

Public Document Pack

AGENDA FOR

CABINET

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To: All Members of Cabinet

Councillors : M C Connolly (Leader) (Chair),
S Walmsley (Cabinet Member for Communities and
Community Safety), T Isherwood (Cabinet Member for
Environment), J Lewis (Cabinet Member for Leisure,
Tourism and Culture), R Shori (Cabinet Member for Adult
Care, Health and Housing), J Smith (Cabinet Member for
Finance and Corporate Affairs), G Campbell (Cabinet
Member for Children and Families), T Pickstone (Non
portfolio holder) and I Gartside (Non portfolio holder)

Dear Member

Cabinet

You are invited to attend a meeting of the Cabinet which will be held
as follows:-

Date:	Wednesday, 18 December 2013
Place:	Ramsbottom Civic Hall, Market Place, Bury, BL0 9HT
Time:	6.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of Cabinet are asked to consider whether they have an interest in any of the matters of the Agenda, and if so, to formally declare that interest.

3 PUBLIC QUESTION TIME

Questions are invited from members of the public present at the meeting about the work of the Council and the Council's services.

Approximately 30 minutes will be set aside for Public Question Time, if required.

4 MINUTES *(Pages 1 - 4)*

To approve as a correct record the minutes of the meeting held on 27 November 2013.

5 CORPORATE DEBT POLICY *(Pages 5 - 38)*

6 MEDIUM-TERM FINANCIAL STRATEGY

7 LOCAL FLOOD RISK MANAGEMENT STRATEGY *(Pages 39 - 208)*

8 HEALTH AND SAFETY - ANNUAL REPORT 2012/2013 *(Pages 209 - 250)*

9 SURPLUS LAND AND PROPERTY DISPOSAL STRATEGY *(Pages 251 - 262)*

10 URGENT BUSINESS

Any other business which by reason of special circumstances the Chair agrees may be considered as a matter of urgency.

11 EXCLUSION OF PRESS AND PUBLIC

To consider passing the appropriate resolution under Section 100 (A)(4), Schedule 12(A) of the Local Government Act 1972, that the press and public be excluded from the meeting for the reason that the following business involves the disclosure of exempt information as detailed against the item.

12 ST THOMAS'S PRIMARY SCHOOL AND ST LUKE'S PRIMARY SCHOOL

- CAPITAL PROJECT STAGE TWO APPROVAL (*Pages 263 - 268*)

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Minutes of:	THE CABINET
Date of Meeting:	27 November 2013
Present:	Councillor M Connolly (in the Chair) Councillors G Campbell, I Gartside, A Isherwood, T Pickstone and J Smith
Also present:	Councillors J Black (Deputy Cabinet Member – Adult Care and Wellbeing and S Southworth (Deputy Cabinet Member – Environment)
Apologies:	Councillors J Lewis, R Shori and S Walmsley
Public attendance:	1 member of the public was in attendance

CA.561 DECLARATIONS OF INTEREST

Councillor Connolly declared a personal interest in any matters relating to the fact that his partner is employed by Adult Care Services.

Councillor Gartside declared a personal interest in respect of Minute number CA.543 for the reason that he is employed by the RBS group.

CA.562 PUBLIC QUESTION TIME

A period of thirty minutes was allocated for members of the public present at the meeting to ask questions about the work or performance of the Council or Council services.

No questions were asked.

CA.563 MINUTES

Delegated decision:

That the minutes of the meeting held on 6 November 2013 be approved and signed by the Chair as a correct record.

CA.564 BURY TOBACCO CONTROL STRATEGY

The Deputy Cabinet Member – Adult Care and Wellbeing submitted a report seeking approval to the Bury Tobacco Control Strategy 2013-2018. The Strategy was developed by the Bury Tobacco Alliance in response to the new public health responsibilities of local authorities as described in the Public Health Outcomes Framework.

The Strategy has three key aims:

1. Enabling smokers in Bury who want to stop smoking, to stop with the right support.
2. Tackling the accessibility of tobacco products for young people, particularly in relation to illegal tobacco, underage sales and niche products.
3. Protecting children, families and communities from the effects of second hand smoke.

Cabinet 27 November 2013

The Strategy will be monitored and reviewed on a quarterly basis and refreshed annually by the Bury Tobacco Alliance.

Delegated decision:

That approval be given to the Bury Tobacco Control Strategy 2013-2018.

Reasons for the decision:

The Strategy will help the Council fulfil its responsibility to reduce levels of smoking in the adult (18+) population, 15 year olds and pregnant women at time of delivery.

Other option considered and rejected:

To reject the recommendation.

CA.565 CORPORATE FINANCIAL MONITORING REPORT – APRIL TO SEPTEMBER 2013

The Deputy Leader of the Council and Cabinet Member – Finance and Corporate Affairs submitted a report which informed members of the Council's financial position for the period April to September 2013 and projected the likely outturn at the end of 2013/2014.

The report also included Prudential Indicators in accordance with CIPFA's Prudential Code.

Delegated decisions:

1. That the Council's financial position as at 30 September 2013 be noted.
2. That approval be given to the s151 Officer's assessment of the minimum level of balances.

Reasons for the decision:

The Council has a statutory duty to undertake budget monitoring.

Other option considered and rejected:

To reject the recommendation.

CA.566 TREASURY MANAGEMENT STRATEGY – MID YEAR REVIEW 2013/2014

The Deputy Leader and Cabinet Member – Finance and Corporate Affairs submitted a report prepared in compliance with CIPFA's Code of Practice to inform Cabinet members on the following areas:

- An economic update for the 2013/2014 financial year to 30 September 2013;
- A review of the Treasury Management Strategy Statement and Annual;
- Investment Strategy;
- The Council's capital expenditure (prudential indicators);
- A review of the Council's investment portfolio for 2013/2014;
- A review of the Council's borrowing strategy for 2013/2014;
- A review of any debt rescheduling undertaken during 2013/2014;

- A review of compliance with Treasury and Prudential Limits for 2013/2014.

Delegated decision:

That the report be noted.

Reason for the decision:

In accordance with CIPFA's Code of Practice on Treasury Management, the Council is required to note the report.

Other option considered and rejected:

To reject the recommendation.

CA.567 CORPORATE PLAN PROGRESS REPORT – QUARTER 2 2013-2014

The Leader of the Council submitted a report setting out progress on the Corporate Plan quarter two 2013/2014.

Delegated decisions:

1. That the report submitted and the actions being taken to address areas of under achievement against targets be noted.
2. That future Corporate Plan Progress reports be submitted to meetings of Cabinet on a bi-annual basis.

Reason for the decision:

The Council publishes a Corporate Plan each year with progress updates reported to Cabinet.

Other option considered and rejected:

To reject the recommendations.

CA.568 EXCLUSION OF PUBLIC

Delegated decision:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business as they involve the likely disclosure of information as detailed in the conditions of category 3.

CA.569 PARKING ENFORCEMENT CONTRACT

E

The Cabinet Member – Environment submitted a report regarding Bury Council's involvement with other Greater Manchester authorities to produce a framework agreement for future parking enforcement contracts.

Delegated decision:

That approval be given to the Council actively contributing to the content of the framework and having involvement with the evaluation and award to successful contractors.

Cabinet 27 November 2013

Reason for the decision:

The collaboration and partnership approach being taken will allow Bury Council to benefit from a robust and competitively priced framework.

Other option considered and rejected:

The Council does not sign up to the Framework and carries out an independent Tender process in isolation.

CA.570 IT NETWORK INFRASTRUCTURE

E

The Deputy Leader and Cabinet Member for Finance and Corporate Affairs submitted a report setting out a proposal to up-grade the Council's IT communications network.

Delegated decision:

That approval be given to accept the tender received to up-grade the Council's IT communications network as detailed in the report submitted.

Reasons for the decision:

The proposal will remove dependency on any one council building to service the wide area network allowing assets to be managed without extra IT costs. This will achieve an annual saving of £55,000.

Other option considered and rejected:

To reject the recommendation.

COUNCILLOR M CONNOLLY
Chair

(Note: The meeting started at 6.00 pm and ended at 6:25 pm)

REPORT FOR DECISION



REPORT TO:	CABINET
DATE:	18 DECEMBER 2013
SUBJECT:	CORPORATE DEBT POLICY
REPORT FROM:	DEPUTY LEADER and CABINET MEMBER FOR FINANCE & CORPORATE AFFAIRS
CONTACT OFFICER:	MIKE OWEN, EXECUTIVE DIRECTOR OF RESOURCES
TYPE OF DECISION:	KEY
FREEDOM OF INFORMATION/STATUS:	The report is for publication.
SUMMARY:	<p>The report presents Members with a Corporate Debt Policy for their consideration. The draft Policy is intended as a statement on how the Council and Six Town Housing will work with its customers and partners to collect debts from customers.</p> <p>It has been developed with the assistance of Bury District Citizens Advice Bureau to ensure that there is a clear and consistent approach across the Council and 6TH to dealing with people in debt.</p> <p>The Policy also demonstrates that the Council will take all steps to ensure that those who have the means to pay do pay and those individuals/families in genuine crisis receive the targeted help and support they need.</p> <p>Also attached to the report is an Appendix showing three case studies that have been prepared during a trial of the draft Policy and which demonstrate clearly the benefits arising from having a consistent and targeted approach to debt management.</p>

<p>OPTIONS & RECOMMENDED OPTION</p>	<p>Option 1 - to approve the introduction of the draft Corporate Debt Policy with immediate effect.</p> <p>Option 2 - to reject or amend the draft Policy</p> <p>Option 1 is the recommended option in order to ensure that the Council and 6TH collect debts owing promptly, effectively and economically, whilst ensuring fair treatment to all debtors.</p>
<p>IMPLICATIONS:</p>	
<p>Corporate Aims/Policy Framework:</p>	<p>Do the proposals accord with the Policy Framework? Yes</p>
<p>Statement by the S151 Officer: Financial Implications and Risk Considerations:</p>	<p>In order to maximise income for the provision of services, Bury Council's Corporate Debt Approach will ensure that we collect debt owing promptly, effectively and economically, while ensuring fair treatment to all debtors.</p>
<p>Statement by Executive Director of Resources:</p>	<p>It is essential that the Council adopts clear and consistent approaches to dealing with people who may have multiple debts with the Council and 6TH and that we also ensure that targeted and effective help is available to those who need it. This is not only the most equitable way to deal with potentially vulnerable people, it is also good practice for the effective management and collection of debts.</p>
<p>Equality/Diversity implications:</p>	<p>A comprehensive Equality Impact Assessment has been completed.</p>
<p>Considered by Monitoring Officer:</p>	
<p>Wards Affected:</p>	<p>All</p>
<p>Scrutiny Interest:</p>	<p>Overview and Scrutiny Committee</p>

TRACKING/PROCESS

DIRECTOR: Mike Owen

Chief Executive/ Senior Leadership Team	Cabinet Member/Chair	Ward Members	Partners
Yes	Yes		
Scrutiny Committee	Committee	Council	
No	18/12/13		

1.0 BACKGROUND

- 1.1 The Council has formalised the policy for a number of key reasons.
- 1.2 It is essential that all monies due are collected effectively by the Council in the most efficient way and that debt owed to the Council is kept to a minimum. This is because the Council has both a legal duty and a responsibility to its citizens to make sure that income due is paid promptly.
- 1.3 With the significant challenges of the welfare benefit reform and the declining economy it is critical that we manage the risks and protect business revenue. It is essential that all income is collected as effectively and efficiently as possible to ensure we have the resources needed to deliver the valuable services required.
- 1.4 The Council recognises that early intervention and professional debt advice is an important element of the Government's Anti-Poverty Strategy. This policy promotes working with partners to help customers move towards self sufficiency and independency. Whilst recognising that some people will need support with new demands of managing online claims, maintaining monthly budgets and assisting those who may be unable to access mainstream financial services.
- 1.5 Transparency is vital in maintaining public confidence, supporting our communities and empowering our people. It means helping people to understand what is expected of them and what they should expect from the Council. It also means explaining clearly the reasons for taking any recovery action and promoting ways to prevent this in the future, but also making sure we are working together to support our most vulnerable.
- 1.6 Having a Corporate Debt Policy is not only good practice, it is now essential that we are working together to provide a clear and consistent approach which promotes efficiency in the collection of debt. The policy makes sure that every customer is treated equally and fairly and supported through these changing times. It also ensures that every customer in debt is able to access advice and support, affordable lending facilities and employment opportunities.
- 1.7 The Corporate Debt Policy will make sure we are effectively working together to support our customers, promoting positive cultural changes to reduce dependency and helping to maintain and protect the Councils and Six Town Housing's cash-flow.

2.0 CONCLUSIONS

- 2.1 Information about the effectiveness of the Council's policy will be used to carry out reviews at regular intervals. This includes ensuring the 'crisis approach' encompasses the right customers and consideration of its effectiveness in helping solving debt problems.
- 2.2 In future monitoring, it will be important to assess the effectiveness of the policy in bringing to light cases of hardship and responding to them sensitively, the effect on the collection of money owed and the effect on the workload of the advice agencies
- 2.3 All outcomes in relation to debts reduced, income maximised and increased dependency will be captured, monitored and reported on. As well as measuring the success of a corporate debt approach this will also help to identify future risks and mitigate against the impacts.

COUNCILLOR JOHN SMITH

DEPUTY LEADER/CABINET MEMBER FOR FINANCE AND CORPORATE AFFAIRS

List of Background Papers:-

None

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Claire Jenkins, Head of Customer Support and Collections; Tel 0161 253 7050; E-mail claire.jenkins@bury.gov.uk



Corporate Debt Policy

Bury Council
And
Six Town Housing



**BURY COUNCIL/SIX TOWN HOUSING
CORPORATE DEBT POLICY**

Contents

1. Introduction	3.
2. Scope and Aims of the policy	4.
3. Recognising the Need for Change	6.
4. How Change Will be Achieved	7.
5. Clear Outcomes of a Partnership Approach	10.
6. Principles of Recovery	11.
Current Recovery Policies	13.
Appendix 1 Council Tax Recovery	14.
Appendix 2 Business Rates (NNDR)	16.
Appendix 3 Overpaid Housing Benefit	18.
Appendix 4 Parking Enforcement	21.
Appendix 5 Rent Arrears Recovery	22.
Appendix 6 Sundry Debt Recovery	24.

1.0 Introduction

1.1 What is a Corporate Debt Policy

The CDP is the Council statement on how it will work with its customers and partners to collect debts from customers. Bury Council and its partners Six Town Housing and Bury District Citizens Advice Bureau have developed a clear consistent approach to dealing with people in debt which is underpinned by the robust recovery processes already in place.

1.2 Policy Objective

Our clear objective is to make sure that those who have the means to pay do pay and those individuals/families in genuine crisis, receive the targeted help and support they need to prevent raising debts and increase personal capacity.

In order to maximise income for the provision of services, Bury Council's Corporate Debt Approach will ensure that we collect debt owing promptly, effectively and economically, while ensuring fair treatment to all debtors.

1.3 Why have a Corporate Debt Policy

The Council has formalised the policy for the following reasons:

It is essential that all monies due are collected effectively by the Council in the most efficient way and that debt owed to the Council is kept to a minimum. This is because the Council has both a legal duty and a responsibility to its citizens to make sure that income due is paid promptly.

With the significant challenges of the welfare benefit reform and the declining economy it is critical that we manage the risks and protect business revenue. It is essential that all income is collected as effectively and efficiently as possible to ensure we have the resources needed to deliver the valuable services required.

The Council recognises that early intervention and professional debt advice is an important element of the Government's Anti-Poverty Strategy. This policy promotes working with partners to help customers move towards self sufficiency and independency. Whilst recognising that some people will need support with new demands of managing online claims, maintaining monthly budgets and assisting those who may be unable to access mainstream financial services.

Transparency is vital in maintaining public confidence, supporting our communities and empowering our people. It means helping people to understand what is expected of them and what they should expect from the Council. It also means explaining clearly the reasons for taking any recovery action and promoting ways to prevent this in the future, but also making sure we are working together to support our most vulnerable.

Having a Corporate Debt Policy is not only good practice, it is now essential that we are working together to provide a clear and consistent approach which promotes efficiency in the collection of debt. The policy makes sure that every customer is treated equally and fairly and supported through these changing times. It also ensures that every customer in debt is able to access advice and support, affordable lending facilities and employment opportunities.

The Corporate Debt Policy will make sure we are effectively working together to support our customers, promoting positive cultural changes to reduce dependency and helping to maintain and protect the Councils and Six Town Housing's cash-flow.

1.4 What is a Debt

For the purposes of the CDP, a debt is any amount of Council and Six Town Housing income covered by this policy that has not been paid by the due date.

All bills and invoices will be raised at the earliest opportunity, will be written in plain English and will contain clear and concise information as to:

- What the bill is for
- When payment is due
- How to pay
- Who to contact for additional advice or information.

1.5 Why are people in debt.

A debt is when you owe somebody money, so anyone who receives a bill or request for payment from the Council or Six Town Housing is in debt until this is paid. A positive payment culture is promoted across the borough to ensure effective collection of Council and Six Town Housing revenue and prevent customers falling behind with payments.

Debt is not a problem until somebody cannot pay it. If a customer cannot pay a debt it is essential they contact us immediately in order to prevent debts spiralling out of control and to try and prevent further action being taken against them which could also result in additional costs.

2.0 Scope and Aims of the Corporate Debt Policy

2.1 What debts are covered by this policy

The policy cover all debts owed to the Council and Six Town Housing.

Including:

- Current Rent Arrears
- Council Tax
- Parking Fines
- Housing Benefit, Council Tax Benefit and Fraud Overpayments
- Business Rates
- Former Tenant Arrears
- Council Car Loans
- Garage Debts
- Council Sundry Debts

Including:

- Adult Care Services – Contributions to care fees & accommodation, care link, transport charges, and community resettlement charges.
- Housing Services – Repairs, damages, leasehold services and recharges to departments.
- Property Services – Commercial rents, ground rents and garage sites.
- Children's Services – Nursery fees, recoupment charges and school meals.
- Environmental and Development Services – Building inspection fees, commercial waste collections, leisure services fees and charges.

2.2 Early advice is essential to prevent further action and costs.

The Council has a duty to make sure that all revenue owed to the Council is collected effectively and efficiently for the benefit of all Council Taxpayers.

In striving to continually improve collection and recovery performance, the Council recognises that some people do not pay their debts for a variety of reasons. This may include poverty or other financial hardship, which the Council will endeavour to balance against its duty to collect.

Conversely, the policy aims to take a robust approach to those who can pay, but won't pay and each service will apply their own robust recovery procedures to ensure collection is maximised. The policy does not prejudice any legal action the Council or Six Town Housing may wish to take.

It is essential that any customer struggling to make a payment lets us know as soon as possible. We can then work with individuals to resolve their issues and prevent unnecessary hardship. Where customers fail to make contact or maintain arrangements then recovery action will continue. The general collection policy is to pursue the collection of all debts owed to the Council and Six Town Housing. This will be done as vigorously and efficiently as possible in line with current legislation and the most appropriate methods of recovery.

A range of partnerships have been put in place to ensure that any customer needing help to manage their money or deal with debts have access to free, independent help and advice.

This policy details the Council's Corporate Debt Approach to debt recovery and the additional measures introduced. Best practice will be applied to all debt collection and recovery activities within appropriate legal powers.

2.3 Policy Aims

The key aims of this policy are as follows:

To use fair and effective recovery practices in the pursuance of all debts owed to the Council and Six Town Housing and ensure that those with the means to pay do pay.

Ensure a professional, consistent and timely approach to recovery action across all of the Council and Six Town Housing's functions.

To fully consider the nonpayer's circumstances and ability to pay, so a clear distinction can be made between the nonpayer who won't pay and the nonpayer who genuinely can't pay.

Make sure any customer falling in to debt is referred for advice in dealing with debts and supported to manage their finances better in order to prevent future problems.

Effectively access and utilise the valuable resources available within the private and third sectors.

Raise awareness on basic bank accounts and affordable lending facilities therefore helping customers avoid high interest pay day loans and door stop lenders.

Improve the levels of income collected by the Council and Six Town Housing and reduce levels of arrears.

Treat individuals consistently and fairly regardless of age, sex, race, gender, disability and sexual orientation and to ensure that individual's rights under the Data Protection Act and Human Rights legislation are protected.

Ensure that debts are managed in accordance with legislative provisions and best practice.

Deliver an alternative approach based on flexible working to achieve better outcomes for individuals and families.

Streamline service delivery by targeting help and support where it is needed and at the level it is needed at in order to increase independence and protect future revenue.

3.0 Recognising the Need for Change

3.1 The Changing Landscape

The Council recognises that in these economically challenging times and with the ongoing impacts of the Welfare Benefit reforms. Many customers are struggling to manage and maintain their essential living expenses on lower incomes and levels of debt both locally and nationally are increasing.

3.2 Reasons for debt.

We have asked customers about the main reason they had got in to debt and they range from the following:

- Change of circumstances
- Unemployment
- Change of working hours
- Other debts
- Benefit changes
- Pay day loans
- Not being able to budget
- Relationship Issues
- Large unexpected bills

Therefore as reduced income and multiple debts are the root cause to many of the symptoms our customer face, this is where we need to put additional measures in place to support our customers and protect our revenue.

3.3 Efficient and Fair Debt Collection.

This policy has been developed to ensure a Corporate Debt Approach is implemented across the borough. It aims to adopt fair, effective and efficient debt collection and recovery practices including:

Providing appropriate and easy payment methods and ensuring that bills are accurate, timely and clear.

Encouraging customers who fall into arrears to contact us at the earliest opportunity and agree to sustainable payment arrangements appropriate to their circumstances.

Conducting early risk assessments and raising awareness at the first point of contact. Informing customers how to access additional services and ensuring that advice and support is tailored to meet the individual needs of the customer.

Identify deliberate non-payers or those who delay payment and increase customer awareness on how to avoid further action and prevent additional costs.

Take timely and effective enforcement action where appropriate against those customers who wont pay and don't pay.

Help to reduce the effect of debt of people on low incomes by working together to support customers through the welfare reform changes and raising awareness of local provisions.

Provide joined up holistic services to remove duplication, streamline the customer's journey and secure positive outcomes.

Deliver targeted campaigns to ensure that maximum benefit take-up occurs and is sustained by working with our customers to help them manage the new demands. Work in partnership targeting help and support to where it is most needed to; improve budgeting skills, increase financial capacity and support customers in to work.

Maximise the valuable services available from our new local Credit Union, promoting the benefits of affordable lending to our customers and utilising it as a valuable tool to protect Council and Six Town Housing revenue.

4.0 How Change will be Achieved.

4.1 The Legal and Policy Framework for Legal Recovery

The Council has a legal duty to ensure cost effective billing, collection and recovery of all sums due to it. This policy is in addition to existing legislation and is designed to enhance the robust procedures already in place to collect debt.

4.2 Additional Measures Introduced

People owing the Council and Six Town Housing money will be encouraged to make contact as soon as they get into difficulty with making a payment, in order to resolve problems and prevent increasing debt problems.

Advice and information will be provided at the first point of contact in relation to all council debts. An initial risk assessment will be done early in the recovery stage and an arrangement to pay will be made. Customers will be advised about free independent money advice services provided locally and given information about free on line help available.

In order to provide clear up to date information to all of our customers, details of all non profit making debt advice and money management facilities across the borough have been mapped. This will be updated on to a central information store with direct links to partners and is easily accessible to customers.

We are also working in partnership with Step Change (formally CCCS) who is the UK's leading debt charity. We are utilising this valuable, free independent service and have hot keys in place within the Council and Six Town Housing.

This enables us to make sure any customers who needs help dealing with debts gets help dealing with their debts.

This service is free and independent, therefore it helps us steer our customers away from costly profit making debt management companies. The customer is given budgeting advice and sustainable payment arrangements are put in place to deal with the priority debts and help prevent further action and costs.

If customers continue to fall into debt, do not pay or break repayment arrangements, then robust recovery processes will continue. The Council recognises it is essential to act on any information received on the income and expenditure form.

We now have a corporate debt manager in place to over see the policy, act as a single point of contact for multiple debt cases and work with partners to review and progress our highest risk cases in the most appropriate way.

4.3 A Corporate Approach

In cases where multiple debts are identified and the customer is struggling to pay, a referral will be made to CAB. Once a referral for additional help and advice has been made then normal recovery action should continue in line with recover procedures.

All cases where multiple debts are identified need to be brought to the immediately to the corporate debt manager. These multiple debt cases are often the symptom of some other root cause therefore need to be carefully monitored and reviewed.

All customers referred to the CAB, will be provided with initial help and advice needed and re-payment arrangements will be put in place to prevent further problems. If the customer has multiple complex debts or multiple complex issues, they will be referred on to get specialist help from a money advice worker.

The specialist money advice workers already have several established points of contact across the Council and Six Town Housing, which they will continue to utilise when needed as this is working really well. In cases of multiple debts and/or multiple issues, the money advice worker will contact the corporate debt manager as the single point of contact. The corporate debt manager will review all of the surrounding facts, negotiate across departments where needed and work with Six Town Housing, CAB and other agencies to make sure all appropriate measures are in place to support the customer.

After conducting a full review of the case, if the corporate debt manager has concerns about the customers mounting debts and inability to cope and/or the increasing costs to the council, then the case will be progressed as a 'family in crisis'.

4.4 New Measures in line with a Corporate Debt Approach.

4.5 Early Identification

Early identification of multiple debts, professional debt advice and clear sustainable repayment plans are essential to prevent further problems and protect the Council and Six Town Housing revenue.

Identifying deliberate non-payers or those who delay payment and taking timely and effective enforcement action to protect Council and Six Town Housing revenue is also important.

Whilst it is the role of the individual department to collect monies owed to the Council and Six Town Housing, by ensuring robust recovery methods are carried out within its own powers and in accordance with legislation:- the corporate debt approach will ensure that we are working together to protect Council and Six Town Housing revenue and prevent increasing debts for the customer.

Individual departments will maintain responsibility for offering welfare benefit and debt advice. The corporate debt policy also ensures that all customers can access these services at the first point of contact.

In line with current procedures, whilst it is the individual departmental responsibility to consider individual circumstances, financial commitments and other debts:- the corporate debt approach ensures that multiple debts are identified and the most effective and efficient way of recovery can be considered.

Any non-payer who is identified as having multiple debts across the Council and Six Town Housing needs to be flagged up immediately to the Corporate Debt Manager. The account should be marked with the appropriate code on the respective computer systems. Whilst recovery proceedings could continue in line with current procedure and legislation, consideration should be given to reviewing current actions taking account of the possibility that the corporate debt approach may resolve their problems.

4.6 Intervention

The Council recognises that in certain circumstances the usual enforcement procedures (such as bailiff action, committal proceedings or eviction) may not be appropriate for some people who find themselves in debt to the Council and Six Town Housing.

This could be because the person might be viewed as vulnerable owing to their individual circumstances or a 'Family in Crisis'. The current vulnerable person's protocols provide guidance for staff and the Council and Six Town Housing's collection agents on how to manage the situation and support a vulnerable person who owes a debt to the Council and Six Town Housing.

These are to be used to support and assist advisors and collection agents to be able to promptly identify vulnerable individuals in order that each person can be treated with dignity and that their individual situation can be dealt with in a sensitive and responsible way.

People who are considered vulnerable will find themselves in a range of situations and it is important to remember that in many cases people will have tried very hard to manage and will not have deliberately created the situation they find themselves in.

By the time the individual comes to the attention of the debt recovery service it is important to consider that in many cases they may be very concerned and worried about owing money to the Council and/or Six Town Housing and are highly likely to have many other debts as well.

The corporate debt approach will ensure we are working together to support our vulnerable. Having early indicators will highlight potential problems then tailored help and support can be put in place a lot sooner. Cases can then be closely monitored and reviewed and costly, crisis management avoided.

4.7 People who are Vulnerable

People are considered to be vulnerable for many different reasons. Some of these reasons are as follows: -

- Appears to be elderly and it appears may be easily confused.
- Appears to be physically or mentally ill, severely disabled and/or appears to be suffering mental confusion.
- Is heavily pregnant or has young children less than 5 years old and severe social deprivation is evident.
- Is having difficulty communicating due to profound deafness, blindness or language difficulties and there are no local facilities available to reduce these difficulties.
- Long term serious health problems or terminal illness.

The above list is not exhaustive and each situation will be viewed individually, but it is essential that vulnerabilities are captured and flagged up for the effective delivery of a corporate debt approach.

4.8 Indicators

Based on the above descriptions, the member of staff or collection agent can make a decision about whether a nonpayer may be considered vulnerable. The initial request to consider a person as vulnerable may come from a third party, for example the Citizens Advice Bureau, Social Services, Housing.

The examples above are only a guide and each case has to be considered based on the person's individual circumstances.

Any non-payer who is considered potentially vulnerable needs to be flagged up immediately to the Corporate Debt Manager. The account should be marked with the appropriate code on the respective computer systems and full details of vulnerabilities made available. Recovery proceedings will be amended or adjusted accordingly in line with current procedure and legislation.

Any non-payer identified as being vulnerable and having multiple debts across the Council and Six Town Housing needs to be referred to the corporate debt manager immediately, using the agreed referral process.

The Corporate Debt Manager will fully consider any referral and explore any additional measures that could be used more effectively to collect money for the Council and Six Town Housing whilst supporting the customer.

All referrals are assessed on a case by case basis to ensure that the right level of support is delivered to the right person for the right period of time. This will maximise success rates by offering a more efficient and effective alternative approach to customers where historical traditional methods may have failed.

With the nonpayer's consent, further information may be obtained from medical practitioners, social services and other relevant professional partners. It is imperative that this stage is completed as quickly as possible so as to limit any uncertainty or anxiety on the part of the customer concerned.

4.9 Family in Crisis

In order to determine a 'Family in Crisis' a comprehensive review of the individual/family circumstances will be carried out based on the individual circumstances of the case and all other options will have been explored.

For Corporate debt purposes a Family in Crisis' will be:

- A family/individual who is unable to financially cope and is in genuine need
- A family/individual who has multiple debts across the Council and genuinely no means of repaying them
- A family/individual who is high costing to the Council and getting deeper and deeper into debt with the Council

The corporate debt manager will fully review all cases, consider alternative methods to effectively support the customers capacity to re-pay outstanding debts and arrange case conferences where appropriate.

5.0 Clear Outcomes of a Partnership Approach

5.1 Additional Help and Support

We are in a period of financially challenging times and with the significant impacts of the Welfare Benefit Reforms, many of our lowest income families and vulnerable customers will be struggling to cope.

The council recognises that we need to support our customers through these radical changes.

The Corporate Debt Policy ensures we have a professional consistent approach to separate the nonpayer who won't pay and the nonpayer who genuinely can't pay.

It also ensures we are committed to developing and delivering additional measures to protect our most vulnerable and support our families in the most genuine need.

We have developed excellent partnerships across the public, private and third sector. As a result of joint working are able to provide a range of valuable services and opportunities for our customers.

5.2 Our Joint Partnership Approach

5.3 To Increase Personal Capacity, Prevent Raising Debts and Reduce Dependency.

- Increasing personal capacity – We are working with the third sector to provide free, independent advice and support with welfare benefits, dealing with debts and increasing personal budgeting skills. A three tier approach to debt advice will be delivered to meet the individual needs of customers and move towards self sufficiency and independence. A variety of free debt advice and support will be available online and over the telephone utilising the services of Step Change Charity (formally CCCS). Face to face contact, home visits where needed and a direct route for customers needing specialist debt advice is available through our partnership with Bury District CAB. Joint work with the ESF providers ensures that intensive flexible support is in place for our most disadvantaged families in order to reduce dependency and increase opportunities.
- Creating sustainable employment opportunities – An excellent partnership approach has been developed delivering a range of valuable services to tackle multiple problems at the first point of contact and help customers help themselves. We have local partnerships in place with the Department of Work and Pensions (DWP) and the local contractors delivering the work programme within the private sector. A fully integrated reception area is operational, delivering a range of local services to meet the specific needs of individuals and prepare and support people into work. Joint work with the National Careers Service ensures our customers who need help, are able to access flexible support and training opportunities. Building confidence, gaining new skills and supported in to sustainable employment.

- Providing access to affordable lending facilities and basic bank accounts – Bury Council has worked in partnership with Six Town Housing to successfully secure relevant approvals and funding to establish a Credit Union across the borough. This will provide a range of additional measures to support our most disadvantaged customers, reduce financial exclusion and protect future revenue. A Credit Union will provide an alternative to high interest pay day loans which are commonly used amongst our families on the lowest income. Access to budgeting skills and money management training. It will also provide a range of accounts which can help our customers manage their money better, support our most vulnerable and protect future revenue.

5.4 High level case conferences

Will be introduced to a limited group of customers in genuine need where there are multiple complex debts and issues in order to take a direct, pro-active corporate approach.

The Council and Six Town Housing will agree a protocol that will be used by the corporate debt manager to signpost 'Families in Crisis' to be considered on an individual case conference format. This will ensure that a fair and consistent approach is being used across the borough.

The members of the case conference will be heads of service/director level and any specialist advice worker or advocate who has a direct interest or involvement in the case and the ability to authorise the measures agreed at the case conference.

The purpose of the case conference will be to review all of the surrounding circumstances, agree immediate remedies to prevent further risk to Council/Six Town Housing revenue and support the customer in genuine need. With the immediate risks removed it will also include an established way forward for the customer that is sustainable and the customer is able to maintain.

These could include:

- Writing off some current debts, where they are high costing to the council with low or no ability to repay by the customer.
- Exploring the use of existing grants or funding which could be utilised to repay current debts and appropriate measures needed to support the customer to prevent future problems.
- Considering the current cost of recovery, for example, eviction / re-housing against the current amount of debt and agree the most appropriate way forward.
- Utilise new local provisions like the credit union and hen project, to provide customers with an alternative way of dealing with debt, accessing support and building personal capacity.

The case conference will also agree short and medium term strategies to secure repayment of debt and will give consideration to timescales, options to prioritise some debts and consider suspended recovery on others. Make sure the customer has a sustainable way forward with agreed support in place.

The Assistant Director of Finance (Section 151 Officer) will make any overarching decisions as appropriate in relation to a Corporate Debt Approach.

6.0 Principles of Recovery

6.1 Consistency and Proportionality

Measures are taken to ensure that all people are treated in a consistent manner. Special arrangements may be entered into for payments outside the statutory procedures and payments are usually requested which clear the ongoing debt and an amount off the arrears. Where extreme cases of hardship are identified, these may be given extra consideration. All debts owing to the Council and Six Town Housing will be collected in a clear and consistent manner.

As part of the action plan, further analysis of low value cases and case studies where the value of the debt is significantly increased by court; bailiffs' and agents' costs will be carried out.

6.2 Information sharing

Debtors should be encouraged to tell the Council/Six Town Housing or advice agencies where they owe money to more than one department of the Council and to seek advice as quickly as possible.

Where information comes to the attention of one department that the debtor also owes money to another department, that knowledge shall be shared and a common approach agreed, having regard to the current limitations imposed by the Data Protection Act 1998. This will be developed and included in the action plan. A form of authority will be obtained from the customer in all corporate debt cases in order to remove any barriers that prevent the sharing of information across the Council and Six Town Housing.

6.3 Procedures and Training

Although there are variations in the procedures of different departments, they must reflect the Council's requirement for a corporate approach to recovering debts based on the debtor's ability to pay.

Procedure manuals should be available for employees to follow, reinforced by training and management control.

A procedural statement, including a code of conduct, already forms part of the Council's contract with bailiffs acting on its behalf for the recovery of Council Tax.

6.4 Monitoring

Information about the effectiveness of the Council's policy will be used to carry out reviews at regular intervals. This includes ensuring the `crisis approach` encompasses the right customers and consideration of its` effectiveness in helping solving debt problems.

In future monitoring, it will be important to assess the effectiveness of the policy in bringing to light cases of hardship and responding to them sensitively, the effect on the collection of money owed and the effect on the workload of the advice agencies

All outcomes in relation to debts reduced, income maximised and increased dependency will be captured, monitored and reported on. As well as measuring the success of a corporate debt approach this will also help to identify future risks and mitigate against the impacts.

Corporate Debt Policy

Current Recovery Policies

Bury Council
And
Six Town Housing



In accordance with the provisions of the Local Government Finance Act 1992, the Council is responsible for levying and collecting Council Tax that is payable on all occupied and unoccupied domestic properties, which are not exempt and are situated within Bury.

The Revenues Operational Manager on behalf of the Council has a duty to recover all outstanding amounts of Council Tax and at all times staff within the Revenues Department will operate according to the Council's strategy.

Policies Specific to Council Tax

It is important that anyone who does not pay their Council Tax by the due date is pursued for payment quickly.

The collection and enforcement of Council Tax are governed by the "Council Tax (Administration and Enforcement) Regulations 1998

When an instalment or part of an instalment is missed a first Reminder letter will be sent.

Where any overpaid Council Tax Support has been made the amount will be debited back to the charge payer's account.

If the charge-payer fails to make payment or contact the Council following a first Reminder, a Summons will be issued without further notice and costs will be incurred. If payment is received following receipt of 2 Reminders, and they fail to make payment on time on a 3rd occasion, a Final Notice will be sent meaning they will lose the right to pay by instalments and the full balance will become due within seven days.

If no contact has been made following the Final Notice, the Council will issue a summons for the charge payer to appear before the Magistrates' Court for non-payment of the outstanding balance of the Council Tax.

Explanatory notes will be issued with the summons notice explaining the implication of Council Tax enforcement.

If the charge-payer contacts the Council and agrees an arrangement to pay following a summons the resident's employer details will be recorded.

Should the account not be settled by the Court hearing date, the Council will make an application for a Liability Order plus costs.

Where employer details are supplied an attachment to earnings may be considered as an alternative to recover the outstanding debt. This course of action would supersede the use of bailiffs to call/remove goods if appropriate.

Where information about relevant benefits is provided an attachment to benefit may be arranged to recover the outstanding debt. This course of action would supersede the use of bailiffs to call/remove goods.

The council tax recovery section has established links in place with the CAB for any customers obtaining third party help and advice.

The Council encourages charge payers to contact prior to the Court hearing to pay in full or make an arrangement. They can also resolve any queries they may have, and reduce the need to attend Court as a Liability can be obtained in their absence and kept on file pending an arrangement being kept to.

Staff attending Court will be fully prepared to assist the charge payers who may choose to attend Court for the Liability Order hearing and ensure they have a written breakdown of summons and Liability Order costs available.

A Council Tax Notice of Liability Order and information request with details of the possibility of bailiff action or other recovery action will be issued to the taxpayer within 3 working days of the Court hearing.

Should the debt fail to be recovered by the bailiffs, they will return the case back to the Council in order that they can consider the next form of recovery action.

The Council may consider, where appropriate: Charging Orders, Petitions for Bankruptcy, or take steps to instigate petition for a means enquiry hearing. In addition, the Council may consider Committal to Prison action against habitual late payers for those that intentionally refuse to make payment and/or fail to contact the Council.

Bailiff/External Agency Recovery

When the services of Bailiffs/External Agency Recovery have been determined a service level agreement will exist along with formal written procedures specifying the standard of service to be provided and will cover the following matters:-

- The initial bailiff visit will be expected to be made at the earliest opportunity of receipt of the case.
- Where no contact has been made within office hours then at least one visit will take place outside normal working hours.
- There will be specific procedures agreed with Council officers for the removal of goods.
- The Council will be able to access the external bailiff's system via a complete link in order to make appropriate enquires.

Committals

The Council will send a pre-committal warning letter prior to commencement of proceedings, allowing the charge payer the opportunity to attend an appointment and make payment.

Any committal summonses will be served using methods agreed by the Council.

Where the resident fails to respond a means enquiry summons will be issued.

The Council will charge costs up to the statutory maximum at the time of issuing a means enquiry to cover reasonable costs against the charge payer.

Write-Offs

Any Council Tax debt which is identified for write off will be considered in accordance with the Council's Corporate write off policy.

Council Policy

The Council is responsible for the levying and collection of Business Rates (NNDR) for all occupied and unoccupied hereditaments on the Rating List which are not exempt.

To ensure arrears are kept to a minimum, it is essential that the Council operates an effective and efficient approach to the collection of Business Rates using the methods determined by legislation and regulation.

The Business Rates Manager on behalf of the Council has a duty to recover all outstanding amounts of Non Domestic Rates and at all times staff within the Business Rates team will operate in compliance with the Council's Corporate Debts Policy.

Policies Specific to Non-Domestic Rates

Billing, collection and recovery of Business Rates is managed by the Councils Business Rates team.

It is important that anyone who does not pay their Business Rates by the due date is pursued for payment quickly.

When an instalment or part of an instalment is missed a Reminder letter will be sent.

If the charge payer fails to make payment or contact the Council following the reminder letter, a Summons will be issued without further notice and costs will be incurred.

If payment is received following receipt of the reminder letter but the charge payer then fails to pay on time on a 2nd occasion, a Final Notice is sent which cancels the right to pay by instalments. If no payment or contact is made following the issue of the Final Notice, a Summons will be issued without further notice and costs will be incurred.

Explanatory notes will be issued with the Summons notice explaining the implication of Business Rate Enforcement.

If upon receipt of a Summons a charge payer contacts the Council and agrees to a special arrangement, the agreement will be confirmed in writing.

Should the account not be settled by the Court Hearing date, the Council will make an application for a Liability Order plus costs. This includes cases where a special arrangement has been made.

The Council encourages charge payers to contact prior to the Court Hearing date in order to pay in full, make an arrangement or resolve any queries.

Staff attending court will be fully prepared to assist those attending court for the Liability Order hearing and ensure they have a written breakdown of summons and Liability Order costs available.

If no arrangement is made to clear the Liability Order debt, the usual form of recovery would be to pass the case to the bailiff for collection.

Should the debt fail to be recovered by the bailiff they will return the case to the Council so that the next form of recovery can be considered. For example, a petition for bankruptcy/liquidation/winding up may be sought. In the case of individual liability a means enquiry could be undertaken.

Bailiff/External Agency Recovery

When the services of Bailiffs/External Agency Recovery have been determined a service level agreement will exist along with formal written procedures specifying the standard of service to be provided and will cover the following matters:-

- The initial bailiff visit will be expected to be made at the earliest opportunity of receipt of the case.
- Specific procedures for the removal of goods.
- The Business Rates office applies a “fast track” method with the bailiff where the van bailiff proceeds with immediate effect.
- The Council should be able to access the external bailiffs system via a link in order to make enquiries.

Write Offs

Any charge payers debt which is identified for write off will be considered in accordance with the Council's Corporate write off policy.

An overpayment of Housing Benefit (HB) is any amount which has been paid but to which there was no entitlement. This includes any amount of

- Rent rebate or rent allowance paid in excess of entitlement
- Rent rebate credited to a rent account in advance of entitlement
- Rent allowance paid on account which is in excess of entitlement

The Benefits Manager on behalf of the Council has a duty to recover all outstanding amounts of overpaid Housing Benefit and Council Tax, and at all times staff within the Revenues Department will operate according to the Council's policy. However, some overpayments are irrecoverable; for example, those caused by official error where the claimant could not reasonably have known that they had been overpaid or where they had not contributed to the error.

Officers assessing claims will decide if the overpayment is recoverable at the time of processing the overpayment. Any overpayment considered irrecoverable will be referred to a senior officer for a final decision.

It is at the discretion of the Council whether to recover an overpayment. Where known, the personal circumstances of the claimant should be taken into account when deciding whether to recover the overpaid amount.

Who to recover from

When deciding who an LA can recover an overpayment they must.

- Decide whether the landlord has reported the overpayment in writing, and if so whether all criteria listed in HB Reg 101(1) have been satisfied.
 - If it has, then it can't be recovered from the landlord
 - If it hasn't, the LA must consider whether to seek recovery from the landlord when considering HB Reg 102 (2)
- Decide whether the overpayment was caused by an official error
 - If it was, the overpayment is only recoverable from the persons who could reasonably have been expected to realise they were being overpaid. This could be the landlord and claimant
 - If it wasn't, the LA must consider whether the overpayment was caused by someone who misrepresented or failed to disclose information.
- Decide who misrepresented or failed to disclose information.
 - If one person misrepresented or failed to disclose information, the overpayment would be recoverable from them
 - If more than one person misrepresented or failed to disclose information, the overpayment could be recoverable from both or either if
 - ~ One person was more at fault, recover from them
 - ~ Both people were equally at fault, recover from both of them

- No one misrepresent or failed to disclose information, the overpayment would be recoverable from the
 - ~ Claimant and
 - ~ Person to whom the overpayment was paid.

Once an LA decides on who an overpayment can legally be recovered from (this decision holds a right of appeal) they must then make a further decision on who they are actually going to recover from (this decision does not have a right of appeal). The Council will make this judgement based on evidence available to them at the time.

Recovery Methods

The Council can recover overpayments by any lawful means. One or more of the following methods of recovery may be employed dependant upon the individual circumstances of each case.

Recovery from Ongoing Benefit – Rent Allowance or Rent Rebate

Where a customer continues to receive Housing Benefit the Council will make deductions from ongoing payments of Housing Benefit having regard to their financial circumstances. Where appropriate the Council will recover debts at the weekly amounts set by the Department of Works and Pensions (DWP).

As well as the above-mentioned rates of recovery, the Council will also increase deductions, where appropriate, by half (50%) of any of:-

- The earnings disregard, if applicable
- Regular charitable income or voluntary payments, if applicable
- War Disablement or War Widows Pension, if applicable.

In all above-mentioned cases, the recovery amounts are subject to an overall maximum deduction, which does not reduce the benefit payable to less than £0.50 pence.

In addition the Council can ask another Council to recover overpaid benefit on its behalf.

The Overpayment notification letter provides information to the claimants about the overpayments and their appeal rights.

Invoice

If HB is no longer in payment then the person who is to be held responsible for repayment will be issued with an Invoice for payment in full within 14 days.

If after 15 days we have had no contact then a reminder notice will be issued.

If after a further 15 days we have had no contact then we will attempt to contact them by to arrange a repayment but if this is unsuccessful then a Final Notice will be issued.

If the customer contacts us and a suitable re-payment arrangement is made then the following payments methods will be accepted: -

- Cheque/debit card
- Standing Order
- At any Post office or shop with a Pay point sign by using a barcode
- At any Council payment office or library
- Over the internet at www.Bury.gov.uk

If after 30 days we have had no contact we will attempt to try and recover the overpayment by one of the following methods.

The recovery of fraud overpayments are prioritised by interviewing claimants immediately after they have been issued with a Formal Caution or Administration Penalty and making arrangements with them to clear the debt. The Council's Benefit Fraud manager may make use of the Proceeds of Crime Act to try and secure any assets that are deemed to have been accumulated through criminal activity

Deduction from certain DWP benefits

The Council may ask the DWP Debt Management Office to recover a Housing Benefit (HB) overpayment by deduction from certain DWP benefits, as prescribed by Regulation.

Where necessary entitlement to benefits will be identified through the Customer Information System (CIS) connected to the Department for Works and Pensions Database.

Debt Recovery Agency

The overpayments can also be sent to a debt recovery agency that will phone and write to the claimant to try and get an arrangement to pay. If no contact/arrangement is made a doorstep visit will be made. This is all within a service level agreement we have with the debt recovery agency.

County Court action

Where standard recovery action has failed to recover the debt, it may be recovered in the County Court. An application for an order will have to be made and this allows us to attempt the following recovery action. Recovery via

- Attachment of Earnings,
- Garnishee Order,
- Bailiff or
- Charging order (enforcing the sale of a property).

These action's and the obtaining of the County Court order all incur added costs which are payable by the debtor.

Tracing Nonpayer's

All available resources will be used to trace nonpayer's including data matching options, Experian searches, and utilisation of the DWP Customer Information System. External Tracing Agents may also be deployed when all other avenues have been explored and it is cost effective to do so.

Write Off

Write off action will be taken in accordance with the principles set out in the Council's Corporate write off policy.

The Housing Benefit Overpayment Officer will retain details of all outstanding overpayments where benefit is no longer in payment, in the event of future benefit being awarded, enabling recovery in the future.

Council Policy

To ensure compliance with the restrictions within the Council car parks and the Borough highways the Council is authorised to issue Penalty Charge Notices to vehicles parked in contravention of the restrictions as stated in the Traffic Management Act 2004.

Policies specific to Parking Enforcement

Penalty Charge Notices (PCNS) will be issued to contravening vehicles whenever an enforcement officer deems it necessary.

The recovery of the fines is the responsibility of Parking Services and for reasons of segregation of duties and safety, the enforcement officers are not allowed to take payment for the PCNS they issue.

Collection of penalty charges will be in accordance with the Traffic Management Act 2004.

Through-out the life of the PCN, Parking Services should make every attempt to recover the amount due at every stage in the proceedings.

The Council has the discretion to cancel a Notice for various reasons and therefore not proceed with the fine. The powers of discretion in these cases can only be exercised by the Car Parking Manager.

At all times the Council will act legally and promptly in all cases where payment is overdue.

Before a notice is passed to a bailiff for collection all statutory methods of enforcement must have been taken. Notice to owner, Charge certificate, and statutory declaration.

Where every effort has been made to recover up to the statutory declaration stage, Parking Services in conjunction with the Car Parking Manager will consider cases to be put forward for a warrant of execution.

Once the Court are happy that all the statutory steps have been taken and the warrant has been granted to the council further recovery action can be considered.

Should the office team not be able to collect the amount due then the warrant can be passed to one of the Council's bailiffs for collection.

Write-Off

If Parking Services and bailiffs have not been able to recovery the money the office team must consider the case to be listed as unable to recover and put onto a write off list to be considered and signed by the Executive Director of Resource. As well as the name, address and amount the list should also show the types of recovery action that have been taken. Write off action will be carried out in accordance with the Corporate write off policy.

Rent collection and arrears recovery is vital to the sustainability and financial viability of Six Town Housing. The service is delivered through our Rent Income Team which has a clear focus on :

- Developing a positive payment culture.
- Prevention and early intervention.
- Welfare and debt advice services.
- Timely intervention, including legal action where required.
- Provision of affordable credit and banking facilities through the credit union.
- Clear contact with tenants.

All customers whether in rent arrears or not have an equal right to a service that offers advice and assistance on how to maximize their income.

Policies specific to Rent Collection

Six Town Housing adopts a structured approach when dealing with tenants in rent arrears. There are clear stages that must be followed in every case with appropriate contacts.

Stage 1: Contact must be made within the first 2 weeks of rent arrears occurring. Ideally this would be within the first week as this will assist in debt prevention

Stage 2 : Contact with the tenant when they owe a maximum of 3 weeks rent but again ideally at two weeks rent, if stage 1 has failed to adequately resolve the situation.

Stage 3: Serve Notice of Seeking Possession (NSP) once the tenant owes 4 weeks rent, or £100 if four weeks payable rent is less than this. Tenant is advised with regard help available through external agencies.

Stage 4: An application to court for possession should be made immediately on expiry of the 28 day period specified in the NSP if payments are not maintained or the tenant has not made contact and made an acceptable offer to pay. Tenant is advised with regard help available through external agencies. All risk assessments are carried out.

Stage 5: A date for hearing the possession application will be set by the County Court. Tenant advised and invited in for an interview, where help will be provided to try and resolve any queries they may have.

Stage 6: On the court date a Rent Officer will attend and the tenant will be interviewed before the hearing where help will be provided to try and resolve any queries they may have. The outcome of the Court hearing will be recorded and a letter sent to the tenant.

Stage 7: If the tenant fails to maintain payments in line with the terms of a court order, contact will be made with the tenant to arrange a pre-eviction interview.

Stage 8: If the tenant does not pay as agreed , request an eviction warrant . All risk assessments are carried out.

Stage 9: Eviction date set by the court, inform the tenant.

It is important that the recovery procedure is followed and all the necessary checks are carried out when considering the next stage of action. It is important to discover all the facts from the customer when discussing rent arrears and debt advice should be given in appropriate cases. Where a tenant is known to have multiple debts we will work with external agencies for assistance where necessary. Referrals can be made at any stage and preferably as early as possible. Referrals should be made in any event at application to court and/or eviction application as per the Pre Court Protocol.

All our letters contain information where payments and help is available. We also have information on our website, with details of Housing Benefit and Citizens Advice Bureau surgeries and appointments that can be made at Six Town Housing.

Write-Offs

Write off action will be taken in accordance with the principles set out in the Council's Corporate write off Policy.

Council Policy

The Executive Director of Resources on behalf of the Council has a duty to recover all outstanding amounts.

It is essential to maintain Council services offered by recovering any costs for those services provided. It is imperative that invoices are paid to ensure the continuance of services.

Policies Specific to Sundry Debts

Sundry nonpayer invoices are raised by whichever department is responsible for provision of the service provided. A full individual's name or company name and address, including postcode is required. Invoices should be charged to the correct cost centre and VAT code. A detailed description of the service should be provided. Authorised other evidence and details of the relevant legislation applicable must be retained by the originating Department in order to provide an audit trail confirming the debt raised is valid and to enable the original documents to be used if applicable for court proceedings.

The responsibility for the billing, collection and recovery of sundry nonpayer demands is held by the Collections Manager.

A sundry nonpayer debt can be cancelled at any stage of recovery action providing the proper procedures are followed. Service providers must endeavour to obtain payment in advance or at the time of service delivery wherever possible.

At all times the Council will act legally and promptly in all cases where payment is overdue. Invoices will be issued promptly with sufficient information to explain the charge. In the event of non - payment a reminder will be issued. If payment is still not made, a Letter Before Action (LBA) will be issued.

Debts at LBA stage may be reviewed by a member of the Sundry Debtor's team, who will decide on the progression of the debt based upon the debt type, amount, previous recovery history and legally appropriate recovery methods.

If the debt has been deemed to be recoverable, the Sundry Debtor's team will review the debt and the next steps to be taken in accordance with the Council's Vulnerable Person's Policy. This may include the use of Experian where appropriate to carry out financial/ historical searches and the Insolvency Services website to check that the non - payer is not bankrupt. The use of Experian for searches will be monitored by the Collections and investigations Manager. A Land Registry search to verify property ownership may also be carried out at this stage.

After the methods discussed above have been exhausted, where legally permissible, the provision of future services to the non - payer may be suspended until outstanding debts are settled after discussion with the appropriate service manager.

If a LBA has been issued, and if after the specified time payment has not been made, a County Court Claim may be issued. Alternatively, the debt may be referred to a debt collection agency to collect the debt on behalf of the council. Should a County Court Claim be issued, this will result in a County Court Judgment (CCJ) being lodged. This may affect an individual's credit rating and make any type of future credit agreement difficult. It should be noted that once a County Court Claim has been issued, Court costs and interest will be added to the debt.

Once a CCJ has been obtained, the Council will act to enforce it, which may include an attachment of earnings order, bailiff action to seize goods to the value of the debt, an order to attend Court for

questioning, bankruptcy proceedings (for debts above £750), High Court Sheriff collection, Garnishee Order or outside debt collection agents visiting the property.

A charging order may be obtained on the non-payer's property, which will remain in place until the property is sold, although this may be enforced sooner by proceeding with an order for sale.

To prevent any of the recovery action shown above, it is important that contact is made between the non-payer and the Council to seek reasons for non payment. If appropriate and agreeable with the Sundry Debtor's Team, instalment agreements can be arranged depending on individual circumstances.

If the debt is deemed as non-recoverable, the Customer Accounts Team leader will apply the Corporate write off policy.

Ownership of all Sundry Debts rests with the originating departments. It is their responsibility to:

- Issue an instruction to cancel an invoice, using a credit note request form.
- Correspond with or discuss with the non-payer issues relating to the validity of the debt; and determine what, if any, services should be provided to non-payers who are in arrears. The Sundry Debtors Team will provide reports to the originating Departments on a regular basis as to the value of their outstanding accounts with a monthly report showing the status of debts raised by each department.
- Request that any debt be written off.

It is the responsibility of the service department to determine how to supply services to a non-payer who is already in arrears. However, prior to a Council service being withdrawn completely from a non-payer, the service Department must identify if the service can be legally stopped and then contact the nonpayer to explain the action about to be taken and the reasons behind it.

Where a non-payer has legally passed on his/her responsibility of their finances to their representative, the representative will be held liable for all charges incurred by the customer. In the event of non payment the Council will pursue recovery of monies owed against the appointed representative. This may result in Court action to recover any outstanding sums.

Cancellation of Sundry Debt Invoice

Where a charge has been found to be incorrectly raised, in full or part, it is the responsibility of the originating department to raise a credit note to cancel, or reduce, the original charge.

The department should complete a credit note request form, detailing the reasons for the cancelation/reduction, duly signed by an authorised officer, and keep the details available for inspection by internal audit as required.

Write Offs

The Sundry Debtors Team will provide the following details to the Executive Director of Finance to enable that officer to decide on whether or not to write off a debt:

- Non-payer reference
- Total sum
- Reason for debt
- Action taken to date to recover the Sundry Debt which is identified for write off will be considered in accordance with the Council's Corporate Write Off Policy (See Appendix 7).

The Council recognises that there will be instances where there will be credit balances on accounts and as such reference is made to the Write On Policy (See Appendix 7). This will apply to all of the debt types as set out within this document.

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Corporate Debt Case Studies

Case Study 1.

Customer is a single parent with two children, a little girl aged 4 and a young boy diagnosed with autism aged 9 years. She is in receipt of income support of £71.70 and also receives £114.00 child tax credit and £33.70 child benefit per week.

The case was referred from Bury CAB who were helping the customer deal with multiple debt issues. However they were very concerned as the customer had been served notice at the tenancy where the customer and her family were living and they were at serious risk of becoming homeless. Her private landlord had sold the property and the customer was struggling to find alternative affordable housing in the area.

The customer suffers with anxiety and depression and was clearly struggling to cope. She was also very concerned of the potential negative impact that changing her son's school would have on her son's health condition, if she was forced to do this.

As a result of a single case ownership approach the corporate debt manager took responsibility as the single point of contact to deal with all the multiple complex issues and fantastic outcomes have been achieved.

The customer had got deeper into debt when she was using her income support to contribute to rent payments and she became reliant on pay day loans to maintain her essential living expenses and before she knew it her debts were spiralling out of control. She has now successfully applied for a Debt Relief Order which has reduced her personal debt by £8000.00 and brought an end to costly pay day loans.

With the right advice and support in place the customer has been able to successfully secure appropriate housing with Six Town Housing. It is close to her son's school and therefore removing the risks of negative impacts on his health. This was achieved without the customer actually being made homeless and needing the local authority to provide and pay for emergency housing for the family.

The customer has been given clear budgeting advice and has voluntarily engaged with the family support programme who will help embed her new budgeting skills in order to prevent further problems.

The customer already had an NVQ level 3 in child care, she is now being supported with a refresher skills and confidence building course and there is already a marked improvement in her health. The customer is being supported to reach her goals and is working towards becoming a self-employed child-minder by the year end.

Other outcomes include – In order to reduce the impacts of under occupancy until her son's 10th birthday - An award of DHP has been awarded as this is a temporary situation and the customer is also actively helping herself.

The customer is hoping to be in sustainable employment which accommodates the needs of her family before her income support ends when her youngest child becomes five. Therefore preventing future stress and anxiety, removing future risks and avoiding potential sanctions.

Case Study 2.

Customer is a married man living in a Six Town Housing property with his wife and two dependent children, a boy aged nine and a girl aged five.

The case was referred by the strategic case conference review board as the customer had increasing debts across the council, including £1151.81 council tax arrears and £502.32 rent arrears. The family was also impacted on as result of the under-occupancy charges.

The customer was working until he has an accident in March 2013, due to his ill-health he was no longer fit for work and made a claim to employment and support allowance. His other income is made up of £110.00 child tax credits and £33.40 child benefit.

A full review of the customer's circumstances was carried out and several things came to light. Although he had applied for employment and support allowance at the right time, it was never actually awarded. Despite ongoing telephone call to DWP the customer was not able to get his benefits sorted out. As a result the only income available for the family to live off was the child tax credits and child benefit.

In order to help this customer deal with his debts we needed to make sure he had the means in place to pay. A full update on benefit entitlement was given and due to his improved the customer feels he is now fit and available for work. He agreed to attend the local library to complete his online application as he does not have access to the internet at home. When I followed up his progress it came to light a second visit had been needed as he had struggled and it had taken longer than expected.

A backdated claim to housing benefit and council tax support has submitted which if awarded will reduce this customers debt with the council by approx £1300.00.

As the customer is actively taking positive action to address his situation order a Discretionary Housing Payment has been awarded to help support the family in the short term. The customer is getting help from the CAB to apply for a backdated payment of Employment and Support Allowance.

On-going budgeting advice is being provided and payment arrangements have been put in place for his outstanding council tax and rent arrears. The customer agreed he would benefit with some additional support in order to reduce risks of the increasing sanctions being imposed on people. The National Careers Service who are now working in partnership with customer support and collections and are working with the customer with the customer to support him back to work.

Case Study 3.

Customer is a single lady who is suffering from anxiety and depression who currently lives in a Six Town Housing property. The customer has lived at the property for 28 years and her children have now grown up and left the family home. The customer has been admitted to hospital on a couple of occasions in the last two years when she has attempted suicide.

The case was referred from the under- occupancy team as the customer has mounting debts across the council including council tax arrears of £2296.74 and rent arrears of £1367.40. The team grew increasingly concerned when this customer threatened suicide whilst on the premises at Six Town Housing when being interviewed about her rent arrears and she has stated she is not prepared to move from her home.

Although an application was made for a discretionary housing payment an award was not made, as it was not thought that this short term fix would enable any long term positive solution. A corporate debt approach was adopted to offer an alternative approach tailored to meet the needs of the customer.

The customer is currently in receipt of employment and support allowance of £71.70 per week which is paid fortnightly. The customer receives £69.77 of housing benefit per week towards her rent which is currently £93.03. As a result of the under occupancy charge the customer is expected to make up the weekly shortfall of £23.26 out of her ESA. This would leave the customer with £48.44 per week to live off and this is without allowing any contributions to meet her priority debts and is therefore clearly not manageable.

Previous to this recent significant decline in mental health she held down full time employment, managed her mental health condition and coped with everyday life.

Some quality time was needed with this customer to start to build trust and explore how she could start to effectively deal with her current situation aiming aim for long term solutions.

The customers preferred option would be to secure paid employment this would then reduce the impact of all the other issues she faces but she accepts she will need support to reach this goal.

We agreed that a family support key worker was her best option to provide ongoing consistent support for twelve months and I agreed to put this voluntary support in place for her. Funding can be secured from the private sector to provide access to training to improve skills and increase confidence. An application has been made to United Utilities trust fund for a grant to clear outstanding debts of £2500.00 with them. Further action in respect of her rent and council tax have been put on hold and minimum arrangements have been put in place to deal with these priority debts. As long as these arrangements are maintained there will be no further action at this time. In order for the customer to effectively manage the arrangements they have been aligned to her benefit payday. As the customer now has a clear way forward and is actively doing something about her situation, an award of DHP has been made, increasing her income by £23.26 per week.

This customer was suffering serious social and financial exclusion and her declining health was at serious risk, if she had just been left unable to cope. Although we cannot predict what the future holds we have given her a clear way forward and are providing the positive support needed to help her make the transition back to work.

REPORT FOR DECISION



DECISION MAKER:	Cabinet
DATE:	18 December 2013
SUBJECT:	Local Flood Risk Management Strategy
REPORT FROM:	Cllr T Isherwood, Cabinet Member for Environment
CONTACT OFFICER:	Paul Allen – Head of Planning Policy & Projects
TYPE OF DECISION:	(KEY DECISION)
FREEDOM OF INFORMATION/STATUS:	FOR PUBLICATION - This paper is within the public domain
SUMMARY:	<p>Following consultation on a draft of the Local Flood Risk Management Strategy between September and October 2013. The Strategy has now been revised in light of comments received and a Sustainability Appraisal produced.</p> <p>Members are being asked to approve the final Strategy and Sustainability Appraisal for a further six week period of consultation in order to establish final stakeholder views on the revised Strategy and any comments on the Sustainability Appraisal. Following on from this consultation any necessary revisions will be incorporated in to the documents prior to issuing a final 'adopted' version of the Strategy.</p> <p>As a Lead Local Flood Authority (LLFA) under the Flood and Water Management Act 2010 (the Act), Bury Council has a new statutory duty to "develop, maintain, apply and monitor" a Local Flood Risk Management Strategy for the Borough. The Strategy creates a framework for managing flood risk and is the means by which the Council, as LLFA, will discharge its duty to co-ordinate flood risk management on a day to day basis.</p> <p>The Strategy has been produced in consultation with local partners and the designated "Risk Management Authorities" under the Act within the Borough. Its focus is on flooding from surface water runoff, groundwater and smaller 'ordinary' watercourses.</p> <p>The adopted Flood Risk Management Strategy will provide a framework to deliver a prioritised programme of works and initiatives to manage flood risk across the</p>

	<p>Borough.</p> <p>The Local Flood Risk Management Strategy, Sustainability Appraisal and Habitats Assessment are attached as Appendices to this report.</p>
<p>OPTIONS & RECOMMENDED OPTION</p>	<p>Option 1 (Recommended option) That Members approve the Local Flood Risk Management Strategy (LFRMS), Sustainability Appraisal and supporting documents, as included with this report, and authorise the proposed measures for them to be subject to a period of public consultation, prior to adoption.</p> <p>That Members authorise the Executive Director in consultation with the Cabinet Member for the Environment to make any further changes to the LFRMS and associated documents following consultation, and prior to adoption, providing such changes are of a minor nature only, otherwise the documents and any proposed major changes will be brought back to Cabinet.</p> <p>Option 2 That Members seek revisions to the proposed contents of the LFRMS prior to public consultation. Members to specify the nature of any revisions to be sought.</p> <p>Reasons To enable the Council, as a Lead Local Flood Authority, to comply with its statutory duties and responsibilities required under the Flood and Water Management Act 2010.</p>
<p>IMPLICATIONS:</p>	
<p>Corporate Aims/Policy Framework:</p>	<p>Do the proposals accord with the Policy Framework? Yes</p> <p>Preparation and production of a Local Flood Risk Management Strategy is a new responsibility for the Bury Council as a Lead Local Flood Authority under the Flood and Water Management Act 2010.</p>
<p>Statement by the S151 Officer:</p> <p>Financial Implications and Risk Considerations:</p>	<p>Capacity to meet the new requirements of the Flood and Water Management Act will need to be found within existing staff resources.</p> <p>The draft Local Flood Risk Management Strategy has been developed using existing revenue budgets supported by ongoing grant funding for lead local flood authorities. Future responsibilities and maintenance of the required records will be undertaken using existing staff resources in planning and</p>

	<p>engineering, working with other partners as appropriate.</p> <p>Funding for any works required as a result of the strategy will need to be found within the current capital and revenue budgets available for other work programmes.</p>
Statement by Executive Director of Resources:	<p>Consultation on and publication of the Local Flood Risk Management Strategy will ensure that the Council meets its duty under the Flood and Water Management Act 2010. Implementation of the strategy may potentially require re-prioritisation of existing resources in order to address essential flood risk measures.</p>
Equality/Diversity implications:	<p>No (see paragraph below)</p> <p>An initial screening has been undertaken and, as there were no negative impacts identified for affected groups, there is no requirement to proceed to a Full Impact Assessment.</p>
Considered by Monitoring Officer:	<p>Yes</p> <p>The Council as the lead local flood authority for the Borough must, by law, develop, maintain, apply and monitor a strategy for local flood risk management.</p>
Wards Affected:	All
Scrutiny Interest:	Overview and Management Scrutiny

TRACKING/PROCESS

DIRECTOR: K G Atkinson - DCN

Chief Executive/ Strategic Leadership Team	Cabinet Member/Chair	Ward Members	Partners
	13.11.13		
Scrutiny Committee	Committee	Council	
	28.08.13 18.12.13		

1.0 BACKGROUND

1.1 The Flood and Water Management Act 2010 aimed to address the main concerns of Sir Michael Pitt’s review of the 2007 floods. The review identified an important role for unitary local authorities in co-ordinating the management of ‘local flood risk’, as well as other roles such as maintaining an Asset Register of structures affecting flood risk (e.g. culverts, bridges, etc) and the promotion of SuDS (Sustainable Drainage Systems), together with the establishment of a SuDS Approval Body (SAB) to make decisions on SuDS proposals.

- 1.2 The act established unitary authorities as Lead Local Flood Authorities (LLFAs). LLFAs are responsible for 'local flood risk' i.e. flooding from surface runoff, groundwater and ordinary watercourses¹. Interactions between different types of flooding are also considered in conjunction with the Environment Agency, which has an overview role and is primarily responsible for flood risk from main rivers, reservoirs and the sea.
- 1.3 In addition to the requirement to prepare a Local Flood Risk Management Strategy (LFRMS), the Act prescribes the contents of the LFRMS and requires it to be consistent with the national strategy for flood risk management, which took effect in 2011. The LFRMS focuses on the management of ongoing flood risk rather than responses to flood incidents.
- 1.4 A level of subjectivity has been used in assessing relative flood risk and the results will be used to prioritise future, more robust investigations and assessments which will, hopefully, lead to reliable measures of risk. Consequently, it is not appropriate to apply the information and recommendations in this report at a local property level.

2.0 ISSUES

- 2.1 The Flood Risk Regulations 2009 and the Flood and Water Management Act 2010 set out a range of new duties and responsibilities for local authorities in planning for, and delivering local flood risk management.
- 2.2 Section 9 (4) of the Act sets out what a LFRMS should contain. Bury's LFRMS is attached at **Appendix 1** to this report. The Strategy's principal aim is to set the objectives for local flood risk management in the Borough and demonstrate how these are to be delivered. Whilst the focus of the Strategy should be local flood risk (as its name suggests), the Flood Risk Management Team decided that the Strategy should aim to integrate all flood risk within the Borough (local and main river) to give a more comprehensive picture of flood risk across the Borough as a whole. However, the Strategy makes it clear that plans and strategies governing main rivers are the responsibility of the Environment Agency.
- 2.3 The LFRMS should be based on the most up to date information available to the LLFA. A series of technical studies (e.g. the Greater Manchester Strategic Flood Risk Assessment and the Greater Manchester Surface Water Management Plan), assessments of historic flood incidents and inspection records of flood management assets have all been used in the production of Bury's LFRMS.
- 2.4 Through the Strategy work, stronger links, understanding and cross-agency working has been established with key partners such as the Environment Agency, United Utilities, neighbouring authorities and local communities whose actions could impact on Bury's flooding risk. As well as external stakeholders, stronger cross-working links within the Council have been enhanced with roles and responsibilities clearly defined. These range from Planning, Highways & Engineering and Emergency Planning through to ensuring our housing stock and social care providers are well informed to ensure the impacts of flooding on residents are reduced as far as possible for future generations.

¹ Ordinary watercourse includes every river, stream, ditch, drain, cut, dyke, sluice, sewer (other than a public sewer) which the Environment Agency has not identified as a Main River.

- 2.5 Before commencing work on the draft Strategy, very little formal consultation work had been undertaken on flooding within the Borough. Although some local community engagement in targeted areas has been undertaken by the Environment Agency, the wider views of Bury residents had not been captured.
- 2.6 In developing the Strategy a series of presentations were given at each of the Borough's Township Forums, to help establish what the residents and key stakeholders of the Borough understand to be the flooding risks, along with their views and expectations of the Council's role, and this also helped to explore the local communities' appetite for self-help and local solutions.
- 2.7 A total of 11 representations were received, four of these were submitted in connection with local flooding issues and this information has been passed onto the Council's Engineering Section as well as feeding into the Strategy. The remaining comments related to improving the clarity of the document and these have all been taken on board in the final Strategy. A responses report outlining the comments received on the draft Strategy and the Council's response can be found in **Appendix 4** of this report.
- 2.8 If approved, the Final Strategy will be subject to a six week period of public consultation (10th January – 21st February 2014), before any final revisions and adoption. A press release will advise residents of the public consultation period and copies of the Strategy will be made available to view at the Planning Reception in Knowsley Place and the Town Hall. The Strategy will be available to view and download from the Council's website. In addition, social media will be utilised and direct emails will be sent to:
- Residents Associations and Tennant Associations;
 - Key Land Owners;
 - Business Groups;
 - Key Stakeholders;
 - Risk Management Authorities; and
 - AGMA and adjoining districts
- 2.9 Although the LLFRA role is supported by a Department for Environment, Food and Rural Affairs (DEFRA) grant, this will not cover all that we would want to do. Consequently, the Strategy promotes partnership working as a means to identify issues, develop solutions and fund implementation.
- 2.10 Central government funding is allocated strictly on a risk based priority to deliver long term investment plans. The development of a local holistic flooding strategy for Bury that links with neighbouring flood authorities may help strengthen any future bids that may be required.
- 2.11 The revised Strategy has been subject to a Strategic Environmental Assessment which is attached at **Appendix 2** to this report and has determined that there are no significant adverse environmental effects arising from it.
- 2.12 Given that there has been extensive consultation on the draft Flood Risk Management Strategy, it is not anticipated at this stage that the documents will require fundamental amendments following the close of the second period of public consultation. However, final views and any necessary changes will be made before issuing a final 'adopted' version of the Strategy in early 2014.

3.0 CONCLUSION

- 3.1 The Lead Local Flood Authority role is still a new responsibility for the Council and we have started from a position of a limited skill base and possessing little data. The Final Strategy aims to set a programme for the Council's Flood Risk Management team and its external partners over the coming years.
- 3.2 It looks towards better integration of the various flood risk responsibilities and aims to develop capacity, build partnerships and promote a heightened awareness of flood risk and the responsibilities of all involved in risk management within the wider community. It also places a priority on delivery of local flood alleviation schemes, undertaking local detailed assessment and drawing in the other Risk Management Authorities to assist in delivery.
- 3.3 The document sets out significant challenges for the Borough in managing flood risk and it is recommended that the Final Strategy and supporting documents are published for further public consultation prior to adoption.

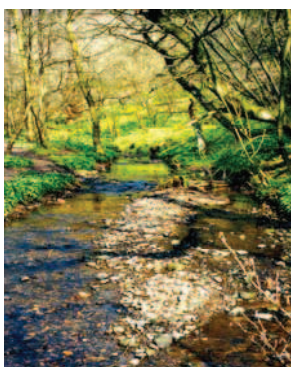
List of Background Papers:-

Local Flood Risk Management Strategy (November 2013) – see Appendix 1.
Sustainability Appraisal of Local Flood Risk Management Strategy (November 2013) – see Appendix 2.
Habitats Regulations Assessment of the Impact on European Protect Sites of Bury's Local Flood Risk Management Strategy (November 2013) – see Appendix 3
LFRMS Responses Report – see Appendix 4
-

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Local Flood Risk Management Strategy



Use of Information in this Report

As Lead Local Flood Authority (LLFA), Bury Council has a duty to develop, maintain, apply and monitor a Strategy for local flood risk management. The Local Strategy will complement and support the national flood risk management strategy, published by the Environment Agency.

The LLFA must specify objectives to manage flood risk and suggest measures to achieve these objectives. The LLFA has a responsibility to consider the flood risk management functions that it may exercise to reduce flood risk.

In support of the aim of a general reduction of flood risk across the district, the Council will prioritise investigations and works identified within this Strategy, based on perceived and evidenced risk and within limited resources.

The indications of flood risk in the report are high level and based on incomplete information. A level of subjectivity has been used in assessing relative flood risk and the results will be used to prioritise future, more robust investigation and assessments which will hopefully lead to reliable measures of risk. Consequently, it is not appropriate to apply the information and recommendations in this report at a local property level.

Contents

1. Introduction	4
2. Flood Risk in Bury	6
a. River Flooding	7
b. Surface Water Flooding	9
c. Groundwater Flooding	13
d. Hidden or Culverted Watercourses	14
e. Sewer or Highway Flooding	14
f. Canal Flooding	15
g. Reservoir Flooding	16
3. Future Influences on Flood Risk	17
Climate Change	17
Flood Risk and Future Development	18
Natural Environment	20
4. Legislative Context	22
Flood and Water Management Act 2010	22
Flood Regulations 2009	23
National Planning Policy Framework	24
5. Roles and Responsibilities	26
Bury Council – Lead Local Flood Authority	26
Bury Council – Highway Authority	32
Bury Council – Emergency Planning	32
Bury Council – Planning Authority	32
Environment Agency	33
United Utilities	33
Highways Agency	33
Regional Flood and Coastal Committee	34
Residents and Businesses	34
6. Objectives and Measures	35
7. Flood Risk Management Funding	40
8. Local Partnerships, Governance and Scrutiny	43
9. Strategy Monitoring and Review	46
Appendix 1 – Action Plan	48
Appendix 2 – Programme of Schemes	53
Appendix 3 – Identified Potential Schemes and Improvements	58
Glossary	59

1. Introduction

- 1.1 Flooding is a natural process and does not respect political or administrative boundaries. It is principally influenced by natural elements of rainfall, tides, geology, topography, rivers and streams and man made interventions such as flood defences, roads, buildings, sewers and other infrastructure. As has been seen by recent events in places like Carlisle, Hull and Cockermouth, flooding can cause massive disruption to communities, damage to property and possessions and even loss of life.
- 1.2 In relation to Bury, while flooding does not affect the entire Borough, the presence of major rivers, smaller watercourses, ageing infrastructure and the threat of surface water in some areas means that flooding is a real issue and, when it occurs, it can seriously affect people's lives and businesses. Evidence also suggests that, in future, damage caused by flood incidents could increase due to the impact of climate changes and further pressure for development in areas at risk of flooding.

Nationally, 1 in every 7 properties (17% of the total building stock) is considered to be at risk from some form of flooding in the UK. **(Cabinet Office 2012)**

Purpose of the Strategy

- 1.3 The three main aims of the Bury Local Flood Risk Management Strategy are to:
- increase awareness of local flood risk issues;
 - identify how partners are working together to reduce flood risk; and
 - provide an overview of ongoing flood risk management within the Borough, together with an Action Plan and a Programme of Schemes.
- 1.4 Different types of flood risk are not always distinguished as it is their impact which is often of key concern. The Strategy seeks to improve our understanding of flood risk within the Borough by outlining the levels of risk from all sources. This is broader than the types of flood risk for which the Council is strictly responsible, as Lead Local Flood Authority (LLFA) under the Flood and Water Management Act 2010, but, hopefully, helps to give a complete picture.
- 1.5 Extreme weather events appear to be on the rise, many of our existing homes and businesses are built in the floodplain and we are under increasing pressure to build more. The Strategy

Around 3.8 million properties are thought to be at risk of surface water flooding nationally. **(ABI 2010)**

provides the opportunity to co-ordinate services so that the risk of flooding is reduced.

Structure of the Strategy

1.6 In outline the Strategy covers the following:

- **Chapter 2** provides a summary of flood risk in the Borough and includes a review of the information that already exists. The information helps to understand the varying levels of risk within Bury and prioritise geographical areas for action.
- **Chapter 3** considers future influences on flood risk while **Chapter 4** provides an overview of the legislation that underpins flood risk management in Bury. **Chapter 5** provides clarification on the various roles and responsibilities of the organisations involved in flood risk management. It also looks at the role residents and businesses can play in helping to manage flood risk, including riparian owners and property owners.
- **Chapter 6** identifies our objectives and measures for managing flood risk in Bury. **Chapter 7** provides an overview of funding opportunities for flood risk management.
- **Chapter 8** outlines the governance and scrutiny arrangements and **Chapter 9** discusses monitoring and review of the Strategy.

Across the UK, £60,000 is the average claim for business premises following flood (**ABI 2012**)

Who is the Strategy aimed at?

1.7 The Strategy has been written for all those prone to flood risk. It is also of relevance to authorities with flood risk management responsibilities and other partners, to ensure that there is a common understanding of the roles, responsibilities and priorities within Bury.

Review

1.8 We will refresh the action plan and programme of works annually. They will reflect, as far as possible, all the schemes and activities planned by risk management authorities and partners to address the objectives in the Strategy.

£20,000-£40,000 to reinstate a property following a flood within the UK (**ABI 2012**)

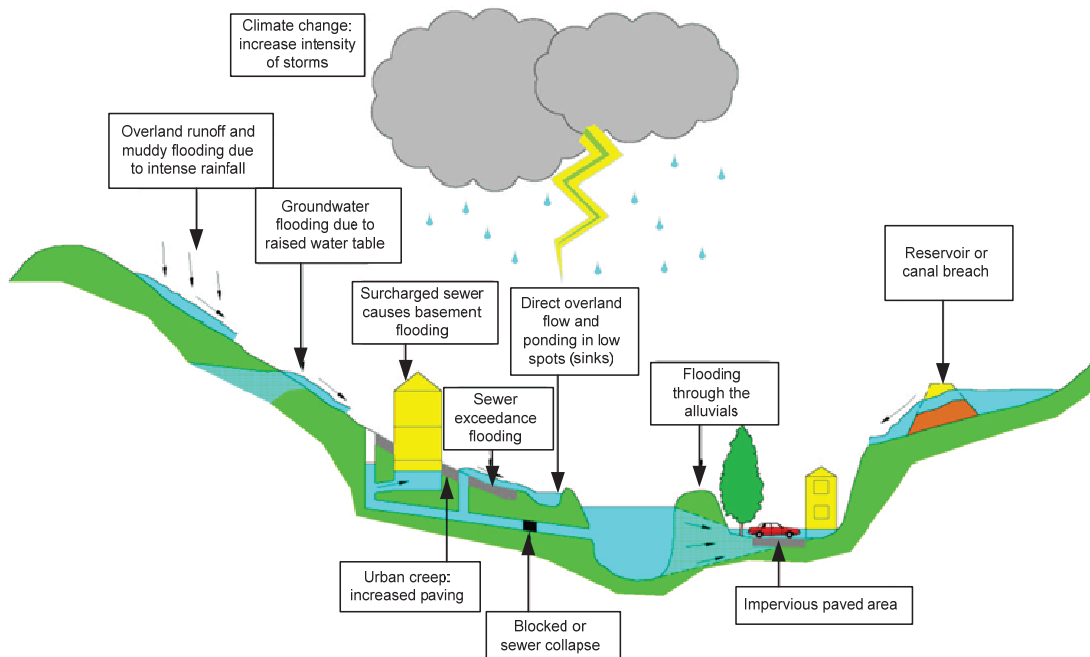
1.9 Given that our knowledge and understanding of flood risk will improve significantly in the coming years, there must be opportunities to update the Strategy as new information becomes available. For this reason, the Strategy should be viewed as a 'living document'.

185,000 businesses nationally are at risk from flooding (**ABI 2010**)

2. Flood Risk in Bury – What is the Problem?

- 2.1 The flood events in Summer 2007 demonstrated the major impact flooding can have and highlighted the importance of understanding the risk of flooding in order to ensure that we can be better prepared to face future risks. Nationally, more than 5 million people live and work in 2.4 million properties that are at risk of flooding from rivers or the sea, with a further 2.8 million properties susceptible to surface water flooding¹.
- 2.2 Flooding can occur from many different and combined sources and in many different ways. Different types and forms of flooding present a range of different risks and the flood hazard, depth and duration of flooding can vary greatly. What this means for Bury is explored below.
- 2.3 A number of studies and assessments have sought to explore flood risk from a variety of sources within the Borough. These include the Environment Agency's (EA's) National Flood Risk Assessment, EA's mapping of fluvial flood zones, EA's Reservoir Flood Maps, the Greater Manchester Strategic Flood Risk Assessment, the Bury, Oldham and Rochdale Strategic Flood Risk Assessment, Bury's Preliminary Flood Risk Assessment (PFRA) and the Greater Manchester Surface Water Management Plan (GMSWMP). Historic records of flooding vary greatly, making it difficult to provide a consistent picture of past flooding within Bury, however these are considered where notable events have occurred.
- 2.4 Bury is located within the centre of the wider River Irwell catchment area where the gradient of the Irwell is flatter and surrounded by moorland. Much of the area grew rapidly during the Industrial Revolution with the development of mill buildings and commercial and residential properties on the floodplain. Today, most of the watercourses are heavily modified and contain a large number of culverts and weirs.
- 2.5 The major watercourses in the Borough are the River Irwell and River Roch which originate outside the administrative boundary. Smaller watercourses such as the River Beal and Seaton Burn or other tributaries of the River Roch originate within Rochdale and Oldham and flow into the Borough. This highlights the need for the Council to work with neighbouring authorities on flooding problems, particularly where actions could exacerbate flooding in downstream communities. Managing the network of tributaries is complicated, but important, as they could increase flooding problems in downstream areas.

¹ Investing for the Future; Flood and Coastal Risk Management in England, Environment Agency, 2009

Figure 1 - Flooding from all Sources

Source: SFRA 2009

a. River (Fluvial) Flooding

River flooding occurs when the capacity of a river or stream is reached, causing water to spill out of the channel into nearby areas – for example when heavy rain falls on ground that is already water logged and the watercourse cannot cope with the water draining into it from the surrounding land. In some areas the surrounding floodplain of the river may be undeveloped or have flood compatible uses, but in some areas development has occurred within these floodplain areas.

- 2.6 The main source of fluvial flood risk in the Borough is from the River Irwell and its tributaries, including the Holcombe Brook, Pigslee Brook, Kirklees Brook and the River Roch.
- 2.7 1,870 (2.2%) dwellings fall within the Environment Agency's Flood Zone 2 (1 in 1000 chance of flooding in any year) and 1,365 (1.6%) in Flood Zone 3 (1 in 100 chance of flooding in any year).

Ramsbottom

- 2.8 According to the Environment Agency, the River Irwell through Ramsbottom is defended by a mix of Environment Agency raised defences and maintained channels. The Environment Agency raised defences have 1 in 100 year standard of protection and protect land surrounding Peel Brow.
- 2.9 Flooding on the west bank of the River Irwell in Ramsbottom is highly dependant on the Irwell overtopping around Stubbins and flood water flowing underneath its railway line. Water then

flows south down the west side of the railway line and into the area of Drill Hall.

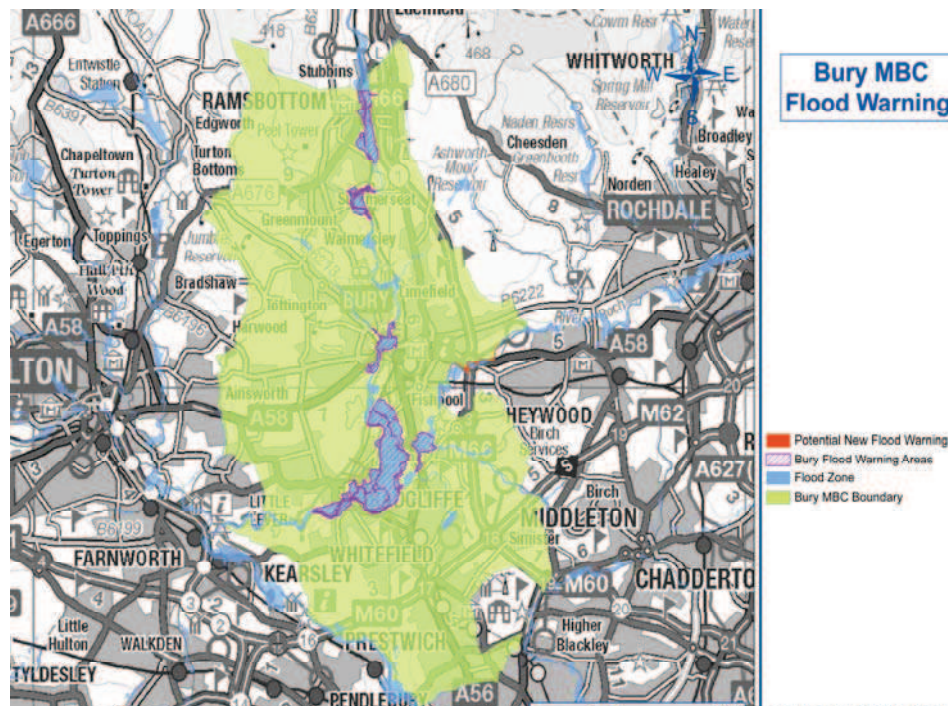
- 2.10 During smaller flood events the majority of flooding on the east bank of the River Irwell through Ramsbottom is located on greenfield land downstream of Cuba Industrial Estate and again at Nuttall Park.
- 2.11 Downstream of Ramsbottom, the Irwell remains mainly in bank or flooding open land around Summerseat and Higher Woodhill during the 1 in 100 year event. Downstream of the disused railway line at Daisyfield in Bury, flooding can become widespread, placing a large number of properties at risk within the Environment Agency flood zone outlines.

South of Bury

- 2.12 Further downstream of the River Roch confluence, the River Irwell assumes a more westerly course, which takes it through Radcliffe towards Farnworth to be joined by the River Croal. The river then changes course and heads in a south easterly direction through Kearsley (between Prestwich and Pendlebury) and into Salford and Manchester where it discharges into the Manchester Ship Canal.
- 2.13 The Environment Agency operates a Flood Warning Service in areas at risk of flooding. Figure 3 shows the flood warning areas that are currently in operation within the Borough.

Figure 2 - Extent of Flood Zone 2 and 3 in Bury



Figure 3 – Flood Warning Areas

Source: Environment Agency, 2013

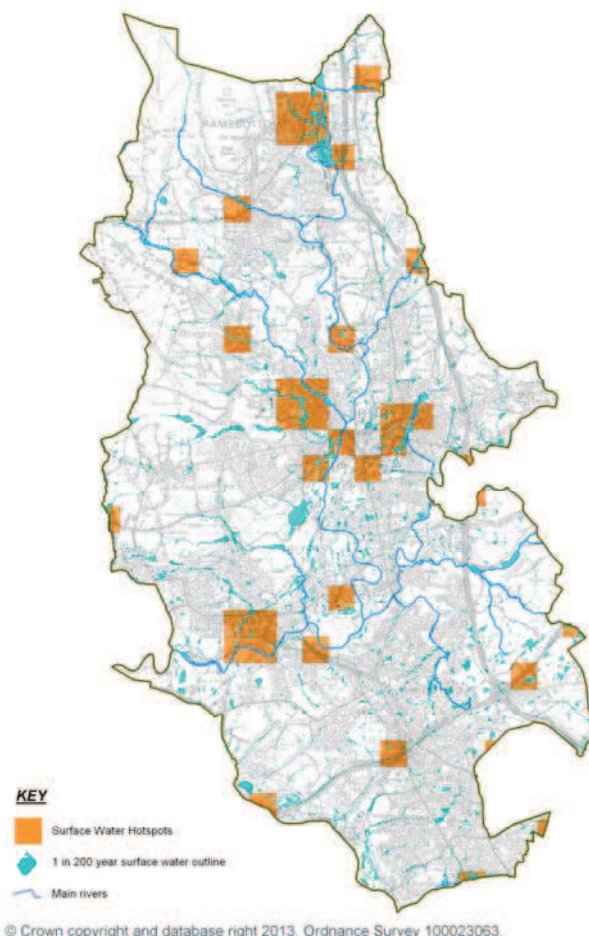
b. Surface Water Flooding

Surface water flooding is caused by overland flow during periods of sustained or heavy rainfall, causing ponding of water where it becomes obstructed or collects in low lying areas. Local drainage capacity and infiltration is unable to cope with the volume of water experienced. The risk of surface water flooding increases as the amount of built up area and the volume of impermeable hard surfacing increases within the Borough.

- 2.14 The Bury, Rochdale and Oldham Strategic Flood Risk Assessment (2009) identified Critical Drainage Areas (CDA) in Bury which focused on Ramsbottom and Radcliffe. CDAs were identified as areas where surface water risk was established as most widespread and significant and where particular care was needed in assessing the impact of development on surface water flood risk.
- 2.15 Bury's PFRA (June 2011) identified that the Environment Agency's Flood Map for Surface Water (FMfSW) was the best available indication of predicted surface water flood risk throughout the Borough. Based on this information, approximately 20,200 properties are predicted to be at risk of deep flooding up to a depth of 300mm, and a further 6,600 at a depth above 300mm, in a high risk (1 in 200 chance in any year) flood event.

- 2.16 Since the PFRA was published the Greater Manchester Surface Water Management Plan (SWMP) has been produced. The SWMP identifies with greater detail than previous assessments where there are more extensive areas of surface water risk. The SWMP predicted the potential for surface water flooding in most of the Borough's main urban areas, with significant risk identified in Ramsbottom, Bury Town Centre and Radcliffe. An illustration of the surface water hotspots in the Borough based on the SWMP can be seen in Figure 4 below.

Figure 4 - Surface Water Hotspots 2013



Note: this plan should not be used to identify individual properties

- 2.17 Due to the steep topography of Bury, the SWMP identified that the Borough has narrow and shallow surface water flow paths. This has the potential to lead to rapid inundation with higher velocities and hazards.
- 2.18 A number of flow paths have been identified in the Borough, as surface water flows off the hillsides, collecting in small drains before flowing to the valley bottom. Runoff direct from rural land is also an issue particularly in Ramsbottom, causing flooding to major road networks and individual properties.

- 2.19 The SWMP identified that the surface water hotspot at the junction of Water Street and Ainsworth Road in Radcliffe should be taken forward to further investigation. Flooding at the site is as a result of the limited capacity of the stormwater culvert and the combined sewer system. A number of options have been identified to manage the flood risk, however, to date no preferred option has been agreed.
- 2.20 Figures 5, 6 and 7 highlight the potential for surface water flooding in a 1 in 30 year, 1 in 200 year and 1 in 200 year plus climate change flood event. It is not appropriate to apply the information contained within these maps at a local property level.

Figure 5 – Surface Water Flood Extent – 1 in 30 Year Flood Event



Figure 6 – Surface Water Flood Event – 1 in 200 Year Flood Event



Figure 7 – Surface Water Flood Extent – 1 in 200 Year + Climate Change Flood Event

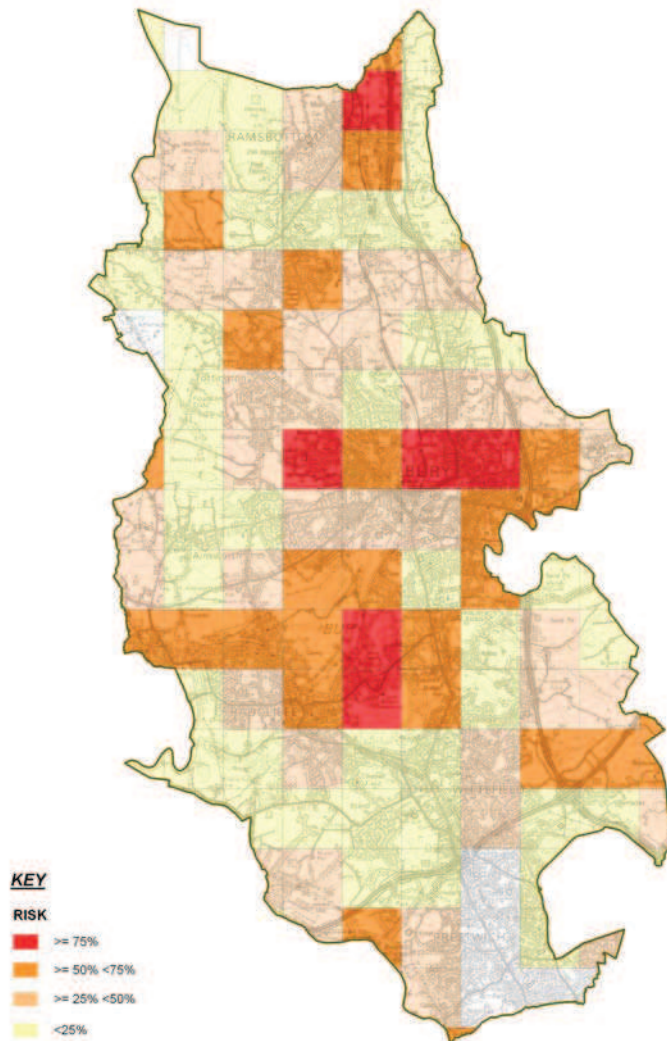


c. Groundwater Flooding

Groundwater flooding occurs when the water held underground rises to a level where it breaks the surface in areas away from usual channels and drainage pathways. It is generally a result of exceptional extended periods of heavy rain, but can also occur as a result of reduced abstraction, underground leaks or the displacement of underground flows. Once groundwater flooding has occurred, the water can be in situ for a lengthy period of time.

- 2.21 The Environment Agency’s national dataset, Areas Susceptible to Groundwater Flooding (AStGWF), provides the basis for assessing future flood risk from groundwater.

Figure 8 - Areas Susceptible to Groundwater Flooding



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Note: Complete groundwater data was not available for the entire Borough
 Note: This plan should not be used to identify individual properties

- 2.22 Bury lies over an aquifer with geology consisting predominately of sands and gravels which have high permeability. There are a number of flood defences along the River Irwell through Ramsbottom which elevate river levels above the flood plain. There is the possibility that alluvial groundwater flooding could occur in these areas. However, there are relatively few reported incidents of groundwater flooding in Bury.

d. Hidden or Culverted Watercourses

- 2.23 There are other watercourses across the Borough which are not captured on DEFRA's Main River map. Many modified small streams, brooks and culverts are now hidden below ground and their condition is deteriorating; they have become blocked with debris and are the cause of much localised flooding following heavy rain.
- 2.24 Due to the urbanised nature of the Borough, only a few of the watercourses are in their natural form. Many of the main river channels have been straightened and canalised to accelerate the flow of water and have been culverted over significant lengths. Many of the channels and culverts have a limited hydraulic capacity and are prone to blockages which can lead to flooding. The blockages are caused by silt deposition from the rural upstream sections of the Borough, vegetation falling into the river and through fly tipping where debris is dumped in the channels.
- 2.25 There is approximately 12.4km of culverted channel in Bury.

e. Sewer or Highway Flooding

Sewer or highway flooding is caused by excess surface water entering the drainage network, exceeding available capacity or when a blockage occurs. This generally occurs during periods of heavy rainfall when the drainage network becomes overwhelmed. Land and property can be flooded with water contained with raw sewage as a result. Sewers that overflow can also pollute rivers

- 2.26 United Utilities keep a record of property flooding which is called the DG5³ register. In Bury, to date 63 properties have flooded internally as a result of sewer flooding whilst 112 have flooded externally.
- 2.27 Whilst this data can give an idea of those areas with limited drainage capacity, it must be acknowledged that it is a register of properties that have already been flooded due to exceedance or the blockage or failure of sewer systems, not properties at risk of flooding. In addition to this, sewer flooding problems

³ DG5 relates to flooding from sewers.

may have been investigated and resolved since the register was compiled. For these reasons, the DG5 register has limited usefulness in predicting future flooding locations. More useful indicators of risk are associated with the data generated using hydraulic sewer network models.

f. Canal Flooding

Canals are rivers or man made channels that have been developed for use in industry. Canal flooding is caused by overtopping or breach of the canal network when the canal cannot cope with the water draining into it from the surrounding land.

- 2.28 The Manchester, Bury and Bolton Canal once started in Bury, running southwards through Radcliffe, before joining the River Irwell at Salford. The canal was closed in 1961 and is disused and discontinuous north of Salford.
- 2.29 The PFRA identified a historic risk of broad canal flooding, however there is no modelled flood risk data available. Furthermore, a number of factors suggest that the flood risk on the Manchester, Bury and Bolton Canal is low:
- Embankments are generally low and made from clay;
 - The canal is discontinuous;
 - The last major breach and location of many breaches was at Nob End (downstream of Radcliffe) in 1936. This stretch of canal was not restored;
 - Previous canal failures were caused by mining subsidence. It is assumed that mining activity in the area has now ceased, although some risk does still remain; and
 - The canal intercepts some surface water from the catchments to the west. However, no detailed modelling has been undertaken and this is a large unknown.

Figure 9 – The 1936 Manchester, Bolton and Bury Canal Breach



Source: Bury, Oldham and Rochdale SFRA, 2009

g. Reservoir Flooding

Reservoirs hold large volumes of water above ground level and are contained by walls or dams. Reservoir flooding occurs when a reservoir structure is overtopped or fails due to damage or collapse.

- 2.30 The Environment Agency maintains a Public Register of Large Raised Reservoirs. Table 2 identifies the reservoirs within Bury. The chance of reservoir failure is very unlikely as reservoirs are regularly inspected and there is an extremely good safety record in the UK with no loss of life due to reservoir flooding since 1925.
- 2.31 Elton Reservoir is considerably bigger than any other reservoir within the Borough.
- 2.32 The Greater Manchester Civil Contingencies and Resilience Unit (CCRU) are currently in the process of producing Generic Reservoir Off-Site Plans which will outline the Greater Manchester emergency response to any reservoir failure. In addition, the CCRU are producing Specific Reservoir Off-Site Plans for those reservoirs within Greater Manchester which are in the top 100 reservoirs. Bury does not host any of these reservoirs, but a considerable number would impact upon the Borough, should they fail.

Table 1 - Reservoirs in Bury

Reservoir	Physical Status	Construction	Year Built	Capacity	Surface Area
Elton	In Operation	Earthfill	1808	923,000	217,000
Elton Vale Lower	In Operation	Earthfill	1860	56,000	24,000
Lowercroft Lower	In Operation	Earthfill		40,000	16,000
Lowercroft Middle	In Operation	Earthfill	1800	127,000	28,300
Lowercroft Upper	In Operation	Earthfill	1890	183,000	30,000
Pilsworth Reservoir	In Operation	Earthfill		25,000	30,000
Woodgate Hill 1	In Operation	Other	1958	64,000	11,000
Woodgate Hill 2	In Operation	Other	1961	269,000	47,000

Source: Environment Agency, April 2013

3 Future Influences on Flood Risk

- 3.1 Flood risk is not static and there are many factors which could influence how flood risk changes over time including: climate change, new residential and commercial development and changes to the natural environment.

Climate Change

- 3.2 Changes in climatic conditions will affect flood risk within the Borough in several ways, however impacts will depend on local conditions and vulnerability. Wetter winters and more intense rainfall may increase river flooding in both rural and urban areas. More intense rainfall causes greater surface runoff, increasing localised flooding and erosion. In turn, this may increase pressure on drains, sewers and water quality. Storm intensity in summer could increase even in drier summers, so the Borough needs to be prepared for the risks arising from unexpected flash flooding.
- 3.3 Based on UKCIP09 projections of future rainfall, it is likely that winters will become significantly wetter and extreme winter precipitation will increase. In summer there is likely to be less overall rainfall but intense heavy downpours are anticipated. Both changes would lead to an increase in levels of ground water and increase fluvial and surface water flooding.
- 3.4 It is difficult to predict in detail as much depends on the nature of the rainfall as, once the ground is saturated or the intensity of rain exceeds the rate of infiltration, water runs off and is not available for groundwater recharge. However, surface water management plans and strategic flood risk assessments have tried to take account of the potential impacts of climate change.
- 3.5 The SFRA projected the likely extent of the 1 in 100 year fluvial flood risk zone under a climate change scenario (which assumes a 20% increase in the extent of the existing area subject to Environment Agency Flood Zone 3 fluvial flood risk). Radcliffe appears to be particularly sensitive to climate change for a range of flood events whilst Ramsbottom will be more sensitive during more extreme events in the future.
- 3.6 In the Surface Water Management Plan, an assumption was made that climate change will lead to a 30% increase in rainfall intensities for the 1 in 200 year flood event. The modelling indicates that in Bury, Ramsbottom, Bury Town Centre and Radcliffe continue to be locations where future surface water flooding is likely to occur. This enables this Strategy to take account of climate change in the prioritisation of actions and in defining implementation timescales.

- 3.7 The focus of activity in meeting these challenges will in future be on flood risk management as opposed to simply providing flood defences. It is now widely recognised that whilst we can't always prevent flooding occurring, we can manage the risks of it happening and reduce the consequences when flooding does happen.
- 3.8 Many drainage systems have been modified to manage water levels and could help in adapting locally to some impacts of future climate change on flooding. However changing intensity of weather patterns may mean that these assets may need to be managed differently, particularly as storm intensity in summer could increase even in drier summers.
- 3.9 Adaptation to the potential effects of climate change on flood risk is likely to be a gradual process, as resilience to flooding is progressively increased. The modelled impacts of climate change on flood risk underline the need for effective surface water management. Future detailed surface water management plans will continue to model the possible impact of climate change and it will therefore be a key consideration in the identification and prioritisation of mitigation actions.
- 3.10 The potential effects of climate change are also a key concern for the land use planning process, as local planning authorities need to consider possible changes in flood risk from all sources over the lifetime of a development.
- 3.11 One of the key messages from the Surface Water Management Plan is that long term adaptation of the urban environment is crucial, especially in areas where flood defences are not feasible. The opening up of flood corridors, and use of open spaces for temporary storage of water in times of a flood, can help to mitigate some of the potential implications of climate change.

Flood Risk and Future Development

- 3.12 Under the Localism Act (2012) Local Authorities are now individually responsible for setting their own housing numbers based on objectively assessed need, which is reflective of the economic circumstances, environmental capacity and an understanding of the existing unmet housing need of local communities.
- 3.13 Alongside the development of residential homes will be the delivery of critical services and it is important that surface runoff from these sites, and potential flood risk to these sites are fully considered. The location of future developments and flood defences within a catchment can heavily influence flood risk within an area and has the potential to further increase flood risk at areas downstream of such developments. Impacts could include the lowering of the Standard of Protection offered by

flood defences and the carrying capacity of culverts, drains, sewers and watercourse channels. This potentially leads to areas being at risk of flooding that were previously not at risk and highlights the increasing conflicts and pressures that are emerging between climate change scenarios and future development aspirations.

- 3.14 Without effective planning policy there is a risk that the increase in hard standing and impermeable surfaces associated with such development will increase surface water runoff and hence the risk of flooding.
- 3.15 New development can however also contribute to improved drainage and flood risk management where it is well located and incorporates appropriate flood risk management measures
- 3.16 Schedule 3 of the Flood and Water Management Act (2010) includes the provision to increase the uptake of sustainable drainage systems (SuDS) in new developments and redevelopments. In addition, the government is encouraging existing communities to 'retrofit' sustainable drainage in their gardens and neighbourhoods.
- 3.17 The SuDS approach to surface water drainage aims to deliver better management of surface water runoff, promote the sustainable use of water, including allowing for the collection and storage of surface water. SuDS aim to mimic natural drainage processes by limiting the rate and volume of surface water runoff, as well as treating water to improve quality.
- 3.18 At the time of writing, guidance to support the establishment of a new system for managing surface water through sustainable drainage systems by April 2014 had not been published. The Flood and Water Management Act 2010 requires the establishment of a Sustainable Drainage Approval Body (SAB) which will receive applications for sustainable drainage proposals that require approval. This is a separate process from existing planning and building control approval processes but will need to relate to the timescales of these processes where appropriate as SAB approval will be required prior to development being able to commence.
- 3.19 There are many different types of SuDS components that can fit into a variety of settings. They can be soft (vegetation based) or hard (proprietary devices) and each has a different function. Features of a SuDS system could include: green roofs, infiltration trenches, permeable paving, underground storage, wetlands and ponds.
- 3.20 Sustainable drainage systems can help to manage pollution and also provide opportunities for biodiversity. Sustainable drainage systems can also provide opportunities to store and re-use water for a range of purposes for which 'grey' water is appropriate. It

is important to ensure that appropriate sustainable drainage approaches are introduced based on proper consideration of factors such as geology, previous land use and ground contamination.

Natural Environment

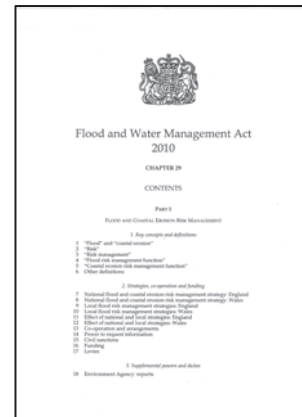
- 3.21 The FWMA 2010 provides powers for the Council to manage flooding in the interest of nature conservation, preservation of cultural heritage and people's enjoyment of the environment generally.
- 3.22 Where possible, opportunities should be sought to enhance the river corridor habitats, landscape, access and amenity facilities to support planning policy to develop green infrastructure and increase access to riversides.
- 3.23 Blue corridors are a component of green infrastructure, adjacent to watercourses or along key overland flow paths, which are designated for the primary purpose of conveying water, particularly in times of flood. They also provide a wide range of additional functions such as amenity and biodiversity conservation.
- 3.24 Working closely with key partners to ensure careful land use planning and gradual reinstatement of green open spaces (within existing and new developments) together with the introduction of wetlands could help to reduce flood risk and promote the requirements of the Water Framework Directive.
- 3.25 It is important that opportunities are sought when new development and redevelopment opportunities arise and that areas of floodplain reinstatement in conjunction with green and blue infrastructure are identified and realised. This will not only have flood risk benefits, but also ecological, environmental and recreational improvements.
- 3.26 Given the scope and content of this Strategy, DEFRA has determined that a statutory Strategic Environmental Assessment (SEA) is required to be prepared by the Council to support this Strategy. A SEA is undertaken to ensure that any environmental consequences are considered during the preparation of the local Strategy.
- 3.27 A Habitats Regulations Screening Assessment (HRA) has also been undertaken to assess the impacts of implementing the Strategy policies and measures on European sites within the Borough.
- 3.28 Both the SEA and HRA were developed alongside this Strategy and have therefore been used to inform sustainable decision making throughout, including the development of the Strategy's objectives and the consideration of alternative options.

- 3.29 All of the Strategy objectives and measures were assessed against the SEA objectives. Some measures were categorised as having 'less significant implications' because they have the potential to lead to a positive or negative effect but there is too much uncertainty to identify what the effect/s might be and their magnitude, location, timing etc.
- 3.30 It was determined that for these measures, plus any new measures which are to be included as part of each annual review of the action plan, there needs to be a checklist to ensure there is sufficient information to determine whether the action is likely to be compliant with the Habitats Regulations, the Water Framework Directive and the action is addressing the SEA objective.
- 3.31 None of the objectives or measures in the final LFRMS are likely to have significant negative effects on any of the SEA objectives. This is because of the nature of the LFRMS, which has an underlying aim of environmental protection through flood risk management, meaning that the effects of the Strategy are largely positive.
- 3.32 In order to ensure the positive effects of the LFRMS on the environment, it will be necessary to ensure that project level environmental assessment or appraisal feeds into the choice of location and scheme design for any new LFRMS measures and that detailed EIAs include measures to mitigate any adverse effects. An EIA screening opinion, which determines whether an EIA will be required, will need to be obtained by Natural England for any LFRMS measures that could potentially have an effect on the environment.
- 3.33 In assessing this Strategy for Water Framework Directive Compliance, the measures proposed are unlikely to have negative environmental effects and will not cause deterioration to water bodies. However, actions identified may require site specific environmental assessment to identify any potential environmental effects. The policies and proposals throughout this Strategy will actively help to prevent harm to water bodies and will encourage future improvement where possible.

4. Legislative Context

Flood and Water Management Act, 2010

- 4.1 Following the 2007 floods, Sir Michael Pitt, commissioned by Government, undertook a review of the serious flooding and produced 'Lessons learned from the 2007 summer floods'. Of particular importance was the high proportion of flooding that came from surface water runoff, rather than rivers.
- 4.2 92 recommendations were made in the Pitt Review (June 2008), many of which were based on Local Authorities playing a greater role in the management of local flood risk. The Government accepted these recommendations and in 2010 they were transposed into UK Law in the form of the [Flood and Water Management Act 2010](#).
- 4.3 The Flood and Water Management Act aims to provide better, more comprehensive management of flood risk for people, homes and businesses.
- 4.4 One of the requirements of the Flood and Water Management Act 2010 is for the Environment Agency to 'develop, maintain, apply and monitor a strategy for flood and coastal erosion risk management in England'. The Environment Agency has jointly with DEFRA, developed a national strategy that reflects Government policy on flood risk management and related issues. The Strategy, entitled a National Flood and Coastal Erosion Risk Management Strategy for England describes what needs to be done by all organisations involved in flood risk management. These organisations include local authorities, Internal Drainage Boards, water and sewerage companies, highways authorities and the Environment Agency.
- 4.5 The Strategy sets out a statutory framework, guiding principles and objectives that will help communities, the public sector and other organisations to work together to manage flood risk. It supports local decision making and engagement in flood risk management, making sure that risks are managed in a coordinated way both locally and across catchments. The National Strategy can be found here: <http://publications.environment-agency.gov.uk/display.php?name=GEHO0711BTZE-E-E>
- 4.6 Under the Flood and Water Management Act 2010, Bury Council is designated as a 'Lead Local Flood Authority' and as such has the responsibility for developing, maintaining and applying a



local flood risk strategy in Bury. Bury's Local Flood Risk Management Strategy needs to be consistent with the following guiding principles outlined in the national strategy:

- ~ Community focus and partnership working;
 - ~ A catchment based approach;
 - ~ Sustainability;
 - ~ Proportionate, risk based approach;
 - ~ Multiple benefits; and
 - ~ Beneficiaries should be allowed and encouraged to invest in risk management
- 4.7 The development of the Strategy will require input from the designated 'Flood Management Authorities' (FMA) who have a duty to act consistently with the strategy. In addition to the Council, the other FMA in Bury are:
- ~ Environment Agency
 - ~ United Utilities
 - ~ Highways Authority
- 4.8 Bury's Strategy will clarify roles and responsibilities for local flood risk, and the duties and permissive powers that FMA have. It will build on the existing partnerships developed in Bury and provide a framework for local communities to develop local partnerships and solutions to the flood risks they face and underpin a partnership approach to funding flood resilience projects.
- 4.9 Although this Strategy's remit under the Flood and Water Management Act (2010) is to address flooding from surface water, ground water and ordinary watercourses, this document will also look to provide guidance on other forms of flooding, such as main rivers, a responsibility of the Environment Agency.

Flood Risk Regulations, 2009

- 4.10 The [Flood Risk Regulations 2009](#) came into force in December 2009. They transpose the EU Floods Directive into UK law. Key provisions in the regulations include:
- ~ To require that preliminary flood risk assessments be prepared by the Environment Agency and Lead Local Flood Authorities by December 2011. Those assessments should identify areas of significant flood risk;
 - ~ To require that flood hazard and risk maps be prepared by December 2013, to identify areas of significant flood risk; and
 - ~ To require that flood risk management plans be prepared, by December 2015.

The [Bury Preliminary Flood Risk Assessment](#) is available to download from the Council's website.

Other Relevant Legislation

National Planning Policy Framework, 2012

- 4.11 The [National Planning Policy Framework](#) and the accompanying [Technical Guidance](#) were published and came into effect on 26th March 2012. They provide a statement of national planning policy that all planning authorities must take into account when exercising their development management and forward planning functions. Paragraphs 99-108 of the Framework deal with issues of flood risk management, and in combination with paragraphs 2-19 of the accompanying Technical Guide, replace Planning Policy Statement 25 (Development and Flood Risk).
- 4.12 The NPPF provides the framework for local and neighbourhood plans and seeks to deliver development which is sustainable in economic, social and environmental terms.
- 4.13 Meeting the challenge of flood risk is one of the objectives of the NPPF as part of addressing climate change and reducing the vulnerability of communities to climate change. New development should not increase flood risk on site or elsewhere and should include measures where necessary such as green infrastructure to avoid and reduce the risk of flooding. Inappropriate development in areas of high flood risk should be avoided and directed to more appropriate areas where possible or made safe where this is necessary development at that location.
- 4.14 The NPPF requires that local plans should be informed by a Strategic Flood Risk Assessment (SFRA) and include the advice of the Environment Agency. Local Plans should apply a sequential test when needed to guide the location of development and help ensure it is safe. If development is unavoidable it will need to meet the Exception Test where it can be shown that development could not be located elsewhere and would be safe for its lifetime. Local Planning Authorities are also required to safeguard land that may be required for current or future flood risk management.
- 4.15 The challenge in terms of flood risk management relates to the NPPF's 'presumption in favour of sustainable development'. Achieving more housing growth is the driver behind the planning reform agenda, however there is concern about how these two potentially conflicting aspects will be balanced. There is concern that Local Planning Authorities who can not demonstrate a five year deliverable supply of specific sites will be vulnerable to applications on flood plains.

4.16 In addition to the above, Bury Council also has a range of responsibilities in accordance with other pieces of domestic and European Legislation, including:

- The Reservoirs Act (1975)
- The Ancient Monuments & Archaeological Areas Act (1979)
- The Highways Act (1980)
- The Wildlife & Countryside Act (1981)
- The Building Act (1984)
- The Environmental Protection Act (1990)
- The Land Drainage Act (1991)
- The Water Resources Act (1991)
- The Water Industry Act (1991)
- The Environment Act (1995)
- The Countryside & Rights of Way Act (2000)
- The Water Act (2003)
- The Planning & Compulsory Purchase Act (2004)
- The Civil Contingencies Act (2004)
- The Climate Change Act (2008)
- The Planning Act (2008)
- The Local Democracy, Economic Development & Construction Act (2009)
- The Localism Act (2011)
- The EU Wild Birds Directive (1979/409/EEC & 2009/147/EC)
- The EU Environmental Impact Assessment Directive (1985/337/EEC & 1997/11/EC)
- The EU Habitats Directive (1992/43/EEC)
- The EU Strategic Environmental Assessment Directive (2001/42/EC)
- The EU Water Framework Directive (2000/60/EC)
- The EU Floods Directive (2007/60/EC).

5. **Roles and Responsibilities**

- 5.1 Numerous organisations, agencies and authorities have roles and responsibilities relating to flood risk management. This Chapter sets out what these roles and responsibilities are for each of the different organisations, agencies and authorities.
- 5.2 Part 1, Section 6 (13) of the Flood and Water Management Act defines a flood risk management authority as:
- A Lead Local Flood Authority;
 - A District Council for an area for which there is no unitary authority;
 - The Environment Agency;
 - An Internal Drainage Board;
 - A Water Company; and
 - A Highway Authority.
- 5.3 Under the provisions of the Flood and Water Management Act the following duties are common to all risk management authorities:
- Duty to cooperate with other risk management authorities;
 - Duty to act consistently with the national and local strategies;
 - Powers to take on flood risk functions from other risk management authority;
 - Duty to contribute towards the achievement of sustainable development; and
 - Duty to be subject to scrutiny from the lead local flood authority's democratic processes.

Detailed information on the specific roles of each organisation is provided below.

Bury Council – Lead Local Flood Authority

- 5.4 Bury Council is a Lead Local Flood Authority (LLFA) and as such is now responsible for the management of flood risk from surface runoff, ordinary watercourses and groundwater.
- 5.5 The following table sets out all of the functions that the Council can exercise under the Flood and Water Management Act (2010) and the Flood Risk Regulations (2009). The table outlines whether or not these functions are a duty or a power, the national and local deadlines that are in place for implementation and how far along the Council is to achieving these deadlines.

Table 2 – Functions that Bury Council may Exercise

Function	Legislation	Explanation	Duty or Power	National Deadline	Bury Council Deadline
Local Flood Risk Management Strategy	Flood and Water Management Act (2010)	<p>The Council must develop, maintain, apply, monitor and publish a local strategy.</p> <p>The Strategy will provide the framework to deliver a prioritised programme of works and initiatives to manage flood risk in the area.</p> <p>The LLFRA must consult all affected risk management authorities and the public about the Strategy.</p>	Duty	Not Set	Spring 2014
Investigation of flooding incidents.	Flood and Water Management Act (2010)	On becoming aware of a flood in its area, the Council must undertake an investigation to the extent that it considers necessary or appropriate. This investigation must set out which risk management authority is responsible and whether they have responded appropriately to the flood. The results of the investigation will be published on the Council's website and any	Duty	On-going	On-going

Function	Legislation	Explanation	Duty or Power	National Deadline	Bury Council Deadline
Creation and maintenance of a flood asset register.	Flood and Water Management Act (2010)	<p>relevant risk management authorities informed of the results.</p> <p>The Council must maintain a register of structures or features that, in the opinion of the Council, are likely to have a significant effect on flood risk.</p> <p>In Bury, the register will contain key assets, such as culverts, ponds, ditches that are known to cause the flooding of properties, critical infrastructure or block major roads when the asset is not functioning to an adequate level. Where known, information will also be held on ownership and state of repair.</p>	Duty	Not-Set	Asset identification ongoing
Designation of Features	Flood and Water Management Act (2010)	Designation is a form of legal protection reserved for key structures or features that are privately owned and maintained and that contribute to the management of flood and coastal erosion risks.	Power	Not-Commenced	Not-Commenced

Function	Legislation	Explanation	Duty or Power	National Deadline	Bury Council Deadline
		<p>Designation aims to ensure that owners do not inadvertently alter structures and features and potentially increase flood or erosion risks to themselves, their neighbours and the wider community.</p> <p>Structures or features meriting designation could include culverts, garden/building walls and flood banks.</p> <p>A designation is a legally binding notice served by the designating authority to the owner of the structure or features and the notice is also a local land charge. The power to designate structures that have an effect on flood risk has not been fully commenced.</p> <p>If an asset becomes 'designated' its owner can not alter, remove or replace it, without prior consent from the designating risk management authority.</p>			

Function	Legislation	Explanation	Duty or Power	National Deadline	Bury Council Deadline
		Designated features will be added to the asset register.			
Sustainable Drainage (SuDS) Approval Body (SAB)	Flood and Water Management Act (2010)	The Council will approve, adopt and maintain all newly-constructed Sustainable Urban Drainage Systems (SuDS) which serve more than one property.	Duty	April 2014	April 2014
Flood Risk Management Works	Flood and Water Management Act (2010)	The Council has powers to undertake works to manage surface water runoff and groundwater flood risks. In addition the Council has powers to do works on ordinary watercourses.	Power	On-going	On-going
Power to request information.	Flood and Water Management Act (2010)	The Council may request information from an individual in relation to the authority's risk management functions. The information must be provided in the form/manner and period specified within the request. Enforcement action may be taken if the individual neglects to comply with the request.	Power	On-going	On-going
Preliminary Flood Risk	Flood Risk Regulations	All LLFA must prepare a PFRA for their area. A PFRA is a report	Duty	December 2011	June 2011

Function	Legislation	Explanation	Duty or Power	National Deadline	Bury Council Deadline
Assessment Report (PFRA)	(2009)	about past floods and the possible harmful consequences of future floods, based on existing information.			
Identify areas of significant flood risk.	Flood Risk Regulations (2009)	The Environment Agency used the national Flood Map for Surface Water and the National Receptor Dataset to identify areas of significant flood risk. Ten indicative flood risk areas were identified in Greater Manchester, one of which partially covers Bury Council.	Duty	December 2011	June 2011
Production of Flood Risk Management Plan	Flood Risk Regulations	A flood risk management plan is a plan for the management of significant flood risk, identified within a flood risk area.	Duty	December 2015	December 2015

Bury Council - Highway Authority

Duty to maintain the public highway network

- 5.6 The Highways Act requires the Council, as Highways Authority to ensure that highways are drained of surface water and, where necessary, maintain all drainage systems ensuring there is no pollution of the wider environment. In particular, the Council carries out regular maintenance of a number of forms of drainage associated with the highway, including gullies, soakaways, ditches, channels, drains, grills and outlets.

Bury Council - Emergency Planning

- 5.7 Bury Council has statutory duties under the Civil Contingencies Act 2004 to ensure that the Council is prepared and able to respond to an emergency in the Borough. The Emergency Planning Team works closely with the AGMA Civil Contingencies Team, which includes the emergency services, Environment Agency and AGMA districts.
- 5.8 A Greater Manchester Multi Agency Flood Risk Plan has been prepared and individual Borough plans are to be updated which will detail how local services will work together to respond to an emergency flood incident within the Borough.

Bury Council - Planning Authority

Responsibility to consider flood risk in Local Plans

- 5.9 The Council, as Planning Authority, must prepare, publish and use a Local Plan (LDF) which directs how land can be used. The Local Plan should consider flood risk from both fluvial (main river) and local sources (surface water) of flooding, utilizing evidence contained in Strategic Flood Risk Assessments, Preliminary Flood Risk Assessments and Surface Water Management Plans.

Responsibility to consider flood risk when assessing planning applications

- 5.10 The Planning Authority should only approve development where it can be demonstrated that the proposal doesn't increase the overall risk of flooding in the area and is adequately protected from flooding itself. A sequential approach should be taken to ensure development sites are chosen which offer the lowest possible flood risk.

Other Risk Management Authorities

- 5.11 The main roles, responsibilities and functions to be exercised by the other risk management authorities are as follows:

Environment Agency

- Strategic overview of all forms of flooding;
- Risk-based management of flooding from 'main rivers';
- Regulation of the safety of higher-risk reservoirs;
- Development of the National Strategy for Flood and Coastal Erosion Risk Management;
- Co-ordination of Regional Flood and Coastal Committees;
- Powers to request a person for any information relating to its flood management responsibilities;
- Powers to designate structures and features relating to 'main rivers';
- A duty to report to ministers on Flood Risk Management;
- Statutory consultees to the SuDS approving body; and
- Is a competent Authority for the Water Framework Directive.

United Utilities

- Where appropriate, assist the LLFAs in meeting their duties in line with the national strategy and guidance;
- Where appropriate, assist the LLFAs in meeting their duties in line with local strategies in its area;
- Where appropriate, sharing of information and data with RMAs, relevant to their flood risk management functions;
- A duty to effectually drain their area, in accordance with section 94 of the Water Industry Act 1991;
- A duty to register all reservoirs with a capacity greater than 10,000m³ with the Environment Agency;
- An agreement with Ofwat to maintain a register of properties at risk from hydraulic overloading in the public sewerage system (DG5 register);
- The appropriate management of surface water in combined systems;
- Encouraging the use of SuDS;
- Creating a detailed understanding of flood risk from the public sewer system;
- Explore and implement multi benefit/agency schemes; and
- A duty to ensure local flood risk management and drainage works are consistent with environmental regulations (including the Water Framework Directive).

Highways Agency

- A duty to act in a manner which is consistent with the local and national strategies and guidance;
- A duty to share information with other RMA's relevant to their flood risk management functions; and
- A duty to drain the adopted highway of surface water.

Regional Flood and Coastal Committee

5.12 Regional Flood and Coastal Committees are Environment Agency committees which consist of elected members from the relevant Lead Local Flood Authorities and independent members with relevant experience appointed by the Environment Agency. They have three key purposes:

- To ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risk across catchments and shorelines;
- To promote efficient, targeted and risk-based investment in flood and coastal erosion risk management that optimises value for money and benefits for local communities. This includes managing the spending of both Government Flood Defence Grant in Aid and Local Levy paid by Lead Local Flood Authorities; and
- To provide a link between the Environment Agency, Lead Local Flood Authorities, other flood risk management authorities and other relevant bodies to ensure mutual understanding of flood and coastal erosion risks in its area.

5.13 Regional Flood and Coastal Committees are the key decision making bodies for allocating funding from both Flood Defence Grant in Aid, local levies which are raised from Lead Local Flood Authorities and general drainage charges which are raised from landowners. These are the key streams of funding for flood alleviation schemes from fluvial, coastal and local flooding. They also contribute towards individual property resilience schemes and the river maintenance programme. These committees, therefore, have a hugely important role in deciding which areas receive support for flood defences. How funding is calculated and allocated is discussed in detail in Chapter 6.

Residents and Businesses

5.14 In addition to the role of RMA's, individual landowners owning land adjacent to watercourses, known as riparian owners, have important rights and responsibilities relating to flood risk management from natural watercourses. They have

- A right to receive flow in its natural quantity and quality. Water may only be abstracted from a watercourse with the formal approval of the Environment Agency;
- A right to protect their land and property from flooding and erosion. Any associated works must be approved by the Environment Agency and/or LLFA;
- A responsibility to receive flood flows through their land;
- Responsibility to allow water to flow through their land without obstruction, diversion or pollution; and
- A responsibility to keep the watercourse bed and banks free of litter and debris.

6. Objectives and Measures – What are we doing?

6.1 As discussed in Chapter 3, the Environment Agency has, jointly with Defra, developed a national strategy that reflects Government policy on flood risk management and related issues. The strategy, entitled a National Flood and Coastal Erosion Risk Management Strategy for England describes what needs to be done by all organisations involved in flood risk management.

6.2 The national strategy objectives are to:

- Manage the risk of flooding to people and their property;
- Help householders, businesses and communities better understand and manage the flood and coastal erosion risk they face;
- Respond better to flood incidents and during recovery;
- Encourage local innovations and solutions;
- Invest in actions that benefit the communities who face the greatest risk; and
- Achieve environmental, social and economic benefits consistent with the principles of sustainable development

6.3 Reflecting the national guiding principles and strategic objectives, at a local level, Bury Council have developed the following aim, objectives and measures for its Local Flood Risk Management Strategy:

Table 3 – Local Flood Risk Management Strategy Aim, Objectives and Measures

Aim: To produce a strategy which demonstrates how Bury Council will work with individuals, the community, and businesses to manage the risk of flooding and its impacts within the Borough.	
Objectives	Measures
To gain a strategic understanding of flood risk from all sources in Bury.	To gather clear information and understanding of the different types of flooding; their potential and impact.
To manage the likelihood of flooding within the Borough.	To identify an evidence-based programme of works and maintenance regimes, which integrate flood management solutions with sustainable development and social and environmental benefits.
To help Bury residents to manage their own risk.	To provide clear information regarding local flood risk to local communities allowing them to make

	<p>informed decisions for managing their own flood risk.</p> <p>To provide clear information about the roles and responsibilities of risk management authorities</p> <p>Local communities will be encouraged to become engaged in the development of flood alleviation schemes, where they are appropriate.</p>
To ensure that new development in Bury reduces rather than increases flood risk.	<p>The Council and other risk management authorities within the Borough will be required to ensure that the principle of 'no new flood risk' is taken into account as part of new development and infrastructure, managing the effects of climate change and further reducing flood risk where possible.</p>
To take a sustainable approach to flood risk management within the Borough, which balances economic, environmental and social benefits with flood risk policies and programmes.	<p>The Council and other risk management authorities within the Borough will be required to adopt a sustainable approach to reducing local flood risk, seeking to lesson the risk of localised flooding using mechanisms that are economically viable, deliver wider environmental benefits and promote the well being of local people.</p>
To improve flood preparation, warning and post flood recovery.	<p>To spread knowledge of flood risk within the Borough to ensure that emergency responders better understand the nature of local flood risk and can use the information to improve preparedness for flood events.</p> <p>The Council will undertake investigations into flood events where it is necessary to understand the cause of flooding.</p> <p>Communities and individuals will be supported to take part in preparing for flood events, forming local action groups and planning for future flood risks.</p>
To endeavour to direct flood risk funding to areas most at need or where solutions will be most effective.	<p>Local flood risk information will be used to bid for funding for flood risk management projects and ensure that resources are directed to areas where it will be most effective.</p>

6.4 Appendix 1 identifies the actions that we have identified to achieve our objectives and current progress towards these

actions. A number of actions are already being delivered, however it will not be possible to deliver all potential flood risk management actions in the short term as resources are simply not available. Therefore the approach taken in Bury will be proportionate and risk based, in line with advice set out in the national strategy.

- 6.5 In addition to identifying actions to reduce local flood risk, a detailed works programme can be found in Appendix 2. This programme includes work that partners are proposing to undertake to adhere to their new flood risk management responsibilities. It is important to note however that production of the Strategy marks the beginning of a new process of flood risk management and therefore a number of measures and potential projects identified in Appendix 2 are indicated as 'not yet started' and funding 'unknown' at the present time. This is inevitable at the outset of the Strategy as the implementation and funding of some of the new proposals may not be clear at this stage as they involve funding sources that are not yet confirmed or they involve sections of the Act that are not yet implemented.
- 6.6 It is important in this respect that the Strategy is seen as a 'living document'.

Operational Measures to Manage Local Flood Risk

Investigating Flood Incidents

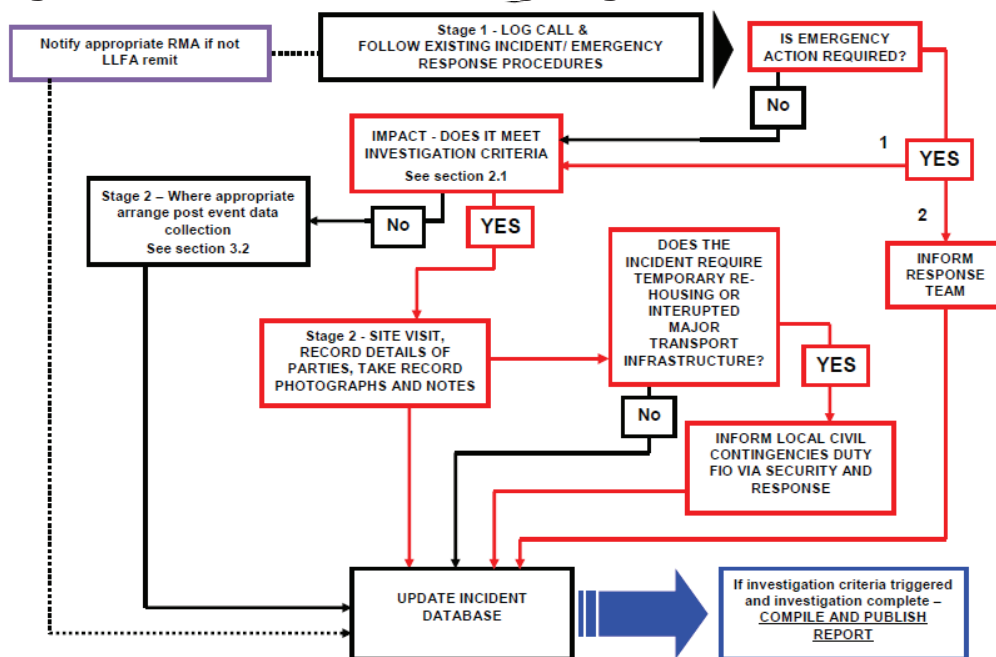
- 6.7 As discussed in Chapter 4, Section 19 of the Flood and Water Management Act introduces a new responsibility for LLFAs with respect to investigating flooding incidents. The Act states that the LLFA is required to investigate flood incidents that it becomes aware of, to the extent that it considers necessary or appropriate. Where the LLFA investigates such a matter, it will determine:
- Which authority has relevant flood risk management functions;
 - Whether that authority has exercised, or is proposing to exercise, those functions in response to the flood.
- 6.8 Where an authority carried out an investigation, the Act states that it must publish the results of its investigation and notify relevant Risk Management Authorities.
- 6.9 There has been no guidance provided on how to discharge this duty and many elements remain highly subjective. As a result, and to avoid inconsistency across the sub region, the 10 Greater Manchester districts have agreed an 'Investigations Policy'.
- 6.10 The focus of this policy is not solely around the identification of the necessity to instigate an investigation but to ensure that a process is in place to gather supporting evidence. Initially from the information received relating to a flood incident it may be deemed a full investigation is not appropriate but by having a process in place as outlined in this document the supporting

evidence is in situ if the incident escalates to one of much greater significance once the impact of the flooding is known.

6.11 Data gathered can be used to inform and predict the consequences of more serious incidents, not doing this may hinder a comprehensive understanding of risk across an LLFA area. Where the incident has impacted on resources it may be decided that data is gathered post event when resources allow. Information such as photographs, flow paths and sources should be recorded where possible and even if they are not required as part of an investigation will become useful evidence especially to support and quantify the identified risk areas. If it is found that flooding occurs on a frequent basis to a property/area it may be frequency rather than the scale of the incident that triggers an investigation in the future.

6.12 Figure 10 illustrates the protocol for investigating flooding incidents across Greater Manchester. In determining whether an incident requires a full investigation, the Council will be mindful of the criteria for locally significant floods, agreed across Greater Manchester, which is outlined in Figure 11.

Figure 10 – Protocol for Investigating Flood Incidents



Source: AGMA Flood Investigations Policy, 2013

Figure 11 – ‘Significant Incident’ Triggers

- Where there is a risk to life;
- Where there is an impact on critical service (schools, hospitals, nursing homes and emergency services);
- Where 5 properties or more were flooded internally;
- Economic disruption; and
- Where local democratic pressures from elected members, committees or other elected bodies, might be considered as a factor in determining whether a formal investigation should be carried out.

Source: AGMA Flood Investigations Policy, 2013

Maintaining a Register of Assets

6.13 Section 21 of the Act states that a 'lead local flood authority must establish and maintain:

- A register of structures or features which, in the opinion of the authority, are likely to have a significant effect on a flood risk in its area; and
- A record of the information about each of those structures or features, including information about ownership and state of repair.

6.14 Section 21 also states that this register (called an asset register) must be available for inspection at all reasonable times. Identifying the location, ownership and condition of assets will help the Council and other Risk Management Authorities to better understand how the performance of these assets affects local flood risk. It is our intention to build up the asset register using a risk based approach. Therefore, we will initially prioritise our efforts in capturing asset information for the assets which are known to have a significant effect on local flood risk. Over time, and subject to available resources, we will work collaboratively with the Environment Agency and United Utilities to capture more information on a larger number of assets. It is anticipated that the initial capture of assets will be completed by Summer 2014. Subject to available resources there will be an ongoing programme to capture information on other assets which have a less significant effect on local flood risk.

6.15 It is not our intention to capture and store information for assets associated with Main Rivers, reservoirs and public sewers. Both the Environment Agency (for Main Rivers and reservoirs) and United Utilities (for public sewers) already hold asset information and we do not wish to duplicate information held, wherever possible.

Ensuring Effective Maintenance of Assets

6.16 Subject to available resources and funding, we need to ensure that we understand the maintenance requirements and conditions of assets, and take action to ensure key flood risk assets are performing effectively. It should be noted that the Council already have a gully clearance programme in place. Therefore we will focus our efforts on existing assets which do not have a defined maintenance regime.

7. Flood Risk Management Funding

- 7.1 A key objective of the Strategy is to align stakeholders, particularly those with available funding, with those who would benefit from further investment in flood risk management. It is important to note that at the time of writing this strategy, this is set against a backdrop of limited resources and low economic activity nationally.
- 7.2 A coordinated approach led by the Council as Lead Local Flood Authority is therefore considered essential and this will include a partnership approach to Flood Defence Grant in Aid and other relevant bids. Each proposed flood risk management scheme will be assessed separately to identify which partner should be involved and could comprise:
- The Environment Agency;
 - United Utilities;
 - Regional Flood and Coastal Committee; and
 - Beneficiaries and communities
- 7.3 The Council will consider all forms of funding identified in Table 5 and will ensure that when opportunities arise, detailed and robust bids are submitted.
- 7.4 Although the benefits of individual flood risk management measures are often many times greater than their cost, it is not technically, economically or environmentally possible to prevent all flooding. Therefore this strategy will implement the most sustainably cost effective measures that will help to reduce flood risk and help to manage the impacts felt by communities.
- 7.5 For each potential project or scheme outlined in Appendix 2, the following will be assessed:
- The potential for these projects to receive national FDGiA funding;
 - The potential for these projects to receive contributions from Bury Council;
 - Where schemes are unlikely to be affordable, to suggest where a different approach may be needed such as a reduced standard of protection or property resilience measures; and
 - How any identified funding gaps might be filled, either by drawing up on partners resources or pursuing wider sources of funding.
- 7.6 Table 5 below sets out a number of different sources of funding for flood and water management work. These range from European to national, regional and local sources of funding,

including both direct and indirect beneficiaries from flood alleviation schemes.

Table 4 – Sources of Funding

Source of Funding	Description	Administered By	Appropriate for?
Flood Defence Grant in Aid (FDGiA)	Central government funding for flood and coastal defence projects. Funding levels for each scheme relate directly to the number of households protected, damage prevented and other benefits such as environmental or business benefits that will be delivered. There is additional emphasis on protecting households in deprived areas.	Environment Agency	Medium to large capital FRM projects.
Local Levy	The Regional Flood and Coast Committee can agree a levy to be paid by upper tier authorities (county and unitary authorities) for works which do not attract a sufficiently high priority for funding by national government, but are nonetheless cost effective and of local importance. The Local Levy is supported by the Department of Communities and Local Government (DCLG). It allows locally important flood defence projects, including property level protection to go forward. The Levy is agreed annually and monies can be carried over annually. However, any local schemes suggested which use the Levy need to ensure that it is inline with the regional priorities as set out by the Regional Flood and Coastal Committee. The Local Levy can top up Flood Defence Grant in Aid funding.	Environment Agency	Smaller FRM projects or as a contribution to FDGiA projects.
United Utilities	Investment heavily regulated by Ofwat but opportunities for contributions to area-wide projects which help to address sewer under-capacity problems.	United Utilities	Projects which help to remove surface water from combined sewers
Section 106 funding (developer contributions)	Section 106 of the Town and Country Planning Act 1990 allows a planning authority to request payments from developers (linked to specific developments to contribute to the infrastructure required to make developments acceptable in planning terms.	Bury Council	Larger development sites
Community Infrastructure Levy	A local levy applied by the Planning Authority on developers to contribute to a general infrastructure fund. Bury Council has not yet implemented a scheme. A bid for CIL would have to be made for flood management/drainage improvements against other competing council priorities. priorities, such as additional school places and highway schemes.	Bury Council	Larger development project
Council Capital	Bury Council's Highway's service receives an annual capital budget for	Bury Council	Small to Medium capital

Funding	work on the highways drainage network. Work is prioritised according to safety, internal property flooding, social impact and the duration of flood incidents.		projects.
Requesting Local Contributions	Contributions from residents and/or businesses that benefit from proposed flood risk mitigation schemes may be explored in specific cases.	Bury Council	All projects

Partnership Funding

- 7.7 In the past, most flood risk management schemes have been built using Defra central government funding (FDGiA), with allocation based on a national prioritisation. Local Levy was allocated towards local priorities, including projects that could not attract FDGiA.
- 7.8 Increasingly however, there is an emphasis on funding from external contributions towards schemes, because FDGiA is allocated based on the benefits on a scheme delivers, which may not cover the full cost. Even where FDGiA will cover the full costs, there will still be a case to be made for local contributions, which will increase the overall amount of grant that is available for other schemes.
- 7.9 Work undertaken through the Strategy has highlighted the need to secure a range of sources of funding. Actions have been included within this strategy to continue bidding for funding as well as influencing communities and beneficiaries of potential schemes as and when they are developed. Where it is not possible to fill funding gaps, it will be necessary to explore alternative solutions to reduce the costs of the schemes.
- 7.10 The first process to develop any scheme is to consult with key partners, in order to discuss and agree funding options and to assess any environmental implications. For the majority of schemes, further investigation studies are required to reduce the uncertainties to get a clearer understanding of the requirements of the scheme and to allow for FDGiA bids to be submitted.
- 7.11 The alternative sources of funding identified by this process will need to be investigated in further detail by the relevant partners, coordinated by the Council to determine their viability. There are a number of triggers which may alter the way in which projects are funded and these could include: changes to funding regimes, availability of funding, changes in political priorities, community pressures, a major flooding incident, new development, regeneration, revised assessments of flood risk and changes in assessment methodology.

8. Local Partnerships, Governance and Scrutiny

- 8.1 The Flood and Water Management Act (2010) requires the Council as Lead Local Flood Authority (LLFA) to establish arrangements to bring together all relevant bodies to work as partners in the management of local flood risk. This approach has been further strengthened through the 2011 Localism Act and the 'Duty to Co-operate'. Both Acts recognise the important roles played by Councils, Environment Agency, water companies and other flood risk management authorities.
- 8.2 Although the Act does not stipulate what these local arrangements should look like, it does require the relevant authorities to co-operate with each other in exercising functions under the Act. It also empowers LLFRAs or the Environment Agency to require information from others if needed for their flood risk management functions.

Greater Manchester Combined Authority (GMCA)

- 8.3 On 1st April 2011 the **Greater Manchester Combined Authority (GMCA)** was established as a top-tier administrative body for the local governance of Greater Manchester. The GMCA:
- Is funded by direct government grant and some money collected with local Council Tax apportioned between the constituent councils;
 - Consists of ten indirectly elected members, each a directly elected councillor from one of the ten metropolitan boroughs that comprise Greater Manchester; and
 - Replaces a range of single-purpose joint boards and quangos to provide a formal administrative authority for Greater Manchester for the first time since the abolition of the Greater Manchester County Council in 1986.

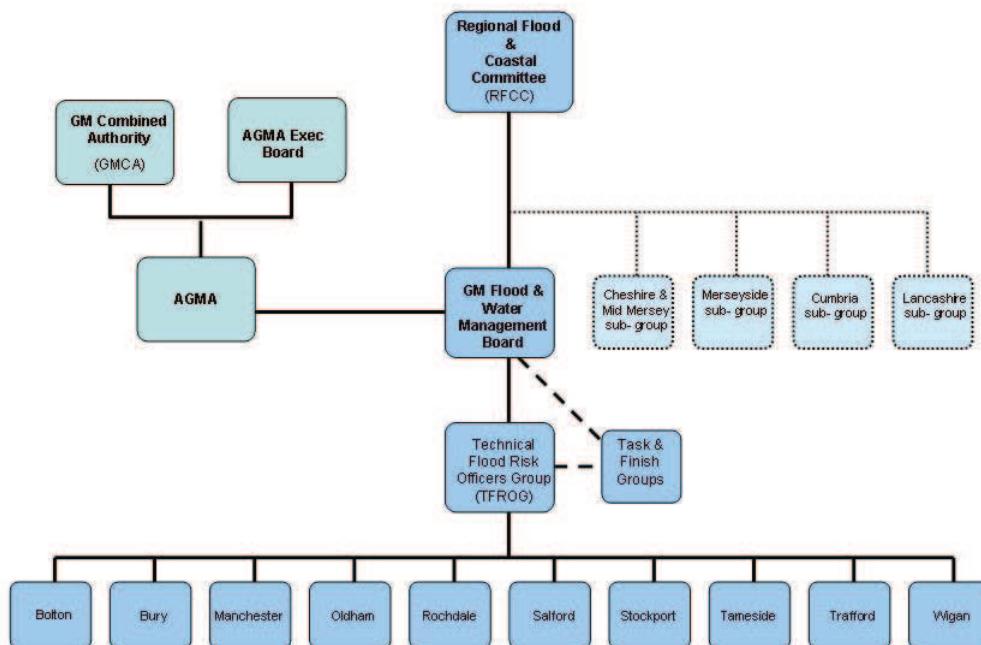
Association of Greater Manchester Authorities (AGMA)

- 8.4 The governance arrangements for the GMCA build on the Association of Greater Manchester (AGMA) model of voluntary collaboration and it is a statutory body with its functions set out in legislation. AGMA continues to act as the voice of the ten local authorities but as part of a much stronger partnership with the GMCA.
- 8.5 The ten Greater Manchester authorities work together strategically wherever possible, to ensure that the new statutory duties associated with the FWM Act are implemented in the most efficient and effective manner. This practice of joint working is based on a series of key principles including:
- flood risk management issues in GM extend beyond single districts in terms of causes of risk, their impact and the opportunities for solutions;

- technical capacity and capability is varied across GM especially in terms of spatial planning and drainage engineering expertise and there are opportunities for pooling expertise and capacity building at a GM level;
- added value in doing things once strategically rather than several times locally in terms of ensuring consistency, robustness and the capacity to do things; and
- robust evidence and a stronger case for flood risk management investment can be developed at a strategic GM scale with additional benefits for local priority schemes

8.6 AGMA has appropriate governance arrangements (Figure 12) in place to set GM-wide priorities, set the strategic direction and attracts investment through the Regional Flood and Coastal Committee (RFCC) and the GM Flood and Water Management Board.

Figure 12 – AGMA Governance structure



Regional Flood and Coastal Committee (RFCC)

8.7 The RFCC was created by the FWMA and provides democratic input into local decisions and help coordinate flood and coastal erosion risk management. It promotes efficient, targeted and risk-based investment and provides a link between the EA, LLFA's and other RMA's.

The Greater Manchester Flood and Water Management Board (FWMB)

- 8.8 The FWMB provides a vehicle for strategic co-operation and joint working between the GM Commissions, EA, UU and the RFCC covering spatial planning, climate change, drainage and flood infrastructure and emergency planning. It provides an effective working interface with the RFCC ensuring that GM maximises the potential to secure resources through Flood Defence Grant in Aid, Local Levy funding, partnership projects and the EA as part of their capital investment programmes.

Flood Risk Officers Group (FROG)

- 8.9 FROG provides a forum for joint working between the ten districts representatives of Greater Manchester LLFA's and partner organisations to deliver the strategic GM flood risk work programme and support local priorities for flood risk management and delivering new powers and duties.

9. Strategy Monitoring and Review

- 9.1 Continued monitoring, review and development of the strategy is essential to ensure that local flood risk management is responsive to changes. This ongoing monitoring and review will be undertaken through the Council's Flood Risk Management Working Group (FRMWG).
- 9.2 Although there is no formal deadline for the Strategy to be produced or updated, regular maintenance will ensure that local flood risk management is based on the best and most up to date knowledge so that partners can successfully manage flood risk both now and in the future.
- 9.3 The Strategy will be updated every three years from the date of final approval and overall action plan will be updated annually.
- 9.4 Key triggers may also require the update of specific section of the Strategy more regularly, including if the following occur:
- Amendments to partner responsibilities;
 - Updates to legislation;
 - Alternations in the nature or understanding of local flood risk; and/or
 - A flood event.
- 9.5 In these circumstances the triggers will be discussed with the Flood Risk Management Working Group and a decision made as to whether the strategy requires a full or partial review. If only minor changes are required, these will be undertaken and the Strategy will be updated and posted on the Councils [Flooding WebPages](#) with an explanation as to what the amendments are and the date of review.

Monitoring

- 9.6 The purpose of monitoring is twofold, as monitoring needs to consider both beneficial and adverse effects. Firstly, monitoring should measure the actual significant effects of implementing the objectives and actions of the strategy and measure its contribution towards achievement of desired objectives.
- 9.7 Secondly, monitoring assists in the identification of unforeseen adverse effects and the need to undertake appropriate action.
- 9.8 Monitoring should aim to ensure that the policies and actions contribute towards the strategies objectives, as well as the Strategic Environment Assessment objectives.

Review

- 9.9 Through developing this Strategy there are now clear objectives for managing local flood risk within the Borough as well as an

associated action plan for delivering these objectives. This strategy will be the focal document for all flood risk matters and will be informed by and sign post to all relevant technical flood risk work undertaken.

- 9.10 In preparing the Strategy there is now a greater understanding of local flood risk issues in Bury. The different roles and responsibilities for managing local flood risk have now been clarified and formally set out so as to avoid confusion.
- 9.11 The Strategy and Action Plan are “living documents” and will be regularly reviewed to test effectiveness and updated as necessary.

Appendix 1 – Local Flood Risk Management Plan Action Plan

The Action Plan highlights the key objectives of the Strategy 14Brookhouse and associated measures and actions to achieve them.

Aim: To produce a strategy which demonstrates how Bury Council will work with individuals, the community and businesses to manage the risk of flooding and its impacts within the Borough.					
Objectives	Measures	Actions	Lead Organisation	Timescales	Status
To gain a strategic understanding of flood risk from all sources in Bury.	To gather clear information and understanding of the different types of flooding; their potential and impact.	Recording/mapping flood incidents	Bury Council (Lead Local Flood Authority - LLFA)	On-going	In progress
		Carry out flood investigations	Bury Council (LLFA)	On-going	In progress
		Assessment of flood risk locations in SFRA/SWMP	Bury Council (LLFA)	On-going	In progress
		Record drainage and flood assets	Bury Council (LLFA)	2013/2014	In progress
		Maintain a flood risk asset register	Bury Council (LLFA)	2013/2014	In progress
		Obtain information from stakeholders	Bury Council (LLFA)	On-going	In progress
		Improve skills and knowledge of flood risk officers	Bury Council (LLFA)	On-going	In progress
		Develop an affordable cyclical maintenance regime based on risk	Bury Council (LLFA)	2013/2014	In progress
To manage the likelihood of flooding within the	To identify an evidence-based programme of		Bury Council (LLFA)	2013/2014	Not started

		Develop a responsive, reactive maintenance regime based on risk. Work with partners to identify schemes which will alleviate flood risk in the future.	Bury Council (LLFA) Bury Council (LLFA) Environment Agency United Utilities	2013/2014 On-going	Not started In progress
To help Bury residents to manage their own risk.	To provide clear information regarding local flood risk to local communities allowing them to make informed decisions for managing their own flood risk. To provide clear information about the roles and responsibilities of risk management authorities Local communities will be encouraged to become engaged in the development of flood alleviation schemes, where they are appropriate.	Publish and distribute information explaining responsibilities, local flood risk, property protection/resilience etc.	Bury Council (LLFA)	2013/2014	Not started
		Involve local communities in local initiatives and schemes.	Bury Council (LLFA) Environment Agency United Utilities	2013/2014	Not started
		Improve and maintain the Councils flood risk management web pages.	Bury Council (LLFA)	2012/2013	Completed

<p>To ensure that new development in Bury reduces rather than increases flood risk.</p>	<p>The Council and other risk management authorities within the Borough will be required to ensure that the principle of 'no new flood risk' is taken into account as part of new development and infrastructure, managing the effects of climate change and further reducing flood risk where possible.</p>	<p>Develop and apply a robust local policy on flood risk management and drainage solutions on new development sites. Develop a process with the Planning Department to create clear advice and direction to developers on flood risk management and drainage.</p>	<p>Bury Council (LLFA)</p>	<p>2013/2014</p>	<p>In progress</p>
<p>To take a sustainable approach to flood risk management within the Borough, which balances economic,</p>	<p>The Council and other risk management authorities within the Borough will be required to adopt a sustainable</p>	<p>Establish the SuDS Approval Body (SAB). Undertake a Strategic Environmental Assessment, Habitats Assessment and Water Framework Directive Compliance check of the LFRMS</p>	<p>Bury Council (LLFA)</p>	<p>2014/2015</p>	<p>Not started – preparatory work in 2013 in advance of expected commencement of legislation in April 2014</p>
<p></p>	<p></p>	<p></p>	<p>Bury Council</p>	<p>2013/2014</p>	<p>Completed</p>

			Work with the Environment Agency and Natural England to embed policies from River Basin Management Plans, local environmental policies and designated protected sites into FRM procedures and programmes.	Bury Council	On-going	In-progress
			Encourage natural flood risk management	Bury Council	On-going	In-progress
			Seek to provide blue and green infrastructure throughout the Borough	Bury Council	On-going	In-progress
To improve flood preparation, warning and post flood recovery.	To spread knowledge of flood risk within the Borough to ensure that emergency		Publish and distribute information explaining responsibilities, local flood risk, property protection/resilience;	Bury Council (LLFA) Environment Agency	On-going	In-progress

		<p>Involve local communities in local initiatives and schemes;</p>	<p>Bury Council (LLFA) Environment Agency Private Developers/ Landowners</p>	<p>On-going</p>	<p>As-required</p>
<p>To endeavour to direct flood risk funding to areas most at need or where solutions will be most effective.</p>	<p>Local flood risk information will be funding to areas most at need or where solutions will be most effective.</p>	<p>Continue to bid for relevant funding as and when the opportunity arises, to support future projects and flood alleviation schemes</p> <p>Ensure Community Infrastructure Plans, Transport Infrastructure plans are influenced by this Strategy & that developer funding is sought where considered appropriate & necessary.</p>	<p>Bury Council (LLFA) Environment Agency</p>	<p>On-going</p>	<p>In-progress</p>
			<p>Bury Council</p>	<p>On-going</p>	<p>In-progress</p>

Appendix 2 – Local Flood Risk Management Plan Programme of Schemes – 2013/2014

Appendix 2 provides a summary of potential flood alleviation schemes identified at the time of writing. Most require further investigation to assess their viability but have been compiled from information drawn from a number of different sources. The map included in Appendix 3 provides the location of these potential schemes identified for further assessment.

Scheme	Lead Risk Management Authority	Funding Source	Project Summary	Timescales	Status
Capital Drainage Schemes					
Moor Road, Ramsbottom	Bury Council	Unknown	Catch pit and gullies at car park		Completed
Whitelow Brow & 119 Manchester Road, Ramsbottom	Bury Council	Unknown	Possible upgrade of drainage and/or PLP		Investigations in progress
Old Kays Park, Greenmount	Bury Council	Unknown	Increase capacity under carriageway		In progress
Holly Mount Land, Greenmount	Bury Council	Unknown	Increase capacity under carriageway		Not Started
Old Oak Cottages, Ramsbottom	Bury Council	Unknown	Possible culvert upgrade or diversion		Not Started
Dungeon Pub, Harwood Road, Tottington	Bury Council	Unknown	Increase culvert capacity		Feasibility in progress
Turton Road, Tottington	Bury Council	Unknown	New highway drainage system		Not Started
Watling Street, Affetside	Bury Council	Unknown	New drainage system		Feasibility in progress

Scheme	Lead Risk Management Authority	Funding Source	Project Summary	Timescales	Status
Bradshaw Road, Tottington	Bury Council	Unknown	System replacement required		Not Started
Scobell Street/Sycamore Road, Tottington	Bury Council	Unknown	Upgrade culvert in carriageway		Not Started
Moorside Road, Tottington	Bury Council	Unknown	Clear culvert at rear of properties		Not Started
A58 Culverts	Bury Council	Unknown	Replace 2 culverts		Not Started
Investigations					
Spring Vale, Vernon Drive, Prestwich	Bury Council	Unknown	A number of culvert related flooding issues which may be linked – further investigation required		Investigations with UU
Openshaw Fold, Radcliffe	Bury Council	Unknown	Up to 4 properties affected by flooding – further investigation required		Not Started
Rippon Close, Radcliffe	Bury Council	Unknown	Flooding linked to canal feeder – further investigation required		Not Started

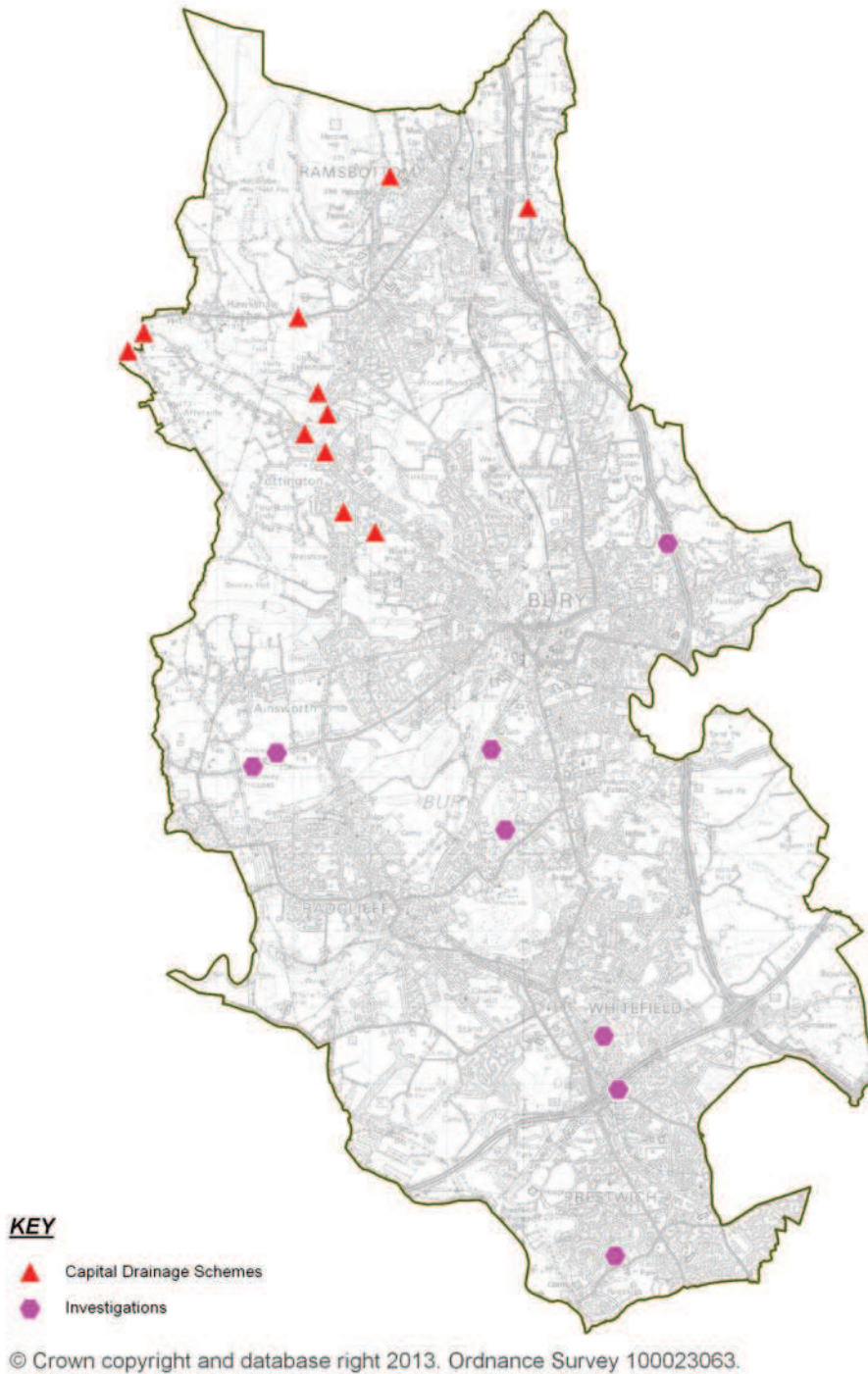
Scheme	Lead Risk Management Authority	Funding Source	Project Summary	Timescales	Status
Stirling Close, Whitefield	Bury Council	Unknown	Property flooding – further investigation required		Not Started
Fern Grove, Bury	Bury Council	Unknown	Flooding of carriageway due to culvert issue – further investigation required		Not Started
Kenilworth Avenue, Whitefield	Bury Council	Unknown	Flooding affecting 3 properties – further investigation required.		Not Started
Environment Agency Schemes					
Stubbins and Ramsbottom Flood Management Scheme	Environment Agency	FDGiA funding 2012/2013		2012-2014	Detailed design in progress. Planning application due to be submitted to Rossendale BC in July 2013.
Bury South	Environment Agency	FDGiA funding 2012/2013		2012-2018	Project Appraisal in progress
United Utilities Schemes					

Scheme	Lead Risk Management Authority	Funding Source	Project Summary	Timescales	Status
Radcliffe UIDs – BRY0128	United Utilities	AMP5	Powered mechanical screen on combined sewer overflow to screen spill flow up to 1 in 5 year storm intensity	2013-2014	Design and modelling ongoing to determine final location of screen and combined sewer overflow.
Ainsworth Road/Water Street	United Utilities	AMP5	Screening of spills from combined sewer overflow up to 1 in 5 year storm intensity. Provision of storage on sewer network. Upgrade of CSO. Possible partnership working with Bury Council and EA	2015-2016	Optioneering solutions. Preferred solution to be determined.
Clifton PS SAL0148 Croal UID	United Utilities	AMP5	Construction of new off-line storage tank at Clifton Pumping Station	2013-2014	Optioneering solutions
Radcliffe UIDs – BRY0033	United Utilities	AMP5	Static screen and new outfall	2013	Construction complete

Scheme	Lead Risk Management Authority	Funding Source	Project Summary	Timescales	Status
Radcliffe UIDs – BRY0026	United Utilities	AMP5	New storage tank and static screen on combined sewer overflow. New pumping station with duty/standby pumps	2013	Construction complete
Ogden Street DG5 – Prestwich	United Utilities	AMP5	New storage tank. Removing properties from the DG5 at risk register to alleviate flooding caused by hydraulic inadequacy	2013	Under construction

Note: A number of measures and potential projects are indicated as 'not yet started' and funding 'unknown' at the present time. This is inevitable at the outset of a new Strategy as the implementation and funding of some of the new proposals may not be clear at this stage as they involve funding sources that are not yet confirmed or they involve sections of the Act not yet implemented.

Appendix 3 – Identified Potential Schemes, Investigations and Improvements



Glossary

Acronym	Term	Explanation
	Aquifer	Layers of permeable rock which provide water storage for supporting water supply and/or river flows.
AStGW	Areas Susceptible to Groundwater Flooding	Mapping produced by the Environment Agency to show areas with a potential for groundwater emergence.
AStSW	Areas Susceptible to Surface Water	Mapping produced by the Environment Agency to provide broad areas where surface water flooding was likely to cause problems in three bands ranging from less susceptible to more susceptible to flooding. The methodology assumed that sewer and drainage systems were full and did not account for infiltration or the impacts of the location of buildings.
CFMP	Catchment Flood Management Plan	CFMPs assess flood risk from all sources across a river catchment area and establish flood risk management policies for those areas to assist in understanding flood risk within the catchment and delivering sustainable flood risk management in the long term.
	Climate Change	Long term variations in the climate of the earth including temperature, wind and rainfall patterns.
CLG	Department for Communities and Local Government	Government department responsible for policy and regulations supporting local government, communities and neighbourhoods.
Defra	Department for Environment, Food and Rural Affairs	Government department responsible for policy and regulations on the environment, food and rural affairs.
	DG5 Register	Records of property flooding from the drainage and sewer network collated and held by water companies.
EA	Environment Agency	A non-departmental public body responsible for protecting and improving the environment and promoting sustainable development.
	European Floods Directive	European Commission legislation which aims to provide a consistent approach to managing flood risk across Europe.
FAS	Flood Alleviation Scheme	A capital scheme to provide defences or storage for flood water to alleviate flooding within a surrounding area.
FCERM	Flood and Coastal Erosion Risk	Measures including strategies, policies and schemes designed to manage flood and coastal erosion risk at a national,

	Management	regional or local scale. Also referred to as FRM-Flood Risk Management.
FDGiA	Flood Defence Grant in Aid	Part of the Environment Agency's overall capital allocation to invest in flood risk management schemes.
FMfSW	Flood Map for Surface Water	Mapping produced by the Environment Agency to provide broad areas where surface water flooding was likely to cause problems based on two different changes of rainfall and displayed in two bands – surface water flooding and deep surface water flooding. The methodology assumed an allowance for infiltration and a national average drainage capacity and mapped building locations.
	Flood Risk Area	An area where there is a significant risk of flooding from local flood risk sources including surface water, ground water and ordinary watercourses, identified using guidance produced by Defra as areas where a 'cluster of square kilometres affected by flood risk holds in excess of 30,000 people.
FRR	Flood Risk Regulations 2009	UK regulations implementing the requirements of the European Floods Directive which aim to provide a consistent approach to managing flood risk across Europe, based on a six year cycle of assessment and planning.
	Flood and Water Management Act 2010	UK legislation which sets out the roles and responsibilities for flood and coastal erosion risk management in England in response to the Pitt review of the 2007 floods.
	Flood Zone 3	This zone comprises land assessed as having a 1 in 100 (.1%) or greater chance in any year of fluvial flooding.
	Flood Zone 2	This zone comprises land assessed as having between a 1 in 100 and 1 in 1000 (1%-0.1%) chance in any year of fluvial flooding.
	Fluvial	Relating to rivers or streams (compare with entry for pluvial below). Generally used to describe flooding from main rivers – fluvial flooding.
	Fluvial Flooding	Flooding where water in a river exceeds the capacity of the river banks and spills into the surrounding area.
	Groundwater Flooding	Flooding where water stored underground rises above the surface of the land level in areas which are not channels or drainage pathways.

iFRAs	Indicative Flood Risk Area	Areas identified by the EA as part of the PFRA development where more than 30,000 people at risk of flooding (built up from clusters of 1km squares where at least 200 are potentially at risk of significant surface water flooding).
LFRMS	Local Flood Risk Management Strategy	The local strategy for a LLFA to identify the various flood risk management functions of different authorities and organisations, assess local flood risk, produce objectives and measures for managing flood risk, the costs and benefits of those measures and how they will be implemented, and contributions to wider environmental objectives.
LLFA	Lead Local Flood Authority	A county or unitary authority responsible for taking the lead on local flood risk management matters.
	Local Levy	Annual levy collected from local authorities by the Regional Flood and Coastal Committee to fund flood and coastal erosion risk management within its area.
NFRMS	National Flood Risk Management Strategy	The national strategy for England developed by the Environment Agency to identify the various flood risk management functions of different authorities and organisations, objectives and measures for managing flood risk, the costs and benefits of those measures and how they will be implemented, impacts of climate change and contributions to wider environmental objectives.
NPPF	National Planning Policy Framework	The new national planning regime. See entry on PPS25 below for an explanation of the relevance to this Strategy.
	Ordinary Watercourse	A stream, ditch, cut, sluice or non-public sewer which is not classified as a main river.
PFRA	Preliminary Flood Risk Assessment	An assessment under the FRR which assesses significant historic and future flood risks within an areas, identifying significant flood risk areas and providing information on flooding for reporting to the European Commission.
	Pluvial	Relating to rain compare with fluvial above. Generally used to describe surface water flooding – pluvial flooding.
PPS25	Planning Policy Statement 25	Guidance on how flood risk should be covered in planning policy and development control. Although superseded by the National Planning

		Policy Framework the principles are likely to be carried through in local plans and related guidance.
RFCC	Regional Flood and Coastal Committee	Committees established by the Environment Agency consisting of members representing LLFAs and independent members, who ensure that there are plans for identifying and managing flood risk across catchments, promote investment in flood and coastal erosion risk management and provide a link between risk management authorities and other relevant bodies.
RMA	Risk Management Authority	As defined under the Flood and Water Management Act as LLFAs, the Environment Agency, unitary authorities, water companies and highways authorities.
SFRA	Strategic Flood Risk Assessment (Level 1 and Level 2)	An assessment providing information on areas at risk from all sources of flooding, used to provide an evidence base for flood risk and planning decisions.
	Surface Water Flooding	Flooding where rainwater collects on the surface of the ground due to soil being saturated or drainage and watercourses in the areas are full to capacity or not accessible by the rainwater due to land levels.
SWMP	Surface Water Management Plan	A plan which assesses surface water flooding within a given area and outlines the preferred approach to managing that risk. The plan is undertaken in consultation with key partners who are responsible for flood risk management and drainage in that area. The plan should influence future resource, emergency and land use planning and identify areas where flood alleviation works may be required.
	Sustainable Development	Development undertaken in a sustainable manner to ensure that the needs of the current generation do not adversely impact the lives of future generations, improving and enhancing the area concerned.
SuDS	Sustainable Drainage Systems	Methods for draining and storing surface water in a sustainable way, designed to mimic natural drainage processes as far as possible, providing multiple environment benefits.



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(November 2013)

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Habitats Regulations Assessment of the Impact on European Protected Sites of Bury Council's Local Flood Risk Management Strategy

November 2013



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For

Bury Metropolitan Borough Council

November 2013

Table of Contents

- 1 Introduction**
- 2 Brief Description of the Strategy**
- 3 Identification of European Designated Sites Concerned**
- 4 The Nature Conservation Interest of the Rochdale Canal SAC**
- 5 Screening Opinion – the impact of Bury Local Flood Risk Management Strategy on the Rochdale Canal.**
- 6 Consideration of ‘in combination’ effects**
- 7 Conclusions**

**Fig 1 Map showing the location of European designated sites
Within Greater Manchester and in close proximity to Bury**

APPENDIX 1

APPENDIX 2

APPENDIX 3

1 Introduction

1.0 Article 6(3) of the European Habitats Directive dealing with the conservation of European protected sites states that:

1.1 *'Any plan or project not directly connected with or necessary to the management of the site but likely to have a significant effect thereon, either individually or in combination with other plans and projects, shall be subject to assessment of its implications for the site in view of the site's conservation objectives. In light of the conclusions of the assessment of the implications for the site and subject to the provisions of paragraph 4, the competent national authorities shall agree to the plan or project only after having ascertained that it will not adversely affect the integrity of the site concerned and, if appropriate, after having obtained the opinion of the general public.'*

1.2 Bury Council is a Lead Local Flood Authority (LLFA) and as such is required to develop, maintain, apply and monitor a strategy for local flood risk management. The Local Flood Risk Management Strategy (hereafter referred to as 'The Plan') has been prepared in response to this duty.

The Local Flood Risk Management Strategy of Bury Metropolitan Borough Council is considered to be a Local Development Document (a 'Plan') that falls under Part IV, 85A-(2) of the 2007 Habitats Regulations Amendments and therefore is required to be subject to a Habitats Regulations Assessment (to be taken at least through the screening stage (Stage 1)).

1.3 European protected sites (the 'Natura 2000 Network') are of exceptional importance for the conservation of important species and natural habitats within the European Union. The purpose of Habitats Regulation Assessment (HRA) of land use plans is to ensure that protection of the integrity of European protected sites is an integral part of the planning process at a regional and local level. The network of European protected sites comprises Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites. Government guidance advises under the National Planning Policy Framework (NPPF paragraph 118 March 2012) that potential SPAs (pSPA), candidate SACs (cSAC) and potential Ramsar (pRamsar) sites are also included in HRAs.

1.4 Habitats Regulation Assessments can be seen as having a number of discrete stages -

Stage 1 - Screening

Stage 2 – Appropriate Assessment

Stage 3 – Assessment of Alternatives

Stage 4 – Assessment where no alternatives are available

1.5 This report comprises Stage 1 of the Habitats Regulation Assessment process and contributes to the fulfilment of the Council's statutory duty as regards Article 6(3). That is, it is an Opinion on, and an Assessment of, whether or not the implementation of the Bury Local Flood Risk Management Strategy may have a significant effect on the special interest of any European designated protected sites. It is also an Opinion on, and an Assessment of, whether any of the identified effects (if any) can be avoided or mitigated or whether any of the strategic sites need to be deselected or whether the wording of the Strategy needs to be amended.

1.6 It is noted that the Strategy being assessed may require further assessments following any changes to the Strategy following further consultation/examination. There is no statutory guidance on what stage of Strategy production to best prepare an HRA but Natural England recommends that HRA begins at an early stage and if necessary continues through all the stages of Strategy production.

- 1.7 The Greater Manchester Ecology Unit (GMEU), as the specialist ecological adviser to Bury Council, has prepared this Screening Opinion. Natural England and the Joint Nature Conservation Committee (JNCC) were consulted for information on the conservation objectives and favourable condition tables for the European Sites concerned (the information is summarised below). GMEU ecologists, who are familiar with the European sites concerned and their special interest, reviewed the available ecological information for the sites. The key vulnerabilities and sensitivities of the European sites concerned are well understood by GMEU as are the impact pathways which may affect a European site, allowing for an informed assessment of the possible effects of the Strategy, and any specific aims, objectives and policies contained in The Strategy.

2 Brief description of The Plan

2.0 The Plan being assessed is Bury's Local Flood Risk Management Strategy ('the Strategy').

The Aims of the Strategy are to –

- increase awareness and understanding of local flood risk issues;
- identify how partners are working together to reduce flood risk; and
- provide an overview of ongoing flood risk management within the Borough, together with an Action Plan and a Programme of Schemes (of flood management).

The Plan describes the causes and risks of flooding in Bury, sets out the legislative framework for managing flood risk, describes the roles and responsibilities of organisations and individuals involved in managing flood risk, sets out a method for auditing flood events and flood risk assets and sets out an Action Plan for Flood Risk Management.

The Key Objectives of the Plan are –

- to gain a strategic understanding of the causes and risks of flooding in Bury;
- to manage the likelihood of flooding within Bury;
- to help Bury residents manage their own risk;
- to ensure that new development in Bury reduces flood risk;
- to improve flood preparation, warning and recovery;
- to endeavour to direct flood risk funding to areas most at need;
- to audit existing flood management measures and assets.

A number of the actions and objectives of the Strategy will not in themselves involve any direct development works or land-take. However they will lead to the prioritisation of development measures to alleviate flood risk and they will serve to identify any potential risk of flooding impacts on protected nature conservation sites, including European Protected Sites. This will make possible the proper consideration of European sites in the development of any detailed plans and the implementation of measures to better protect European Sites from flooding impacts. The majority of actions in the Strategy could therefore have a potentially beneficial interest on the special qualifying features of any relevant European Sites. Paragraphs 3.23 – 3.27 of the Strategy stress the need to fully account for opportunities that could arise for the enhancement of the natural environment from the implementation of flood risk alleviation schemes.

Of the identified potential schemes, investigations and improvements listed in Appendix 2 and shown in Appendix 3 of the Strategy that may involve development works and land-take these are all local in scale and type. None of the proposed Capital Drainage schemes are within 5km of a European protected Site. No flood risk alleviation schemes are proposed within 5km of any European designated sites.

3 Identification of relevant European Designated Sites

3.0 This Assessment has first screened European protected sites in the North West of England to decide which of these sites are likely to be affected by development activity in Bury. When assessing the impact of the Strategy on European protected sites it is important to consider the impact on sites not only within the administrative area covered by the Strategy but also those which fall outside the Strategy boundary, as these could still potentially be affected by the Strategy.

3.1 As a useful starting point, the Assessment has considered the suite of European sites assessed within the Northwest Regional Spatial Strategy's (RSS) Habitat Regulations Assessment. These sites are listed in Appendix 1. This ensures that *all* European sites considered to have the potential to be affected by development within the northwest region can be initially considered for assessment (screening assessment).

The Screening Criteria

3.2 In carrying out this screening process the Assessment has considered the main possible **sources** of effects on the European sites arising from the implementation of the Strategy, possible **pathways** to the European sites and the effects on possible sensitive **receptors** in the European sites. Only if there is an identifiable source, a pathway and a receptor is there likely to be a significant effect.

3.3 Possible sources and pathways for effects arising from development in the identified Sites and used in the screening of European sites are considered to be:

- Water (water pollution, sediment and hydrology)
- Air (air pollution)
- Direct land-take
- Habitat/Species Disturbance
- Increased recreational pressure
- Spread of invasive plants and animals

3.4 Guidance from the Environment Agency (EA) concerning distances at which significant effects on European sites are caused by water or air pollution have been taken into account during the screening of European sites. The EA has set recommended buffer zones for certain types of operation (in particular, waste treatment operations) that are in part applicable to other types of operation. Outside of these buffer zones significant effects on European sites arising from water and air pollution are considered unlikely to arise. The largest (most cautious) buffer zone considered by the EA is 5km; that is, most operations with the potential of causing direct water and/or air pollution impacts located further than 5km from the boundary of a European site are considered very unlikely to have a significant effect on the special interest of that site. Having taken advice DCLG has recognised a 5km buffer in its award of special resources to local authorities for carrying out HRAs of Plans. Those authorities whose boundaries lie more than 5km away from a European protected sites have not received additional resources to carry out Assessments because it is considered that effects are less likely to arise from development within the boundaries of these authorities.

3.5 Although this guidance has been taken into account when screening European protected sites, in the case of a Strategy affecting the development of an entire metropolitan area, the 5km buffer zone should be regarded as important but not as definitive – for example, this buffer zone may not be sufficient when assessing certain large-scale developments or secondary impacts. In particular, applying the 5km buffer may not be appropriate where the likely effect on a European site is caused by **diffuse air or water pollution** that may arise from large scale development, or where there are secondary **recreational** pressures on more distant protected sites arising from increased regional and sub-regional populations.

Diffuse Air Pollution

3.6 The main types of air pollutants likely to have an adverse effect on an ecological site are:

- Oxides of Nitrogen (NO_x)
- Ammonia (NH₃)
- Dust
- Sulphur Dioxide (SO₂)
- Low level Ozone (O₃)

(Scott Wilson Ltd 2007)

3.7 Of these NO_x and SO₃ are the most likely to arise as a result of development recommended by the Strategy. The greatest damage caused by these pollutants occurs close to where they are emitted (within 250m) but an individual source of pollution may add to the general background levels, as pollutants are dispersed by prevailing winds. The main sources of these pollutants are road traffic and industrial processes. Where proposed developments within Bury are likely to result in these pollutants arising, these have been screened into this Assessment. Where the proposed scale of development has already been assessed at the Regional level, have been will be screened out.

Diffuse Water Pollution

3.8 Effects on distant European sites can occur through increases in water pollution caused by nutrient enrichment and/or industrial processes. Where proposed developments within Bury are likely to result in this type of diffuse pollution arising and affecting a European site, these have been screened into this Assessment.

3.9 Of the sites considered under Appendix 1, diffuse water pollution could potentially have an effect on the Mersey Estuary SPA/Ramsar Site, since the Irwell is a tributary of the River Mersey and this eventually discharges into the Estuary. However, prior to discharging into the Estuary the watercourse passes through other Metropolitan areas and the Estuary itself is adjacent to the Merseyside conurbation. It would therefore be very difficult to establish whether any water pollution arising from the implementation of measures in the Strategy was responsible for a significant effect on pollution in the Estuary. For this reason the Mersey Estuary has been screened out of this HRA.

Recreational Pressure

3.10 The effects of increased regional and sub-regional populations on recreational pressures on the north west's European protected sites has been considered in the HRA of the North West RSS and is therefore not considered in detail in this report. Since there are no European protected sites within Bury it is generally considered that any recreational pressures arising from development within Bury on protected sites will be diffuse and therefore not significant.

3.11 The detailed results of the site screening process are found in Appendices 1 and 2 of this document. Appendix 1 shows the likely effects of the possible pathway and sources, outlined above, of future development in Bury on these European Sites. Appendix 2 summarises the results of this screening process. The outcomes of the site screening process are given below.

Summary Results of Screening of Sites

3.12 From the screening process detailed in **Appendix 1 and 2** the following European designated sites have been identified as having the potential to be affected by the implementation of the Strategy -

Rochdale Canal SAC

The Canal has been screened in to the HRA purely because it is in places within 5 km of the Bury borough boundary. The nature conservation importance of this 'screened in' European designated site is described in section 4 below.

There are no European sites within the administrative boundary of Bury Metropolitan Borough Council and therefore direct impacts such as habitat loss will not occur.

4 The Nature Conservation Interest of Rochdale Canal SAC

- 4.0 The Rochdale Canal SAC extends approximately 20 km from Littleborough at Ben Healey Bridge to Failsworth, passing through urban and industrialised parts of the Metropolitan Boroughs of Rochdale and Oldham and the intervening areas of agricultural land (mostly pasture). Water supplied to the Rochdale Canal in part arises from the Pennines. This water is acidic and relatively low in nutrients, while water from other sources is mostly high in nutrients. The aquatic flora of the canal is thus indicative of a mesotrophic waterbody (i.e. is moderately nutrient-rich), although there is evidence of some local enrichment. The canal continues through Failsworth and terminates at Castlefield in Manchester City, although this section of the canal is not included within the SAC.

Primary reason for designation of the Rochdale Canal as a European protected site

- 4.1 The Rochdale Canal supports a significant population of **floating water-plantain *Luronium natans*** in a botanically diverse water-plant community, which also holds a wide range of *Potamogeton* spp pondweeds. The canal has predominantly mesotrophic water. This population of *Luronium* is representative of the formerly more widespread canal populations of this species found in northwest England. However the Rochdale Canal supports unusually dense populations of the plant.

Conservation Objective for the Rochdale Canal SAC

- 4.2 Although formal conservation objectives are still awaited from Natural England, it has been taken that the objective for the European interest of the SAC is to maintain, in favourable condition, the habitats for the population of floating water-plantain (*Luronium natans*). Maintenance implies restoration if the feature is not currently in favourable condition.

Floating water-plantain - description and ecological characteristics

- 4.3 Floating water-plantain (*Luronium natans*) occurs in a range of freshwater situations, including nutrient-poor lakes in the uplands and slowly-flowing lowland rivers, pools, ditches and canals that are moderately nutrient-rich (mesotrophic).
- 4.4 Floating water plantain occurs as two forms: in shallow water with floating oval leaves, and in deep water with submerged rosettes of narrow leaves. The plant thrives best in open situations with a moderate degree of disturbance, where the growth of other emergent vegetation is held in check. Populations fluctuate greatly in size, often increasing when water levels drop to expose the bottom of the water body. Populations fluctuate from year to year, and at many sites records of floating water plantain have been infrequent, suggesting that only small populations occur, in some cases possibly as transitory colonists of the habitat. Populations tend to be more stable at natural sites than at artificial ones, but approximately half of the recent (post-1980) records are from canals and similar artificial habitats. Its habitat in rivers has been greatly reduced by channel-straightening, dredging and pollution, especially in lowland situations.

Possible Impacts of the Proposals on the Rochdale Canal SAC

- 4.5 Operations that may damage the special interest of the canal include operations and activities that affect the growth and survival of *Luronium natans*. These have been identified as:-
- Dredging of the canal
 - Draining of the canal
 - Pollution of the canal
 - Shading of the canal
 - Increased boat traffic using the canal, increasing both water turbidity and disturbance of substrates

- Use of herbicides in or adjacent to the canal
- Introduction or spread of alien invasive species to the Canal

- 4.6 When assessing the possible impacts of a proposal on the Rochdale Canal SAC, the potential of the proposal to cause the above listed damaging operations has been considered when reaching a decision as to whether the plan needs to undergo a full Appropriate Assessment. A recent High Court judgment (The Queen on the application of Hart District Council v The Secretary of State for Communities and Local Government, Luckmore Ltd, Barratt Homes Ltd case 2008) has confirmed that avoidance and mitigation measures which form part of the project should be taken into account in the screening of projects for the likelihood of a significant effect (Stage 1). However, the purpose of compensatory measures is different and these should not be taken into account in assessing whether the proposal is likely to have significant effects on a European site.
- 4.7 The precautionary principle must be applied when making such an assessment. If it is found that any development could result in a damaging operation then the proposal is likely to have a significant effect on the European site and should be subject to full Appropriate Assessment (Stages 2-4).

5 Screening Opinion – Impact of the Bury Local Flood Risk Management Strategy on the special interest of the Rochdale Canal SAC

- 5.1 Of the potentially damaging operations identified in Section 4.5 draining, dredging, shading and herbicide application will not occur from operations in Bury MBC, as these are actions which will occur directly adjacent to or within the SAC. There are no direct pathways which could produce a damaging effect on the Canal from within Bury MBC because the district boundary is not contiguous with the boundary of the canal.
- 5.2 Of the operations listed in section 4.5 above some can potentially be considered to be affected by matters subject to the Local Flood Risk Management Strategy in Bury Borough because pollution (air, water and sediments) and draining of the SAC may occur from events at a distance from the Canal.
- 5.3 It is not possible for hydrological events within Bury MBC to cause drainage of the Rochdale Canal as there is no hydrological connectivity so therefore no pathways between land, reservoirs or watercourses in Bury and the water supply or water body of the Rochdale Canal.
- 5.4 Pollution incidents may occur some distance from the Canal as a result of the implementation of flood alleviation schemes, but for polluted water to enter the SAC there must be hydrological connectivity. Air pollution and air borne sediments/dust could potentially be deposited within the Canal. However, it has been identified that the greatest damage from these sources occurs within 250m and that at distances greater than this air pollutants become dispersed. It is considered that by the nature of their scale, location and statutory environmental control measures (for quarry working), that there is unlikely to be a significant effect on the interest of the SAC.
- 5.5 Increased boat traffic may occur from distal developments such as new marinas and boat hire facilities, which occur on other canals within or outside Greater Manchester. However currently Bury MBC has no canals which are open to boat traffic or are connected to the Greater Manchester Canal network

6 Consideration of 'In Combination' Effects with Other Plans and Proposals

- 6.1 The Habitats Regulation Assessment must consider the likely significant effect of The Plan in relation to other proposals and plans - current or planned - within the relevant administrative area, other administrative authorities and prepared by other statutory organisations (e.g. Environment Agency, United Utilities) and in combination with the identified effects of those Plans.
- 6.2 It can be considered that this will fall into two categories: those effects associated with regional strategic plans and proposals and those related to more localised 'in combination' effects, either with adjacent Authorities or geographically localised plans from other statutory agencies.
- 6.3 The former North West Regional Spatial Strategy considered the 'in combination' effects of the Region's Projects and Plans at a strategic level (Entec January 2007) and therefore such regionally strategic plans are not considered further in this Assessment.
- 6.4 As regards the emerging and adopted Core Strategies and other Development Plan Documents of neighbouring Greater Manchester authorities, those ready for Assessment have been screened by GMEU. These are listed in Appendix 3.
- 6.5 The Core Strategies for Bury, Rochdale Oldham and Manchester have been assessed as potentially having an effect on the Rochdale Canal European site. These plans will require further Assessment either as the Core Strategies develops.

It is not considered that the Bury Local Flood Risk Management Strategy will operate in combination with any of these Plans in any meaningful way to impact on the Rochdale Canal.

- 6.6 Wigan Borough's and Trafford Borough's Local Plans also have the potential to have a significant effect on the Manchester Mosses SAC. However, the Manchester Mosses SAC has been screened out of this Assessment.
- 6.7 Rochdale's, Oldham's, Bury's and Manchester's HRAs have included the need for further assessment of the element of potential increase in boat traffic and have highlighted the agreement between Natural England and Canal & River Trust (formerly British Waterways) which identifies the trigger levels of boat movements.
- 6.8 This Assessment will be updated and amended as necessary as further Plans come forward for Assessment in order to take into account possible 'in combination' effects arising at a later stage.

7 Conclusions

7.1 Screening of European sites (Section 2) has established that the following site has the potential to be affected by the implementation of the Bury Local Flood Risk Management Strategy -

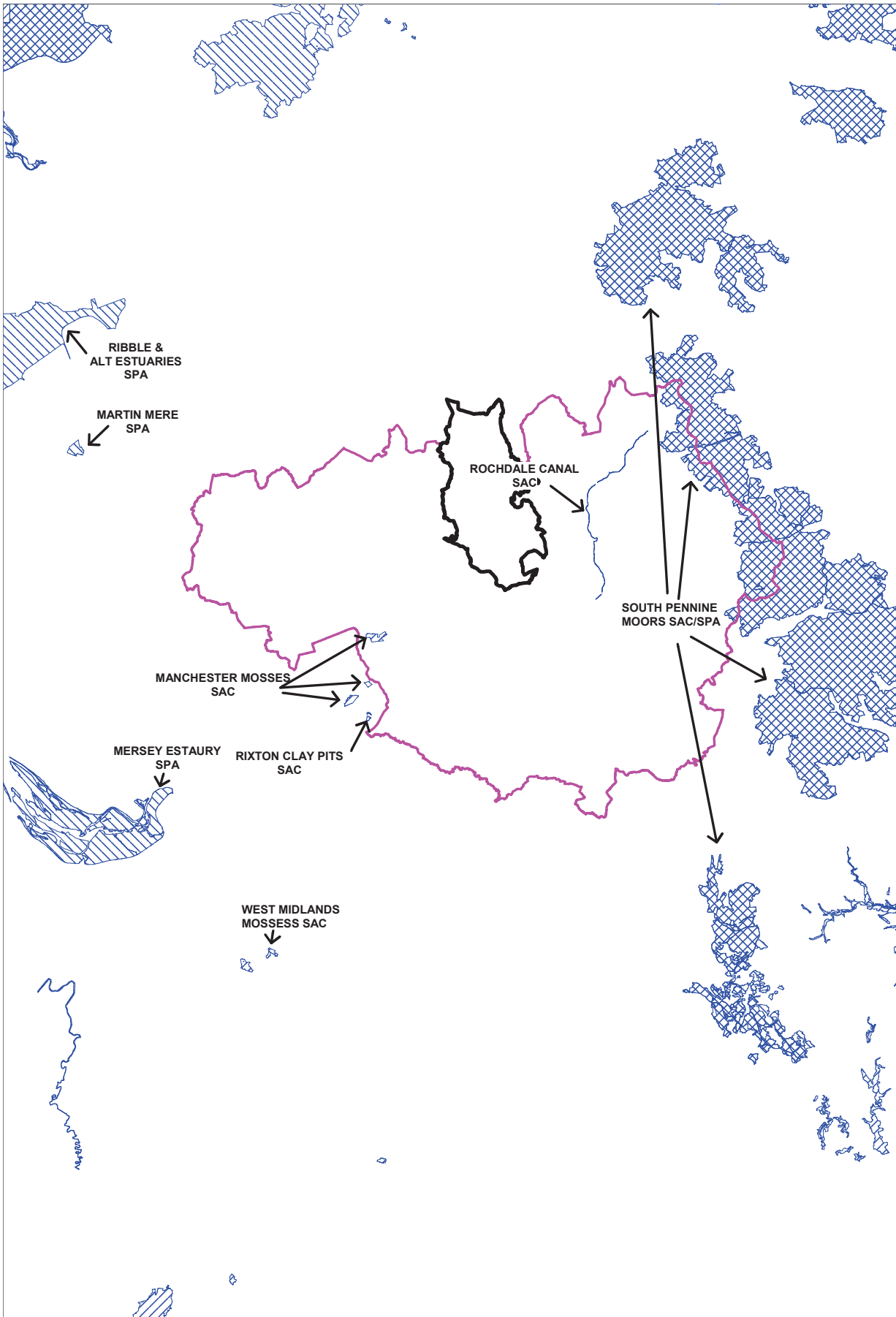
- Rochdale Canal SAC

No other European protected Sites are considered to be at risk of harm from the operation of the Bury Local Flood Risk Management Strategy.

7.2 Following further screening of the special qualifying features of interest of the Canal and consideration of potentially harmful operations on these features arising from the operation of the Strategy (Section 5) **it has been concluded that the implementation of the Bury Local Flood Risk Management Strategy will not have any significant impact on the special interest of the Canal.**

7.3 No 'in combination' effects are considered likely to occur.

Figure 1 – Map Showing Location of European Sites within Greater Manchester and in Close Proximity to the County (edged pink) and Bury (edged black)



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APPENDIX 1: European designated sites within the North West Region and possible effects from development within Bury MBC

Site Name	Designation	Type of Effect	Likely Effects
Asby Complex	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Border Mires, Kielder – Butterburn	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Borrowdale Woodland Complex	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Bowland Fells	SPA	Water Quality/Hydrology	None - No hydrological pathways between SPA and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – identified species are highly unlikely to utilise habitats within Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
Calf Hill & Cragg Woods	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
Clints Quarry	SAC	Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None - Species population too distant to be affected by any development within Greater Manchester and species dispersion known to be less than 2km.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
Cumbrian Fritillary Site	SAC	Direct land take	None
		Habitat/Species Disturbance	None - Species found in Cumbria is distinct national population, with adults being sedentary. Species not known to occur in Greater Manchester
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
Dee Estuary	SPA/Ramsar	Habitat/Species Disturbance	None - Species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SPA and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – species identified highly unlikely to be effected by any habitat changes in Bury

Site Name	Designation	Type of Effect	Likely Effects
Drigg Coast	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury. Bury rivers do not discharge into Drigg Estuary
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Habitats in SAC are restricted to habitat types that do not occur in Greater Manchester
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
Duddon Estuary	SPA/Ramsar	Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
Duddon Mosses	SAC	Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
Esthwaite Water	Ramsar	Habitat/Species Disturbance	None – habitats and species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between Ramsar site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching Ramsar site (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – habitats and species identified highly unlikely to be effected by any habitat changes in Bury

Site Name	Designation	Type of Effect	Likely Effects
Irthinghead Mires	Ramsar	Water Quality/Hydrology	None - No hydrological pathways between Ramsar site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching Ramsar site (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – habitats and species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
Lake District High Fells	SAC	Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats or species
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SPA/Ramsar Site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA and Ramsar Site (see EA report).
Leighton Moss	SPA/Ramsar	Direct land take	None
		Habitat/Species Disturbance	None – Habitats and species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SPA/Ramsar Site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA and Ramsar Site (see EA report).
		Direct land take	None
Liverpool Bay	pSPA	Habitat/Species Disturbance	None – Habitats and species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SPA and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – no information available as to species site selected for but type of species present highly unlikely to be effected by any habitat changes in Bury (based on knowledge of Greater Manchester bird populations)
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
Manchester Mosses	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC Site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC Site (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Habitats and species identified highly unlikely to be effected by any habitat changes in Bury
Martin Mere	SPA/Ramsar	Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SPA/Ramsar Site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA/Ramsar Site (see EA report).
		Direct land take	None
Mersey Estuary	SPA/Ramsar	Habitat/Species Disturbance	None – Habitats and species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - Strategic impacts of increased development in Bury on the water quality in the SPA/Ramsar Site are considered under the HRA for RSS, where figures for employment land and residential development are set.
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA/Ramsar Site (see EA report).
Mersey Estuary	SPA/Ramsar	Direct land take	None
		Habitat/Species Disturbance	None – Habitats and species identified highly unlikely to be significantly effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
Mersey Narrows & Wirral Foreshore	pSPA	Water Quality/Hydrology	Site classification details unavailable but there are unlikely to be any hydrological pathways between SPA and land within Bury
		Air Pollution	Site classification details unavailable but there are unlikely to be any atmospheric pathways between SPA and land within Bury
		Direct land take	None
		Habitat/Species Disturbance	None – no information available as to species site selected for but type of species present highly unlikely to be effected by any habitat changes in Bury (based on knowledge of Greater Manchester bird populations).
Increased Pressure	recreational	None – site is too distant and numerous recreational facilities closer to Bury	
Midland Meres & Mosses – Phase 1 & Phase 2	2 x Ramsar	Water Quality/Hydrology	None - No hydrological pathways between Ramsar site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching Ramsar site (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – habitats and species identified highly unlikely to be effected by any habitat changes in Bury
Increased Pressure	recreational	None – site is too distant and numerous recreational facilities closer to Bury	
Moor House – Upper Teasdale	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
Increased Pressure	recreational	None – site is too distant and numerous recreational facilities closer to Bury	

Site Name	Designation	Type of Effect	Likely Effects
Morecambe Bay	SAC/Ramsar/SPA	Water Quality/Hydrology	None - No hydrological pathways between SAC/SPA/Ramsar Site and land within Bury. Bury rivers do not discharge into Morecombe Bay
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC/SPA/Ramsar Site (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Habitats in SAC/SPA/Ramsar Site are restricted to habitat types that do not occur in Greater Manchester. Dispersion of Great Crested Newts is known to be less than 2km. Bird species unlikely to be effected by habitat changes within Bury.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Morecambe Bay Pavements	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Habitats and species in SAC are generally restricted to habitat types that do not occur in Greater Manchester
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Naddle Forest	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
North Pennine Dales Meadows	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species. Habitats in SAC are generally restricted to habitat types that do not occur in Greater Manchester
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC/SPA and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC/SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species. Species unlikely to be effected by changes to habitats in Bury.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Oak Mere	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant from for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SPA and land within Bury
		Air Pollution	None – Any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Peak District Moors (South Pennine Moors Phase 1)	SPA	Water Quality/Hydrology	None - No hydrological pathways between SPA and land within Bury
		Air Pollution	None – Any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
Ribble & Alt Estuaries	SPA/Ramsar	Water Quality/Hydrology	None - No hydrological pathways between SPA/Ramsar Site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA/Ramsar Site (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – habitats and species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
River Dee & Bala Lake	SAC	Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None – no water borne pollution pathways to SAC from Greater Manchester. Strategic impacts of increased development in Bury on the water levels in the SAC are considered under the HRA for RSS, where figures for employment land and residential development are set.
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
River Derwent & Bassenthwaite Lake	SAC	Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None – no water borne pollution pathways to SAC from Greater Manchester. Strategic impacts of increased development in Bury on the water levels in the SAC are considered under the HRA for RSS, where figures for employment land and residential development are set.
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
River Eden	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None - No hydrological connections and main species (fresh water pearl mussel) does not occur in Greater Manchester
River Kent	SAC	Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
Rixton Pits	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury		

Site Name	Designation	Type of Effect	Likely Effects
Rochdale Canal	SAC	Water Quality/Hydrology	Possible from major developments
		Air Pollution	Possible from major developments
		Direct land take	None
		Habitat/Species Disturbance	None
		Increased recreational Pressure	Possible – canal side moorings/marinas may increase boat traffic in SAC
		Water Quality/Hydrology	None - No hydrological pathways between Ramsar site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching Ramsar site (see EA report).
Rostherne Mere	Ramsar	Direct land take	None
		Habitat/Species Disturbance	None – habitats and species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
Roudsea Wood Mosses &	SAC	Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
Sefton Coast	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species. Habitat types do not occur in Greater Manchester
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
Solway Firth	SAC	Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – Any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
South Pennine Moors	SAC	Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – Any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
South Pennine Moors Phase 2	SPA	Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SPA and land within Bury
		Air Pollution	None – Any pollutants are likely to have dispersed prior to reaching SPA (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – species identified highly unlikely to be effected by any habitat changes in Bury
South Pennine Moors Phase 2	SPA	Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
South Solway Mosses	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Subberthwait, Blawith Torver & Low Commons	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Tarn Moss	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Tyne & Nent	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats. Habitat not found in Greater Manchester
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
Ullswater Oakwoods	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Upper Solway Flats & Marshes	SPA/Ramsar	Water Quality/Hydrology	None - No hydrological pathways between SPA/Ramsar Site and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SPA/Ramsar Site (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – species identified highly unlikely to be effected by any habitat changes in Bury
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Walton Moss	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
Wast Water	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitat. Habitat does not occur in Greater Manchester
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury

Site Name	Designation	Type of Effect	Likely Effects
West Midlands Mosses	SAC	Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
Witherslack Mosses	SAC	Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
Yewbarrow Woods	SAC	Direct land take	None
		Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.
		Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury
		Water Quality/Hydrology	None - No hydrological pathways between SAC and land within Bury
		Air Pollution	None – No atmospheric pathways and any pollutants are likely to have dispersed prior to reaching SAC (see EA report).
		Direct land take	None
Habitat/Species Disturbance	None – Site too distant for any direct or indirect disturbance to habitats and species.		
Increased recreational Pressure	None – site is too distant and numerous recreational facilities closer to Bury		

APPENDIX 2: Screening Summary of European designated sites within the North West Region and possible impacts from development within Bury MBC

Site Name	Designation	Screened in/out	Justification
Asby Complex	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Border Mires, Kielder – Butterburn	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Borrowdale Woodland Complex	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Bowland Fells	SPA	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Calf Hill & Cragg Woods	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Clints Quarry	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Cumbrian Marsh Fritillary Site	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Dee Estuary	SPA/Ramsar	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Drigg Coast	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Duddon Estuary	SPA/Ramsar	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Duddon Mosses	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Esthwaite Water	Ramsar	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Irthinghead Mires	Ramsar	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Lake District High Fells	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Leighton Moss	SPA/Ramsar	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA

Site Name	Designation	Screened in/out	Justification
Liverpool Bay	pSPA	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Manchester Mosses	SAC	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Martin Mere	SPA/Ramsar	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Mersey Estuary	SPA/Ramsar	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Mersey Narrows & Wirral Foreshore	pSPA	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Midland Meres & Mosses – Phase 1 & Phase 2	2 x Ramsar	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Moor House – Upper Teasdale	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Morcombe Bay	SAC/Ramsar/SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Morcombe Bay Pavements	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Naddle Forest	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
North Pennine Dales Meadows	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
North Pennine Moors	SAC/SPA	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
Oak Mere	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Peak District Moors (South Pennine Moors Phase 1)	SPA	Out	Although within Greater Manchester the site is considered too distant for significant effects to arise and no known pathways exist between SPA and Wigan.
Ribble & Alt Estuaries	SPA/Ramsar	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
River Dee & Bala Lake	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA

Site Name	Designation	Screened in/out	Justification
River Derwent & Bassenthwaite Lake	SAC	Out	Site considered too distant for significant effects to arise and strategic impacts considered by RSS HRA
River Eden	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
River Ehen	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
River Kent	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Rixton Clay Pits	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Rochdale Canal	SAC	In	Possibility of water/air pollution or recreational impacts
Rostherne Mere	Ramsar	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Roudsea Wood & Mosses	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Sefton Coast	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Solway Firth	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
South Pennine Moors	SAC	Out	Although within Greater Manchester the site is considered too distant for significant effects to arise and no known pathways exist between SPA and Bury.
South Pennine Moors Phase 2	SPA	Out	Although within Greater Manchester the site is considered too distant for significant effects to arise and no known pathways exist between SPA and Bury.
South Solway Mosses	SAC	Out	Site considered too distant for significant effects to arise
Subberthwaite, Blawith & Torver Low Commons	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Tarn Moss	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA

Site Name	Designation	Screened in/out	Justification
Tyne & Nent	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Ullswater Oakwoods	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Upper Solway Flats & Marshes	SPA/Ramsar	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Walton Moss	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Wast Water	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
West Midlands Mosses	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Witherslack Mosses	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA
Yewbarrow Woods	SAC	Out	Site considered too distant for significant effects to arise and no strategic impacts or pathways identified in RSS HRA

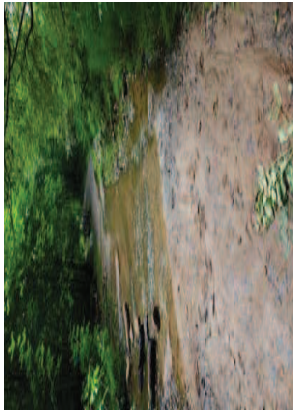
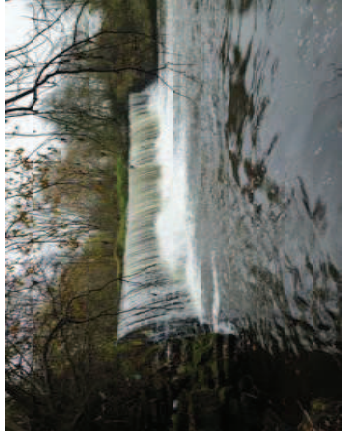
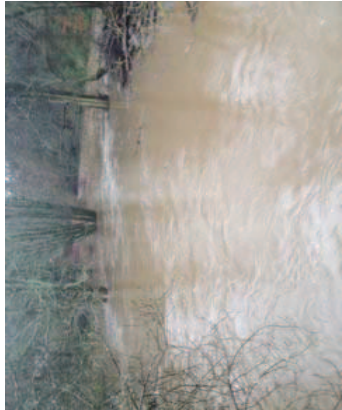
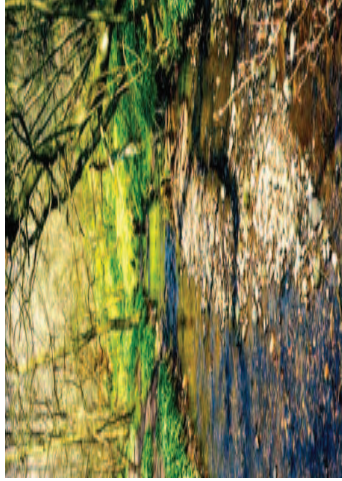
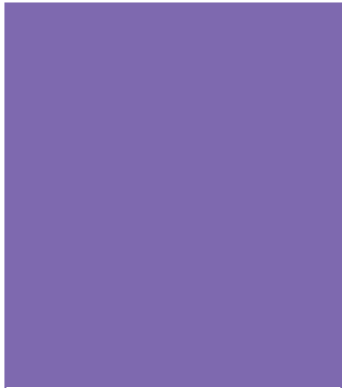
APPENDIX 3 – List of Other Plans and Projects Considered within the Assessment

Plans Assessed under the Terms of the Habitats Regulations by GMEU

District	Plan	Outcome of Assessment
Rochdale MBC	SPD 'Energy and New Development'	No effect on European Sites
Rochdale MBC	SPD provision of Recreational Open Space in New Housing Developments	No effect on European Sites
Rochdale MBC	SPD Development of East Central Rochdale	No effect on European Sites
Rochdale MBC	SPD Biodiversity and Development	No effect on European Sites
Rochdale MBC	SPD Affordable Housing	No effect on European Sites
Rochdale MBC	Core Strategy	
Manchester CC	SPD Providing for Housing Choice	No effect on European Sites
Manchester CC	LOCAL PLAN Core Strategy	Potential Effect on Rochdale Canal SAC
Bolton MBC	LOCAL PLAN Core Strategy	No effect on European Sites
Bolton MBC	LOCAL PLAN Core Strategy	No effect on European Sites
Trafford MBC	LOCAL PLAN Core Strategy	Potential Effect on Manchester Mosses SAC
Bury MBC	LOCAL PLAN Core Strategy Publication Core Strategy	Potential Effect on Rochdale Canal SAC
Oldham MBC	LOCAL PLAN Core Strategy	Potential Effects on Rochdale Canal SAC
Wigan MBC	LOCAL PLAN Core Strategy	Potential Effects on Manchester Mosses
Salford CC	LOCAL PLAN Draft Core Strategy	No identified effect on European Sites at this stage – further assessment may be needed at a later stage

November 2013

Draft Local Flood Risk Management Strategy Responses Report



DEPARTMENT OF COMMUNITIES AND NEIGHBOURHOODS



Introduction

- 1.1 This document sets out the consultation that was carried out on the draft Local Flood Risk Management Strategy (LFRMS), the representations received and the Council's response to those representations.
- 1.2 The LFRMS was published as a draft for a 6 week period from the 2nd September to the 14th October 2014.
- 1.3 The consultation processes included a press release which advised residents of the public consultation period, placing copies of the Strategy at the Planning Reception in Knowsley Place and the Town Hall. The Strategy and a summary newsletter were made available to view and download from the Council's website. An article was placed in the Planzine e-newsletter and social media was utilised. In addition, presentations were made to the Borough's Township Forums in September and direct emails were sent to:
- Key Land Owners;
 - Business Groups;
 - Key Stakeholders;
 - Risk Management Authorities; and
 - AGMA and adjoining districts
- 1.4 A total of 11 representations were received on the LFRMS Consultation Draft. Table 1 below shows details of the respondents.

Table 1: LFRMS Consultation Draft respondents

Organisation
AGMA
United Utilities
Friends of Nuttall Park
Greenmount Community
Environment Agency
Manchester Fire and Rescue Service
National Trust
Natural England
Holcombe Society
2 Residents

Appendix 1 – LFRMS Consultation Draft Comments and Responses

Respondent	Summary Response	Council Response
1 D Hodcroft – AGMA	What are the cross boundary connections between Bury and other areas? Does Bury sit within a specific catchment? How have you utilised the SWMP 'hotspots'?	Comments noted. Additional references will be added to the Strategy which identify cross boundary connections and catchment areas. The Strategy has used the SWMP data but additional references will be added and a plan identifying the hotspots will be included.
2 Brian Morrow – United Utilities	Table 1 in Section 2 – the inclusion of the data in this table relating to the sewerage system is in breach of the data sharing agreement signed by the Council at the start of the SWMP process.	Comments noted. JBA confirmed that the data agreement had not been breached in publishing the data. JBA suggested amending the text relating to the Table 1. The suggested text has been included and Table 1 has been removed from the final draft.
3 Gwenda Newton – Friends of Nuttall Park	The Strategy should seek to reduce the impact of flood water on Nuttall Park	Comments noted. The Council appreciates the work of the volunteers within Nuttall Park. However, the park is located within the floodplain and therefore provides a natural area to convey and store flood water and reduce risk to existing development.
4 Alistair Waddall – Greenmount Community	Are volunteers allowed to clear blocked grids during a village tidy up?	Andy Southgate replied directly to Mr Waddall. There are a number of health and safety issues involved with gully cleaning and therefore the Council can not authorise members of the public to carry out the process. However this information has been passed onto the Council and recorded for use when planning maintenance regimes.

Respondent	Summary Response	Council Response
<p>5 Andrew Taylor – Resident</p>	<p>Would like to draw attention to the serious flooding which has taken place on the Hillock Estate in Whitefield. Regular flooding takes place in Lostock Walk when excessive rain water runs from the fields onto gardens and properties at numbers 1,3 and 5 Lostock Walk. Similar flooding has also taken place at 10 and 12 Glaze Walk and Lune Drive – cause blocked drains and excessive rain. These properties are managed by Contour Homes.</p>	<p>This information has been passed onto the Engineering Department. It has been recorded within the flood incident database and has been highlighted as an area for further investigation.</p>
<p>6 Environment Agency</p>	<p>1.1- Could there be specific reference to different sources of flooding? 1.2- Locally significant impacts could be seen from large pluvial events (surface water – Prestwich/Whitefield) and also smaller watercourses. 1.4-Refer to FWMA 2010 here – LLFA providing the local lead for Flood Risk Management 1.5-Housing targets set against NPPF – could there be a section on how these two potentially conflicting aspects will be balanced? Blue square stats boxes – are these national stats or Bury specific stats? 2.1 – national stats – can u provide stats for Bury 2.3 – there is also the EAs Reservoir Flood Maps as well as the National Flood</p>	<p>Comments noted. Detailed descriptions of different sources of flooding are provided within Chapter 2. Additional references to smaller watercourses and surface water flooding have been added to Para 1.2. An additional reference to FWMA has been added to Para 1.4 An additional reference to NPPF and housing targets has been added to Para 3.15 Blue Stat boxes have been amended to make it clear that they are national statistics, unfortunately we do not have similar locally specific statistics. Additional references will be added to Para 2.3 as suggested Additional headings will be added to Para 2.6 and 2.10 as suggested and the information relating to Ramsbottom in Para 2.6 will be amended as</p>

Respondent	Summary Response	Council Response
	<p>Risk Assessment. 2.6 – could there be a heading here – Ramsbottom? Then point to 2.6-2.9 below. Figures and maps might be of use. 2.6 – this isn't quite right – some of Ramsbottom is protected up to 100 year event, it is not currently the majority. 2.10 – could there be a heading here – a geographic description e.g South of Bury 2.12 – where were the hot spots? Could these be listed? 2.21 – DEFRA's Main River map rather than EA Map 3.1 – Could the legislative context come earlier in the documents 4 – Could the roles and responsibilities section come earlier in the document? 6.5 – or contributions from the Council from their own Capital programme</p>	<p>suggested. Additional hotspot data will be added to Para 2.12 Reference to map in Para 2.21 will be changed to DEFRA map as suggested The structure of Strategy was agreed prior to writing. Additional reference to potential funding from capital programme will be added to Para 6.5.</p>
7	<p>Mark Threader – Manchester Fire</p> <p>The fire service was busy last year with call outs to floods although these appeared to be caused by the heavy rainfall that was experienced rather than from watercourses</p>	<p>Comments noted</p>
8	<p>Alan Hubbard – National Trust</p> <p>The National Trust note the need for a flood asset register and would be pleased to discuss how they can assist in this with regard to its landholding at Holcombe. National Trust contributes to a reduction in the volume of water to be captured by the gully and catch pit work proposed for</p>	<p>Comments noted.</p>

Respondent	Summary Response	Council Response
<p>9</p> <p>Sally Maguire – Natural England</p>	<p>Moor Road.</p> <p>The Strategy is not likely to lead to an environmentally acceptable solution because:</p> <p>Table 4 – does not set out how the strategy will contribute and enhance to the environment or contribute to biodiversity objectives.</p> <p>The Strategy has not taken account of existing nature conservation features and other natural environment issues that may be effect in Bury. NE would like to see the issues flagged up in the SEA to be cross referenced in the Strategy.</p> <p>NE would like to see consideration given to options to enhance the environment and contribute to the achievement of biodiversity targets.</p> <p>The appraisal has not taken account of existing provision for access to the countryside or explored the potential for enhancing access and green infrastructure.</p> <p>Multi-functional green infrastructure can perform a range of functions and NE would encourage the incorporation of GI into the Strategy</p> <p>SEA Scoping Report</p> <p>Additional documents should be included: Conservation of Habitats and Species Regulations 2012; Wildlife and Countryside Act 1981;</p>	<p>An additional objective has been added to the LFRMS which states:</p> <p>“To take a sustainable approach to flood risk management within the Borough, which balances economic, environmental and social benefits with flood risk policies and programmes”.</p> <p>The actions associated with this objective are:</p> <p>“Undertake a Strategic Environmental Assessment, Habitats Regulations Assessment and Water Framework Directive compliance check of the LFRMS”;</p> <p>“Work with EA and Natural England to embed policies from River Basin Management Plans, local environmental policies and designated protected sites into flood risk management procedures and programmes</p> <p>“Encourage natural flood risk management”; and</p> <p>“Seek to provide blue and green infrastructure throughout the Borough”;</p> <p>The Flood Risk Management Strategy Scoping Report has been amended to include the additional key documents NE identified.</p> <p>Additional information regarding the SSSI has been added into the Environmental Baseline report as suggested.</p>

Respondent	Summary Response	Council Response
	<p>Countryside and Rights of Way Act 2000; and Wildlife and Ecosystem Services. Section 1.2 refers to the SSI – the SEA should provide the details of this SSI and measures for how potential impacts could be overcome.</p>	
<p>10 Falmai Binns – Holcombe Society/Resident</p>	<p>Could the existing flood risk to Moor Road in Holcombe be considered. Could the service and maintenance of Moor Road be considered. In particular silt traps on Helmsore Road and Moor Road need regular Council Service. Request that Moor Road, Holcombe is included with Action Plan</p>	<p>This information has been passed onto the Engineering Department. However, the Engineers have advised that Moor Road is unadopted and therefore not publicly maintained. The Council attend when there is a problem which affects the adopted highway, or represents a safety risk. Moor Road is a private road with a steep gradient. The drainage of the road relies on a culvert on private land, which is privately maintained. The Council has recently undertaken works near the junction to ease the problems, but the main priority will be to prevent surface water flooding of the carriageway of Lumb Carr Road.</p>
<p>11 D E Swithenbank – Resident</p>	<p>Local contextual information regarding local flood risk in the Moor Road area in Holcombe.</p>	<p>This information has been passed onto the Engineering Department and has been recorded within the flood incident database.</p>

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Local Flood Risk Management Strategy

Strategic Environmental Assessment



We are producing Bury's first Local Flood Risk Management Strategy (LFRMS), which will guide the approach to flood risk management within the Borough. There is a requirement to undertake a statutory Strategic Environmental Assessment (SEA) of the strategy to ensure that any options considered for managing flood risk take into account the environmental and wider social and economic risks, as well as opportunities at the same time.

Carrying out the SEA at the same time as we are developing the Strategy has helped to influence options at an early stage to reduce their negative impacts.

This report should be read in conjunction with the [Local Flood Risk Management Strategy Strategic Environmental Assessment Scoping Report](#), which sets out the context of the SEA, baseline data about the Borough, the environmental objectives of other relevant documents, key environmental issues and the assessment framework to be used to assess the LFRMS.

This report sets out the findings of the SEA and presents a proposed strategy for monitoring the effects of the LFRMS.

We are seeking your opinions on this report and would welcome any comments or information you may have that is relevant to this SEA and the LFRMS. Please submit this information by Friday 21st February 2014 to:

Department of Communities and Neighbourhoods
Planning Policy and Projects
3 Knowsley Place
Bury
BL9 0EJ

0161 253 5269

c.m.wilkinson@bury.gov.uk

Contents

1. Introduction	4
2. Methodology	6
3. The Assessment of Alternatives	16
4. SEA Framework Assessment	22
5. SEA Findings	24
6. Proposed Monitoring Strategy	29
7. Conclusion and Next Steps	31
Appendix 1 – SEA Matrices of the Local Flood Risk Management Strategy	32

1 Introduction

The Local Flood Risk Management Strategy

- 1.1 Under the Flood and Water Management Act 2010 Bury Council is required to produce a Local Flood Risk Management Strategy (LFRMS). The aim of this strategy is to set out how the Council plans to manage local flood risk and fulfil its duties under the Act, balancing the needs of communities, the economy and the environment through partnership working, effective risk management and prioritisation and the sharing of data and information.
- 1.2 The LFRMS has been identified as a plan that is subject to the requirements of European Directive 2001/42/EC “on the assessment of the effects of certain plans and programmes on the environment”, known as the Strategic Environmental Assessment (SEA) Directive.

Aim and Objectives of the LFRMS

- 1.3 The aim of the LFRMS is to produce a strategy which demonstrates how Bury Council will work with individuals, the community, and businesses to manage the risk of flooding and its impacts within the Borough. The objectives are:
 - To gain a strategic understanding of flood risk from all sources in Bury;
 - To manage the likelihood of flooding within the Borough;
 - To help Bury residents to manage their own risk;
 - To ensure that new development in Bury reduces rather than increases flood risk;
 - To take a sustainable approach to flood risk management within the Borough, which balances economic, environmental and social benefits with flood risk policies and programmes;
 - To improve flood preparation, warning and post flood recovery;
 - To endeavour to direct flood risk funding to areas most at need or where solutions will be most effective.

The Strategic Environmental Assessment Directive

- 1.4 European Directive 2001/42/EC ‘on the assessment of certain plans and programmes on the environment’ (commonly referred to as the SEA Directive) introduced a mandatory requirement to undertake SEA on certain plans and programmes upon which work commenced after 21 July 2004. The LFRMS is one such document.
- 1.5 The aim of the SEA is to identify potentially significant environmental effects created as a result of the implementation of the LFRMS on issues such as ‘biodiversity, population, human health, fauna, flora, soil, water, air, climatic, material assets including architectural and archaeological heritages, landscape and the interrelationship between the above factors.’ The Directive was transposed into English legislation by the Environmental

Assessment of Plans and Programmes Regulations 2004 (the 'SEA Regulations').

Habitats Regulation Assessment

- 1.6 The Council is required under Regulation 48 (1) of the Conservation (Natural Habitats, &C) (Amendment) (England and Wales) Regulations 2006, to carry out an Appropriate Assessment in respect of any plan or project which would either alone or in combination with other plans or projects be likely to have a significant effect on a European Site and is not directly connected with the management of the site for nature conservation. There are no sites with European designations¹ in the Borough. However, the Council has a responsibility to consider the impacts of its strategies, plans and projects on European sites in adjacent Boroughs.
- 1.7 The closest protected site is the Rochdale Canal (located 4km to the south east)² which runs from Rochdale through Oldham and Tameside into Manchester. Other more distant sites are the South Pennines SAC³ (13km), the Peak Borough SPA⁴ (17km) and Manchester Mosses SAC⁵ (10-16km).

Water Framework Directive

- 1.8 The Water Framework Directive (WFD) 2000/60/EC, and the WFD Regulations 2003 require the Council to ensure that the strategy:
- will not lead to actions which result in a deterioration in the status of any water body (including the channel, the flow, and the flora and fauna);
 - will not prevent future restoration/improvement, and includes opportunities for improvement in the status of water bodies to help meet WFD objectives.

These requirements will be incorporated into the assessment framework.

Strategic Environmental Assessment

- 1.9 This report should be read in conjunction with the [Local Flood Risk Management Strategy Strategic Environmental Assessment Scoping Report](#) which sets out the scope of the SEA, baseline data about the Borough, the environmental objectives and targets of relevant other documents, key environmental issues and the assessment framework to be used to assess the Local Flood Risk Management Strategy.

¹ European sites are Special Protection Areas (SPAs) and Special Areas of Conservation (SACs)

² Designated because the canal supports a protected species (floating water-plantain – *Luronium natans*)

³ Designated because the area supports habitats of value such as European dry heaths, blanket bogs, old sessile oak woods.

⁴ Designated because the area supports protected species (short eared owls (*Asio flammeus*), Merlin (*Falco columbarius*) and Golden Plover (*Pluvialis apricaria*).

⁵ Designated because the area contains raised bogs still capable of natural regeneration.

2 Methodology

SEA Stages

2.1 The assessment of the LFRMS has five stages. These stages and the tasks for each stage are listed in Table 1.

Table 1 - Stages in the SEA Process

SEA Stages	SEA Tasks
Stage A: Setting the context and objectives, establishing the baseline and deciding on the scope.	A1: Identifying other relevant policies, plans and programmes, and environmental protection objectives.
	A2: Collecting baseline information
	A3: Identifying environmental issues and problems
	A4: Developing the SEA objectives and framework
	A5: Consulting on the scope of the SEA
Stage B: Developing and refining options and assessing effects	B1: Testing the plan objectives against the SEA objectives
	B2: Developing strategic alternatives
	B3: Predicting the effects of the plan, including alternatives
	B4: Evaluating the effects of the plan, including alternatives
	B5: Mitigating adverse effects
	B6: Proposing measures to monitor the environmental effects of implementing the plan
Stage C: Preparing the Environmental Report	C1: Preparing the Environmental Report
Stage D: Consulting on the LFRMS and the SEA Report	D1: Consulting on the LFRMS and Environmental Report with the public and consultation bodies
	D2: Assessing significant changes
	D3: Making decisions and providing information
SEA Adoption Statement	
Stage E: Monitoring the significant effects of implementing the LFRMS.	E1: Developing aims and methods for monitoring
	E2: Responding to adverse effects

Stage A

2.2 The [Local Flood Risk Management Strategy Strategic Environmental Assessment Scoping Report](#) represents Stage A shown in Table 1 above and presents the findings of Tasks A1 to A4 of the SEA process in a logical progression to reflect the way in which the work was undertaken.

2.3 The Scoping Report was consulted upon for a 6 week period from Monday 2nd September to Monday 14th October.

- 2.4 One comment was received on the Scoping Report from Natural England which stated that the following documents should be added to Table 2 'Key Documents':
- The Conservation of Habitats and Species (as amended) Regulations 2012,
 - The Wildlife and Countryside Act 1981 (as amended),
 - The Countryside and Rights of Way Act 2000 and
 - Biodiversity 2020: A strategy for England's wildlife and ecosystem services.
- 2.5 Natural England also identified that Bury is located within the Manchester Pennine Fringe National Character Area and asked for this area to be considered within the SEA Scoping Report.
- 2.6 Finally Natural England stated that the Scoping Report refers to the Borough having a Site of Special Scientific Interest (SSSI). Natural England suggested that the Scoping Report should provide the details of this SSSI and the SEA Environmental Report should identify measures for how potential impacts could be overcome.
- 2.7 The SEA Scoping Report and Environmental Baseline Report have been updated to reflect these comments.

Stage B

- 2.8 The SEA framework provides a set of agreed objectives and sub-objectives against which to assess the LFRMS. The SEA framework is reproduced in Table 2 below.
- 2.9 The assessment has examined whether and how well the SEA questions in the SEA Framework are being addressed by the LFRMS Strategy.

Table 2 - Local Flood Risk Management Strategy SEA Objectives

LFRMS SEA Objective	Assessment Criteria Would the LFRMS, in combination with other plans....	Potential Monitoring Indicator
Population and Human Health		
To minimise the risk of flooding and to promote awareness of flooding, but to manage expectations	Reduce flood risk and the risk of direct physical impacts of flooding on people? Help provide safe development? Reduce the fear of flooding?	<ul style="list-style-type: none"> • Number of properties/business at risk of flooding; • Number of new developments permitted in areas of flood risk; • Number of developments permitted contrary to EA advice; • Number of flood defences developed; • Number of Sustainable Drainage Systems implemented since publication of the LFRMS.
Biodiversity, Flora and Fauna		
To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features	<ul style="list-style-type: none"> • Reduce damage to, fragmentation or loss of existing designated wildlife sites, wildlife corridors and priority habitats? • Support opportunities to enhance biodiversity? • Maintain or improve existing water levels and water quality? 	<ul style="list-style-type: none"> • Change in areas of biodiversity importance; • Changes in condition to designated sites; • Achievement of Biodiversity Action Plan targets

LFRMS SEA Objective	Assessment Criteria Would the LFRMS, in combination with other plans....	Potential Monitoring Indicator
Soil		
To conserve soil resources and reduce land contamination	<p>Require or encourage LFRM schemes on previously undeveloped land?</p> <p>Reduce risk of soil contamination (e.g. through remediation of contaminated land, or reducing flood risk in known areas of contaminated land?)</p> <p>Reduce soil erosion caused by flooding?</p>	<ul style="list-style-type: none"> • Number of proposed and actual flood mitigation developments to be located within the Greenbelt; • Area/Number of incidences where Grade 1,2 or 3 soil is lost due to need for flood defence
Water		
To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources	<p>Result in improved drainage and attenuation (e.g. installation of SuDS), so that surface run-off is controlled to reduce pollution of soils and watercourses as well as run-off rates?</p> <p>Reduce flood risk?</p> <p>Improve the ecological conditions of water bodies, with respect to the Water Framework Directive?</p> <p>Prevent or assist future improvement of the physical, chemical or biological status waterbodies?</p>	<ul style="list-style-type: none"> • Ecological status of rivers • Chemical status of rivers • Condition of water bodies (Water Framework Directive)

LFRMS SEA Objective	Assessment Criteria Would the LFRMS, in combination with other plans....	Potential Monitoring Indicator
Climatic Factors		
To reduce contributions to and promote adaptation to the impacts of climate change	Help reduce flood risk to receptors across the SEA topic areas?	<ul style="list-style-type: none"> Indicative floodplains under current conditions and under climate change scenarios and the developments occurring within them.
	Help reduce the impact of flood risk across the range of SEA topic areas?	
Material Assets		
Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties	Improve protection of existing or proposed key transport routes or infrastructure?	<ul style="list-style-type: none"> Number and severity of incidents leading to disruption or damage to transport infrastructure; Number and severity of incidents leading to disruption or damage to service provision.
	Ensure the protection of services, including water, power and telecommunications?	
	Reduce flood risk to properties?	
	Have a positive impact on the local economy? e.g. through improved flood protection or enhanced recreation opportunities?	
	Reduce flood risk to areas of high quality agricultural land?	
	Reduce flood risk to areas important for their mineral resource?	
	Reduce flood risk to the access routes used to access any of the above assets?	

LFRMS SEA Objective	Assessment Criteria Would the LFRMS, in combination with other plans....	Potential Monitoring Indicator
<p>Cultural, Architectural and Archaeological Heritage and Landscape</p> <p>To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment</p>	<p>Cause visual intrusion to historic landscapes, landscape character or the loss of damage to the significance of other heritage assets and their setting?</p>	<ul style="list-style-type: none"> • Number of listed buildings at risk of flooding events • Number of flood defences implemented to protect listed buildings since the LFRMS was published
	<p>Promote schemes that enhance the condition and character and promote understanding of the significance of conservation areas and other heritage assets and their settings?</p>	
	<p>Cause any direct or indirect physical impacts on the borough's features of landscape character, historic, archaeological and architectural or artistic interest, or their setting?</p>	
	<p>Enhance the range and quality of the public realm, including viewpoints and open spaces?</p>	

Stage C

- 2.10 This document presents Stage C of the SEA. It outlines the significant effects of the LFRMS and sets out a proposed strategy for monitoring these significant effects. This report should be read in conjunction with the [Local Flood Risk Management Strategy Strategic Environmental Assessment Scoping Report](#).

Stage D

- 2.11 This report will be consulted upon for a six week period from Friday 10th January 2014 to Friday 21st February 2014, with the statutory SEA consultees, other key stakeholders and the public.
- 2.12 Following consultation, changes to this report may be necessary depending on the nature of the comments and the changes made to the LFRMS in response to these. Any changes which are deemed to be significant will require further assessment to identify whether they would result in significant effects.

Stage E

- 2.13 This report outlines a proposed strategy for monitoring the significant effects of the LFRMS.

Difficulties Encountered in Undertaking the SEA

- 2.14 The identification of alternatives has been difficult because the purpose and content of the LFRMS are relatively prescriptive. This is discussed further in Section 3.
- 2.15 Identifying the potential effects of some of the actions within the Action Plan has been difficult because a number of the actions either relate to studies which are being or will be undertaken or relate to maintenance works to infrastructure, such as new or replacement culverts, or the action to be taken has not yet been identified. In the case of on-going or planned studies, the studies themselves are unlikely to have environmental effects, however, actions identified through or following the studies may require site specific environmental assessment to identify potential significant environmental effects.

Likely Evolution without the Local Flood Risk Management Strategy

- 2.16 Annex 1 of the SEA Directive requires that information is provided on “the relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan”.
- 2.17 A review of the relevant plans, policies and programmes and consideration of the baseline character in the SEA Scoping Report and Environmental Baseline highlighted a number of environmental and sustainability issues facing the Borough.

2.18 In order to meet the requirement of the SEA Directive, Table 3 sets out how these key issues may develop over time without implementation of the LFRMS.

Table 3 – Key Environmental Issues and Likely Evolution without the LFRMS

Key Environmental Issues identified in the SEA Scoping Report Environmental Baseline	Likely Evolution without the LFRMS
<p>Development pressures linked to population growth may result in residential, business and community developments being built in areas at risk of flooding.</p> <p>The potential increased demand for water resources and pressure on the Borough’s sewerage systems due to local population growth, an ageing population and increased single occupancy homes.</p>	<p>This issue is likely to continue as at present as the LFRMS is not intended to address population growth and demand. Rather the Strategy should help to ensure that the Borough seeks to accommodate the new development without increasing flood risk.</p> <p>Without the LFRMS, the implications of development pressure in terms of flood risk may be increased.</p>
<p>Biodiversity in the Borough is increasingly under pressure. Changing agricultural, flood and river-management practices, urban expansion, road development, mineral extraction, pollution, water abstraction, impoundment and climate change have all had and/or are having an adverse effect on the biodiversity environment. There has been a steady decline in the areas that can be defined as semi-natural habitats of wildlife importance. Those areas that have survived are often small and have a fragmented distribution.</p>	<p>Without the LFRMS, policies such as the Catchment Flood Management Plans and policies to manage flood risk in the emerging Core Strategy would still apply and have some benefits in terms of protecting the natural environment from the impacts of flooding.</p> <p>However, these are likely to have less direct and significant effects than implementation of the LFRMS would.</p>
<p>Water resources within the Borough are likely to be under increasing pressure from a growing population and increased demand for waste water treatment and drinking water. Increased flood risk could affect water supply or treatment facilities, resulting in the loss of service or contamination of water supplies.</p>	<p>Without the LFRMS, policies such as the Catchment Flood Management Plans and policies to manage flood risk in the emerging Core Strategy would still apply and have some benefits in terms of protecting water quality from the impacts of flooding.</p> <p>However, these are likely to have less direct and significant effects than implementation of the LFRMS would.</p>
<p>Climate change increases the risk of fluvial and pluvial flooding within</p>	<p>This issue is likely to continue as at present, the LFRMS does not intend</p>

<p>the Borough, in terms of the magnitude, extent and duration of flood risk. Measures to adapt to the flood risk impact of climate change is likely to put pressure on other environmental features e.g. increased demand for flood defences and canalisation can impact adversely on important species and their habitat.</p>	<p>to address the causes of climate change. Rather the LFRMS should help to ensure that the Borough is well-equipped to adapt to the increasing flood risk.</p> <p>Therefore without implementation of the LFRMS, the implications of climate change in terms of flood risk may be negative.</p>
<p>A significant number of residential properties, employment premises, material assets and critical infrastructure (roads, railway lines, minerals, waste energy and water infrastructure) are located within floodplains or are at risk from surface water flooding.</p>	<p>In the absence of the LFRMS, policies in the emerging Core Strategy would still apply, which aim to ensure that new development is steered away from areas of flood risk.</p> <p>Other policies such as the Catchment Flood Management Plans would still apply and should have some benefit in terms of reducing the flood risk facing existing buildings, material assets and critical infrastructure from the potential adverse impacts of flooding.</p> <p>However, these are likely to have less direct and significant effects than implementation of the LFRMS would.</p>
<p>Landscapes and heritage assets which are located within or in close proximity to a flood plain are likely to be at greater risk of flooding.</p>	<p>In the absence of the LFRMS, other policies such as the Catchment Flood Management Plan and policies to manage flood risk in the emerging Core Strategy would still apply and have some benefit in terms of protecting landscape and heritage assets from the potential adverse impacts of flooding.</p> <p>However, these are likely to have less direct and significant effects than implementation of the LFRMS would.</p>

2.19 Understanding local flood risk can assist in minimising the impacts of flooding and the consequences of climate change by enabling more informed decision making. By not implementing the LFRMS the Council would be less likely to make accurate flood risk judgements and decisions.

2.20 Public engagement is key to reducing the impacts of flooding on a localised level. The LFRMS identifies steps that can be taken by any

individual to aid the safeguarding of their property from flooding. As such, there is a clear benefit to be realised in proactively engaging individuals and local communities through the LFRMS.

- 2.21 The advantages of partnership working are clear in that it allows the Council to pool knowledge and data between stakeholders, leading to a more efficient co-ordination of time and resources. A well developed communicative framework also allows stakeholders to be aware of the intended direction of other stakeholders. Without the LFRMS, this information would be more difficult to access and distribute among risk management authorities.

Structure of the SEA Report

- 2.22 **Chapter 1** of the report described the background to the production of the Bury LFRMS and the requirement to undertake SEA. This chapter (**Chapter 2**) has described the approach that is being taken to the SEA of the LFRMS and outlines the tasks involved. The remainder of this report is structured into the following sections:
- **Chapter 3** presents the alternative options for the LFRMS;
 - **Chapter 4** presents the SEA Framework that is being used for the SEA of the LFRMS;
 - **Chapter 5** summaries the findings of the SEA of the final LFRMS;
 - **Chapter 6** details the approach that will be taken to monitoring the effects of the LFRMS as it is implemented;
 - **Chapter 7** presents the conclusions of the SEA and describes the next steps to be undertaken; and
 - **Appendix 1** presents the detailed SEA matrices.

3 The Assessment of Alternatives

- 3.1 Bury Council, under its role as Lead Local Flood Authority (LLFA), must 'develop, maintain, apply and monitor' a Local Flood Risk Management Strategy (LFRMS). The LFRMS focuses on local flood risk resulting from surface water, groundwater and ordinary watercourse flooding. The interaction with main river flooding has also been assessed.
- 3.2 The Flood and Water Management Act (2010) states that the LFRMS must cover:
- The risk management authorities in the authority's area;
 - The flood risk management function that may be exercised by those authorities in relation to the area;
 - The objectives for managing local flood risk;
 - The measures proposed to achieve those objectives;
 - How and when the measures are expected to be implemented;
 - The costs and benefits of those measures and how they are to be paid for;
 - The assessment of local flood risk for the purpose of the Strategy; and
 - How and when the Strategy is to be reviewed, and how the Strategy contributes to the achievement of wider environmental objectives.
- 3.3 As the purpose and content of the LFRMS is clearly defined, there is limited scope for the consideration of radical alternatives. However, at points through the development of the LFRMS certain decisions have been made which had alternatives to them. Checks have been made to ensure that the preferred alternative selected does not have significant negative effects on the SEA objectives, and where necessary mitigation has been included within the preferred alternative.
- 3.4 Consideration has also been given as to whether there are any reasonable alternatives for the actions/projects included within the Action Plan in Appendix 1 of the LFRMS.

Table 4 – Assessment of LFRMS Alternatives

Alternatives Tested	SEA Objectives							Summary of Performance	Reason for Selection or Rejection
	Pop & Health	Biodiversity	Soils	Water	Climatic Factors	Material Assets	Cultural Heritage & Landscape		
<p>Strategy Objectives</p> <ul style="list-style-type: none"> National objectives Locally adapted objectives 	✓	✓	✓	✓	✓	✓	✓	<p>The locally adapted objectives cover the same themes as the national objectives.</p> <p>The national objectives are therefore weaker than the locally adapted objectives which have a stronger focus on local environmental issues and economic sustainability.</p> <p>Using the locally adapted objectives may not address all catchment issues which could lead to negative effects with regards to material assets downstream and potentially positive effects</p>	<p>Chosen approach – Local adapted objectives.</p> <p>The locally adapted objectives which have a broader coverage with regards to local environmental issues and economic sustainability and are more specifically tailored to local issues.</p> <p>Mitigation – ensure the LFRMS considers wider catchment issues.</p>

Alternatives Tested	SEA Objectives						Summary of Performance	Reason for Selection or Rejection
<p>Funding</p> <ul style="list-style-type: none"> • Partnership Funding - different prioritisation methodology and works programme • Non partnership funding approach 	✓	✓	✓	✓	✓	✓	<p>with regards to the landscape.</p> <p>It is difficult to determine the potential effects of the two options as it would depend on the type of scheme and bidding processes. All future schemes and associated bids will need to address HRA and WFD requirements.</p> <p>Using the partnership funding approach, Bury Council bid to the RFCC and then top up with partnership funding. This co-ordinated approach means that a range of different schemes (rather than just a small number of large schemes) go ahead and they are focussed on the beneficiaries contributing financially to schemes.</p> <p>In the non-partnership approach option, scheme development would be limited.</p>	<p>Chosen approach – Partnership Funding</p> <p>Partnership funding approach should result in multiple benefits/higher outcome measures.</p> <p>In the non-partnership approach option, scheme development would be limited as few schemes would score highly enough to be fully funded in Bury due to the limited number of properties that would be protected, the level of deprivation and the cost of schemes. Also in-house capital funding would be limited.</p>
<p>Consenting Options for the delivery</p>	✓	✓	✓	✓	✓	✓	<p>Consenting relates to activities on ordinary</p>	<p>Chosen approach – Internal Departments.</p>

Alternatives Tested	SEA Objectives				Summary of Performance	Reason for Selection or Rejection
<p>of the consenting role have been explored through:</p> <ul style="list-style-type: none"> • Internal Department • External Consultants 					<p>watercourses which could alter water flow – looked at holistically including nature conservation, WFD, flood risk.</p> <p>The key issue is whether the necessary skills and resources are held by the organisation to be chosen to deal with consenting. There is limited experience and lack of guidance in determining WFD compliance and habitat impacts in house.</p> <p>The in-house engineering consultancy has most experience of dealing with consents and resources.</p>	<p>Chosen approach is to keep in house as lead. All consents will be dealt with, this can allow opportunities to be identified for improvements.</p> <p>There is limited experience and lack of guidance in determining WFD compliance and habitat impacts.</p> <p>Mitigation: There is a need for national guidance relating to consenting and the implications of WFD to be produced by DEFRA/EA</p>
<p>SuDS Approval Body This role is clearly defined within the legislation, although this has not been implemented. Delivery options explored the provision of the service by:</p>	✓	✓	✓	✓	<p>Secondary legislation has not been enacted yet. Little is known about what the national standards will include.</p> <p>Bury Council – Development Control – limited skills/resources</p>	<p>Chosen approach – Bury Council Engineering Consultancy</p> <p>The Engineering Consultancy have the skills and limited resources so this would be the favoured option. SuDs are currently assessed by in-house</p>

Alternatives Tested	SEA Objectives				Summary of Performance	Reason for Selection or Rejection
<ul style="list-style-type: none"> • Bury Council Development Control • Bury Council Engineering Consultancy • External Consultants • AGMA 					<p>Bury Council – Engineering Consultancy – limited resources</p> <p>External Consultants – cost implications, lack of geographical knowledge and understanding.</p> <p>AGMA – would require additional funding; lack of local geographical knowledge.</p>	<p>engineers.</p>
<p>Definition of a 'significant' flooding event.</p> <p>This is for the LLFA to determine locally. No national guidance has been established or thresholds set by DEFRA in relation to the definition of significant.</p> <ul style="list-style-type: none"> • Local Definition • AGMA Definition 	✓	✓	✓		<p>Local Definition – this option has been developed based on local circumstances.</p> <p>AGMA Definition - a definition has been drafted for local implementation to improve the understanding of flood risk and flood risk management uniformly across Greater Manchester.</p>	<p>Chosen approach – AGMA Definition</p> <p>Both options rely on good flooding records. However the AGMA definition avoids inconsistency across the sub-region.</p> <p>Mitigation: need to ensure that flooding records are kept up to date and the public are aware of the importance of reporting their flood incidents.</p>

Alternatives Tested	SEA Objectives				Summary of Performance	Reason for Selection or Rejection
<p>Thresholds for flood investigations. This is for the LLFA to determine locally. No national guidance has been established or thresholds set.</p> <ul style="list-style-type: none"> • Local Definition • AGMA Definition 			✓	✓	<p>Local Definition – this option has been developed based on local circumstances.</p> <p>AGMA Definition - a definition has been drafted for local implementation to improve the understanding of flood risk and flood risk management uniformly across Greater Manchester.</p>	<p>Chosen approach – AGMA Definition.</p> <p>Both options allow events to be categorised. Bury Council record and collect information on flood events reported to them in order to determine whether an investigation is required. However the AGMA definition avoids inconsistency across the sub-region.</p> <p>Investigating flooding provides a history of flooding which is useful knowledge to assess the level of risk and options for its management and to raise the awareness of flooding.</p>

4 SEA Framework Assessment

Introduction

- 4.1 The SEA framework was prepared and consulted upon as part of the SEA Scoping process, drawing on the review of relevant plans and programmes, baseline information and key environmental and sustainability issues.
- 4.2 There are seven SEA objectives in total, as set out in Table 5.

Table 5 – SEA Objective

SEA Objectives
1. To minimise the risk of flooding and to promote awareness of flooding, but to manage expectations
2. To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features
3. To conserve soil resources and reduce land contamination
4. To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources
5. To reduce contributions to and promote adaptation to the impacts of climate change
6. To minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.
7. To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.

- 4.3 Schedule 2 of the SEA Regulations provides a list of specific environmental topics to be addressed. In drawing up the LFRMS SEA objectives, care was taken to ensure that the SEA Directive’s environmental objectives were also covered.
- 4.4 Table 6 sets out the SEA Directives Environmental topics and the relevant objectives from the Bury LFRMS SEA Framework which address them. This helps to demonstrate that each SEA environmental issue has been addressed in the assessment of the LFRMS. Note that one of the SEA topics, ‘air’ was scoped out of the assessment due to the fact that the type of measures to be included in the LFRMS are not considered likely to have an impact on air quality, as they relate to flood risk management and will not result in emissions to air that could affect air quality.

Table 6 – SEA Environmental Topics and SEA Objectives

SEA Environmental Topic	Relevant SEA Objective(s)
Biodiversity, Flora and Fauna	2
Population and Human Health	1
Soil	3
Water	4
Air	Scoped out of assessment
Climatic Factors	5
Material Assets	6
Cultural Heritage	7
Landscape	7

Use of the SEA Framework Assessment

- 4.5 Within the assessment, symbols have been used against each SEA objective to show whether an effect is likely to be significant (positive or negative), less significant, no implications or uncertain. The key is set out in Table 7 below.

Table 7 – Key Used in the Assessment of the Strategy

Colour Code	Meaning
+/-	Significant Implications - based on the information available, positive or negative environmental effects are likely to occur which will require further investigation and potential mitigation by those responsible for progressing the action.
+/-	Less Significant Implications - potential positive or negative effects could occur but information is not yet available on what is proposed to enable the identification of potential effects. Opportunities may also exist to achieve wider environmental benefits.
0	Little or no implications - No environmental effects anticipated.
?	Uncertainties - For actions in the Action Plan for which there is considerable uncertainty, a checklist should be used by those progressing the actions to ensure that there is sufficient information to determine whether the proposed action is likely to be compliant with the Habitats Regulations, the Water Framework Directive and the SEA objectives.

- 4.6 The likely effects of the LFRMS need to be determined and their significance assessed, and this inevitably requires a series of judgements to be made. This assessment has attempted to differentiate between the most significant effects and other more minor effects through the use of symbols.
- 4.7 In terms of timescales for when effects are likely to occur, the LFRMS states that it is a 'living document' designed to establish a sound evidence and knowledge base, which will help to develop a longer term investment programme for flood risk management measures across the Borough. It is anticipated that the LFRMS will become more focussed on the delivery of an affordable and funded programme of flood risk management works in the longer term (5-10 years). Therefore in most instances, it is assumed that the environmental side effects identified will occur in the longer term, and are likely to be permanent (as far as can be reasonably predicted). However, there are some effects that while not taking place until the longer term, may only be temporary, as they would only occur during the initial works to achieve the flood risk management measure (e.g. noise, dust, sediment release etc)

5 SEA Findings

- 5.1 In general, the LFRMS objectives have been found to have positive effects on the environment, due to the LFRMS being a proactive strategy to reduce and manage flooding within Bury.
- 5.2 Some of the LFRMS objectives and associated measures were categorised as having 'less significant implications', however an element of uncertainty was attached to this conclusion as it is impossible to identify at this stage what their full effect/s might be and their magnitude, location and timing.
- 5.3 It was determined that for these actions, plus any new actions which are to be included as part of each annual review of the action plan, there needs to be a checklist to ensure there is sufficient information to determine whether the action is likely to be compliant with the Habitats Regulations, the Water Framework Directive and the action is addressing the SEA objective.
- 5.4 Therefore, when taken as a whole, the cumulative effects of the LFRMS are considered to be overall positive for the environment, due to the likely outcomes of implementing the LFRMS being a reduction in flooding and associated risk to the natural and built environment within Bury.
- 5.5 An SEA matrix has been prepared, which presents a detailed assessment of each of the objectives (and associated measures) in the LFRMS against each of the seven SEA objectives. The SEA matrix can be found in Appendix 1. A summary is presented in Table 8 below.

Table 8 – SEA Assessment Summary

	SEA Objective 1 – Population and Human Health	SEA Objective 2 – Biodiversity, Flora and Fauna	SEA Objective 3 – Soil	SEA Objective 4 – Water	SEA Objective 5 – Climatic Factors	SEA Objective 6 – Material Assets	SEA Objective 7 – Cultural, Architectural and Landscape
To gain a strategic understanding of flood risk from all sources in Bury	+	+	+	+	+	+	+/-?
To manage the likelihood of flooding within the Borough	+	+/-?	+/-?	+/-?	+	+	+/-?
To help Bury residents to manage their own risk.	+	+/-?	+/-?	+/-?	+	+/-?	+/-?
To ensure that new development in Bury reduces rather than increases flood risk	++	+	+	+	++	++	+
To take a sustainable approach to flood risk management within the Borough, which balances economic, environmental and social benefits with flood risk policies and programmes	++	++	++	++	++	++	++
To improve flood preparation, warning and post flood recovery	+	+/-?	+/-?	+/-?	+	+	+/-?
To endeavour to direct flood risk funding to areas most at need or where solutions will be most effective.	+	+/-?	+/-?	+/?	++	+	+

SEA Objective 1: To minimise the risk of flooding and to promote awareness of flooding but to manage expectations

- 5.6 All of the LFRMS objectives and associated measures will have either positive or significant positive effects on SEA Objective 1, as the measures have all been designed with the aim of reducing overall flood risk. There is an element of uncertainty as it cannot yet be known whether private land owners will be receptive to the advice and guidance to be provided by the Council and therefore whether the potential benefits in relation to minimising the risk of flooding will be achieved.
- 5.7 Significant positive effects are predicted for LFRMS Objective 4 (ensure that new development in Bury reduces rather than increases flood risk). This is because measures associated with this objective are considered likely to have a particularly strong and direct impact on reducing the extent of overall flood risk to the built environment and ensure that new development will be built to high standards, incorporating flood risk management measures and are located appropriately.
- 5.8 No negative effects from the LFRMS objectives, minor or significant, have been identified in relation to this SEA objective.

SEA Objective 2: To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features

- 5.9 While all of the LFRMS objectives are likely to have minor positive effects on protecting and enhancing biodiversity within the Borough (whether designated or not for nature conservation importance), the potential positive effects associated with LFRMS Objective 2 (manage the likelihood of flooding), 3 (help Bury residents to manage their own risk), 6 (improve flood preparation, warning and post flood recovery) and 7 (endeavour to direct flood risk funding to areas most at need or where solutions will be most effective) are uncertain. This is because the measures attached to those LFRMS objectives may result in land management, clearance of watercourses and the removal of culverts. While the broad effects of those actions on biodiversity are likely to be positive (mainly as a result of reduced overall flood risk which could otherwise have adverse effects on some habitats and species), it is not possible to rule out the potential for localised negative effects on habitats and species as a result of the flood management activities, particularly when the activities are considered in combination.
- 5.10 However the Habitats Regulation Assessment Screening Report which has also been carried out in relation to the LFRMS concluded that the implementation of the LFRMS will not have any significant impacts.

SEA Objective 3: To conserve soil resources and reduce land contamination

- 5.11 All of the LFRMS objectives are considered likely to have minor positive effects on the conservation of soil resources and reduction

in land contamination. This is due to the fact that the measures associated with each LFRMS objective will combine to reduce overall flood risk. This will reduce the likelihood of flood events damaging soils, for example as a result of rapid run-off causing soil erosion.

- 5.12 However there are a small number of uncertainties attached to some of the minor positive effects, where specific works will result from the measures and where it is not possible to tell whether those works may have an effect on land use or soil quality. This is the case for Objective 2 (manage the likelihood of flooding), Objective 3 (help Bury residents to manage their own risk), Objective 6 (flood preparation, warning and post flood recovery) and Objective 7 (direct flood risk funding to areas most at need).

SEA Objective 4: To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources

- 5.13 All of the LFRMS objectives are considered likely to have minor positive effects on improving the quality of controlled waters and sustainably managing water resources due to the fact that the measures associated with each LFRMS objective will combine to reduce overall flood risk. This will reduce the likelihood of flood events leading to water pollution, for example as a result of rapid surface run-off causing soil erosion and washing sediments and/or chemical fertilisers into watercourses.
- 5.14 However, there are a small number of uncertainties attached to some of the minor positive effects, where specific works will result from the measures but where it is not possible to tell whether those works may have an effect on water pollution due to a lack of specific information about the nature and location of the works. This is the case for the LFRMS Objective 2 (manage the likelihood of flooding), Objective 3 (help Bury residents to manage their own risk), Objective 6 (flood preparation, warning and post flood recovery) and Objective 7 (direct flood risk funding to areas most of need).

SEA Objective 5: To reduce contributions to and promote adaptation to the impacts of climate change

- 5.15 All of the LFRMS objectives and associated measures are likely to have either a positive or significant positive effects on SEA objective 5 as there is a specific section on the impact of climate change on future flood risk which considers the implications of climate change with respect to flooding. Significant positive effects are predicted for LFRMS Objective 4 (ensure new development reduces rather than increases flood risk) and Objective 7 (direct flood risk funding to areas most at need). This is because measures associated with this objective are considered likely to have a particularly strong and direct impact on reducing the extent of overall flood risk to the built environment and ensure that new development will be built to high standards, incorporating flood risk management measures and located appropriately.

SEA Objective 6: To minimise adverse impacts of local flood risk on key infrastructure, land assets and properties

- 5.16 All of the LFRMS objectives and associated measures are likely to have either positive or significant positive effects on SEA Objective 6, as the measures have all been designed with the aim of reducing overall flood risk, including the risk to key infrastructure, land assets and properties. However, there are uncertainties with LFRMS Objective 3 (help Bury residents to manage their own risk) as it cannot yet be known whether private land owners will be receptive to the advice and guidance to be provided by the Council and therefore whether the potential benefits in relation to minimising the risk of flooding will be achieved.
- 5.17 Significant positive effects are predicted for LFRMS Objective 4 (ensure that new development in Bury reduces rather than increases flood risk). This is because measures associated with this objective are considered likely to have a particularly strong and direct impact on reducing the extent of overall flood risk to the built environment and ensure that new development will be built to high standards, incorporating flood risk management measures and located appropriately.

SEA Objective 7 – To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment

- 5.18 All of the LFRMS objectives are to have a positive effect on the character of Bury’s landscape, townscape, the countryside and the historic environment because the measures associated with each objective will combine to reduce the overall extent of flood risk, thereby reducing the likelihood of assets being adversely affected by flood events.
- 5.19 The effects of Objectives 1 (gain a strategic understanding of flood risk), 2 (manage the likelihood of flooding), 3 (help Bury residents to manage their own risk) and 6 (improve flood preparation, warning and post flood recovery) are unlikely to be direct as they will not result in physical works or actions that could affect the appearance of the area. There could potentially be uncertainties with these objectives as it is unknown at this moment, how landowners will deal with the advice they are given.
- 5.20 Positive effects have been identified in relation to LFRMS Objective 5 (sustainable approach to flood risk management) and Objective 7 (endeavour to direct flood risk funding to areas most at need or where solutions will be most effective) because actions such as the removal of culverts may result in watercourses being reintroduced into the landscape.

6 Proposed Monitoring Strategy

- 6.1 The SEA Directive requires that the responsible authority “monitor the significant environmental effects of the implementation of plans”. A monitoring framework is set out below which links the predicted impacts, effects and monitoring indicators. Once implemented, this should enable the responsible authority to determine at the earliest opportunity if any adverse effects are occurring as a result of the implementation of the LFRMS.
- 6.2 As discussed in Chapter 5, a number of the measures in the LFRMS could have potential significant positive effects on the SEA objectives. Furthermore no negative effects have been identified for SEA Objective 1 (minimise the risk of flooding and promote awareness of flooding). Therefore it is recommended that monitoring of environmental effects due to the implementation of the LFRMS is undertaken in relation only to those objectives where uncertain effects were identified.
- 6.3 To achieve efficiencies and ensure the environmental effects of implementing any of the LFRMS measures are monitored, SEA monitoring of the LFRMS should be conducted as part of the overall approach to monitoring achievement of the LFRMS measures. The LFRMS explains in Section 8 that it is a ‘living document’ which will develop as new information, expertise and resources influence the delivery of the measures outlined in the Strategy. The LFRMS will be monitored through an annual report.
- 6.4 Table 9 sets out a number of suggested indicators for monitoring the potential effects of implementing the LFRMS, drawing on indicators that will also be used for the Core Strategy sustainability monitoring where relevant. Note that the indicators proposed are included as suggestions at this stage, as it is recognised that some datasets may not be available for monitoring some of the environmental effects of the LFRMS, and that the indicators included may change as Bury Council finalises the monitoring framework for the Core Strategy.
- 6.5 In addition, the data used for monitoring in many cases will be provided by outside bodies.

Table 9 – Proposed Indicators for monitoring the Bury LFRMS

SEA Topic	Potential Negative Effect	Monitoring Indicator
Biodiversity, Flora and Fauna	Decrease in biodiversity from engineering works relating to the objectives and actions within the Action Plan	<ul style="list-style-type: none"> • Change in areas of biodiversity importance; • Changes in condition to designated sites; • Achievement of Biodiversity Action Plan targets
Soil	Uncertainties regarding whether specific works may have an effect on land use or soil quality.	<ul style="list-style-type: none"> • Number of proposed and actual flood mitigation developments to be located within the Greenbelt; • Area/Number of incidences where Grade 1,2 or 3 soil is lost due to need for flood defence
Water	Uncertainties regarding whether specific works may have an effect on water pollution.	<ul style="list-style-type: none"> • Ecological status of rivers • Chemical status of rivers • Condition of water bodies (Water Framework Directive)
Material Assets	Uncertainties regarding whether land owners will be receptive to the advice and guidance provided by the Council and therefore whether the potential benefits in relation to minimising the risk of flooding will be achieved.	<ul style="list-style-type: none"> • Number and severity of incidents leading to disruption or damage to transport infrastructure; • Number and severity of incidents leading to disruption or damage to service provision.

7 Conclusions and Next Steps

- 7.1 None of the objectives or measures in the final LFRMS are likely to have significant negative effects on any of the SEA objectives. This is because of the nature of the LFRMS, which has an underlying aim of environmental protection through flood risk management, meaning that the effects of the strategy are largely positive. Where uncertain effects have been identified with some potential for negative effects, mitigation should be provided by LFRMS measures which specifically aim to protect the environment.
- 7.2 In order to ensure positive effects of the LFRMS on the environment, it will be necessary to ensure that project level environmental assessment or appraisal feeds into the choice of location and scheme design for any new LFRMS measures and that detailed EIAs include measures to mitigate any adverse effects. An EIA screening opinion, which determines whether an EIA will be required, will need to be obtained from Natural England for any LFRMS measures that could potentially have a significant effect on the environment.

Appendix 1 – SEA Matrices of the LFRMS

LFRMS Objective 1: To gain a strategic understanding of flood risk from all sources in Bury

Actions associated with this LFRMS objective:

- Recording/Mapping flood incidents
- Carry out flood investigations
- Assessment of flood risk locations in SFRA/SWMP
- Record drainage and flood assets
- Maintain a flood risk asset register
- Obtain information from stakeholders
- Improve skills and knowledge of flood risk officers

SA Objectives	SEA Score	Justification
To minimise the risk of flooding and to promote awareness of flooding but to manage expectations.	+	The measures associated with this LFRMS objective will not involve direct physical works to manage the risk of flooding to the Borough’s communities, however they are expected to have an indirect positive effect on overall flood risk as they will combine to improve the evidence base and skills available to the Council for managing flood risk in the most appropriate and effective ways. In particular measure 1.3 involves an assessment of high flood risk locations identified in the SFRA and SWMP (which were informed in part by the presence of flood receptors including building premises and social infrastructure) – this will help to ensure that appropriate mitigation can be implemented in these areas.
To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features.	+	By combining to contribute to an overall reduction in flood risk in Bury (by improving the level of evidence and skills available to the Council for dealing with flood risk), the measures associated with this LFRMS objective should help to protect biodiversity from the potential adverse impacts of flood events (including both direct impacts and indirect impacts e.g. those resulting from water pollution caused by flooding). None of the measures associated

SA Objectives	SEA Score	Justification
		with this LFRMS objective will result directly in physical works or actions that could have an significant adverse impact on designated or undesignated biodiversity in the Borough, and as such the Habitats Regulations Assessment Screening Report that has been carried out in relation to the LFRMS concluded that the measures associated with this objective would not have any significant effect on the integrity of European sites around Bury.
To conserve soil resources and reduce land contamination.	+	By combining to contribute to an overall reduction in flood risk in Bury (by improving the level of evidence and skills available to the Council for dealing with flood risk), the measures associated with this LFRMS objective should help to protect land and soils and reduce the likelihood of adverse effects from flooding events (e.g. soil erosion caused by high levels of surface water run-off. None of the measures will result directly in physical works or actions that could affect land use.
To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources.	+	By combining to contribute to an overall reduction in flood risk (by improving the level of evidence and skills available to the Council for dealing with flood risk), the measures associated with this LFRMS objective should help to protect and improve water quality and sustainably manage water resources by reducing the likelihood of adverse impacts arising from flood events (e.g. as a result of soil erosion or run-off washing chemical fertilisers into watercourses). None of the measures associated with this LFRMS objective will result directly in physical works or actions that could have an adverse impact on water quality or water resources in the Borough.
To reduce contributions to and promote adaptation to	+	Capturing up to date hydrology data allows the causes of flood risk

SA Objectives	SEA Score	Justification
the impacts of climate change.		to be better understood in advance, therefore providing an opportunity to apply suitable mitigation that can avoid or maintain existing flooding incidents. This could help to mitigate the implications of climate change.
Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.	+	Although measures associated with this LFRMS objective will not result directly in physical works to manage the risk of flooding to infrastructure, assets and properties, the measures should combine to have an indirect positive effect on overall flood risk by improving the level of evidence and skills available to the Council for dealing with flood risk. In particular, measure 1.3 involves the assessment of high flood risk locations identified in the SFRA and SWMP (which were informed in part by the presence of flood receptors including residential properties and key infrastructure) – this will help to ensure that appropriate mitigation can be implemented in these areas.
To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.	+/-?	The measures associated with this LFRMS objective are not considered likely to have a direct effect on the character of Bury as they will not result in any physical works or development; rather they relate to improving the evidence and skills available to the Council for managing flood risk.

LFRMS Objective 2: To manage the likelihood of flooding within the Borough

Actions associated with this LFRMS objective:

- Develop an affordable cyclical maintenance regime based on risk
- Develop a responsive, reactive maintenance regime based on risk
- Work with partners to identify schemes which will alleviate flood risk in the future

SA Objectives	SEA Score	Justification
To minimise the risk of flooding and to promote awareness of flooding but to manage expectations.	+	The measures associated with this LFRMS objective will combine to have a positive impact on reducing the overall risk of flooding in Bury. Maintaining the capacity of drainage systems through both regular and ad-hoc maintenance works will ensure that surface water drainage is maximised. While the overall effect of the measures will be positive, the effect is not expected to be significant as it is acknowledged in the measures that there will be resource constraints which may affect the frequency and extent of the cyclical maintenance regime to be carried out which may limit the extent of the potential positive effects.
To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features.	+/-?	The measures associated with this LFRMS objective will combine to have a positive impact on reducing the overall risk of flooding and therefore the potential for adverse impacts on biodiversity (both direct impacts and indirect impacts e.g. those resulting from water pollution caused by flooding), as maintaining the capacity of drainage systems will ensure that surface water drainage is maximised. However, there is the potential that clearance works could have a direct effect on biodiversity (designated or undesignated) in the affected channels. It is not expected that these effects will be significant, particularly as there is likely to be resource constraints associated with the measures which may affect the frequency and extent of the cyclical maintenance regimes.
To conserve soil resources and reduce land contamination.	+/-?	Maintaining the capacity of drainage systems through both regular and ad-hoc maintenance works will ensure that surface water drainage is maximised, reducing runoff rates which could otherwise have a negative effect

SA Objectives	SEA Score	Justification
		<p>on soil quality by causing soil erosion. As such, a positive effect on this SEA objective is likely. Again, the effect is not likely to be significant due to the restrictions that the Council faces in terms of available resources to carry out a cyclical maintenance regime, meaning that the work can only be targeted in the highest flood risk areas. There are also potential negative uncertainties regarding whether specific works may have an effect on land use or soil quality.</p>
<p>To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources.</p>	<p>+/-?</p>	<p>Maintaining the capacity of drainage systems as a result of both regular and ad-hoc maintenance works will ensure that surface water drainage is maximised, reducing runoff rates which could otherwise have a negative effect on water quality and water resources (e.g. as a result of soil erosion or run-off washing sediments and/or chemical fertilisers into watercourses). As such, a positive effect on water quality and water resources is likely. Again, the effect is not likely to be significant due to the restrictions that the Council faces in terms of resources to carry out maintenance, meaning that the cyclical regime can only be targeted in the highest flood risk areas which could potentially limit the extent of the positive effects. Furthermore there are a small number of uncertainties where it is not possible to tell whether specific works may have an effect on water pollution due to a lack of specific information about the nature and location of works.</p>
<p>To reduce contributions to and promote adaptation to the impacts of climate change.</p>	<p>+</p>	<p>The measures associated with this LFRMS objective will combine to have a positive impact on reducing the overall risk of flooding and therefore could help to address the implications of climate change.</p>

SA Objectives	SEA Score	Justification
<p>Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.</p>	<p>+</p>	<p>The measures associated with this LFRMS objective will combine to have a positive impact on reducing the overall risk of flooding (including the risk to key infrastructure, assets and properties) in Bury, as maintaining the capacity of drainage systems through both regular and ad-hoc maintenance works will ensure that surface water drainage is maximised. While the overall effect of the measures will be positive, the effect is not expected to be significant as it is acknowledged in the measures that there will be resource constraints which may affect the frequency and extent of the cyclical maintenance regime to be carried out, which may limit the extent of the potential positive effects.</p>
<p>To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.</p>	<p>+/-?</p>	<p>Work to maximise the capacity of drainage systems through regular and ad-hoc maintenance is not considered likely to have a direct effect on local character. However the measures associated with this LFRMS objective will combine to reduce the overall risk of flooding as a result of both regular and ad-hoc maintenance works which will ensure that surface water drainage is maximised. Positive effects are therefore likely in relation to the protection of the historic environment as the likelihood of both designated and undesignated historic assets such as listed buildings being adversely affected by flooding would be reduced. Again, the effects are not expected to be significant as it is acknowledged in the measures that there will be resource constraints which may affect the frequency and extent of the cyclical maintenance regime to be carried out, which may limit the extent of the potential positive effects.</p>

LFRMS Objective 3: To help Bury residents to manage their own risk

Actions associated with this LFRMS objective:

- Publish and distribute information explaining responsibilities, local flood risk, property protection/resilience
- Involve local communities in local initiatives and schemes
- Improve and maintain the Council’s flood risk management web pages

SA Objectives	SEA Score	Justification
To minimise the risk of flooding and to promote awareness of flooding but to manage expectations.	+	While the measures associated with this LFRMS objective will not involve the Council undertaking direct physical works to manage the risk of flooding to the Borough’s communities, measure 3.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage overall flood risk (including that potentially affecting community assets). The three measures in combination should have further indirect positive effects on reducing overall flood risk as they will combine to improve local people’s awareness and understanding of their responsibilities in relation to managing flood risk. In particular, encouraging local people to implement appropriate resilience measures to protect their property (measure 3.1) should have positive effects by helping to ensure that community and economic assets are as well protected as possible, thereby reducing the extent of damage in the event of flooding.
To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features.	+/-?	By contributing to an overall reduction in flood risk (by improving local people’s understanding of their responsibilities in relation to managing flood risk), the measures associated with this LFRMS objective should have an indirect positive effect on the protection of habitats and species from the potential adverse impacts of flood

SA Objectives	SEA Score	Justification
		<p>events (both direct impacts and indirect impacts e.g. those resulting from water pollution caused by flooding). None of the measures will result directly in physical works being carried out by the Council that could have an adverse impact on designated or undesignated biodiversity; however measure 3.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk.</p> <p>Depending on the nature of those measures and the locations at which they are implemented, there could potentially be impacts on biodiversity. In light of this, the potential for measure 3.1 to have such effects remains uncertain. As such, the potential positive effect associated with this SEA objective is currently uncertain.</p>
<p>To conserve soil resources and reduce land contamination.</p>	<p>+/-?</p>	<p>By contributing to a reduction in overall flood risk in Bury (by improving local people’s understanding of their responsibilities in relation to managing flood risk), the measures associated with this LFRMS objective should have an indirect positive effect on the protection of land and soils by reducing the likelihood of their being adversely affected by flooding events (e.g. soil erosion caused by rapid surface water run-off). None of the measures will result directly in physical works being undertaken by the Council that could affect land use in the Borough; however, measure 3.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk. Depending on the nature of those measures, there could potentially be impacts on the prudent use of land and soil</p>

SA Objectives	SEA Score	Justification
		quality; therefore the likely positive effect associated with this objective is currently uncertain.
To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources.	+/-?	By contributing to an overall reduction in flood risk (by improving local people’s understanding of their responsibilities in relation to managing flood risk), the measures associated with this LFRMS objective should have an indirect positive effect on the protection of water quality and water resources by reducing the likelihood of adverse impacts occurring from flooding events (e.g. as a result of soil erosion or run-off washing chemical fertilisers into watercourses). None of the measures will result directly in physical works being carried out by the Council that could have an adverse impact on water quality or water resources; however measure 3.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk. Depending on the nature of those measures and the locations at which they are implemented, there could potentially be impacts on water quality or water resources. As such, the potential positive effect associated with this SEA objective is currently uncertain.
To reduce contributions to and promote adaptation to the impacts of climate change.	+	The measures associated with this objective seek to improve the level of understanding of flood risk. This could heighten people’s awareness of localised problems and therefore increase the likelihood of providing suitable mitigation. This could help to provide a local response to climate change implications.
Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.	+/-?	While the measures associated with this LFRMS objective will not involve the Council undertaking direct physical works to manage the risk of flooding to key

SA Objectives	SEA Score	Justification
		<p>infrastructure, assets and properties in Bury, measure 3.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage overall flood risk (including that potentially affecting properties). The three measures in combination should have further indirect positive effects on reducing overall flood risk as they will combine to improve local people’s awareness and understanding of their responsibilities in relation to managing flood risk. In particular, encouraging local people to implement appropriate resilience measures to protect their property (measure 3.1) should have positive effects by helping to ensure that residential properties are as well protected as possible, thereby reducing the extent of damage in the event of flooding. However there are also uncertainties as it cannot yet be known whether private land owners will be receptive to the advice and guidance to be provided by the Council and therefore whether the potential benefits in relation to minimising the risk of flooding will be achieved.</p>
<p>To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.</p>	<p>+/-?</p>	<p>The measures associated with this LFRMS objective will not result directly in physical works being undertaken by the Council that could affect land use in the Borough. However measure 3.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk. Depending on the nature of those measures, there could potentially be impacts on local character; however the potential effects are uncertain without more information about the nature of any such actions and the location.</p>

LFRMS Objective 4: To ensure that new development in Bury reduces rather than increases flood risk

Actions associated with this LFRMS objective:

- Develop and apply a robust local policy on flood risk management and drainage solutions on new development sites
- Develop a process with the Planning Department to create clear advice and direction to developers on flood risk management and drainage
- Establish the SuDS Approval Body (SAB)

SA Objectives	SEA Score	Justification
To minimise the risk of flooding and to promote awareness of flooding but to manage expectations.	++	The measures associated with this LFRMS objective will combine to ensure that new development incorporates robust flood risk management measures. For example, under measure 4.1, ambitious targets will be set for permitted discharges from new and redeveloped sites and measure 4.2 aims to better integrate flood risk management considerations into planning. As well as reducing levels of flood risk at new development sites, the measures will contribute to reducing the overall flood risk throughout the Borough.
To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features.	+	The measures associated with this LFRMS objective will combine to contribute to a reduction in the overall extent of flood risk throughout Bury by ensuring that new development incorporates flood risk management measures such as green and blue infrastructure. This is likely to have an indirect positive effect on biodiversity by reducing the likelihood of flood events having negative effects (both directly and indirectly e.g. as a result of water pollution caused by flooding). The measures relate to criteria for new development, but will not themselves lead directly to new developments which could affect designated or undesignated biodiversity.
To conserve soil resources and reduce land	+	The measures associated with this LFRMS objective will combine to

SA Objectives	SEA Score	Justification
contamination.		contribute to a reduction in overall flood risk throughout Bury by ensuring that new development incorporates flood risk management measures. This is likely to have an indirect positive effect on soil quality by reducing the likelihood of flooding events having negative effects on soils (e.g. as a result of soil erosion caused by rapid surface water run-off). The measures relate to criteria for new development, but will not themselves lead directly to new developments which could affect the use of land or soil quality.
To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources.	+	The measures associated with this LFRMS objective will combine to contribute to a reduction in the overall extent of flood risk throughout Bury by ensuring that new development incorporates flood risk management measures. This is likely to have an indirect positive effect on water quality and water resources by reducing the chances of flooding events having negative effects (e.g. as a result of soil erosion or run-off washing chemical fertilisers into watercourses). The measures relate to criteria for new development, but will not themselves lead directly to new developments which could affect water quality or water resources.
To reduce contributions to and promote adaptation to the impacts of climate change.	++	Encouraging the use of SuDS and applying stricter restrictions with regards to discharge rates, volumes, storage for watercourses could help to address the effects of climate change. Therefore it is likely that this LFRMS Objective will have a positive influence on this SA objective.
Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.	++	The measures associated with this LFRMS objective will combine to ensure that new development (including that of key infrastructure, assets and properties) incorporates robust

SA Objectives	SEA Score	Justification
		<p>flood risk management measures. For example, under measure 4.1, ambitious targets will be set for permitted discharges from new and redeveloped sites and measure 4.2 aims to better integrate flood risk management considerations into planning. As well as reducing levels of flood risk at new development sites, the measures will contribute to reducing the overall flood risk throughout the Borough (including risk of flooding to key infrastructure, assets and residential properties).</p>
<p>To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.</p>	<p>+</p>	<p>The measures associated with this LFRMS objective are not considered likely to have a direct effect on local character as they will not themselves lead directly to new developments which could affect local character. The measures however will combine to contribute to a reduction in the overall extent of flood risk by ensuring that new development incorporates flood risk management measures. This is likely to have an indirect positive effect on the historic environment by reducing the likelihood of flood events having negative effects on both designated and undesignated heritage assets such as listed buildings. The measures relate to criteria for new development, but will not themselves lead directly to new developments which could affect the historic environment.</p>

LFRMS Objective 5: To take a sustainable approach to flood risk management within the Borough, which balances economic, environmental and social benefits with flood risk policies and programmes

Actions associated with this LFRMS objective:

- Undertake a Strategic Environmental Assessment, Habitats Regulations Assessment and Water Framework Directive compliance check of the LFRMS
- Work with the Environment Agency and Natural England to embed policies from River Basin Management Plans, local environmental

policies and designated protected sites into FRM procedures and programmes

- Encourage natural flood risk management
- Seek to provide blue and green infrastructure throughout the Borough.

SA Objectives	SEA Score	Justification
To minimise the risk of flooding and to promote awareness of flooding but to manage expectations.	++	Ensuring that the likely environmental implications of the LFRMS are considered through a Strategic Environmental Assessment, which will be monitored as the Strategy is implemented (measure 5.1), may have a positive effect on minimising the risk of flooding. The fact that the SEA is being undertaken iteratively allows for any potential negative impacts to be identified and addressed, either by amending the LFRMS measures as appropriate or by identifying appropriate mitigation measures.
To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features.	++	Ensuring that the likely environmental implications of the LFRMS are considered through a Strategic Environmental Assessment, which will be monitored as the Strategy is implemented (measure 5.1), will have a positive effect on biodiversity, flora and fauna, geological and geomorphological features as all measures in the LFRMS are being assessed for their potential impacts on this issue. In particular, the Strategy’s objective of compliance with the Water Framework Directive will help to protect biodiversity and ensure green infrastructure and ecological enhancements will be delivered. The fact that the SEA is being undertaken iteratively allows for any potential negative impacts to be identified and addressed, either by amending the LFRMS measures as appropriate or by identifying appropriate mitigation measures. In addition, working with the Environment Agency to ensure that

SA Objectives	SEA Score	Justification
		<p>flood risk management activities are undertaken in line with local environmental policies and policies from local river basin management plans and will require Environmental Impact Assessments where relevant (measure 5.2) will add further protection to the Borough's natural environment, including the Borough's SSI at Ash Clough. The measures associated with this LFRMS objective will not lead directly to new development which could affect biodiversity. For this reason, the Habitats Regulations Assessment that has been carried out in relation to the LFRMS concluded that the measures associated with this LFRMS objective would not have any significant effects on the integrity of European sites.</p>
<p>To conserve soil resources and reduce land contamination.</p>	<p>++</p>	<p>Ensuring that the likely environmental implications of the LFRMS are considered through a Strategic Environmental Assessment, which will be monitored as the Strategy is implemented (measure 5.1), may have a positive effect on soil resources, as all measures in the LFRMS are being assessed for their potential impacts on this issue. The Strategy will encourage flood risk management activities such as de-culverting and tree planting, all of which will provide opportunities to conserve soil resources and reduce land contamination. The fact that the SEA is being undertaken iteratively allows for any potential negative impacts to be identified and addressed, either by amending the LFRMS measures as appropriate or by identifying appropriate mitigation measures. In addition, ensuring that flood risk management activities within the Borough are undertaken in line with local environmental policies and policies from local River Basin Management Plans, and requiring</p>

SA Objectives	SEA Score	Justification
		<p>Environmental Impact Assessments where relevant (measure 5.2) will add further protection to the Borough’s natural environmental assets, including land and soils. The measures associated with this LFRMS objective will not lead directly to new development which could affect land use or soil quality.</p>
<p>To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources.</p>	<p>++</p>	<p>Ensuring that the likely environmental implications of the LFRMS are considered through a Strategic Environmental Assessment, which will be monitored as the Strategy is implemented (measure 5.1), may have a positive effect on water resources, as all measures in the LFRMS are being assessed for their potential impacts on this issue. The Strategy will promote the creation of sustainable drainage systems in new developments, such as ponds, swales and other green infrastructure, all of which can provide opportunities to manage water resources. The fact that the SEA is being undertaken iteratively allows for any potential negative impacts to be identified and addressed, either by amending the LFRMS measures as appropriate or by identifying appropriate mitigation measures. In addition, ensuring that flood risk management activities within the Borough are undertaken in line with local environmental policies and policies from local River Basin Management Plans, and requiring Environmental Impact Assessments where relevant (measure 5.2) will add further protection to the Borough’s natural environmental assets, including water quality and water resources. The measures associated with this LFRMS objective will not lead directly to new development which could affect water quality or resources.</p>
<p>To reduce contributions to and promote adaptation to</p>	<p>++</p>	<p>Ensuring that the likely environmental implications of the</p>

SA Objectives	SEA Score	Justification
the impacts of climate change.		LFRMS are considered through a Strategic Environmental Assessment, which will be monitored as the Strategy is implemented (measure 5.1), may have a positive effect on climate change, as all measures in the LFRMS are being assessed for their potential impacts on this issue. The fact that the SEA is being undertaken iteratively allows for any potential negative impacts to be identified and addressed, either by amending the LFRMS measures as appropriate or by identifying appropriate mitigation measures.
Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.	++	Ensuring that the likely environmental implications of the LFRMS are considered through a Strategic Environmental Assessment, which will be monitored as the Strategy is implemented (measure 5.1), may have a positive effect on key infrastructure, land assets and properties, as all measures in the LFRMS are being assessed for their potential impacts on this issue. The fact that the SEA is being undertaken iteratively allows for any potential negative impacts to be identified and addressed, either by amending the LFRMS measures as appropriate or by identifying appropriate mitigation measures.

SA Objectives	SEA Score	Justification
<p>To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.</p>	<p>++</p>	<p>Ensuring that the likely environmental implications of the LFRMS are considered through a Strategic Environmental Assessment, which will be monitored as the Strategy is implemented (measure 5.1), may have a positive effect on landscapes, townscapes and the historic environment, as all measures in the LFRMS are being assessed for their potential impacts on this issue. The fact that the SEA is being undertaken iteratively allows for any potential negative impacts to be identified and addressed, either by amending the LFRMS measures as appropriate or by identifying appropriate mitigation measures.</p> <p>In addition, ensuring that flood risk management activities within the Borough are undertaken in line with local environmental policies and policies from local River Basin Management Plans, and requiring Environmental Impact Assessments where relevant (measure 5.2) will add further protection to the Borough’s landscapes and historic environment. The measures associated with this LFRMS objective will not lead directly to new development which could affect the setting of heritage assets.</p>

LFRMS Objective 6: To improve flood preparation, warning and post flood recovery

Actions associated with this LFRMS objective:

- Publish and distribute information explaining responsibilities, local flood risk, property protection/resilience
- Involve local communities in local initiatives and schemes

SA Objectives	SEA Score	Justification
<p>To minimise the risk of flooding and to promote awareness of flooding but to manage expectations.</p>	<p>+</p>	<p>While the measures associated with this LFRMS objective will not involve the Council undertaking direct physical works to manage the risk of flooding to the</p>

SA Objectives	SEA Score	Justification
		<p>Borough's communities, the measures involve the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage overall flood risk. The two measures in combination should have further indirect positive effects on reducing overall flood risk as they will combine to improve local people's awareness and understanding of their responsibilities in relation to managing flood risk. In particular, encouraging local people to implement appropriate resilience measures to protect their property (measure 6.1) should have positive effects by helping to ensure that communities are as well protected as possible, thereby reducing the extent of damage in the event of flooding.</p>
<p>To protect, enhance and restore biodiversity, flora and fauna, geological and geomorphological features.</p>	<p>+/-?</p>	<p>By contributing to an overall reduction in flood risk (by improving local people's understanding of their responsibilities in relation to managing flood risk), the measures associated with this LFRMS objective should have an indirect positive effect on the protection of habitats and species from the potential adverse impacts of flood events (both direct impacts and indirect impacts e.g. those resulting from water pollution caused by flooding). None of the measures will result directly in physical works being carried out by the Council that could have an adverse impact on designated or undesignated biodiversity; however measure 6.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk. Depending on the nature of those measures and the locations at which they are implemented, there</p>

SA Objectives	SEA Score	Justification
		could potentially be impacts on biodiversity. As such, the potential positive effects associated with this SEA objective are currently uncertain.
To conserve soil resources and reduce land contamination.	+/-?	By contributing to an reduction in overall flood risk in Bury (by improving local people's understanding of their responsibilities in relation to managing flood risk), the measures associated with this LFRMS objective should have an indirect positive effect on the protection of land and soils by reducing the likelihood of their being adversely affected by flooding events (e.g. soil erosion caused by rapid surface water run-off). None of the measures will result directly in physical works being undertaken by the Council that could affect land use in the Borough; however, measure 6.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk. Depending on the nature of those measures, there could potentially be impacts on the prudent use of land and soil quality; therefore the likely positive effect associated with this objective is currently uncertain.
To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources.	+/-?	By contributing to an overall reduction in flood risk (by improving local people's understanding of their responsibilities in relation to managing flood risk), the measures associated with this LFRMS objective should have an indirect positive effect on the protection of water quality and water resources by reducing the likelihood of adverse impacts occurring from flooding events (e.g. as a result of soil erosion or run-off washing chemical fertilisers into watercourses). None of the measures will result directly in

SA Objectives	SEA Score	Justification
		<p>physical works being carried out by the Council that could have an adverse impact on water quality or water resources; however measure 6.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk. Depending on the nature of those measures and the locations at which they are implemented, there could potentially be impacts on water quality or water resources. As such, the potential positive effect associated with this SEA objective is currently uncertain.</p>
<p>To reduce contributions to and promote adaptation to the impacts of climate change.</p>	<p>+</p>	<p>The measures associated with this objective seek to improve the level of understanding of flood risk. This could heighten people’s awareness of localised problems and therefore increase the likelihood of providing suitable mitigation. This could help to provide a local response to climate change implications.</p>
<p>Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.</p>	<p>+</p>	<p>While the measures associated with this LFRMS objective will not involve the Council undertaking direct physical works to manage the risk of flooding to key infrastructure, assets and properties in Bury, measure 6.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage overall flood risk (including that potentially affecting residential properties). The two measures in combination should have further indirect positive effects on reducing overall flood risk as they will combine to improve local people’s awareness and understanding of their responsibilities in relation to managing flood risk. In particular, encouraging local people to implement appropriate resilience measures to protect their property</p>

SA Objectives	SEA Score	Justification
		(measure 6.1) should have positive effects by helping to ensure that infrastructure, assets and properties are as well protected as possible, thereby reducing the extent of damage in the event of flooding.
To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.	+/-?	While neither of the measures associated with this LFRMS objective will result directly in physical works being undertaken by the Council that could affect land use in the Borough, measure 6.1 involves the Council distributing advice to landowners with regards to the type of measures that they could employ on their land to manage local flood risk. Depending on the nature of those measures, there could potentially be impacts on local character; however the potential effects are uncertain without more information about the nature of any such actions and the location. The measures associated with this LFRMS objective are not considered likely to have a direct effect on the historic environment.

LFRMS Objective 7: To endeavour to direct flood risk funding to areas most at need or where solutions will be most effective

Actions associated with this LFRMS objective:

- Continue to bid for relevant funding as and when the opportunity arises, to support future projects and flood alleviation schemes
- Ensure Community Infrastructure Plans and Transport Infrastructure Plans are influenced by this Strategy and developer funding is sought where considered appropriate and necessary.

SA Objectives	SEA Score	Justification
To minimise the risk of flooding and to promote awareness of flooding but to manage expectations.	+	The measures associated with this LFRMS objective will combine to have a positive impact on reducing the risk of flooding in Bury, by ensuring that a realistic and financially deliverable programme of works to manage flood risk is developed
To protect, enhance and	+/-?	The measures associated with this

SA Objectives	SEA Score	Justification
<p>restore biodiversity, flora and fauna, geological and geomorphological features.</p>		<p>LFRMS objective will combine to have a positive impact on reducing the overall risk of flooding in Bury by ensuring that a realistic and financially deliverable programme of works to manage flood risk is developed. In this way, a positive effect on biodiversity is predicted as the likelihood of adverse effects from flood events (both direct impacts and indirect impacts e.g. those resulting from water pollution caused by flooding) would be reduced. However the potential for this is uncertain without more detailed information about the nature and location of the works to be carried out. As such, the likely effect of these measures is positive, but with some uncertainties attached.</p>
<p>To conserve soil resources and reduce land contamination.</p>	<p>+/-?</p>	<p>The measures associated with this LFRMS objective will combine to have a positive impact on reducing the risk of flooding in Bury by ensuring that a realistic and financially deliverable programme of works to manage flood risk is developed. In this way, a positive effect on soil quality is likely as the likelihood of adverse effects from flood events (e.g. as a result of rapid surface water runoff causing soil erosion) would be reduced. As such, the likely effect of these measures is positive, but with some uncertainties attached.</p>
<p>To protect and improve the quality of controlled waters in Bury and to sustainably manage water resources.</p>	<p>+/-?</p>	<p>The measures associated with this LFRMS objective will combine to have a positive impact on reducing the overall risk of flooding in Bury by ensuring that a realistic and financially deliverable programme of works to manage flood risk is developed. In this way, a positive effect on water quality and water resources is likely as the likelihood of adverse effects from flood events (e.g. as a result of soil erosion or run-off washing chemical fertilisers into watercourses) would be reduced.</p>

SA Objectives	SEA Score	Justification
		As such, the likely effect of these measures is positive, but with some uncertainties attached.
To reduce contributions to and promote adaptation to the impacts of climate change.	++	Identifying potential areas of flood risk and other mitigation measures could result in a positive effect over this objective. The Borough could be better prepared in dealing with climate change and the associated implications.
Minimise adverse impacts of local flood risk on key infrastructure, land assets and properties.	+	The measures associated with this LFRMS objective will combine to have a positive impact on reducing the risk of flooding (including that facing key infrastructure, assets and properties) in Bury, by ensuring that a realistic and financially deliverable programme of works to manage flood risk is developed
To protect and enhance and make accessible for enjoyment, the diversity and distinctiveness of landscapes, townscapes, the countryside and the historic environment.	+	The measures associated with this LFRMS objective will combine to have a positive impact on reducing the risk of flooding in Bury by ensuring that a realistic and financially deliverable programme of works to manage flood risk is developed. In this way, a positive effect on the landscape and the historic environment is likely as the likelihood of adverse effects from flood events on both designated and undesignated assets would be reduced.



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3 Knowsley Place, Duke Street, Bury, BL9 0EJ
(November 2013)

REPORT FOR DECISION



DECISION OF:	Cabinet
DATE:	18 December 2013
SUBJECT:	Health and Safety: Annual Report 2012/13
REPORT FROM:	Deputy Leader/Cabinet Member for Finance and Corporate Affairs
CONTACT OFFICER:	Mike Owen, Executive Director of Resources
TYPE OF DECISION:	NON KEY DECISION
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain
SUMMARY:	<p>1.1 The national government has reconfirmed its commitments to good health and safety management and has initiated a review of national Codes of Practice and guidance with the aim of simplifying requirements.</p> <p>1.2 National sentencing guidelines now include "cost cutting at the expense of safety" as an aggravating factor.</p> <p>1.3 Within the Council significant progress has been, and is being, made on corporate health and safety management. This includes:</p> <ul style="list-style-type: none"> • Tightening of health and safety structures • Support to managers through the provision of training • Promotion of health and safety • Reviewing and updating systems, standards and guidance, etc...

	<p>1.4 Key areas that are currently under development include:</p> <ul style="list-style-type: none"> • Procurement and contract management (see paragraphs 4.8 to 4.11) • Facilities management • Delivery of the Council’s health and safety auditing strategy <p>1.5 Progress has been led by the central occupational health, safety and welfare teams, who will continue to progress work streams identified in Appendix 3 and to monitor standards of implementation through auditing and monitoring activity. Progress of the work plans relies on the support, cooperation and input from departments and services. Departments are ultimately responsible for the implementation of corporate and local arrangements and standards.</p> <p>1.6 Key indicators and trends:</p> <ul style="list-style-type: none"> • The local authority’s benchmark indicator for absences (BV12) shows a continued decrease for the fifth successive year; however the associated opportunity costs increased in 2012/13. This included increases associated with mental health and musculoskeletal conditions and indicates a continuing need to maintain and develop good management practices relative to health at work • There was a slight increase in the rate of absences of three days or more that are associated with workplace injuries and illnesses, however there has been a more significant downward trend since 2009/10 • Slips, trips and falls, and behavioural related incidents, account for the highest proportions of internally reported health and safety incidents • Upward trends are apparent in the costs of employers and public liability claims against the Council
<p>OPTIONS & RECOMMENDED OPTION</p>	<p>Cabinet is asked to:</p> <ol style="list-style-type: none"> 1. Note the contents of this report; 2. Endorse the Corporate Health and Safety Work Plan, which is attached as Appendix 3;

	3. Note the departmental developments and plans that are attached as Appendix 5.
IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? Yes No
Statement by the S151 Officer: Financial Implications and Risk Considerations:	<p>Failure to achieve appropriate health and safety management standards would leave the Council exposed to significant risks:</p> <ul style="list-style-type: none"> • There are significant financial risks • Legal - risk of enforcement action, prosecution and civil actions • Business continuity - loss of service, temporary service provisions • Health and safety of employees, service users and others • Damage to reputation <p>Effective Departmental Plans are essential to mitigate these risks and control costs arising from insurance claims.</p>
Statement by Executive Director of Resources:	There are no other specific resource implications arising from this report. The health and safety of staff, service users and the borough's residents should continue to be factored into service plans and into all key developments as a matter of good practice.
Equality/Diversity implications:	Yes No (see paragraph below)
Considered by Monitoring Officer:	<p>Yes</p> <p>The Council has a duty to follow health and safety legislation. Failure to comply with it is a serious criminal offence which can lead to the Council, senior managers or individual officers being prosecuted. Fines may be unlimited and prison sentences are possible. It is not possible to indemnify individuals against fines. The Health and Safety Executive and Greater Manchester Fire and Rescue Service have lesser powers to prohibit work activity or use of buildings and equipment where serious risks to safety, health or fire safety exist. They may also statutorily require improvements to be made in any given time frame.</p>

Wards Affected:	All
Scrutiny Interest:	Overview and Scrutiny Committee

TRACKING/PROCESS

DIRECTOR: Mike Owen

Chief Executive/ Strategic Leadership Team	Cabinet Member/Chair	Ward Members	Partners
Yes			
Scrutiny Committee	Committee	Council	
	Cabinet 18/12/13		

1.0 BACKGROUND

1.1 Annual Health and Safety Reports provide a formal mechanism for:

- Monitoring and assessment of organisational performance;
- Recognising significant concerns and issues that impact on health and safety management and performance;
- On-going review of organisational arrangements, including health and safety policy;
- Adoption of organisational and departmental work plans and targets.

1.2 The Health and Safety Annual Report represents a core element of the Council's health and safety management system.

1.3 The system is designed to implement standards that are set out in the Management of Health and Safety at Work Regulations and Health and Safety Executive (HSE) guidance on organisational health and safety management. This national guidance is currently under review and development however the current version can be accessed through the following link:

<http://www.hse.gov.uk/managing/index.htm>

2.0 ISSUES

National Health, Work and Well-being Agenda

2.1 There are several on-going national strategies and areas of development:

- A review of the health of the working age population was published in 2008 (the Black Review). This was concerned with the impact of work on health and the affect that work can have on improving health. The coalition government has reconfirmed a commitment to the implementation of the review's recommendations. One of the recommendations was that the public sector should lead by example
- An HSE led national strategy for health and safety at work "Health and Safety of Great Britain: Be part of the solution" was published in 2009. This seeks to improve workplace health and safety management through the commitment of all stakeholders and by holding those who fail in their duties to account
- The coalition government has commissioned two reviews of the national health and safety system (the Young Review, published in 2010, and the Lofstedt review, published in 2011). This was in light of concerns that the national approach had become overly bureaucratic, risk averse and litigious

2.2 The reviews of 2010 and 2011 found the national health and safety system to be largely fit for purpose. However, the government is committed to providing simplicity within the system. With this in mind, it has asked the HSE to review its Codes of Practice and guidance. These reviews are on-going. This process also has an emphasis on ensuring that significant risks are focussed on (to avoid risk aversion).

- 2.3 Further detail on the national reviews, strategy and developments is attached as Appendix 1.

National Health and Safety Management Model

- 2.4 The HSE guidance on organisational health and safety management has moved from using the POPMAR (Policy, Organising, Planning, Measuring performance, Auditing and Reviewing) model to a 'Plan, Do, Check, Act' approach. The move is intended to achieve a better balance between systems and behavioural aspects of management. It also brings health and safety management more into line with other quality management systems.
- 2.5 The Council's Health and Safety Policy was reviewed in January 2013. The review anticipated the HSE's change in approach, with a new appendix providing an overview of the management system in the Plan, Do, Check, Act model.

Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

- 2.6 RIDDOR is the law that requires employers to report and keep records of:

- work-related deaths
- serious injuries
- cases of diagnosed industrial disease
- certain 'dangerous' occurrences (including near miss accidents)

- 2.7 Changes have been made to the RIDDOR reporting requirements, which came into effect from 1 October 2013. These are intended to simplify the mandatory reporting requirements, while ensuring that the national data that is collected from reports gives an accurate and useful picture of workplace incidents. Information on the changes is attached as Appendix 2.

Other National Developments (sourced from the Royal Society for Prevention of Accidents – RoSPA)

- 2.8 Recent years have shown an upward trend in recent years in the level of fines for breaches of health and safety legislation. Cases involving fatalities routinely result in fines of hundreds of thousands of pounds. Furthermore, corporate manslaughter sentencing guidelines introduced in 2010 state that health and safety offences causing death should incur fines of at least £100,000; corporate manslaughter fines should seldom be less than £500,000 and potentially in the £millions.
- 2.9 Recent economic conditions have forced public sector employers to seek ways in which to work more efficiently, including reducing staff numbers. However, the national sentencing guidelines include a list of "aggravating factors" which will lead to a higher sentence in the event of a conviction and these include "cost-cutting at the expense of safety". It is therefore vital that careful consideration is given to the safety related consequences of any job cuts and other changes.

3.0 PROGRESS

3.1 A vision statement for Health and Safety was adopted in January 2013. The vision is:

"To achieve high standards through the development of proactive health and safety practices, behaviours and culture, led from the top down with managers and employees taking ownership of their responsibilities."

Central Health and Safety Team

3.2 A three year work plan for the central health and safety team was adopted to support the delivery of the vision. This was reviewed and updated in September 2013.

3.3 Significant developments under the plan include:

- The production of a corporate health and safety auditing strategy
- Securing higher management representation
- Review of the corporate health and safety policy
- An active and on-going promotional campaign aimed at achieving improved levels of understanding and ownership of health and safety management needs
- Development of improved arrangements for the management of significant health and safety incidents and issues, including triage and follow up arrangements
- Reviewing and updating systems, standards and guidance, etc...

3.4 In addition to delivery of its work plan, the health and safety team has provided a significant amount of support in light of HSE investigations and inspections and in the provision of training with regard to the Construction (Design and Management) Regulation.

3.5 The work plan (under action point 18) covers issues that have been identified nationally as priorities for local government. These are:

- Construction
- Transport
- Contractors
- Fire
- Mental health problems
- Musculoskeletal injuries
- Waste management

3.6 Key areas of work that are currently under development include:

- Procurement and contract management (see paragraphs 4.8 to 4.11)
- Facilities management
- Delivery of the auditing strategy

3.7 An updated copy of the work plan is attached as Appendix 3. This includes further detail on work streams and progress.

Departments

- 3.8 The primary role of the central health and safety team is to support departments and managers so that they are enabled to deliver their health and safety responsibilities and to assist them to achieve good health and safety management standards. Departments have responsibility for applying health and safety management systems and are accountable for the health and safety standards that are achieved.
- 3.9 Summaries of departmental progress and future work streams are attached as Appendix 5.

Health and Safety Policy

- 3.10 The Corporate health and safety policy was reviewed and updated in January 2013, copies of the policy, together with appendices detailing the accountability and responsibility structure and an overview of the health and safety management model, are available on the Council's intranet (<http://intranet.bury.gov.uk/OccupationalHealthAndSafety/HealthAndSafety/PolicyStatement.htm>)
- 3.11 The Executive Director for Resources has taken the role of Designated (Occupational Health and Safety) Director, as detailed under Section 3, paragraph 6 of the policy.
- 3.12 The Elected Member with responsibility for overseeing the occupational health and safety portfolio is the Deputy Leader – Finance and Corporate Affairs. This role is detailed under Section 3, paragraph 3 of the policy.
- 3.13 The policy will be reviewed in January 2014 to take account of on-going developments in organisational arrangements.

4.0 PERFORMANCE MONITORING

Absence data

- 4.1 Table 1 in Appendix 3 provides data and analysis on the Council's absence trends over the inclusive period of April 2012 to March 2013. The following trends are of note:
- Mental health and musculoskeletal conditions accounted for the highest proportion of lost days and the highest salary costs paid during periods of absence
 - Bury's performance against the national indicator for absence rates (BV12) shows a welcome downward trend, however overall 'opportunity' costs are up. This suggests that there is a complex picture and a continuing need to maintain and develop further good management practices relative to health. These would include management of work place health risks, and provision of support for people to remain at or return to work
 - Mental health and musculoskeletal conditions can have work related causative factors and there continue to be variations in rates between

departments, which indicate that work factors are likely to be impacting. Work place factors may include:

- Causative factors
- Differences in the nature of work which dictates which health conditions have the greatest impact on ability to work
- Culture

4.2 National statistics compiled by the HSE for 2011/12 indicate that ill health accounts for 43% of health and safety incidents, 84% of the related sickness absence, and over 99% of work related deaths per year.

Accidents and incidents

4.3 Table 2 in Appendix 4 provides data on reports made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The data for 2012/13 shows an increase in reportable incidents that led to 3 or more days of absence from work duties. However, this is a minor increase and there appears to be an overall downward trend since a peak in 2009/10.

4.4 Table 3 in Appendix 4 provides data and analysis on the Councils internal accident and incident reports over the inclusive period of April 2012 to March 2013. The following trends are of note:

- Slips, trips, and falls accounted for 25% of reports
- Incidents of assault, behavioural incidents, abuse, and intimidation accounted for 18% of reports

Insurance

4.5 Table 4 in Appendix 4 provides data and analysis of employee and public liability claims against the Council. It is too early to accurately assess claims made for 2012/13 because there is still time for further claims to be made.

Incidents

4.6 An incident occurred in August 2012 during survey work in preparation for the development of one of the Council's sites. A gas main was damaged by a specialist external contractor whilst digging bore holes to collect soil samples. A detailed investigation was carried out into the management of the project and of the contractors undertaking the work. This was shared with the HSE, and it is pleasing that the HSE felt confident enough in the investigation's recommendations and the subsequent action plan that was adopted by the service in question that they decided to take no further action in respect of this incident.

4.7 In September 2012, there were two accidents involving children using playground equipment. The equipment had been tampered with by third parties in both cases leaving it in a dangerous condition. On investigation, service managers decided that existing inspection regimes were adequate.

Procurement and contract management

- 4.8 There have been several recent incidents involving contractors or external service providers working on behalf of the Council. Varying standards of management are apparent across and within these contract arrangements. Strengths and weaknesses are also apparent within the contracting processes, with better focus on some aspects of contract management than others.
- 4.9 Management of the health and safety performance within external services and contracts is of significant importance to the Council and this is likely to increase alongside potential changes in service delivery arrangements associated with austerity measures. The specific arrangements and circumstances for each contract will dictate how liabilities are split, or shared, between the Council and its external service providers. However, some liability will usually remain with the Council.
- 4.10 Contract arrangements should seek to identify and control retained liabilities, whilst ensuring suitably good health and safety performance within contract or service delivery. Health and safety should form an integral part at each stage of the processes:
- Pre contract – development of specifications, carrying out any surveys that are necessary, providing full information to prospective providers, etc.
 - Selection of service provider
 - Monitoring and control during service delivery
- 4.11 The central health and safety team will be working closely with the strategic procurement team in:
- Reviewing existing arrangements and practices
 - Updating arrangements, systems and standards where appropriate
 - Supporting departments and managers to fully understand the extent of their roles and to deliver their responsibilities relative to external service provision and contracts

Enforcement

- 4.12 The Council was prosecuted by the HSE in December 2012 following an incident that occurred in June 2011, involving an electrical cable strike. This has led to positive responses within the Department of Communities and Neighbourhoods (DCN) and more widely at a corporate level (as detailed in the work plan attached as Appendix 3).
- 4.13 A significant amount of work has taken place within the DCN to review arrangements and to introduce improvements where appropriate. A three day training course, "Health and Safety in Successful Management" has been provided to managers in all departments where their service areas are considered to present medium to high risks. A two day training course is currently being rolled out to the remainder of the Council's managers.

- 4.14 It is routine practice for the HSE to carry out follow up visits to employers when there has been a prosecution to ascertain whether any further action is necessary. The HSE visited the Council in February 2013 and concluded that appropriate action was being taken in light of the incident and so no further action was required by the HSE in respect of this incident.

5.0 RISK MANAGEMENT

- 5.1 Failure to achieve appropriate health and safety management standards would leave the Council exposed to significant risks and actual costs. For example:

- There are significant financial risks
- Legal - risk of enforcement action, prosecution and civil actions
- Business continuity - loss of service, temporary service provisions
- Health and safety of employees, service users and others
- Damage to reputation

6.0 EQUALITY AND DIVERSITY

- 6.1 Adoption of good health and safety management arrangements has a positive impact on equality and diversity because appropriate emphasis is placed on the needs of vulnerable groups and individuals.

COUNCILLOR JOHN SMITH CABINET MEMBER FOR FINANCE AND CORPORATE AFFAIRS

List of Background Papers:-

None

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OCCUPATIONAL HEALTH AND SAFETY

NATIONAL AGENDA AND STRATEGIES

A Government commissioned review of the health of the working age population (The "Black Review") was published in 2008. This has led to the development of a national agenda with cross party support, which has the following key principles and aims:

- Prevention of ill health through good design and management of jobs and promotion of health and well-being;
- Early intervention, treatment, rehabilitation and support for those who develop a health condition;
- Extending rehabilitation and support to those who are out of work because they suffer ill health, so that everybody with the potential to work has the support that they need in order to take up employment;
- A public sector that leads by example.

There remains an active agenda and information is available at the Health, Work and Well-being website. This can be accessed through the following link:

<http://www.dwp.gov.uk/health-work-and-well-being/>

Health and Safety of Great Britain: Be part of the solution

A national strategy "Health and Safety of Great Britain: Be part of the solution" was published in 2009. The HSE has reconfirmed its commitment to the strategy in light of the current financial landscape, with the statement that "good health and safety is good business".

The strategy has four objectives:

- To reduce the number of work-related fatalities, injuries and cases of ill health;
- To gain widespread commitment and recognition of what real health and safety is about;
- To motivate all those in the health and safety system as to how they can contribute to improved health and safety performance;
- To ensure that those who fail in their health and safety duties are held to account.

It identifies the following key themes:

- The need for strong leadership
- Building competence
- Involving the workforce
- Creating healthier, safer workplaces
- Customising support for small and medium sized enterprises

- Avoiding catastrophe

More information on the strategy is available on the HSE website. This can be accessed through the following link:

<http://www.hse.gov.uk/strategy/index.htm>

Government Reviews of the National Health and Safety Management System

The coalition government commissioned two reviews in light of perceived negative perceptions of the health and safety system. In particular, concerns were expressed over unnecessary bureaucracy, risk aversion and excessive litigation. The Young Review published its findings and recommendations in October 2010, whilst the Lofstedt review was published in November 2011.

Whilst many of the concerns were found to be due to perception rather than bad practice or failings within the system, the reviews have led to on-going active development at a national level. Key development areas include:

- Re-emphasis on the continuing importance that the Government places on health and safety management
- Focusing enforcement on higher risk businesses
- Focussing health and safety management interventions on genuinely significant risks (this has been, and continues to be, the focus of the Council's Health and Safety Policy)
- Development of systems by the HSE to provide practical and simple assistance for employers in managing health and safety in lower risk environments such as offices
- Clarification of the requirements that are placed on employers e.g. through a review of Approved Codes of Practice
- Simplifying and streamlining Regulations, with a view to removing old and redundant legislation and avoiding repetition within the system
- Rebalancing the civil litigation system with a view to avoiding opportunistic and unhelpful claims
- Setting up of a national register of accredited Health and Safety Consultants

More information on the reviews can be accessed through the following link:

<http://www.dwp.gov.uk/policy/health-and-safety/>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Changes in reporting requirements with effect from 1 October 2013

Changes have been introduced with the intention of simplifying the reporting requirements in the following areas:

- The classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries'
- The existing schedule detailing 47 types of industrial disease is being replaced with eight categories of reportable work-related illness
- Fewer types of 'dangerous occurrence' will require reporting

There are no significant changes to the reporting requirements for:

- Fatal accidents
- Accidents to non-workers (members of the public)
- Accidents which result in the incapacitation of a worker for more than seven days

Recording requirements will remain broadly unchanged, including the requirement to record accidents resulting in the incapacitation of a worker for more than three days. Information on the reporting requirements can be accessed through the following link:

<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

Three Year Work Plan (January 2013 to December 2016)

Achieve the vision through:	Actions	Added value and outcomes	Progress and future actions
Section 1: Developing leadership, ownership and culture			
1. Occupational Health and Safety Policy	<p>Seek agreement of draft Health and Safety Policy and further develop to include mainstreaming arrangements</p> <p>Review Corporate Policy in light of current developments</p>	<p>Visible on-going commitment to maintaining up to date management structures and arrangements</p> <p>Clear structures and arrangements</p>	<p>The Policy was adopted in January 2013</p> <p>The Policy will be reviewed again in January 2014</p>
2. Higher management representation	<p>Agree health and safety representation on SLT</p> <p>Engage with the Elected Member portfolio holder for Health and Safety</p> <p>Gain commitment to include health, safety and wellbeing topics within the Leaders Blog</p>	<p>Clear and visible commitment</p> <p>Assurance that health, safety and wellbeing are considered within high level decision making processes</p> <p>Clear and visible commitment</p> <p>Assurance that health, safety and wellbeing are considered within high level decision making processes</p>	<p>The Executive Director for Resources, Mike Owen, has taken on the health and safety lead role on Senior Leadership Team. This role has the responsibility for ensuring that health and safety receives appropriate consideration within Senior Management Team.</p> <p>Councillor John Smith, Deputy Leader - Finance and Corporate Affairs, is the Elected Member with the portfolio for Health and Safety.</p>

3. Health and Safety Co-ordinators Group	Review the remit, membership, support and reporting arrangements of the group	Clear roles and areas of responsibility – Co-ordination between the centre and departments	The role, remit and membership of the group was reviewed in January 2013.
<i>Mainstreaming health, safety and wellbeing within day to day business</i>			
4. Procurement and external service delivery	Integrate health, safety and wellbeing into existing and future procurement procedures Review liabilities within different service delivery models	Clear requirements, roles and responsibilities at all stages of procurement and service delivery. Ensuring that appropriate management arrangements are put in place for each service delivery model used by the Council.	It has been agreed that the central health and safety team and strategic procurement teams will carry out a joint review.
5. Competencies	Develop core health, safety and wellbeing competencies and ensure that health, safety and wellbeing development needs are integrated into the employee and team review processes.	Managers and employees who give full consideration to health, safety and wellbeing in the course of day to day decision making. Health, safety and wellbeing needs taken into account within local training plans. A culture that recognises the benefits to the business of good practice and ownership of health and safety.	A project looking at the development of Bury Behaviours has been undertaken and the resultant agreed behaviours are due to be rolled out from September onwards. Consideration has been given to health and safety within the process and specific behaviours have been agreed as a consequence of this. Further work on the development of health, safety and wellbeing competencies to sit alongside the behaviours will take place.
6. Impact assessments	Develop health and safety impact assessments into decision making processes	Health, safety and wellbeing are appropriately considered within relevant decision making processes. The organisation and managers giving full consideration to health and safety risks	Arrangements have been drafted for inclusion on reports to Senior Leadership Team and Cabinet.

<p>7. Job demands</p>	<p>Build job demands into recruitment & selection and other relevant process e.g. OH referrals, stress risk assessment</p>	<p>Management arrangements that are designed to provide appropriate control with regard to job demands and needs</p>	<p>Completed Job Demands Assessment forms are being used during recruitment so that prospective employees have a fuller understanding of the required demands and so any fitness to work assessments that may be required through Occupational Health are better informed.</p> <p>The way that management referrals to Occupational Health are triggered has been revised. A completed Job Demands Assessment form, along with the Job Description, Person Specification and other relevant documentation are now required. This provides a more detailed breakdown of what is actually entailed in a job requires in practice.</p>
<p>8. Health and safety risks</p>	<p>Ensure health, safety and wellbeing is incorporated and appropriately prioritised within the corporate risk register</p>	<p>The organisation and managers taking full consideration of health and safety risks</p>	<p>Health and safety has been prioritised within the corporate risk register.</p>
<p>9. Training</p>	<p>Continue to deliver manager training as agreed and build on this success – gather feedback and identify follow up sessions</p> <p>Carry out training needs analysis across the Council assess delivery options and procure as appropriate</p> <p>Training may include:</p> <ul style="list-style-type: none"> • Mandatory e-learning training • Training for Members, Senior Managers and Managers • Mandatory induction training (including agency staff) – get health, safety and wellbeing information (e.g. video, DVDs, leaflets, new starter packs, 	<p>Increased levels of competency across the organisation</p> <p>Increased understanding of health, safety and wellbeing requirements and needs (assisting in dispelling “myths” over disproportionate demands and in improving health and safety culture)</p> <p>Managers able to self-manage freeing health and safety practitioner time so that a better balance can be achieved between planned work (initiatives, projects, auditing and monitoring) and reactive demands within professional support services.</p> <p>Development of benchmark standards and</p>	<p>The first phase of training has been completed. This consisted of a three day training programme for managers with responsibilities in areas assessed as medium to high risk. Courses will continue to be provided from time to time to meet future needs.</p> <p>The second phase, consisting of a two day courses for managers with responsibility for lower risk areas is currently being rolled out.</p> <p>Arrangements are being made to provide training for members of Senior Leadership Team.</p>

	<p>checklists) out to people – with clear senior management buy-in and support e.g. in The Chief Executive’s or Deputy Chief Executive’s name.</p> <ul style="list-style-type: none"> • Targeting new starters and newly promoted staff with mandatory training • “Toolbox Talks” <p>Other actions:</p> <ul style="list-style-type: none"> • Continue to use and develop effective training evaluation and feedback • Review quality of training and outputs through data analysis and feedback • Actively promote training/workshops to target specific needs (look to commission if specialist) 	<p>training records that will assist in demonstrating competency (of individuals and across the organisation)</p> <p>Health, safety and wellbeing needs integrated into corporate training plans.</p> <p>On-going promotion and refresher training at local/team level through “Toolbox Talks”</p> <p>A culture which recognises the benefits to the business of good practice and ownership of health and safety.</p>	
<p>10. Promotion of health, safety and wellbeing</p>	<p>Plan events/Road shows periodically</p> <p>Link in with other events</p> <p>Develop a bank of creative publicity material</p> <p>Develop a timetable for campaigns (email, team talk, events etc.) and plan as appropriate</p>	<p>Increased levels of awareness through on-going promotion of health, safety and wellbeing arrangements, responsibilities, initiatives and developments.</p> <p>Improved clarity and user “buy in”</p> <p>A culture which recognises the benefits to the business of good practice and ownership of health and safety.</p>	<p>A health and safety poster has been displayed across the Council to provide information and reminders on good health and safety practice (see below). An article has been placed in “Team talk” covering health and safety management and the customer satisfaction survey and subsequent news letter (see action area 21) have been circulated electronically with the effect of keeping health and safety as a “live” issue.</p> <p>Practical promotional advice and tips on how to improve safety and wellbeing have been shared:</p> <ul style="list-style-type: none"> • Day to day safety • Sun awareness • Risk assessment following office moves

			<ul style="list-style-type: none"> Health and safety awareness workshops for all refuse collection operatives <p>The campaign will be on-going.</p>
11. Support	Provide managers with professional health, safety and wellbeing advice as appropriate	<p>Provision of advice, coaching, etc. to managers to assist in development of management processes and to deal with specific issues as they arise.</p> <p>“Hands on” support where specialist and/or independent input is required.</p>	On-going
12. Health and safety reporting, investigations and data	Develop existing reporting, recording and investigation processes	<p>Relevant performance information captured and recorded.</p> <p>Suitable investigations carried out in a timely manner in line with national core principles.</p> <p>Up to date data to enable management reporting and identification of hotspots</p>	<p>Arrangements for the initial triage of incidents, accidents and cases of work related ill health have been developed. This is currently being rolled out through the manager training programme and briefing sessions.</p> <p>Further work is taking place on administrative support arrangements and coordination with alternative reporting systems that exist within the Council and which could potentially receive reports that are relevant to health and safety management.</p> <p>A draft specification has been drawn up for an electronic reporting, recording and investigation system.</p>
13. Future developments	<p>Work with Trent replacement team to ensure future system fits the needs for health, safety and wellbeing. All data relating to health and safety training is recorded on Trent and reports are developed for analysis/action</p> <p>Recording process to include a simple investigation system that can</p>	<p>Core principles applied whilst minimising resource and time demands.</p> <p>Appropriate action taken relative to all reports</p> <p>Managers able to carry out the majority of investigations without additional support but with specialist support and coaching available when necessary.</p>	<p>An initial scoping process has been started to identify health and safety reporting needs. This will be followed with a review of reporting processes and procedures with a view to making best use of the available system.</p>

	be supported by health and safety practitioners through coaching, support, and direct involvement as appropriate.	<p>“Hands on” participation from Health and Safety Practitioners where specialist and/or independent input is appropriate or required.</p> <p>Records and information available should future claims and challenges arise.</p>	
14. Use of data	<p>Present analysis to SLT on a quarterly basis and to H&S JCC on a six monthly basis using existing information available from TRENT. Identify actions to be taken to address issues or trends.</p> <p>Use data available now to develop a range of KPI’s and monitor quarterly on PIMS</p> <p>Identify hotspots and take action as appropriate</p> <p>Benchmark data with other Local Authorities and share/consider actions that have proved successful</p>	<p>Performance monitored through a range of corporate and local health, safety and wellbeing Key Performance Indicators (KPIs)</p> <p>Agreed process for self/local assessment audits, checks and monitoring in place</p> <p>Monitor health, safety wellbeing arrangements.</p> <p>Hotspots and trends identified and priorities, developments and services tailored to reflect current and future risk priorities (informed through audits, data analysis, and training)</p>	<p>The proportion of managers having attended the 3 or 2 day training is to be adopted as a Key Performance Indicator (KPI).</p> <p>Further key performance indicators have been looked at but are not considered to be practical options at this stage. In particular, further consideration is to be given to the development of KPIs relating to risk assessments.</p>
15. Audit reporting and feedback	<p>Audit feedback to be presented to departmental management teams and SLT once available.</p> <p>See “Audits” in “Key themes and priorities”</p>	<p>Improved senior level knowledge and ownership of the health and safety standards that are achieved within departments and across the Council.</p>	<p>This action area is dependent on progress of action area 19.</p>
16. Communication	<p>Ensure an effective communication strategy is in place so that up to date and relevant information can be delivered.</p>	<p>Increased levels of awareness through on-going promoting of health, safety and wellbeing arrangements, responsibilities, initiatives and developments.</p>	<p>A communications strategy has been developed which provides:</p> <ul style="list-style-type: none"> • A “map” of the health and safety communication channels that exist within the Council • A strategic approach to health and safety

			communication with a view to ensuring that it is effective
Clear structures, roles and responsibilities			
17. Guidance and standards	<p>Specific suggestions relating to guidance and standards:</p> <ul style="list-style-type: none"> • Incorporate flowcharts to simplify documents and clarify “what you need to do now” • Develop clear structures, including diagrams and flowcharts • Develop roles and responsibilities • Review health, safety and wellbeing, first aid, and fire marshal duties/responsibilities in Job Descriptions – set organisational standards 	<p>Improved levels of understanding, awareness and buy-in.</p> <p>Develop clear, creative, attractive intranet pages and review/amend current content</p> <p>A culture which recognises the benefits to the business of good practice and ownership of health and safety.</p>	<p>The format and design of the health and safety intranet site has been reviewed. This includes an introduction by the Chief Executive and agreed formats for the standards and guidance that it contains.</p> <p>Work is on-going on updating of existing standards and guidance.</p>
Key themes and priorities			
18 Ensure that key priorities are identified and managed	<p>Work with the relevant professional services to review processes to ensure robust management arrangements are in place and are being monitored for the following themes:</p>	<p>Agreed standards in place to deal with key national, corporate and service priorities</p> <p>A culture which recognises the benefits to the business of good practice and ownership of health and safety</p> <p>Arrangements and guidance that cover the key themes that are viewed by customers as easy to access and user friendly in enabling them to meet agreed corporate standards</p> <p>All buildings meeting minimum standards of maintenance and management and best value being achieved within the available resources</p>	<p>Key national and local priorities have been identified.</p>

<p>A. National themes</p>	<p>Key national themes for local authorities:</p> <ul style="list-style-type: none"> • Construction • Transport • Contractors • Fire (see B, below) • Mental health problems • Musculoskeletal injuries • Waste management
<p>B. Organisational themes</p>	<p>Local themes:</p> <ul style="list-style-type: none"> • Procurement and management of contracts and contract delivery • Construction Design and Management compliance including procurement of construction projects (applicable to internal and external procurers and

There are existing arrangements and organisational standards. These will be reviewed on an on-going basis and this process will be informed by the auditing processes that have been developed (see action area 19, below).

Waste management working procedures and guidance for operatives have been refreshed. Guidance has been presented to operatives through briefing sessions.

The Health and Safety Executive (HSE) undertook a waste management inspection in April. Whilst no formal HSE action was required, an action plan was put in place based on their recommendations.

With regard to construction, the Construction (Design and Management) Regulations (CDM) are currently being reviewed, with an anticipated release date sometime in 2014. The Council's arrangements for managing construction projects will need to be reviewed once the new legislation has been produced.

CDM awareness training based around the current Regulations is on-going within the Department for Communities and Neighbourhoods.

"Ownership" issues are being progressed through the first section of this action plan "Developing leadership, ownership and culture" (Action areas 1 to 16) and section 2 "Clear structures, roles and responsibilities" (action area 17).

A specification for facilities management needs has been drawn up and work is continuing to review

<p>C. Service themes</p>	<p>providers) – see Construction under A.</p> <ul style="list-style-type: none"> • Review and development of facilities management models and specifications • Ownership issues • Ensure clear fire safety guidance is developed, updated and circulated as appropriate • Retained and new liabilities associated with changing delivery models <p>Ensure that all services have suitable risk assessments, working methods, arrangements and systems.</p>	<p>Local risk assessment process is in place, which feed into working methods and arrangements. (To include health surveillance.)</p>	<p>delivery arrangements.</p> <p>Procurement, contracts and contract delivery, together with retained and new liabilities are being progressed under action area 4.</p> <p>An interim review of intranet guidance and fire risk assessment and safety has been completed. A timetable for the review of the overall system is currently under development.</p> <p>On-going support to services as required.</p> <p>Departmental and local arrangements to be checked through monitoring and auditing processes.</p>
<p>19 Undertaking audits that support service improvements</p>	<p>Develop audit tool/standards</p> <p>Develop and carry out a programme of audits – set annual plan based on data/other factors.</p>	<p>Corporate and local auditing and monitoring arrangements aimed at identifying areas of good practice and areas where development is needed</p>	<p>Corporate arrangements for health and safety auditing have been adopted. These provide several layers of auditing and monitoring activity:</p> <ul style="list-style-type: none"> • Routine “in service” monitoring and review arrangements – internal checks • Independent auditing of services • Independent auditing of departments • “Top tier” audits of SLT • Occasional thematic auditing of specific health and safety management systems and arrangements e.g. fire safety, stress, asbestos management <p>Departmental audits will be rolled out over the course of 2013/14, with first audits due to take place within Chief Executives before the end of 2013.</p>

			Auditing has started to take place within the borough's schools.
20 Annual reports	Prepare an Annual Health and Safety Report to summarise the years activities and monitoring activities	Current annual reporting arrangements supplemented through increased activity and feedback	On-going
21 Customer surveys	Customer surveys of health and safety support services	Health and safety service developments and value of health and safety support reflected through customer feedback	<p>A customer satisfaction survey was carried out in April 2013 and the outcome was summarised and shared with managers and employees through an electronic newsletter.</p> <p>Feedback was largely positive but there were some comments that have been taken on board with a view to further improving the service.</p>

STATISTICAL DATA

SICKNESS ABSENCE

Table 1: Data on Absences for 2012/13 – All Departments

Absence Reason Category	Number of Absences	% Of Absence	Time Lost (1000 Hours)	% Time Lost	Cost* (£1000)	% of Cost*
Musculo-skeletal	1260	9	120	22	975	19
Chest and respiratory	1285	9	38	7	392	8
Disability related	188	1	43	8	300	6
Eye, ear, nose and mouth/dental	1051	8	21	4	244	5
Genito-urinary/gynaecological	310	2	22	4	227	4
Heart, blood pressure and circulation	139	1	17	3	110	2
Infections	2678	20	52	10	551	11
Neurological	826	6	14	2	160	3
Stomach, liver, kidney and digestion	3617	26	49	9	547	11
Mental health**	814	6	125	23	1,198	23
Other	1505	11	46	8	456	9
Total	13673		547		5,160	

BV12*** (by year)						
2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07
9.27	9.38	10.20	11.04	11.56	10.90	10.97

Notes:
 "Year" refers to the inclusive period April to March.
 *Salary paid during period of absence
 ** Mental health includes conditions relating to stress, depression, mental health, mental fatigue, etc.
 *** BV12 is a national measure for absence in the public sector; it is calculated by dividing the number of full time equivalent days lost by the average number of full time equivalent employees over a given year. It excludes casual, fixed term and temporary staff that have less than 1 year service.

Table 1 on provides information on absences from work. The following trends are evident:

- The BV12 indicator has decreased year on year since 2008/09 (to 9.27 in 2012/13 from 11.56 in 08/09)
- Overall absence costs increased over the period 2011/12 to 2012/13
- Mental health and musculoskeletal conditions are associated with the highest proportions of days lost and salary costs. The highest numbers of absences are associated with conditions relating to "stomach, liver, kidney and digestion" and infections
- Government research has found that about 25% of working days lost to ill health are work related. This would indicate that the Council was likely to have paid around £1.3 million in salaries during periods of absence because of work related ill-health in 2012/13
- There were increased salary costs during absence associated with mental health (£1.20 Million in 2012/13 from £1.17 Million in 2011/12) and musculoskeletal absences (£0.98 Million in 2012/13 from £ 0.86 Million in 2011/12)

There is significant variation between departments in the absence reasons that are associated with absences. The Chief Executive's and Children's Services departments align closely to the corporate trends. However, in Adult Care Services and Environment and Development Services (now Department of Communities and Neighbourhoods) musculoskeletal conditions account for more lost time and are associated with higher salary costs than is the case for mental health conditions. In Adult Care Services, there are also significantly higher levels of absence and salary costs associated with disability related absence than is the case in the other departments (this accounts for more lost time, although lower salary costs, than mental health conditions).

The different causes of absence between departments indicate work factors are likely to be impacting. Work related factors may include:

- Causative factors
- Differences in the nature of work which dictates which health conditions have the greatest impact on ability to work
- Culture

The impact of work factors on absences may indicate that there is continued potential to influence absence through actions designed to prevent work related ill health and through action to support individuals at work.

National statistics compiled by the HSE indicate that ill health accounts for 43% of health and safety incidents, 84% of the related sickness absence, and over 99% of work related deaths per year.

ACCIDENTS AND INCIDENTS

Table 2 Reports made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

<i>Reportable Accident rates per 10 000 – Employees:</i>					
	Rate for Bury Council by year/(National Rate – incidents reported under RIDDOR)				
	2008/09	2009/10	2010/11	2011/12	2012/13
Fatalities	0 (0.06)	0 (0.05)	0 (0.06)	0 (0.06)	0
Absence of 3 days or more	58.7 (39.8)	63.9 (37.2)	56.3 (36.3)	51.4 (35.6)	52.7

Note:

National rates are based on reports to the HSE and Environmental Health Services under the Reporting of Injuries, Diseases and dangerous Occurrences Regulations (RIDDOR), which require incidents meeting specified criteria to be reported.

2011/12 is the most recent year for which confirmed statistics are available.

The figures obtained from the Labour Force Survey suggest that RIDDOR reports represent approximately half of the actual number of incidents that should be reported.

In 2012/13, there has been an increase in the rates of reportable incidents causing 3, or more, days of absence from work. However, this is only a minor change and is significantly less, at 52.7, than the peak level of 63.9 in 2009/10. Whilst the Council's rates appear to be higher than the national rate, this should be viewed in context against national under reporting (see the notes accompanying table 2). There may be various local factors that affect reporting rates, for example good adherence to reporting procedures. Overall, there would appear to be a downward trend since the peak shown in 2009/10.

Table 3 Internal reporting: Incident trends

Nature of incident	Proportion of the total reports		
	2010/11	2011/12	2012/13
Slips, trips, and falls	26%	29%	25%
Incidents of assault, behavioural incidents, abuse, intimidation	26%	25%	18%
Collisions and entrapments	19%	16%	11%
Injuries sustained during lifting, carrying, moving, handling	8%	6%	5%
Cuts and contact with sharp objects	5%	6%	5%
Exposures to harmful agents including heat, electricity and chemicals	2%	1%	3%
<i>Note minor categories are not included, so columns do not add up to 100%</i>			

The internal reporting system covers all incidents, irrespective of whether or not they meet the national reporting criteria. Table 3 provides information on the general trends:

Slips, trips and falls represent the highest proportion of reports. The majority of these involve slips and falls on one level. Over 50% of these reports do not identify any causative factors. The ground or floor surface is indicated as contributory in 8%, ice in 10%, and water in 26% of these incidents. Several of these incidents met the criteria for RIDDOR reporting.

Those slip, trip, fall incidents for which contributing factors were identified, show the importance of continued action and maintenance to protect against future accidents. Guidance on managing slips and trips can be found on the health and safety intranet site.

The majority of incidents of assault, behavioural factors, abuse, and intimidation are received from two main sources – Adult Care Services and Children’s Services (Schools), these generally relate to client behaviours and are handled and managed using local procedures that are designed to take the nature of clients in mind. This said, some significant issues have arisen across the borough in various locations. Guidance on managing risks can be found on the Corporate Human Resources Intranet under Anti-Social Behaviour.

Table 4 Insurance Claims

Year	Employers Liability			Public Liability		
	Claims (to nearest £100)	Claims relating to the year	Claims made within the year*	Claims (to nearest £100)	Claims relating to the year	Claims made within the year*
2001/02	87100	20	27	1704337	802	749
2002/03	151000	23	27	1674797	790	893
2003/04	143000	21	27	1582814	676	772
2004/05	94000	11	14	1154642	490	618
2005/06	91500	17	20	1067410	317	368
2006/07	184550	21	14	1614950	360	345
2007/08	126550	16	19	1306116	254	291
2008/09	164600	27	29	1301696	324	315
2009/10	137000	18	15	1353114	316	312
2010/11	941700	19	23	1359071	333	315
2011/12	151800	16	11	1218577	339	375
2012/13	172400	15	27	1796103	486	486

** May include claims for incidents in the preceding 3 years*

Claims can be initiated for a period of several years following an incident. This would usually mean that there would be little value in providing projected figures for the most recent year (2012/13). However figures have been included on this occasion because upward claim trends are already evident in relation to both Employee and Public liability. It is likely that further claims will be received that relate to 2012/13.

Departmental Developments and Work Plans

Adult Care Services (ACS) Aug 2013

1. The work of the Health & Safety board for Adult Care Services has continued over the last 12 months, covering all aspects for the department. The board continues to meet monthly.

Important H & S policies (Medications Policy and Physical Intervention) are undergoing a thorough review prior to approval at senior management team. Review work on the remaining policies has also continued.

2. The handypersons team continue to complete a lot of the day to day repairs for the units within ACS thus helping to maintain better building standards but also improved H & S awareness. The team have completed a 2 day electrical course, and will add a plumbing course in the coming months. This has taken up some of the H & S officers' time during the year but has enabled more on site visits to take place.

Significant work has been undertaken during the last 12 months which has several benefits

- Repairs / Maintenance / H & S problems are responded to much more quickly
 - Prevention works are now carried out
 - H & S checks are completed on a weekly cycle with more robust recording of tests and checks
3. The H & S officer has undertaken in house fire awareness and general H & S awareness training sessions and refresher sessions at most of our units.
 4. 42 managers or supervisors have attended and completed the Health & Safety in Successful Management training, (10 others are awaiting projects to be marked) which was a three-day course, delivered by Bury College. Managers who have not yet completed the course will be attending during the coming months.
 5. It is planned to review the Manual Handling policy and Infection Control policies over the coming months.
 6. Following the departmental moves from Castle Buildings to the Town Hall fire marshals and first aiders are being identified and familiarisation of procedures will take place for all staff.

Chief Executive's

Safety arrangements have been reviewed in the Town Hall following various accommodation changes within, and relocations to, the building over the last year or so.

A building users group has been set up to coordinate health and safety needs within the Town Hall across all the departments that share the accommodation. The group will meet regularly to ensure that safety arrangements are monitored, reviewed and updated as necessary.

The following health and safety audits are due to take place within the department before the end of 2013:

- A departmental audit
- A service specific audit of management of the markets

Children's Services Department H&S Plan - update

Department

Key Achievements:

- CS H&S Policy audited and reviewed
- Quarterly Dept H&S Committee meetings – development of action plan
- Quarterly H&S Divisional Group meetings:
 - Implementation of Risk Assessment Strategy, including:
 - i) identification of key risk areas
 - ii) production of Generic Risk Assessments
 - iii) development of Risk Registers
 - H&S Monitoring – Current Status Audit undertaken
- Development of Active Monitoring Arrangements, including Safety Tours of all CS premises
- Competency Framework reviewed & updated. Training Needs Analysis form provided as part of Employee Review.
- CS Managers (higher risk activities) attended 'H&S in Successful Management' training
- CS EVC's identified and attended training
- Dept H&S Intranet page set up and populated with CS specific H&S documents
- H&S Bulletin produced & disseminated to all CS staff

Planned action:

- Development of local service specific H&S Arrangements
- Development of SMART to be used to report/record staff accidents, incidents
- Implementation of Training Needs Analysis across CS
- Analysis of Current Status Monitoring forms

- Bulletin to be produced 3 x per year
- Analysis of reactive data to identify trends for absence
- Review Premises Management arrangements & responsibility for Health & Safety
- Key campaigns to be agreed via H&S Committee
- Schedule of annual Safety Tours of CS premises
- Monitoring of risk management arrangements

Schools

Key Achievements:

- Improved proactive support services to school (delivered via Level 2 of the Service Level Agreement)
- Support provided to schools to produce and implementation their H&S Management system
- On site bespoke consultancy support
- Quarterly School H&S Committee meeting – development of action plan
- Provision of Generic Risk Assessments specifically for schools
- School H&S intranet page set up and populated with school specific information
- SMART accident/incident electronic system setup for schools to report pupil accidents
- Provision of H&S IOSH accredited training for Primary Schools
- Provision of H&S training for Secondary schools
- Development of Core Competency Training for school staff
- Development of Core Competency Training for Governors
- Review & update of Competency Framework
- Analysis of Planner visits, identified gaps, produced report and action plan
- Feedback from Governors on Planner visit action
- Visit evaluations analysed & used to improve service
- Produced scenarios table to identify who responsible for H&S
- Active Monitoring arrangements implemented
- EV service monitoring with Rochdale MBC

Planned action

- Analysis of Governor Feedback from Planner visits
- Trends analysis of incidents reported on SMART
- Review of Management Handbook arrangements
- Provision of School specific Fire Risk Assessment
- Key Performance Indicators identified – to be implemented
- Monitoring of risk management arrangements
- Provision of Health & Safety Induction session for new Head Teachers
- School handbook for schools
- Monitoring of Educational Visits

DCN Health & Safety 2013 update

Over the past 7 months there are a number of areas that DCN have been working on and have now been completed:

Earlier this year CDM was identified as a requirement for Managers across services within DCN. Following an initial email communication highlighting the need for this training, several CDM training sessions were delivered to a variety of Managers across the department.

Work has been completed in identifying service areas which require different types of Health Surveillance; this information has been collated on a manageable spreadsheet, enabling DCN H&S in conjunction with the Occupational Health Unit identify the service requirements and implement a regular screening for employees involved.

The recent health surveillance exercise included Audiometry testing in identified hot spots and a Hepatitis A & B inoculation programme, involving services within Operational services at both depots.

The Health and Safety Adviser has supported Waste Management prior to a planned inspection by the HSE - delivering Manual Handling training, as well as giving guidance and support where needed. He has also supported Managers in investigating the 'cable strike' incident and followed up this investigation by supporting Managers to introduce measures to ensure the possibility of this incident happening in the future is significantly reduced.

The team has worked closely with Occupational Health and Well Being to look at the current Stress Risk Assessment, JA1s and Medical referral documentation ensuring it is fit for purpose and in an easy format for Managers to use without too much intervention from Occupational Health or HR.

Departmentally, over one hundred Managers and Supervisors attended and completed the Health & Safety in Successful Management training, which was a three-day course, delivered by Bury College. Feedback from this course was overall positive, many Managers finding it a refresher to previous training they had undertaken.

Planned DCN Health & Safety activities 2013/2014

Hand Arm Vibrations (HAVs)

HAVs training to be delivered to approximately 50 staff in the following services:

Ground Maintenance, Vehicle Workshops, Highway Network Services.

This will be a one-hour training session delivered by the Health and Safety Adviser. The training will enable an understanding of how the information collated by the HAVs calculator will determine precise usage times by individual members of staff.

A programme of HAVs Assessments will be carried out by the Occupational Health Unit.

A system is to be introduced to periodically test equipments across services.

Risk Assessments

A short Risk Assessment workshop has been developed for Library Managers and Supervisors to ensure they feel confident in completing the exercise within their services.

Spot check of Risk Assessment to take place throughout DCN, Operational services to be the priority. Information to be collated in a short Risk Assessment departmental report, advice to be given where necessary. Information to be inputted into Database.

1st Aiders

Database of all First Aiders and payments up to date, ensuring the correct amount are available in Knowsley Place and Bradfern (once developed)

Fire Marshals

Fire Marshal awareness and familiarisation for staff in Knowsley Place to be completed by Chief Fire Marshal and Bradfern (once developed)

Health Surveillance

Following the development of the Health Surveillance spreadsheet earlier this year, a rolling programme is to be set up with Occupational Health to ensure all current staff undergo Health surveillance in relation to their service requirements.

All new starters who are identified within these services will be required to attend a surveillance appointment shortly after they have started work with DCN.

Bradfern Depot

Health and Safety Adviser to support the move from Fernhill Depot to the improved Bradley Fold Depot, ensuring safe working practices are adhered to during this transition. Visits to take place, followed by regular progress reports.

Noise Monitoring

Following the noise measuring exercise completed by Environmental Health earlier this year, information will be collated and shared with Occupational Health. Further work to take place regarding correct PPE and toolbox talks to ensure staff are aware of the hazards of noise.

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REPORT FOR DECISION



DECISION MAKER:	CABINET
DATE:	18 DECEMBER 2013
SUBJECT:	SURPLUS LAND AND PROPERTY DISPOSAL STRATEGY
REPORT FROM:	LEADER OF THE COUNCIL
CONTACT OFFICER:	ALEX HOLLAND (HEAD OF PROPERTY & ASSET MANAGEMENT)
TYPE OF DECISION:	KEY DECISION
FREEDOM OF INFORMATION/STATUS:	This paper is within the public domain
SUMMARY:	This report outlines the keys points of a proposed strategy for the disposal of all land and property which is surplus to the requirements of the Council. A copy of the strategy is attached to this report.
OPTIONS & RECOMMENDED OPTION	<p>Option 1 To approve the contents of the strategy and specifically the ring fencing of a proportion of the capital receipts arising from the sale of property assets. It is proposed that the lesser of 25% of net capital receipts (receipts less direct disposal costs), or £100,000, obtained from the disposal of each surplus property will be reinvested in a property fund.</p> <p>Option 2 To approve the contents of the strategy, but not the proposed ring fencing of a proportion of capital receipts.</p> <p>Option 3 Not to approve either the contents of the report or the proposed ring fencing of receipts.</p> <p>Cabinet is recommended to approve Option 1.</p>
IMPLICATIONS:	
Corporate Aims/Policy Framework:	Do the proposals accord with the Policy Framework? Yes
Statement by the S151 Officer: Financial Implications and Risk Considerations:	<p>A robust disposals strategy is essential to ensure the Council makes optimum use of its asset base; identifying assets that are high cost, under-utilised, under-performing, or simply surplus to requirements.</p> <p>The proposed reinvestment of a proportion of receipts ensures a robust and sustainable approach to asset management going</p>

	forward.
Statement by Executive Director of Resources:	<p>It is essential that the Council makes best use of all assets including property and the aims of the proposed disposal strategy, to ensure that a strategic and corporate approach is taken to the holding, and disposal, of land and property are welcomed.</p> <p>It is also essential that area based approach is taken to public sector assets and so surplus Council assets will be offered to Team Bury partners and it is hoped that a reciprocal approach will be taken by those partners.</p>
Equality/Diversity implications:	None
Considered by Monitoring Officer:	Yes Comments
Wards Affected:	All
Scrutiny Interest:	Overview and Scrutiny

TRACKING/PROCESS

DIRECTOR:

Chief Executive/ Strategic Leadership Team	Cabinet Member/Chair	Ward Members	Partners
11.11.2013	yes		
Scrutiny Committee	Cabinet	Council	
	18.12.2013		

1.0 INTRODUCTION

1.1 The strategy essentially seeks to introduce a formal process for:

- the declaration of surplus assets
- the consideration of alternative uses for those assets by the Council and Team Bury partners
- corporate decision taking over the retention or disposal of assets, based upon objective business cases.

1.2 The proposed strategy has been considered and approved by the Property Strategy Group, at its meeting of 11th October, and subsequently by the Strategic Leadership Team, at its meeting of 11th November.

2.0 THE NEED FOR A STRATEGY

2.1 Historically when land and property assets have been deemed to be surplus to requirements they have been passed to the Estates team to sell, or used by the same department for another purpose. While these informal arrangements have ensured that assets are not simply left unused, they do not, however,

provide for decision making to be undertaken at a corporate level where an overview can be taken on potentially competing objectives.

- 2.2 While a capital receipt would be generated by the sale of a property asset on the open market, there may be a greater priority for it to be used by another service within the Council. Similarly, the Council's strategic objective to encourage the supply of affordable housing, either for sale or to let, may in some circumstances dictate that land should be transferred directly to a Registered Social Landlord and for less than market value.
- 2.3 The ongoing need to rationalise the Council's property portfolio, in order to reduce revenue costs, has increased the pace of land and property disposals considerably. This has highlighted the need for both improved information on disposal/re-use options to be provided, to aid the decision making process, and for those decisions to be taken at a more corporate level. The strategy provides a more structured approach for taking of decisions based upon objective criteria, where the benefits and opportunity costs of all of the available options are fully considered.

3.0 KEY POINTS OF THE STRATEGY

- 3.1 A copy of the strategy is attached to this report, however the key points are:
 - Services are encouraged to look critically at their use of property and, where possible, to release such assets for disposal.
 - Where properties have been declared surplus, their interim management will be undertaken by the Estates team and the ongoing running costs associated with such properties transferred accordingly.
 - The Head of Property & Asset Management will circulate details of released properties, including an assessment of market value, to members of the Council's Property Strategy Group and Team Bury partners. Expressions of interest in taking the property are to be submitted within a relatively short period of time, to be followed by a business case *for the Council*.
 - These business cases will be considered by the Leader of the Council, the Chief Executive and the Executive Director for Resources and a decision taken over the most favourable option for disposal, or re-use.
 - In the event that no expressions of interest are received, or that the business cases are not sufficiently robust, there will be a presumption towards selling the property on the open market.
 - It is proposed that the lesser of 25% of net capital receipts (receipts less direct disposal costs), or £100,000, obtained from the disposal of each surplus property will be reinvested in a property fund. These monies will be used to establish a fund for major capital repairs and improvements and green energy initiatives.

4.0 CONCLUSION

- 4.1 The strategy seeks to improve upon current arrangements for the disposal of land and property, or their re-use for other purposes, and provides a framework for informed decisions to be taken at a corporate level.

**COUNCILLOR MIKE CONNOLLY
LEADER OF THE COUNCIL**

Background documents:

The attached strategy paper.

For further information on the details of this report, please contact:

Alex Holland – Head of Property & Asset Management

Tel: 0161 253 5992

Email: a.holland@bury.gov.uk

Surplus Land and Property Disposal Strategy

Background

The Asset Management Plan, approved in April 2012, recognised that land and buildings, collectively referred to as property assets, are owned by the Council and not by individual departments. As such, decisions over the future use of them must be taken corporately and not by departments.

The need to reduce the Council's property running costs remains a vital part of the Council's Plan for Change strategy for the continued provision of front line services, against a backdrop of ever reducing financial resources. Finding ways to use less property and to dispose of surplus assets is therefore a key priority for the Council.

Releasing property that is no longer needed for a particular purpose can enable it to be re-used for a different Council use (or in delivery of a service by a partner). Alternatively, it can be used to generate either a capital receipt, or much needed revenue if it is leased.

The release of property assists the Council by both reducing running costs and management time and creating opportunities for investment by subsequent purchasers.

Plan for Change and the pro-active review of our property requirements mean that a large number of assets are being identified by services as surplus to their operational requirements.

Proposal

There needs to be clear and transparent decision-making process in proposing alternatives uses, or declaring properties surplus to the Council's requirements, when its current use ends. Attached is a procedure and flow chart setting out the process. It enables the Council to effectively manage the release of property, including interim management.

The arrangements seek to:

- Contribute positively to the financial requirements of the Council
- Provide a process for identifying surplus property
- Provide a process for proposing alternate uses
- Enable the programming of disposals
- Streamline arrangements for the interim management of property
- Identify resources required during the disposal process
- Improve retained properties for service delivery.

Purpose

The arrangements are intended to supplement and support the Council's Asset Management Plan. The guiding principles of the plan are that:

1. The optimum amount of property is held for the delivery of services.
2. All property will be fit for purpose and working environments at their optimum for staff to deliver services.
3. All property will be cost effective and environmentally sustainable.
4. All property will be flexible to accommodating changing methods of service delivery.
5. The management of property will be undertaken in line with corporate priorities, while also meeting the needs of service users.
6. The high costs of holding property are recognised by all decision makers within the Council and the greatest value for money is derived from these assets.

Review

It is proposed to review the effectiveness of this strategy at yearly intervals and implement any changes which have been considered and approved by the Property Strategy Group.

Procedure for declaring properties surplus

1. Property offered as surplus to current service use

The Property Strategy Group (PSG) departmental representative is to inform the Executive Director for Resources, the Cabinet Member for that service and the Head of Property and Asset Management when a property asset is no longer needed for its current Council service use. This must be done only after prior consultation with the representative's own Executive Director. The declaration is to include details of current use, running costs, issues and expected date of its availability.

2. Consultation period

The Head of Property & Asset Management is to circulate the details of the surplus property to Property Strategy Group members, Six Town Housing and other Team Bury partners. These will include NHS Bury, Pennine Care, GM Police, GM Fire & Rescue and Bury and Holy Cross Colleges. The details will include an initial desktop assessment of what the property might realistically achieve for sale on the open market and the timescale for achieving a sale.

Within a period of four weeks, Property Strategy Group representatives or Team Bury partners are to advise the Head of Property & Asset Management that either:

- (a) They have no interest in the property; or
- (b) They register an expression of interest for an alternative use by the Council, or a service partner.

3. Dealing with expressions of interest

In the event that expressions of interest are made, that service is to prepare an outline business case. The Council's Outline Business Case project documentation template should be used for this purpose. It must include details of Council service benefits that would be achieved compared to savings, receipts and other benefits that would be achieved through a disposal. The business case must include interim management or holding costs for the property likely to be incurred prior to re-use or disposal.

The business case must be accompanied by a statement of support from the Executive Director and the Cabinet Member responsible for that service area. It will be submitted to the Head of Property and Asset Management within a further month, or otherwise as agreed.

Where it is proposed to defer a sale or letting, e.g. land banking or where a property is deemed unsalable, this will be subject to the same business case and decision making process.

The Head of Property & Asset Management will coordinate discussion between members of the Property Strategy Group. This will inform decisions to release, retain or dispose of the property.

3. Decision Making

Where no service interest is expressed there will be a presumption to either sell, rent, or 'land bank' the property. This will be documented in a Decision Notice, to be signed by the Executive Director of Resources and the Head of Property & Asset Management.

Where an alternative use is proposed, the Head of Property & Asset Management is to present recommendations to the Leader of the Council, the Chief Executive and the Executive Director of Resources. The decision would be based upon the business case produced. In the event that it is felt by the Leader of the Council, the Chief Executive and the Executive Director of Resources that there is insufficient detail within the business case; the Head of Property & Asset Management will agree with the service representative a further time period for the case to be sufficiently developed. The process will then be repeated and a final decision made.

4. Monitoring

The disposals programme will continue to be monitored through monthly reports to the Capital Programme Management Group chaired by the Assistant Director of Finance and Efficiency. Updates will be provided as a standing item at PSG meetings. This will include a review of the length of time taken to dispose of property assets.

5. Interim Management of Surplus Property

When declaring property assets surplus, (independent of whether it is to be brought forward for sale or allocated for another use), actual ongoing costs of holding the property until the point of sale / rent are to be identified and agreed with the Head of Property & Asset Management. In the absence of agreement, a budget may be determined by the Executive Director of Resources in consultation with the service department.

Unless agreed to the contrary, there is a presumption that once a property has been declared surplus to existing service use and a budget agreed or determined, its interim management will be undertaken by the Council's Estates team and agreed budgets transferred accordingly.

7. Reinvestment of a Proportion of Receipts

It is proposed that the lesser of 25% of net capital receipts (receipts less direct disposal costs), or £100,000, obtained from the disposal of each surplus property will be reinvested in a property fund. The intention is for the fund to be developed and used to address major capital repairs, refurbishments and green energy initiatives.

Access to the Property Fund should be prioritised and allocated through Capital Strategy management. It would be gained through the application of criteria to be agreed that directs investment into priorities for property across the Council.

Those properties which are governed and funded through ring-fenced and devolved formulaic budgets, such as Council Housing and schools, are to be excluded from these reinvestment arrangements.

8. Disposals

All disposals will be overseen by the Head of Property & Asset Management.

In deciding on a best course of action careful regards is given towards achieving best consideration.

In developing the Disposals programme account will be taken of

- Revenue savings available.
- Risks, disposal and holding costs of individual property holdings.
- Strategic importance.
- Redevelopment opportunities and potential regeneration benefits.
- The effect of releasing multiple opportunities at the same time.
- Saleability in a reasonable timeframe and level of capital receipt.

9. Other provisions

Inward investment

Attracting inward investment from Government Departments and other agencies is increasingly reliant on submitting bids, many of which have to be made within short timescales. These arrangements do not always fit with a planned approach to the release, retention and disposal of property. For this reason, service department are able to take advantage of potential bidding opportunities as and when they occur. Proposals will still be subject to satisfactory business case, as agreed with the Executive Director of Resources, and consultation via the Head of Property and Asset Management. Shortened timescales will be achieved by way of virtual meetings and communication that does not rely on meetings of the PSG.

Existing policies

All proposed changes of use of Council property will be considered as part of the corporate arrangements described within this document. However, due regard must be had to pre existing Council policies and approvals.

For example, arrangements agreed in 2010 for Sheltered Housing schemes to be turned into affordable housing sites.

De Minimus Exclusions

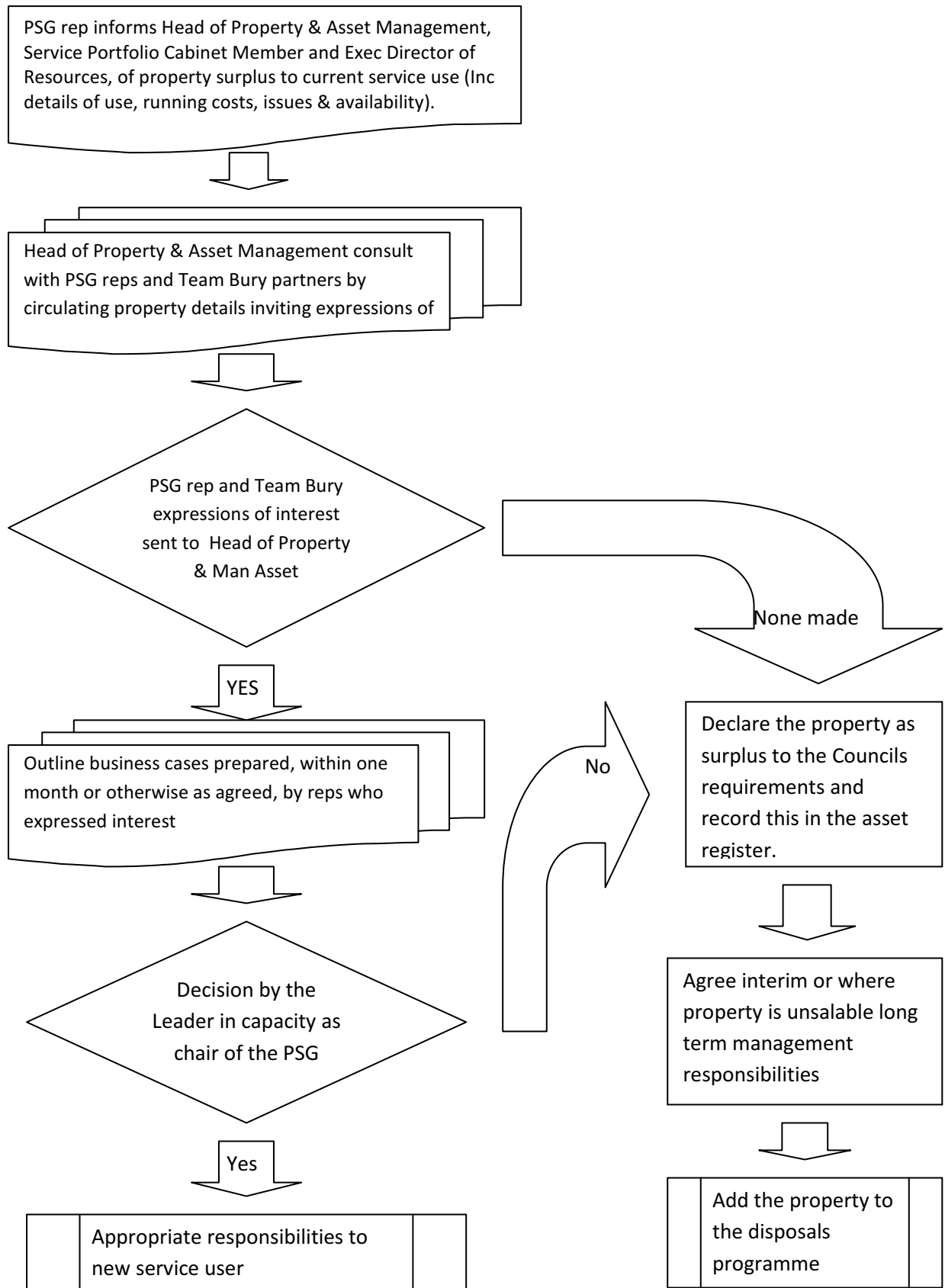
De minimus limits are to apply, to prevent officer time being expended on considering very small properties or pieces of land. Consequently those properties with a capital value of less than £20,000, or of a plot size of less than 30sq.ms, are also excluded from these arrangements. In the event of the de minimus limits applying there will be a presumption towards disposal. However, where it is known, or could be reasonably anticipated, that another Council service would be interested in the property concerned, the disposal arrangements shall apply.

29th October 2013

Prepared by the Head of Property and Asset Management

Corporate arrangements Surplus Property

Procedure flowchart



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