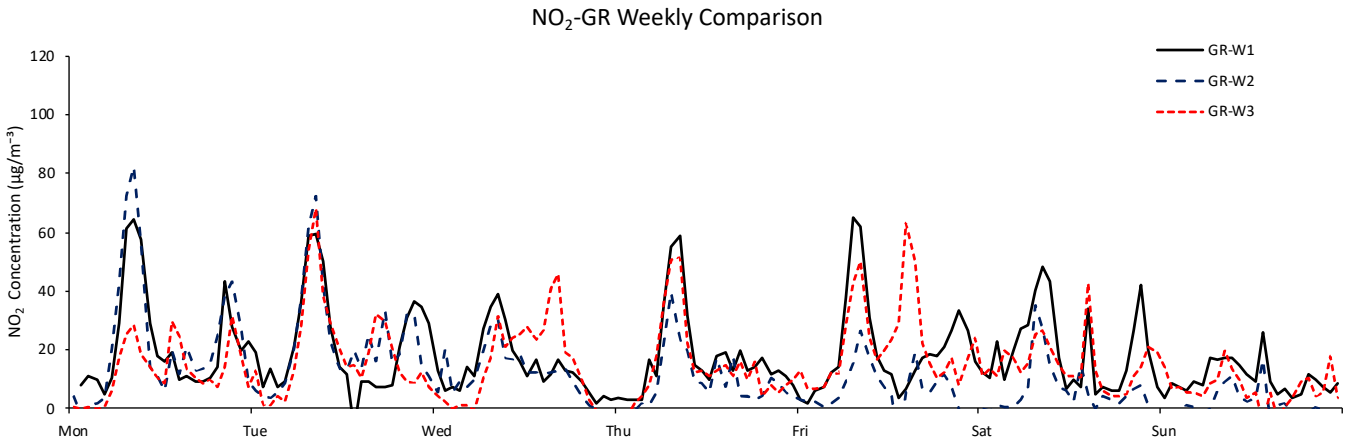


Figure 12: Hourly NO_2 concentration for all three weeks at Gloucester Road.

between primary and secondary school may result in more car traffic at pick-up times at Gloucester Road, increasing NO_2 emissions. The road itself is relatively narrow with terraced houses opposite the school, which may result in slower dispersal of exhaust gases compared to the other schools. Roadworks that occurred on Gloucester Road in the latter half of the study period will have resulted in increased emissions and congestion outside the school.

Morning peaks do not appear to be affected by school traffic. The peak starts to rise at around 06:00 and usually peaks at around 08:00. By the time school starts at 08:55, NO_2 is often beginning to decline. During week 3, morning peaks are more subdued and several days have their maximum NO_2 concentrations later in the day. During the morning school run of week 3, average NO_2 concentrations are lower than the concentrations recorded at the same time during the Easter holidays (Table 4). Afternoon school run NO_2 concentrations are higher in that same week compared to holiday-time levels, matching the pattern of the other sites in this study. This may support the argument that afternoon NO_2 is more strongly influenced by school traffic than in the morning, where another source, such as general commuting, has a greater impact.

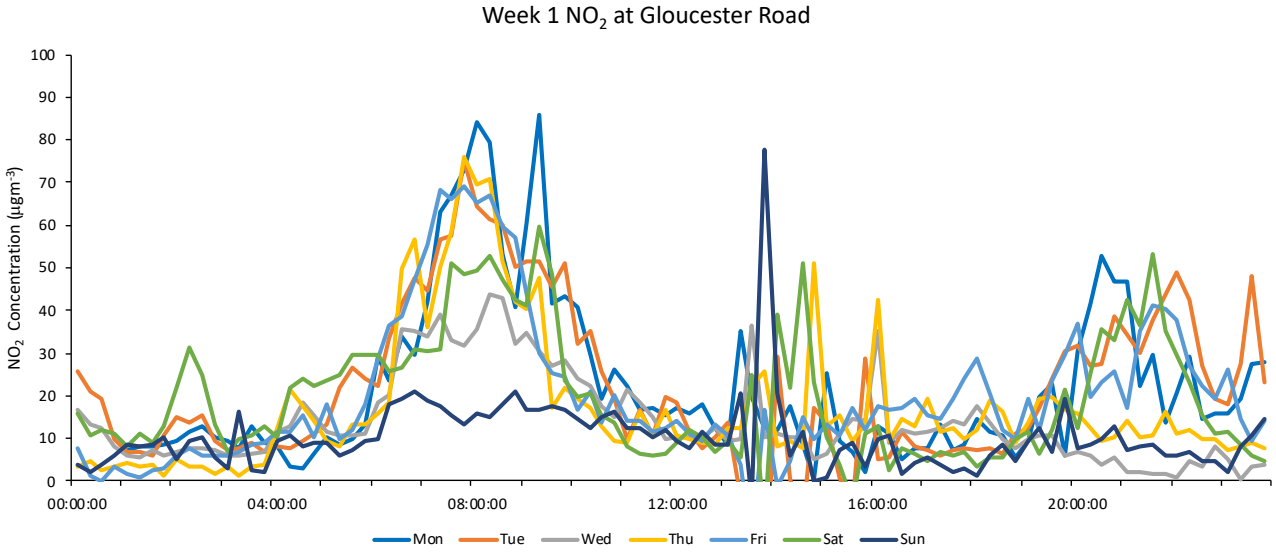


Figure 13a: 15-minute NO_2 concentrations at Gloucester Road for Week 1.

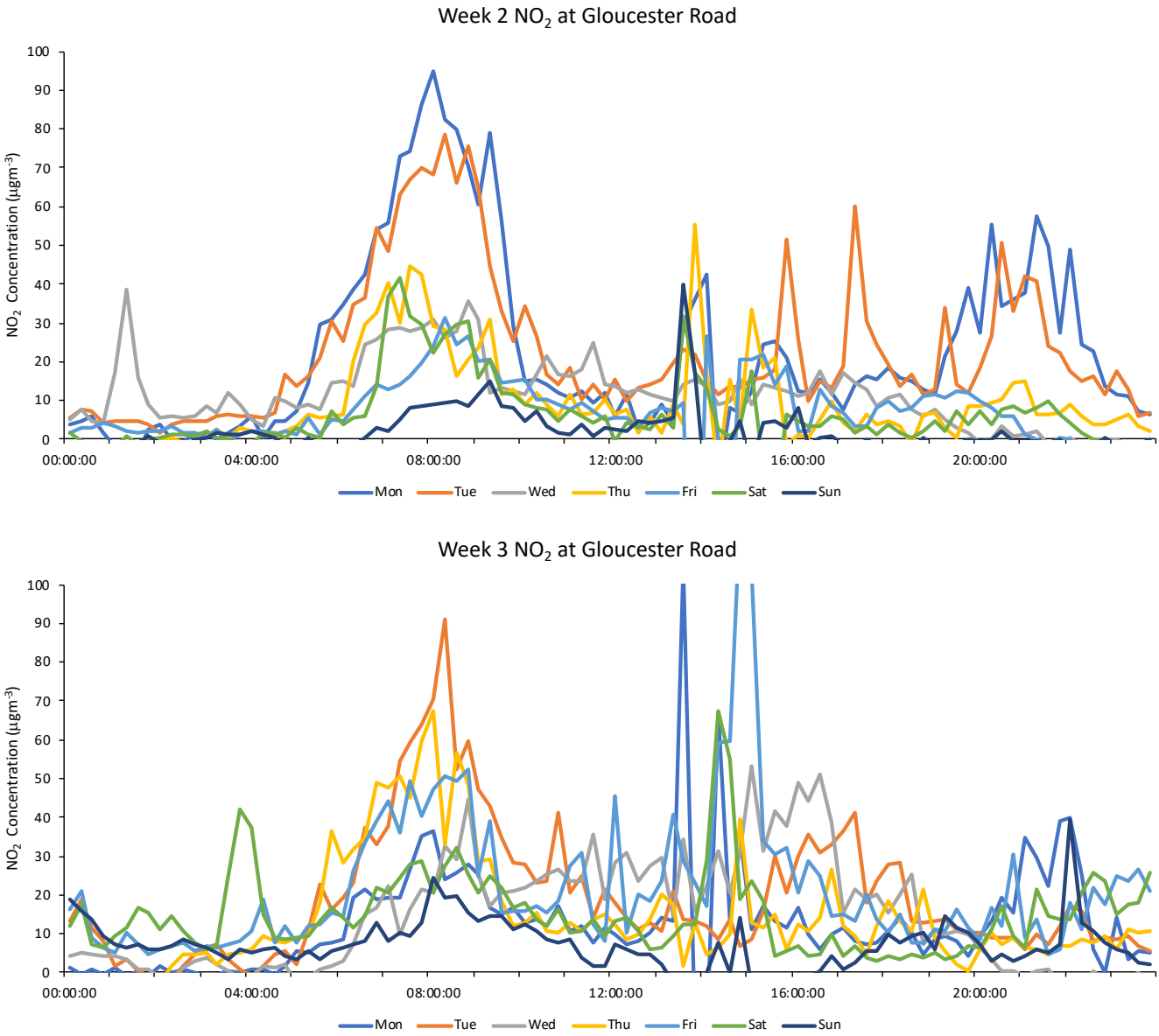


Figure 13b: 15-minute NO_2 concentrations at Gloucester Road for weeks 2 and 3.

Gloucester Road – Particulate Matter

The PM_{10} profile closely matches those of the other sites. The highest PM_{10} concentration recorded was 158 μgm^{-3} and was part of the large peak that occurred at all sites. The lower amount of open space near the monitor could reduce ventilation in the area to a higher degree compared to the other schools. All Saints and Bournside both have large playing fields, unlike Gloucester Road which only has a small playground and is surrounded by terraced houses. The higher particulate levels found in week 3 could have been caused by the roadworks on Gloucester Road and the increased congestion it will have caused. Times of peak PM_{10} levels vary widely across the three weeks and there is no reliable pattern as to when they occur.

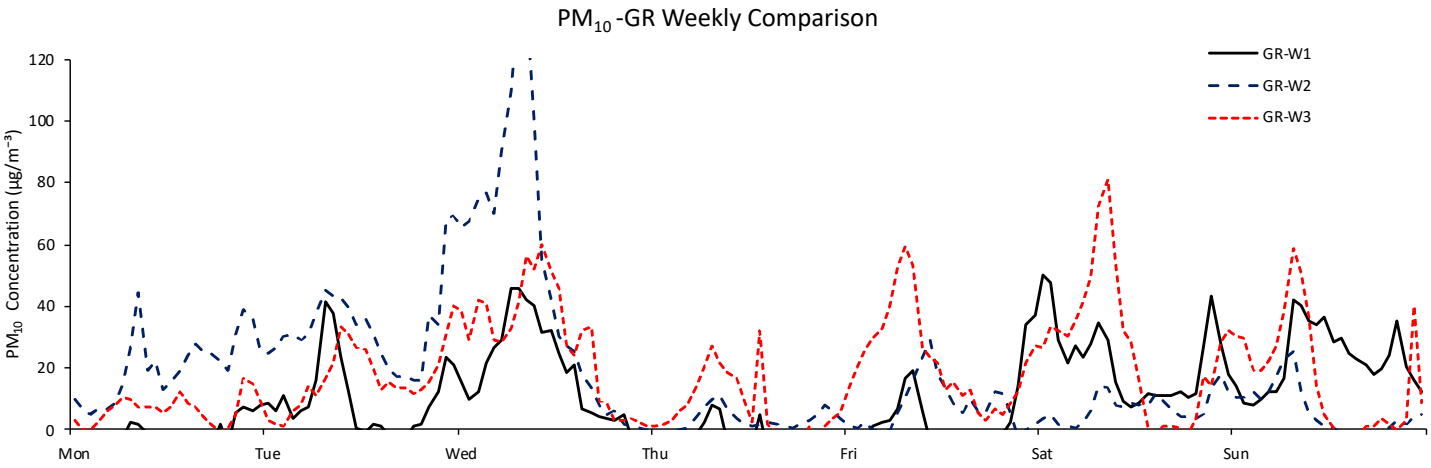


Figure 14: Hourly PM10 concentration at Gloucester Road

The daily PM_{10} concentrations are similar to those from the other sites and can be seen in Figure 15. During week 1 it was common for the monitor to register negative values, caused when PM_{10} concentrations are below the limit of detection of the Mesh Pods. The negative values will skew the average PM_{10} calculations. When average PM_{10} for each week is calculated (with the negative values being replaced with 0), there is a significant difference between the holiday week and term weeks. This is the only site where this pattern is observed. School traffic may have a greater influence on PM_{10} here, although as Gloucester Road is a major road in Cheltenham, especially compared to roads outside the other two schools, other changes in driving habits between holiday and term-time may also influence traffic (eg. not having to stay at home to look after children).

Whole	16.10
Week 1	11.80
Week 2	18.32
Week 3	18.15

Table 5: Average PM_{10} concentrations for each week at Gloucester Road, with negative values replaced with 0.

The large peak on Wednesday of week 2 can be seen in the 15-minute data, along with short spikes on Thursday and Sunday of week 3.

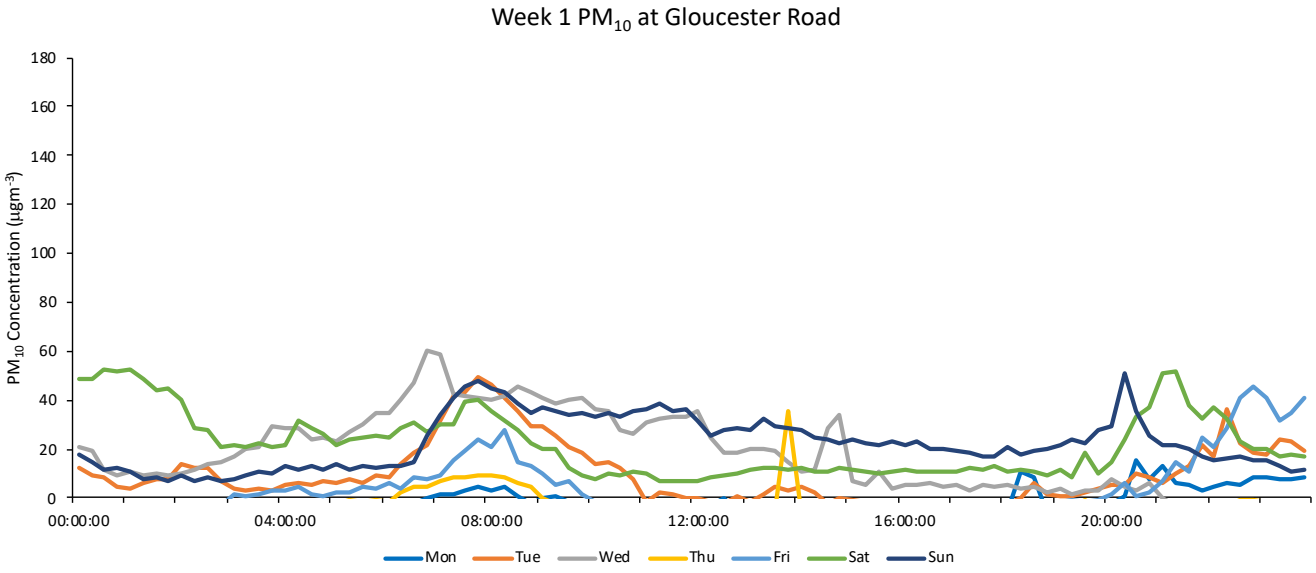


Figure 15a: 15-minute PM_{10} concentrations at Gloucester Road for week 1.

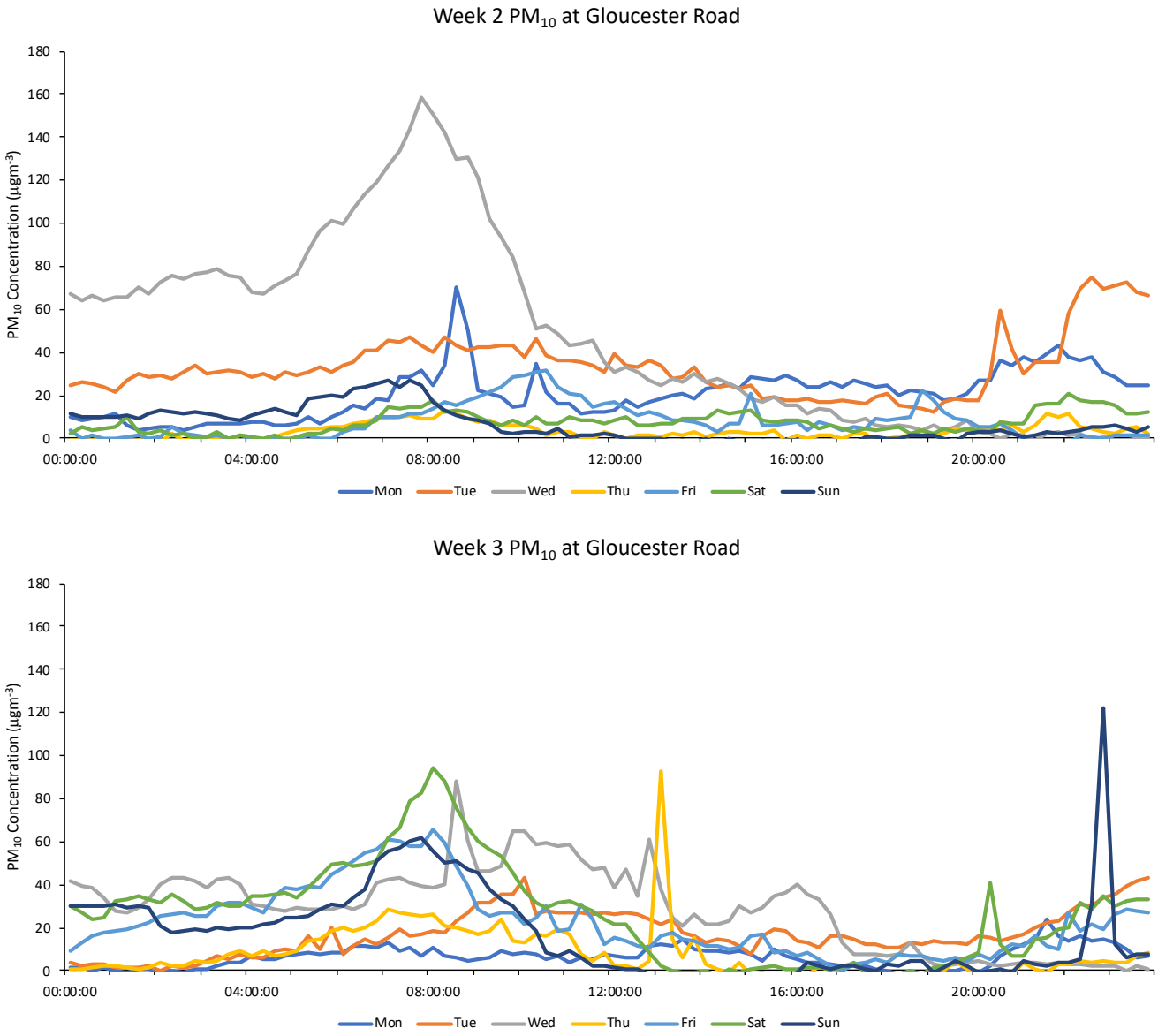


Figure 15b: 15-minute PM_{10} concentrations at Gloucester Road for weeks 2 and 3.

Conclusion

- Morning NO_2 peaks are generally not correlated to school traffic as they start too early and are on the decline by the time the school run occurs.
- The influence of afternoon school traffic on NO_2 is stronger, with average concentrations during pick-up time being higher during term-time compared to the Easter holidays
- School traffic does not cause levels of air pollution that breach Air Quality Standards.
- Particulate matter is not influenced by school traffic and Cheltenham-wide factors are its main driver.
- During this three-week study period, Bournside School had an average NO_2 concentration of 44.6 μgm^{-3}. Further monitoring is required to see if these levels are

maintained throughout the year or if the study period coincided with elevated NO_2 in the area.

- Borough-wide strategies to reduce air quality will have a stronger effect in reducing air pollution at schools compared to school-targeted strategies, as school traffic does not appear to be the main driver in pollution.

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Appendix

Daily max values							
		AS-1h		BS-1h		GR-1h	
Date		NO_2	Time	NO_2	Time	NO_2	Time
Mon	12	41.2	08:00	77.4	07:00	64.3	08:00
Tue	13	46.7	08:00	79.6	09:00	59.1	08:00
Wed	14	29.7	09:00	69.4	07:00	38.7	08:00
Thu	15	47.2	07:00	91.5	07:00	58.6	08:00
Fri	16	57	07:00	103.7	08:00	64.7	07:00
Sat	17	43.1	08:00	93.8	08:00	48	08:00
Sun	18	30.7	09:00	65.6	08:00	25.7	13:00
Wk1 Mon-Fri average max		44.36		84.32		57.08	
Mon	19	69	21:00	104.9	08:00	82	08:00
Tue	20	61.3	07:00	96.5	08:00	72.2	08:00
Wed	21	25.3	08:00	83.2	07:00	30.2	08:00
Thu	22	31.2	08:00	73.8	07:00	39.3	07:00
Fri	23	33.4	11:00	71.1	09:00	26.7	08:00
Sat	24	38.3	10:00	60.8	07:00	35	07:00
Sun	25	27.8	08:00	59	08:00	16.7	13:00
Wk2 Mon-Fri average max		44.04		85.9		50.08	
Mon	26	32.6	08:00	70.1	08:00	31.4	21:00
Tue	27	40.7	08:00	71.2	08:00	68.3	08:00
Wed	28	34.4	17:00	79.2	08:00	45.8	16:00
Thu	29	45.8	08:00	95.3	08:00	51.4	08:00
Fri	30	38.5	15:00	82.7	08:00	63.3	14:00
Sat	1	34.7	08:00	70.2	08:00	42.6	14:00
Sun	2	30	11:00	65.1	08:00	19.7	08:00
Wk3 Mon-Fri average max		38.4		79.7		52.04	

Appendix Figure A: Time and magnitude of maximum NO_2 levels (hourly) for each day at each site. The average of the weekday peak levels is also shown.

Average NO2		
AS	BS	GR
16.95	44.66	14.79

Appendix Figure B: Average NO_2 concentration for each site for the whole three-week period (using hourly values).

Daily max values (15 Minute)							
		AS-1h		BS-1h		GR-1h	
Date		NO_2	Time	NO_2	Time	NO_2	Time
Mon	12	54.2	10:30	91.4	07:00	85.8	09:15
Tue	13	57.7	07:45	83.6	07:30	75.3	07:45
Wed	14	32.3	09:00	75.1	08:45	43.9	08:15
Thu	15	53.3	07:30	95.4	07:00	76.2	07:45
Fri	16	70.5	07:45	113.2	07:45	69.3	07:45
Sat	17	47.5	08:30	99.4	08:30	59.7	09:15
Sun	18	34.7	08:45	68	08:30	77.9	13:45
Wk1 Mon-Fri average max		53.6		91.74		70.1	
Mon	19	83.4	21:30	115.1	08:15	95	08:00
Tue	20	70.4	07:45	99.5	08:30	78.7	08:15
Wed	21	27.6	08:00	93.3	07:15	38.6	01:15
Thu	22	36.9	08:30	89.2	07:30	55.2	13:45
Fri	23	38.2	11:15	78.4	07:45	31.2	08:15
Sat	24	41.7	10:15	76.2	07:00	41.6	07:15
Sun	25	30.5	08:30	111.9	14:15	39.7	13:30
Wk2 Mon-Fri average max		51.3		95.1		59.74	
Mon	26	35.4	09:00	147.6	13:15	104.8	13:30
Tue	27	46.4	09:00	74.2	08:15	91.1	08:15
Wed	28	43.5	15:30	94.2	16:30	53.2	15:00
Thu	29	50	08:45	104.1	08:30	67.4	08:00
Fri	30	44.9	15:00	86.5	08:00	117.1	14:45
Sat	1	38.6	08:45	71.4	08:00	67.4	14:15
Sun	2	33.2	23:30	65.9	08:45	39.5	22:00
Wk3 Mon-Fri average max		44.04		101.32		86.72	

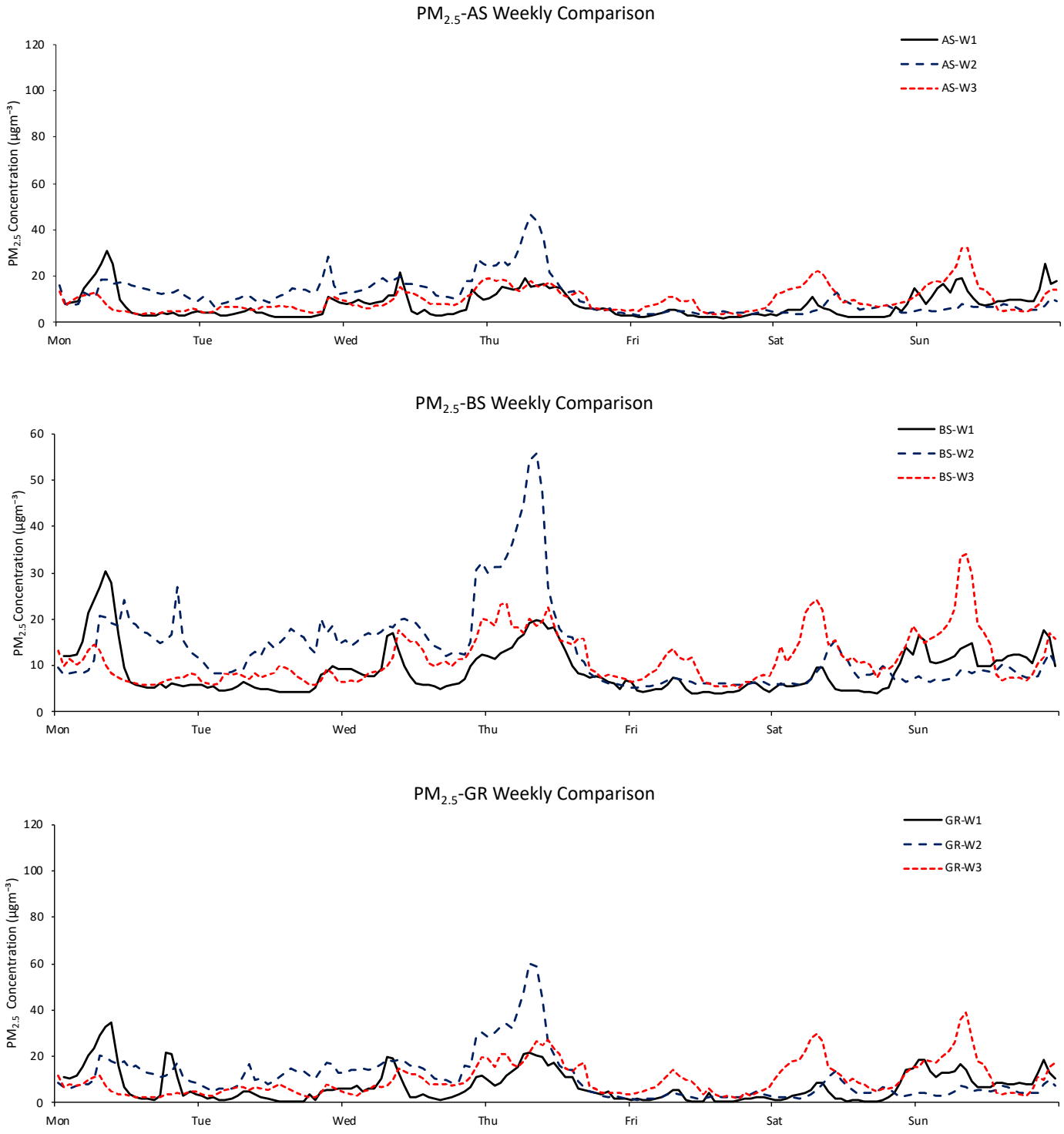
Appendix Figure C: Time and magnitude of maximum NO_2 levels (15-minute) for each day at each site. The average of the weekday peak levels is also shown.

Daily max values (1 hour)							
		AS-1h		BS-1h		GR-1h	
Date		PM_{10}	Time	PM_{10}	Time	PM_{10}	Time
Mon	12	15.21	21:00	13.03	22:00	8.67	00:00
Tue	13	41.21	09:00	22.72	08:00	41.52	07:00
Wed	14	30.54	06:00	28.78	09:00	45.81	07:00
Thu	15	7.91	07:00	9.95	07:00	8.25	07:00
Fri	16	23.14	23:00	29.22	00:00	50.28	00:00
Sat	17	35.13	21:00	27.39	01:00	47.60	01:00
Sun	18	25.28	07:00	46.23	20:00	42.00	07:00
Wk1 Mon-Fri average max		23.60		25.33		34.87	
Mon	19	44.27	21:00	33.17	20:00	44.65	08:00
Tue	20	39.41	22:00	52.37	23:00	69.47	23:00
Wed	21	63.03	07:00	89.95	08:00	140.64	07:00
Thu	22	13.53	08:00	16.40	08:00	10.87	08:00
Fri	23	19.67	10:00	25.95	10:00	28.97	10:00
Sat	24	14.33	22:00	19.15	22:00	18.08	22:00
Sun	25	20.62	06:00	23.49	06:00	25.55	07:00
Wk2 Mon-Fri average max		30.70		37.21		48.32	
Mon	26	17.20	22:00	13.79	21:00	16.89	21:00
Tue	27	25.44	00:00	30.84	23:00	39.99	23:00
Wed	28	23.94	02:00	36.50	10:00	60.13	10:00
Thu	29	14.72	06:00	18.19	07:00	32.21	13:00
Fri	30	27.21	07:00	31.81	07:00	59.27	07:00
Sat	1	42.21	07:00	48.36	08:00	81.26	08:00
Sun	2	31.18	02:00	37.94	07:00	58.60	07:00
Wk3 Mon-Fri average max		21.70		26.22		41.70	

Appendix Figure D: Time and magnitude of maximum PM_{10} levels for each day at all sites (1 hour).

Daily max values (15-minute)							
		AS-1h		BS-1h		GR-1h	
Date		PM_{10}	Time	PM_{10}	Time	PM_{10}	Time
Mon	12	22.682	21:45	16.679	20:15	15.445	20:30
Tue	13	83.94	09:15	27.744	07:45	49.498	07:45
Wed	14	33.542	04:00	30.659	08:45	60.089	06:45
Thu	15	10.729	06:30	11.358	07:30	35.844	13:45
Fri	16	25.937	00:00	34.593	00:45	52.895	00:30
Sat	17	45.829	21:15	29.159	01:00	52.319	01:00
Sun	18	27.811	07:45	99.06	20:00	51.011	20:15
Wk1 Mon-Fri average max		35.366		24.2066		42.7542	
Mon	19	58.161	21:30	44.979	20:30	70.09	08:30
Tue	20	64.494	20:00	56.214	22:45	74.992	22:30
Wed	21	68.686	07:00	91.363	08:30	158.466	07:45
Thu	22	16.438	07:45	17.386	08:45	12.786	08:15
Fri	23	21.232	10:30	27.405	10:30	31.502	10:30
Sat	24	14.899	22:00	20.301	22:15	20.619	22:00
Sun	25	21.455	06:30	25.169	07:00	27.2	07:00
Wk2 Mon-Fri average max		45.8022		47.4694		69.5672	
Mon	26	32.337	21:45	16.113	14:45	24.289	21:30
Tue	27	25.625	00:00	31.791	23:30	43.625	23:45
Wed	28	25.781	01:15	38.668	10:30	87.893	08:30
Thu	29	16.75	06:45	19.764	07:00	92.491	13:00
Fri	30	29.974	07:45	33.121	07:45	65.819	08:00
Sat	1	46.52	07:45	54.516	08:15	94.516	08:00
Sun	2	32.895	06:45	40.932	07:15	121.966	22:45
Wk3 Mon-Fri average max		26.0934		27.8914		62.8234	

Appendix Figure E: Time and magnitude of maximum PM_{10} levels for each day at all sites (15 minute)



Appendix Figure F: $PM_{2.5}$ data for all sites

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GEG (& Recovery) Scrutiny Group 9th June 2021

The June meeting was more of an introduction/training session for new members rather than a 'business' meeting. Nonetheless, there was much useful background. Thanks to COVID, the session (not being Decision Making) was virtual, so was recorded. It is a good introduction to many of the key players in Gloucestershire.

The full agenda and papers are here:
https://glostext.gloucestershire.gov.uk/ieListDocuments.aspx?CId=731&MId=10203

A new 'Economic Dashboard' was presented, showing the major trends in activity around the County. This will be improved over time with additional elements being presented.

At 11 minutes in, Gillian Parkinson (Legal Officer) gives an overview of the Terms of Reference of the Group and the Role of the Gloucestershire Economic Growth Joint Committee.

The recording is here: https://www.youtube.com/watch?v=DMJKkhDF9p4

As you will see, Cllr Matt Babbage is now chair. The main speakers, and topics, with timings on the video are here:

a) GFirst LEP (Annex C) 17 minutes in
David Owen, Chief Executive

b) Gloucestershire County Council (Annex D) 1hr 5 minutes
Colin Chick, Executive Director of Economy, Environment and Infrastructure

c) Gloucestershire Economic Growth Joint Committee (GEGJC) (to include the role of the six district councils) 1hr 46 minutes
Mike Dawson, Chair of the GEGJC Senior Officer Group (i.e. the six District CEOs)

d) **THE SKILLS AGENDA FOR GLOUCESTERSHIRE** An update on the joint work between GCC and the GFirst LEP on skills and employment in the county, particularly in respect of economic recovery. 2hrs 1 minute

As ever, the most informative aspect was Colin Chick's Director's Report, a pot-pourri of all the significant projects that are happening around the County over the next six months – many of which impact Cheltenham:
https://glostext.gloucestershire.gov.uk/documents/s71622/Directors%20Report%20EEI%20Scrutiny%20-%20May%202021_.pdf

As this meeting was virtual (and so non-decision making), it was not possible to appoint a vice-chair for the committee. At the time of writing, it is not clear whether future meetings will be physical. If that is the case, the proceedings will cease to be recorded.

During the discussion, a number of the questions raised resulted in the following additional information being provided after the meeting (all worth looking at):

· GFirst LEP Youth Survey report: https://www.gfirstlep.com/downloads/2019/gfirst-lep-youth-survey-2019v2.pdf

· Local Transport Plan: https://www.gloucestershire.gov.uk/transport/gloucestershires-local-transport-plan-2020-2041/
(officer contact: Simon Excell, Simon.EXCELL@gloucestershire.gov.uk)

· Fastershire Broadband: https://www.fastershire.com/
(officer contact Angela Presdee: Angela.Presdee@gloucestershire.gov.uk)

· Gloucestershire's skills portal: www.skillsportalglos.com
(officer contact Pete Carr: peter.carr@gfirstlep.com)

Regards

Paul

New item on the forward plan

A new policy which relates to the use of social media / the internet / open source intelligence when investigating offences or conducting enforcement activities. The Policy seeks to ensure all online research is conducted lawfully and ethically to reduce risk. The policy takes account of RIPA and when such activities constitute surveillance. It will be presented to Audit, Compliance and Governance Committee in September and come to cabinet in November.

Housing

In partnership with CBH we are delighted to have been able to deliver 27 new affordable homes in a variety of tenures on the former Monkscroft Villas site, now called Radford Court. Increasing the number of homes that were previously on the site by more than 800%. Furthermore I can report that all 27 homes will shortly be occupied, as various tenancy agreements have been signed. We look forward to delivering more units in the town as part of our £180m investment into affordable homes in the years to come.

Audit

CBC's response to Covid-19 audit by SWAT gave us a very positive result of a sound system of governance, risk management and controls, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited, which has been given a Substantial assurance opinion.

Business Rates

At the Government briefing on the extension to restrictions last week there was no suggestion of any further financial support in the form of grants to businesses.

The business rates holiday (100% discount to retail, hospitality & leisure businesses since 01/04/20) comes to an end on 30 June. The discount continues to 31 March 2022 but at a reduced rate of 66% leaving businesses to pay one third of the normal bill from July.

Businesses are calling for the 100% discount to be extended but there's been no response today and MHCLG say they have no plans to do this. We sent our bills out last Friday with the reduced 66% discount from 1st July.

Afghanistan nationals Resettlement

The UK has been running a scheme to support locally employed staff (LES) in Afghanistan, often in dangerous and challenging situations, in recognition of their commitment and bravery shown supporting UK forces since 2013.

The scheme currently consists of two elements: The ex-gratia scheme which will close in November 2022 and;

The Afghan Relocations and Assistance Policy which launched in April 2021, reflecting the changing situation in Afghanistan and consequent risk to LES.

Both schemes are intended to support current ars who have worked for British Forces and to provide appropriate support that honours their service and properly reflects their work and the risks involved.

The schemes provide a range of in-country packages of assistance in Afghanistan and, for those who meet the criteria, relocation to the UK with their dependants.

3000 people coming to the UK – former interpreters and their families

35 for Gloucestershire I am pleased to report that this authority is intending to support these interpreters and their families who worked to support our armed forces and now face a very uncertain future if they remain in Afghanistan.

TACKLING COVID-19

Cheltenham Borough Council is a finalist in the Room 151 Impact award in the Tackling Covid-19 category. This category recognises the extraordinary contribution council finance departments have made to supporting their communities through the pandemic through revs and bens, supporting frontline services and business grants. The category winners will be announced at a free virtual Awards Ceremony on 1st July.

Submitted to **Local Authority Remote Meetings - Call for Evidence**
Submitted on **2021-06-16 17:36:35**

Your personal data

1 Are you happy to continue?

Please tick this box if you are happy to continue:
Yes

Introduction

2 What is your name?

[redacted]

3 What is your email address?

[redacted]

4 What is your organisation?

Organisation:
Cheltenham Borough Council

5 Where in the UK is your organisation based?

England

6 What type of organisation are you responding on behalf of?

Please select an option from the drop-down list below:
District Council

The Current Arrangements

7 Generally speaking, how well do you feel the current remote meetings arrangements work?

Very Well

Please explain your answer in more detail; though note you will be asked about specific advantages and disadvantages of remote meetings in further questions:

Very well. The ability to convene meetings remotely has allowed for decision making to continue without interruption since the first lockdown in March 2020. Remote meetings have seen increased member attendance and increased public participation and attendance, enabling a greater level of transparency in the council's decision-making processes. The need to delegate nearly all decisions to officers was also avoided, ensuring input from elected representatives and subsequently a higher level of democratic accountability.

The number of YouTube views for nearly all committee meetings has been considerably higher than the number of members of the public who attended physical meetings before March 2020. For example, livestreamed Cabinet meetings have been typically viewed by around 100 people, compared to only a handful prior to lockdown. The only exception to this was Full Council meetings, which were already being webcast live to YouTube before the pandemic, and maintained a similar level of views.

Permanent Arrangements

8 Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

Yes

Please explain your answer in more detail:

Yes. We feel strongly that it should be a matter for each local authority to decide which meetings (if any) it wishes to hold remotely. Allowing the flexibility to hold remote meetings would not compel any individual local authority to do so, but would allow those that do to make local choices for their area. It would also enable authorities to put in place hybrid arrangements, should that be suitable for their local needs. The decision-making would be on the basis of agreed criteria, and guided by openness and transparency requirements that already exist at a national level.

9 What do you think are some of the benefits of remote meetings?

More accessible for local authority members, Reduction in travel time for members, Meetings more easily accessed by local residents, Greater transparency for meetings, Easier to chair meetings in an orderly fashion, A virtual format promotes greater equality in speaking time during meetings

For each benefit you have selected, please explain each of your answers in more detail:

The main advantage of remote meetings is the greater degree of flexibility, which is particularly useful considering pandemic-related guidelines and restrictions, which are subject to change at short notice and may continue for some time.

Requiring meetings to take place physically brings with it the difficulty of finding premises that are open, willing to take short notice bookings and big enough to accommodate socially distanced meetings of up to 50 people. For larger meetings such as Full Council, physically meetings mean having to hire a suitable venue, at additional cost, which may not have the audio visual and meeting management software integration, which is beneficial to running efficient and effective meetings and decision-making.

Remote meetings are also more accessible for local authority members, with an obvious reduction in travel time for attendees and consequently a positive environmental impact. Meetings are generally more easily accessed by local residents via the internet (which is especially relevant to those who may be away from the area when a meeting is being held), leading to increased public attendance, participation and greater transparency.

Meeting chairs have found it easier to manage meetings in a structured fashion, with the ability to mute members and use the 'lobby' feature for those declaring an interest and members of the public. A virtual format also promotes greater equality in speaking time during meetings.

Remote meetings also offer a better use of the public's time, since they are not travelling to then have to wait for their particular item to be discussed, but rather can tune in for that item alone. Participants in licensing hearings have indicated that they found it easier to access meetings around work commitments, while public speakers at Council meetings indicated that they found remote meetings less stressful than attending in person.

Cost of remote meetings

10 [For local authorities only] Have you seen a reduction in costs since implementing remote meetings in your authority?

Unsure

Please explain your answer in more detail:

Feedback from participants suggests that fuel costs for members and officers have decreased. However, some costs have increased due to the need for extra resources to provide remote meetings. The meeting software used (Webex) cost £3,000 in 2020/21 and would increase to £12,000 in 2021/22.

Disadvantages of Remote Meetings

11 What do you think are some of the disadvantages of the remote meetings arrangements?

Meetings are less accessible for local authority members of local residents who have a poor-quality internet connection, Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology

For each disadvantage you have selected, please explain each of your answers in more detail:

Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection or are unfamiliar with video conferencing technology.

At first, meetings took longer to administer due to the need for recorded voting by roll call and the need for participants to become familiar with the system. As time passed, this was reduced and meetings did not take any longer than they previously did in person.

Additional Democratic Services Staff need to be involved, although this had already become a factor since the introduction of live streaming in 2019. This may require a review of staffing numbers in the team.

For each disadvantage you have selected, please explain any suggestions you have to mitigate/overcome them.:
The remote meeting technology used by the council (Webex) allows for participants to join via a number of different devices including their mobile phone, so poor quality internet connection does not necessarily prevent them participating.

Advantages of Physical Meetings

12 What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

Please provide your answer in the box below:

Face-to-face meetings offer a more formal environment, require less resource to oversee and have a reduced risk of technical issues affecting the meeting. In

some circumstances, specific meetings may need to be face-to-face and this would be covered in the agreed criteria. Some members indicated that they missed face-to-face interaction with officers and other councillors.

Constraints on Remote Meetings

13 If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

I think local authorities should be able to decide for themselves which meetings they should have the option to hold remotely

Please explain your answer in more detail:

Local authorities should be able to decide for themselves which meetings should have the option to meet remotely, and to explore possibilities around hybrid meetings.

14 If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely

Please explain your answer in more detail:

Local authorities should be able to decide for themselves in which circumstances they should have the option to meet remotely, and to explore possibilities around hybrid meetings.
If the flexibility to hold online meetings is restored to councils it is essential that the government avoids being overly prescriptive about the circumstances under which councils can use virtual and hybrid meeting formats. Councils and councillors are best placed to decide how and when to use different meetings formats to balance the advantages and disadvantages of different meeting options and reflect the variety of local authority types and governance arrangements. Councils will need considerable flexibility for local determination as to how and when to utilise virtual and hybrid meetings to ensure they can realise the benefits of different meeting options to suit their local context.

15 Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

No

Please explain your answer in more detail:

No. The remote meetings conducted by the council reflected high standards of governance and administration.

16 If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

Please provide your answer in the box below:

Public Sector Equality Duty

17 In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

Yes

Please explain your answer in more detail:

Yes, it would benefit individuals with protected characteristics. Those with disabilities (especially mobility issues) are likely to find it easier to join a meeting remotely than physically. It would also make it easier for individuals who do not have access to a car or to regular public transport, and for those who have caring responsibilities.

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Overview and Scrutiny Committee work plan – 2021/22

Item	Outcome	What is required?	Author/presenter
Monday 5 July 2021 (deadline: 23 June)			
UBICO annual report	Consider annual report and understand what are their top 3/5 risks and opportunities, also consider how Gloucester City have been integrated and meet the new MD (Beth Boughton)	Discussion paper	Ubico, Client Officer and Cabinet Member
Air Quality Plan / Schools project	Consider the new AQMA action plan and data from the GCC 'Streets for Schools' project – where does data lead, what are the next steps?	Discussion paper	Gareth Jones and GCC officer(s)
The Cheltenham Trust specification and management fee framework	An update from the Chief Executive on the Trust's performance over the past year, including a summary of its financial position and performance; An update on the council's plans for the management agreement review.	EXEMPT	Richard Gibson (CBC) and Laurie Bell (Trust)
Monday 2 August 2021			
Effective scrutiny training			Hilary Gardener, Campbell Tickell
Monday 6 September 2021 (deadline: 25 August)			
The future of the Municipal Offices	Has the project concluded and what are the next steps?		Mark Sheldon, Director of Corporate Resources
BID??	Assuming BID are successful in the ballot, invite the Chair along to present the business plan	Poss October?	Alex Rose (tbc)

High Street public realm – next phase	A full list of all High Street related schemes or initiatives, details of how benefits or success will be monitored and details of any consultants involved, their objective, costs and how success will be measured. The committee want to be able to see if there is any overlap or gaps and understand how each scheme fits into the wider objectives for the High Street.	Poss October?	Tracey Crews, Director of Planning
Housing and Regeneration strategy	Consider the draft strategy?	Discussion paper?	David Oakhill
Scrutiny Annual Report	Consider the summary of highlights from O&S 2019-20	Report	Saira Malin, Democracy Officer
Monday 4 October 2021 (deadline: 22 September)			
BID??	Assuming BID are successful in the ballot, invite the Chair along to present the business plan	Poss September?	Alex Rose (tbc)
High Street public realm – next phase	A full list of all High Street related schemes or initiatives, details of how benefits or success will be monitored and details of any consultants involved, their objective, costs and how success will be measured. The committee want to be able to see if there is any overlap or gaps and understand how each scheme fits into the wider objectives for the High Street.	Poss September?	Tracey Crews, Director of Planning
Community Infrastructure Levy register	Review register (monies collected/held/spent and details of how the decisions were made)	Discussion Paper	Mike Holmes, Head of Planning
Monday 17 January 2022 (deadline: 05 January)			
Budget proposals (for coming year)	Consider feedback from the Budget Scrutiny Working Group on the budget proposals for 2022-23	Discussion paper	Chair of Budget Scrutiny Working Group
North Place and Portland Street	Possible update on these sites – if this proves timely	EXEMPT	Paul Jones, Executive Director Finance & Assets
Monday 28 February 2022 (deadline: 16 February)			

Overview and Scrutiny Committee work plan – 2021/22

Monday 28 March 2022 (deadline: 16 March)			
Monday 6 June 2022 (deadline: 25 May)			
Solace	Update on performance of this service	Discussion paper	Louise Boyle, Team Leader (Solace)
Overview and Scrutiny Review (2020) – follow up	Follow-up on the recommendations (actions) that were agreed in June 2021 – is there anything that needs to be revisited?	Discussion paper	Saira Malin, Democracy Officer
Monday 4 July 2022 (deadline: 22 June)			
Monday 1 August 2022 (deadline: 20 July)			

Items for future meetings (a date to be established)			
Public Art Panel	Consider what is it, is it effective, what has it done, what difficulties does it face	To be scheduled once SWOT has been concluded (chased TC for date 25/02/20)	Tracey Crews and Chair of Panel
Waiver(s)	Consider recent instances where the O&S Chair has been asked to waive his right to call-in and the reasons behind these requests	Discussion paper	Consider if this is still necessary?
New Homes and Regeneration Strategy	Consider the proposed strategy (when ready)	Discussion paper	David Oakhill, Head of Planning
Risk and Performance	Look at risk and performance scorecard on Clearview	Real time data shown on Clearview (pdf in advance)	Darren Knight, Executive Director People & Change / Ann Wolstencroft

Annual Items		
Budget proposals (for coming year)	January	Chair, Budget Scrutiny Working Group
Draft Corporate Plan	February	Richard Gibson, Strategy and Engagement Manager
Publica annual report	tbc	Dave Brooks (Chair) and MD
End of year performance review	June	Richard Gibson, Strategy and Engagement Manager
UBICO annual report	July	Ubico, Client Officer and Cabinet Member

Overview and Scrutiny Committee work plan – 2021/22

Scrutiny annual report	September	Democracy Officer
Police and Crime Commissioner (circulate his annual report in advance)?	September	P&CC
Quarter 2 performance review	November	Richard Gibson, Strategy and Engagement Manager

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