

## ***PLACE, ECONOMIC GROWTH AND ENVIRONMENT SCRUTINY BOARD***

### ***Overview & Scrutiny Committee Agenda***

Date Thursday 14 November 2024

Time 6.00 pm

Venue Lees Suite, Civic Centre, Oldham, West Street, Oldham, OL1 1NL

Notes 1. DECLARATIONS OF INTEREST- If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Alex Bougatef or Constitutional Services at least 24 hours in advance of the meeting.

2. CONTACT OFFICER for this agenda is Constitutional Services. Email [constitutional.services@oldham.gov.uk](mailto:constitutional.services@oldham.gov.uk)

3. PUBLIC QUESTIONS - Any Member of the public wishing to ask a question at the above meeting can do so only if a written copy of the question is submitted to the contact officer by 12 noon on Monday 11<sup>th</sup> November 2024.

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**MEMBERSHIP OF THE PLACE, ECONOMIC GROWTH AND ENVIRONMENT SCRUTINY BOARD**

Councillors Ghafoor, J. Hussain (Chair), Kouser, Malik, McLaren (Vice-Chair), Moores, Murphy, Sharp, Shuttleworth, Wilkinson and Williamson

Item No

- 1 Apologies For Absence
- 2 Urgent Business  
Urgent business, if any, introduced by the Chair
- 3 Declarations of Interest  
To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.
- 4 Public Question Time  
To receive Questions from the Public, in accordance with the Council's Constitution.
- 5 Minutes of Previous Place, Economic Growth and Environment Scrutiny Board Meeting (Pages 5 - 8)  
The Minutes of the Place, Economic Growth and Environment Scrutiny Board held on 3<sup>rd</sup> October 2024 are attached for approval.
- 6 Barriers to work (Pages 9 - 16)  
A presentation to be delivered by Employment and Skills Services on working differently to increase employment in Oldham.
- 7 Strategic Transport (Pages 17 - 18)  
An overview of the work areas across Strategic Transport, including how these fit into the GM picture and progress and delivery against Oldham's Transport Strategy aims.  
Presentation to be shared at the meeting.
- 8 Street Lighting Attachments Policy (Pages 19 - 66)  
Oldham Council's Street Lighting Attachments policy is attached and a presentation will be shared at the meeting.
- 9 Corporate Performance Report 2024/25 (Pages 67 - 104)  
Quarter 1 Corporate Performance Report (1<sup>st</sup> April – 30<sup>th</sup> June 2024)
- 10 Work Programme (Pages 105 - 110)
- 11 Key Decision Document (Pages 111 - 118)
- 12 Rule 13 and 14



**Oldham**  
Council

To consider any rule 13 or 14 decisions since the previous meeting.

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**Present:** Councillor J. Hussain (in the Chair)  
Councillors Ghafoor, Kouser, Malik, McLaren, Moores, Murphy,  
Sharp, Shuttleworth, Wilkinson and Williamson

Also in Attendance:

Councillor Taylor – Statutory Deputy Leader and Portfolio Holder  
for Decent Homes

Paul Clifford – Director of Economy

Nasir Dad – Director of Environment

Peter Richards – Assistant Director for Planning, Transport and  
Housing Delivery

Sophie Turner – Economy Directorate

Alex Vogel – Muse Place Ltd.

Peter Thompson – Constitutional Services

1           **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

2           **URGENT BUSINESS**

There were no items of urgent business received.

3           **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

4           **PUBLIC QUESTION TIME**

There were no public questions for this meeting of the Scrutiny  
Board to consider.

5           **MINUTES OF PREVIOUS PLACE, ECONOMIC GROWTH  
AND ENVIRONMENT SCRUTINY BOARD MEETING**

Resolved:

That the minutes of the meeting, of the Place, Economic Growth  
and Environment Scrutiny Board, held on 24<sup>th</sup> July 2024, be  
approved as a correct record.

6           **BUILDING CONTROL**

The Scrutiny Board received a report of the Director of  
Environment that provided Members with an update on the  
latest position regarding the national changes that have directly  
impacted on the Building Control profession and to inform  
members on how these changes had impacted on the Council's  
building control service, the current pressures, challenges, and  
of options for addressing the varying issues.

The Council's Building Control Service continues to operate in a  
challenging environment and unlike most regulatory services,  
both individuals and commercial developers have the choice  
and option to decide on whether to engage the services of the  
local authority or a private provider for any work that requires  
building regulation approval.

The Council is often referred to as the “inspector of last resort” as the Council has no choice over the work it receives, either by exercising its enforcement powers, or by having to receive work when a private provider can no longer complete the inspections and the work is “reverted back” to the Council to resolve.

Many other functions of the service, classed as statutory in nature, such as maintaining various registers and carrying out formal enforcement action where necessary, are not chargeable functions. The service also has to maintain an out of hours response to respond to concerns of dangerous buildings.

During the period 19<sup>th</sup> September 2023 to 18<sup>th</sup> September 2024 (1 year) the Council received 300 requests to carry out the full Building control function for a client/ homeowner. During the same period, the Council was informed of 570 initial notices from private building control providers who were acting on behalf of homeowners/ contractors carrying out works in Oldham. This showed, that in 12 months, the Council was only acting on 34% of all applications requiring Building Control supervision across the Borough, with the other 66% being supervised by the private sector.

Following the Grenfell tragedy, in 2017 and the independent review of Building Regulations and Fire Safety by Dame Judith Hackitt, published in May 2018, the Government established the Building Safety Regulator (BSR) as the Building Control Authority in England. The inquiry and the resulting changes strive to deliver improvement of the various building standards as well as to implement a new, more stringent, regulatory regime, introduce more powers to order remedial works and the use of enforcement ‘stop notices’.

The journey to change the way building control and construction projects are delivered continues; further changes will inevitably follow as the recommendations and actions outlined in the phase 2 enquiry report are introduced. There was an expectation that the Building Control function will return to a regulatory role, stop operating in the commercial world as well introducing a clear expectation through statutory reporting indicators, that the Council is taking appropriate enforcement against non-compliance.

In considering the report, in some detail, Members of the scrutiny Board commented that the new regime imposed, via legislation, more stringent requirements on individuals who practice as registered Building control officers and the local authority like others across the region is struggling to recruit fully qualified officers. There was a reliance on agency staff at the moment to deliver the service and this comes at an increased cost to the Council.

It was noted that more far-reaching enforcement powers were available with an expectation that they will be used. The current

staffing structure has three FTE Building Control Officer vacancies that are backfilled with agency staff and although the Council is looking to employ a trainee it is this immediate resource issue together with the changes to the legislative requirements that are causing concern as the service tries to respond to the issues it faces.

The meeting was advised that there is a national shortage of qualified building control officers with many leaving the profession and it is how the Council responds to this with attractive conditions, remuneration so that the structure in place can be fully staffed and the reliance on agency support reduced. Therefore, members sought to consider alternative approaches for additional recruitment of substantive officers, reduce reliance on agency staffing, reduce the overspend and ultimately, provide a viable service that is able to meet the new regulatory regime and the needs of local residents and developers.

Resolved:

1. That the report be noted.
2. That the alternative approaches, to successfully recruit staff to the Council's Building Control Service, be supported.
3. That the Director of Environment be requested to submit a report to the Scrutiny Board, in approximately six months, updating Members on the Building Control Service's staffing arrangements.

7

## **OLDHAM TOWN CENTRE DEVELOPMENT FRAMEWORK**

The Scrutiny Board considered a report of the Director of Economy regarding the emerging Oldham Town Centre Development Framework ('Creating a Better Place'), the programme to transform Oldham Town Centre, which included the delivery of 2,000 new homes. The Cabinet had previously approved the appointment of Muse Place Ltd as our long-term Strategic Delivery Partner at its meeting in June 2023, following an extensive OJEU compliant competitive procurement exercise. Representatives of Muse Place Ltd were in attendance at the Scrutiny Board to answer questions relating to the submitted report and the associated presentation.

Since this time, a Master Development Agreement (MDA) between the Council and Muse has been entered into in September 2023 and a Detailed Business Plan for the partnership was approved by the Council in March 2024.

A key element of the Detailed Business Plan covers how the core Town Centre housing sites, including the Civic Centre, Former Leisure Centre and Former Magistrates Court will be taken forward. The first stage of this is the production of a draft Town Centre Development Framework, which will help to guide future planning and development proposals in the Town Centre. A draft Town Centre Development Framework was consulted upon from 24<sup>th</sup> July until 11<sup>th</sup> September (seven weeks in total).

The draft Development Framework itself and the full range of consultation material was available to be viewed at <https://oldhamtownliving.co.uk>. The Scrutiny Board received a presentation which outlined some further detail of the Development Framework Community Conversation that took place over the seven-week period and provided a summary of the feedback received on the proposals through the public consultation.

The Scrutiny Board noted that a report on the feedback from the consultation exercises would be presented to the Council's Cabinet, seeking authorisation to proceed with the next stage of the works.

Members of the Scrutiny Board were supportive of the proposals detailed in the report and the presentation noting the improvements that would be seen across the Borough as a consequence.

Resolved:

1. That the Director of Economy's report be noted.
2. That the proposals detailed in the Director of Economy's report and the results of the consultation exercise be endorsed by the Committee and accordingly are recommended for the Cabinet to approve.

## 8 **WORK PROGRAMME**

The Scrutiny Board considered its Work Programme for 2024/25.

Resolved:

That the report be noted.

## 9 **KEY DECISION DOCUMENT**

The Scrutiny Panel gave consideration to the Key Decision Document which outlined key decisions that the Cabinet was due to take at its meeting on 14<sup>th</sup> October 2024 and at future meetings.

Resolved:

That the report be noted.

## 10 **RULE 13 AND 14**

The Chair advised that there was nothing to report in relation to this agenda item.

The meeting started at 6.00pm and ended at 7.10pm



# Working differently to increase employment in Oldham

## Employment and Skills Services

Jon Bloor – AD Employment and Skills

November 2024

# Unemployment statistics

## Labour Market Report - Unemployment



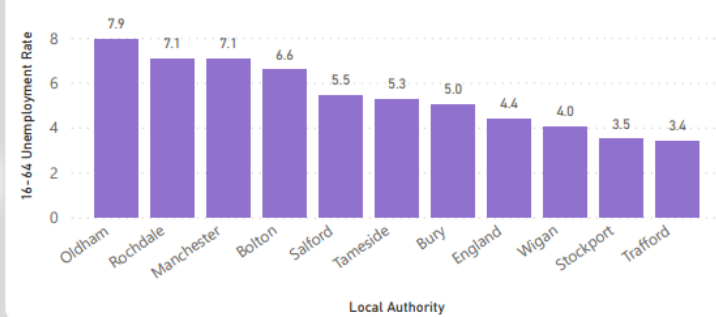
16-64 UC Claimants  
**11,855**

18-24 UC Claimants  
**1,885**

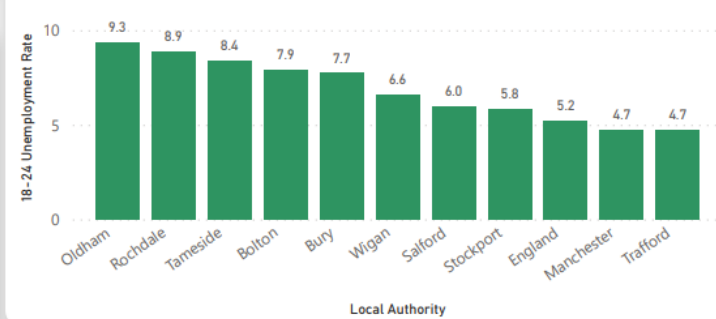
16-64 Unemployment Rate (%)  
**7.9**

18-24 Unemployment Rate (%)  
**9.3**

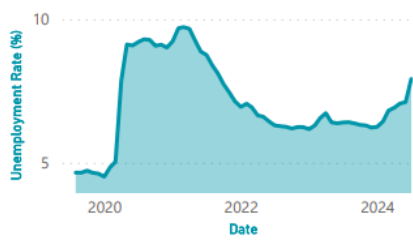
Unemployment Rate (16-64) % by Local Authority



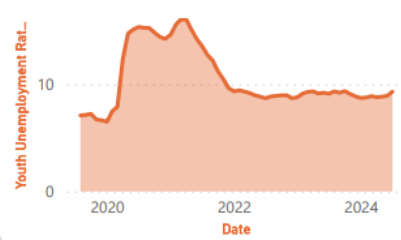
Unemployment Rate (18-24) % by Local Authority



16-64 Unemployment Rate Time Series - Oldham



18-24 Unemployment Rate Time Series - Oldham



- Oldham continues to have the highest unemployment rate in Oldham (All age and youth related).
- Youth unemployment remains steady but marked increase in the all-age group during 2024.
- Covid had a significant impact as has changes to Universal Credit conditionality.

# Universal Credit Changes 2020-2024

## UC claimants rise again with a new high reached in August 2024

Universal Credit (UC) claimants, Greater Manchester, January 2020 – August 2024

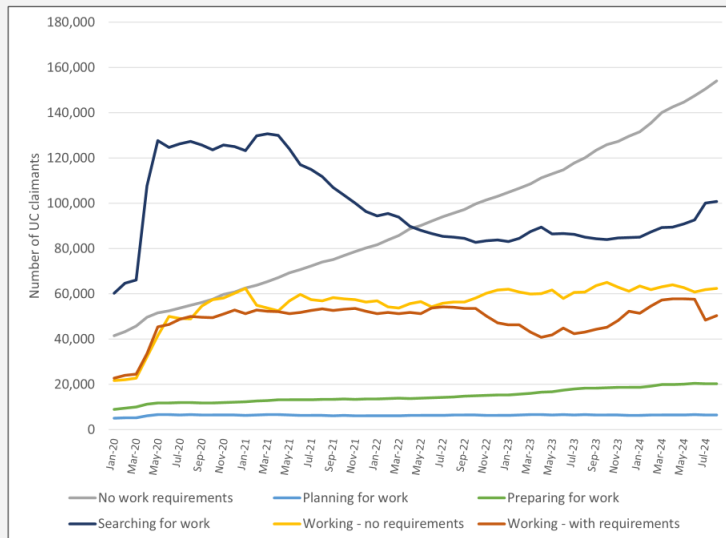
## UC claimant volumes have increased in every GM district

Universal Credit (UC) claimants, Greater Manchester districts, August 2023 and August 2024

- The number of residents who claim UC has risen in all GM

## Growing number of claimants have no work requirements

Conditionality regime of UC claimants, Greater Manchester, January 2020-August 2024



- The 'conditionality regime' for UC claimants refers to the requirements placed upon people in order to receive benefits.
- In August 2024, 154,097 claimants had no requirement to find work (39.0% of the total). This was higher than the number of claimants searching for work (100,820).
- The continued growth of UC claimants without any working requirements is the main trend over the pandemic and beyond – shown by the grey line on the chart.
- The number searching for work has been rising since October 2023 and saw a significant rise in July 2024 – nearly 8,000. This was mirrored by a sudden drop in the number working with requirements (though this has risen again in the latest month's data). This is likely related to the changes to the earnings threshold for full work search conditionality.

Source: DWP Stat Xplore

GMCA  
GREATER  
MANCHESTER  
COMBINED  
AUTHORITY

- Initial increase in UC claimants due to impact of Covid and economic fallout
- Quick recovery but above pre-pandemic levels.
- Secondary increase due to Universal Credit Claimant conditionally changes
- Across GM Universal Credit Claimants with no work conditionality has increased from 40,000 in 2020 to nearly 160k.
- This cohort has a range of issues that mean they are not mandated to find work (usually due to health/disability reasons).

# Barriers to employment

- Social mobility – movement in/out of Oldham – legacy impact of short term tenancies from 2008
- Right to work, language barriers, too far from the jobs market
- Lack of good employment opportunities – jobs and apprenticeships
- Poor physical health
- Disabilities/SEND
- Low mood/mental health/lack of confidence
- Low skills levels
- Economic drivers (concerns regarding transition from benefits, cost of childcare etc.)
- Sustainable employment opportunities (seasonal work)
- Caring responsibilities
- Poor networks – not knowing where to find jobs – no longer advertised in local papers.
- Choice
- New arrivals UK – rules about who can access public funds

# Strategic viewpoint

- **Employment and Skills Strategy**
  - Outstanding education and skills outcomes
  - Young people's progression into employment – linked to HM Government Youth Guarantee
  - Skills mapping – linking curriculum choice to local growth plans
  - Economic inactivity – supporting residents stay/return to work
  - Employers' role in the future curriculum
- Business Engagement/Supporting local businesses – need to connect residents to the vacancies
- Key opportunities: Atom Valley – 20k jobs; Green New Deal and Cyber/Digital growth sectors
- Manifesto Pledges
  - Skills England
  - Merging of JCP and NCS
  - Youth Guarantee
  - Technical Excellence Colleges
  - Universal Support

# Role of the Council

- **As a Civic leader**
  - Political Leadership – Setting clear goals through Corporate and Partnership Plans – Resident first.
  - Scrutiny Role – but not a direct commissioner
  - Economic Partnership – driving forward economic growth – Private sector led
  - Employment and Skills Board – bringing together all public sector funded agencies to deliver resident focussed outcomes
- **As a provider of externally funded employment support– The Get Oldham Working team supporting c. 5,100 residents a year of which 1,500 – 2000 progress into work and c2,200 into further learning.**
  - National Careers Service /Restart/ Support to Succeed
  - Corporate Parenting responsibilities; Youth Hub and Care Leaver additional support (now at risk due to funding)
  - Employer Support (recently supported recruitment for Egyptian Rooms, and outplacement support to Yodel, etc.)
  - Working Wardrobe – provision of clothing for interviews and for work
  - GOW Therapy – provision of mental health therapy to help progression into work
  - Low turnover of staff, high levels of CPD, Resident focus – aligned to civic Leadership. Lived experience and local to Oldham – support ongoing service improvement but dependent on winning contracts.
  - Engagement strategy – currently working with Family Hubs impact on effectiveness – not outreach for the sake of it!
- **As a provider of adult education – Lifelong Learning Service**
  - Delivery of Adult Skills provision - supporting c. 2400 adults across 22 centres (community and Council)
  - Lifelong Learning Tailored Learning Offer – supporting first rung learning for Oldham residents.
  - ESOL, ICT/Digital, Maths, English, Children and Adult Care pathways

# Role of the Council

- **As an employer**
  - To provide high quality employment opportunities to our residents across a wide skill set.
  - Business Development Support – create new jobs
  - Apprenticeships for Care Leavers
  - T-Level Work Placement Opportunities
- **As a change maker in the community**
  - **Creation of private sector jobs** – Egyptian Rooms – 42 vacancies (Front of House, Kitchen, Managers) – GOW provided recruitment support – 26 jobs for long term unemployed, 16 via GOW open recruitment – all residents of Oldham.
  - Local **support to GMCA funded Community Grant** providers- pre-employment/ learning support
  - **Working collaboratively with partners** to try to change delivery models within current contract restrictions and different departmental demands (Ingeus → LLS employment English pilot vs Ofsted Quality of Education)
  - **Use of social media channels** – GOW has a reach of 10k followers – 20k+ reach, LLS – 2.5k followers – 10k reach
  - **Alleviating Barriers project** – GOW engagement in community, deliver Step Up, 10-week work experience, bespoke level 2 in the Health and Social Care leading to guaranteed interview – provide child care and transport costs.
  - **Facilitate change** for hard to reach groups around recruitment practices – e.g. flexible jobs, job carving.

# Any Questions?





## Report to Place, Economic Growth and Environment Scrutiny Board

### Strategic Transport Update

**Portfolio Holder:**

Cllr Josh Charters, Deputy Cabinet Member for Bee Network Delivery

**Officer Contact:** Peter Richards, Assistant Director for Planning, Transport & Housing Delivery

**Report Author:** Eleanor Sykes, Strategic Transport Team Leader

**14 November 2024**

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#### Reason for Decision

The item is for information only.

#### Executive Summary

Providing an overview to Scrutiny Members of the work areas across Strategic Transport, including how these fit into the GM picture and progress and delivery against Oldham's Transport Strategy aims. Areas to be covered are as follows:

- **GM Local Transport Plan (LTP)**
  - Vision Zero
  - GM School Travel Strategy
  - Bee Network
  - Bus Franchising / Bus Network Reviews
- **Oldham Transport Strategy – Progress & Delivery**
  - Home to School Travel / Safer Routes to Schools / School Streets
  - Development of Local Cycling and Walking Infrastructure Plan (LCWIP)
  - City Region Sustainable Transport Settlement (CRSTS) 1 / 2
  - Activation Activity / Comms / Engagement

- 
- Electric Vehicle Charging Infrastructure (EVCI) Strategy / Action Plan
  - Town Centre Car Parking Action Plan
  - Bus Network Reviews / Bee Network Committee

### **Recommendations**

That the overview and updates across Strategic Transport be noted.

# Street Lighting Attachment Policy

18 November 2024

For Cabinet Approval

Comments and queries

Oldham Council welcomes comments and queries about this guidance note. The Council can be contacted as follows:

Street Lighting PFI Contract Monitoring Team  
Oldham Council  
Unit E2  
John Boyd Dunlop Drive  
Kingsway Business Park  
Rochdale  
OL16 4NG

(0161) 770 3646

[street.lighting@oldham.gov.uk](mailto:street.lighting@oldham.gov.uk)

[www.oldham.gov.uk](http://www.oldham.gov.uk)

**Revision History**

Version	Modification	Author	Date
1.0	Policy document for Cabinet approval	ASA	14/10/2024

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# 1. INTRODUCTION

## 1.1. Purpose of document

- 1.1.1. Oldham Council (the 'Council') recognises the contribution attachments such as seasonal decorations, banners, hanging baskets, CCTV, communications and traffic survey equipment to street lighting assets can make to our communities and local areas and the Council is committed to cooperating with residents and community groups to help ensure that all such installations are safe, secure, and meet legal requirements.
- 1.1.2. The Council is responsible for the management of over twenty-nine thousand (29,000) Street Lighting Apparatus, including illuminated highway signage. This Policy Statement sets out the requirements and core standards for the attachment of apparatus to street lighting and signing assets to ensure these assets can be maintained in a safe and reliable condition in line with the Council's corporate aims and priorities.
- 1.1.3. The main purpose of the Policy Statement is:
- To identify the Council's legal and operational duties and obligations to its customers/residents
  - To confirm the objectives
  - To set out management arrangements
- 1.1.4. The Highways Act 1980 (Section 178) requires that any person or group (the 'Applicant') who wishes to fix overhead apparatus over, along or across a road (including associated footways and verges) shall first obtain an Attachment Licence from the Highway Authority (the 'Council'). This policy sets out how consent can be obtained, the standards that shall be met and the general conditions that will apply for anyone looking to install any attachment(s) to street lighting assets in Oldham.

## 1.2. Objectives

- 1.2.1. Correct management of the attachment of Apparatus to street lighting and signing assets supports the following Council objectives:
- To maintain street lighting assets in a structurally and electrically safe operational condition
  - To reduce the risk of injury to people and damage to property
  - To ensure the effective and efficient use of Council resources and assets

## 1.3. Legislation, regulations, and codes of practice

- 1.3.1. In addition to this policy document, the attachment, installation, and removal of the apparatus to street lighting assets shall comply with:
- PLG06 Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments - Institution of Lighting Professionals (ILP)
  - Highways Act 1980



- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work Act 1974
- Construction Design and Management Regulations 2015
- The Electricity at Work Regulations
- BS7671: 2018 (18<sup>th</sup> Edition of the IEE Wiring Regulations)
- New Roads and Street Works Act (NRSWA) 1991
- Road Traffic Regulation Act 1984
- The Safety Code of Practice G39: Electrical Safety in the Planning, Installation, Commissioning and Maintenance of Public Lighting and other Street Furniture.
- Guide to Electrical Street Furniture - The Institution of Engineering and Technology (IET)
- Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Code of Practice
- General Data Protection Regulations (GDPR) 2018

## 1.4. Types of attachments

1.4.1. The following items may be attached to street lighting assets:

- Highway signage - see [Section 3](#)
- Event signage - see [Section 3](#)
- Temporary notices - see [Section 3](#)
- Royal British Legion Poppies – see [Section 3](#)
- Banners - see [Section 4](#)
- Bunting (buildings only) - see [Section 5](#)
- Hanging baskets - see [Section 6](#)
- Seasonal decorations - see [Section 7](#)
- Catenary wires (buildings only) - see [Section 8](#)
- Closed Circuit Television (CCTV) - see [Section 9](#)
- Traffic survey counters and cameras – see [Section 10](#)
- Communication apparatus - see [Section 11](#)

## 1.5. Exceptions

1.5.1. An Attachment Licence will not be granted in any of the following circumstances:

- Attachments to concrete, cast iron, aluminium, or glass-reinforced polyester (GRP) lighting columns, unless they are specifically designed for the wind and weight loading of the specified attachment.
- Where attachments use electrical components, they shall not be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- Existing attachments in place.
- Large signage >0.3m<sup>2</sup> mounted off-set to the column (all columns).
- Large signage >1.0 m<sup>2</sup> mounted symmetrically to the column (columns 8m and above).
- Bunting, flags, or catenary wires attached to any street lighting assets.
- Attachments fixed to wall-mounted lights, traffic signs, traffic signals, control pillars, or any other street furniture.

- Where the attachment relates to any form of advertising
- Where the attachment relates to any form of political material (other than official election notices)
- Attachments that obstruct or distract from a traffic signal or highway sign.

## 1.6. Street Lighting Private Finance Initiative (PFI)

- 1.6.1. Following the award of a 25-year Private Finance Initiative (PFI) contract in April 2011 to the Community Lighting Partnership (Oldham) Limited, the responsibility for approval of attachments to street lighting columns is now conducted on behalf of the Council by Community Lighting Partnership's day-to-day operating company, E.ON.
- 1.6.2. Accordingly, this document sets out the requirements of all attachments as required by the PFI contract and references to "Service Provider" shall mean Community Lighting Partnership (Oldham) Limited or their authorised agent, E.ON.
- 1.6.3. The Council and Service Provider reserves the right to refuse permission to attach any item to any street lighting asset which is considered to be unsuitable or not compliant with the PFI contract.

## 2. USE OF LIGHTING COLUMNS

### 2.1. General

- 2.1.1. Street lighting columns efficiently conduct their function of supporting street lighting apparatus. Modern lighting columns are not designed to carry additional loads such as those imposed by attachments. Moreover, corrosion (often internal and unseen) can significantly weaken columns over time, leading to collapse and the risk of injury to persons nearby or damage to property.
- 2.1.2. Attachments shall not be permitted to concrete columns nor to any aluminium columns (except where these have been specifically strengthened to support the proposed additional loadings).
- 2.1.3. Where Attachments use electrical components, they shall not be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- 2.1.4. Where an Attachment Licence is granted, the attachment shall be fixed to the shaft of the lighting column only and not to the lantern or any bracket. Attachments shall not be fixed to wall-mounted lights, traffic signs, traffic signals, control pillars, or any other street furniture.
- 2.1.5. Under no circumstances shall bunting or flags be attached to any lighting columns or assets due to imposed risk of failure.

## 2.2. Column types

2.2.1. All lighting columns in Oldham are classified as either standard or heavy duty with Table 1, below, showing which attachments are allowed on both column types.

Attachment	Column Type	Column Height	Maximum Dimension	Position on Lighting Column
<b>No Waiting Parking Plate</b>	Standard & Heavy-duty	All	Area 0.1m <sup>2</sup>	Symmetrical
<b>Neighbourhood Watch Sign</b>	Standard & Heavy-duty	All	Area 0.15m <sup>2</sup>	Symmetrical
<b>Litter Bin</b>	Standard & Heavy-duty	All	600mm high x 400mm wide	Top 900mm above ground level
<b>Highway Sign</b>	Standard & Heavy-duty	6m	0.3m <sup>2</sup>	Offset
<b>Highway Sign</b>	Standard & Heavy-duty	8m and above	1.0m <sup>2</sup>	Symmetrical
<b>Temporary CCTV Camera (max 12 months)</b>	Standard & Heavy-duty	8m and above	0.226m <sup>2</sup> and 14kg mounted 0.5m from top of column	Maximum height above ground level 8m
<b>Seasonal Decorations</b>	Heavy-duty only	8m and above	2.0m high x 1.25m wide. Max weight 20kg	5m above ground level to lowest point
<b>Hanging Baskets (Two)</b>	Heavy-duty only	All	1.0m high (incl. wires/chains) x 0.75m dia. Max weight 20kg	Symmetrical 2.5m above ground level to lowest the point
<b>Banners (One)</b>	Heavy-duty only	8m and above	3.6m high x 0.9m wide	6.4m to top fixing of banner
<b>Permanent CCTV Camera (one) on offset bracket</b>	Heavy-duty only	8m and above	Size and weight 600mm diameter sphere. Max weight 17kg	Maximum height above ground level 8m
<b>Telecommunication</b>	Heavy-duty only	8m and above	Size and weight 300mm high x 75mm wide. Max weight 2.0kg	Maximum height above ground level 3m
<b>Environmental Monitoring Equipment (one) on offset bracket</b>	Heavy-duty only	8m and above	Size – 300mm long x 200mm wide x 200mm high. Max Weight – 2.0kg	Maximum height above ground level 8m

Table 1: Column Attachment Requirements

## 2.3. Heavy-duty columns

- 2.3.1. Where a heavy-duty is required to support the Attachment, the Applicant shall be responsible for covering all costs when upgrading from a standard variant column.

## 2.4. Deemed to comply columns (DTC)

- 2.4.1. At the start of the PFI, there were columns classified as 'deemed to comply' (DTC) these had more than ten (10) years of residual life remaining. The columns will be replaced during the Annual Investment Period (AIP) between April 2023 and March 2031 as they become life expired.
- 2.4.2. Due to the inability to confirm the structural conditions without a current test certificate we are unable to allow attachments on DTC columns.
- 2.4.3. Where the Applicant requests an attachment on a DTC column, then written confirmation from the column manufacturer stating the column has sufficient strength for the proposed additional loading over the design life of the column will be required before licence approval will be granted.
- 2.4.4. The Applicant shall provide a report from a professional organisation in conjunction with the Council, confirming that they have assessed the column and confirm that it has sufficient structural capacity for the proposed additional loading. The report shall contain the following information:
- Certification that the column has been assessed and has sufficient structural capacity for the proposed additional loading.
  - Details of the assessment method and a justification for its selection.
  - Specific details of the attachment considered in the assessment including, design, dimensions, windage, weight, mounting height, and fixing method.
  - Professional qualifications of the person who conducted the assessment.
  - The validity period for the assessment, this shall cover the proposed installation date but should not be more than thirty (30) months from the assessment.
  - Confirmation that the certification is covered by the required insurances (see [Section 13.6.](#)).

## 2.5. Lighting column replacement

- 2.5.1. The Council regularly replace lighting columns as they near the end of their functional lives. When preparing programmes for column replacement in the main footfall area of a settlement, the Service Provider will consult with parish councils or other appropriate community groups when considering if there are locations where strengthened columns should be provided.
- 2.5.2. Requests for the replacement of a column not at the end of its functional life with a heavy-duty strengthened column will only be considered where the Applicant is prepared to meet the full cost of replacement.

## 2.6. Fixings

- 2.6.1. Once approved, the attachment shall be secured by means of stainless or galvanized steel fixings, of an appropriate size and type with a five (5) millimetre thick neoprene shield (or other approved insert) to avoid damage to the column surface or any protective treatment.

## 2.7. Removal

- 2.7.1. Upon termination of the Attachment Licence, the Applicant shall remove all attachments within five (5) working days unless stated otherwise within his policy.
- 2.7.2. The Applicant shall repair and make good any openings made in or damage to the lighting column by means agreed with the Street Lighting PFI Contract Monitoring Team and Service Provider.

## 2.8. Unauthorised attachments

- 2.8.1. Where any unlicensed attachments are identified they will be removed without notification by the Service Provider and taken to the Street Lighting PFI depot for collection. If not collected within thirty (30) days, the Service Provider will dispose them.

# 3. SIGNAGE

## 3.1. General

- 3.1.1. This section dealing with signage attachments shall be read in conjunction with [Section 2](#) of this document.

## 3.2. Highway signage

- 3.2.1. Applicants wishing to attach small signage to lighting columns shall ensure:
- Signage is compliant with Traffic Sign Regulations and General Directions (TSRGD).
  - No larger than 0.30m<sup>2</sup> in area mounted off-set to the column.
  - No larger than 1.00 m<sup>2</sup> in area mounted symmetrically to the column (8m and above).
  - No sharp edges, corners, or projections.
  - Minimum clearances (as shown in [Section 3.7.](#)) are maintained.
  - No other attachments already mounted on the lighting column.
  - Installation and removal are conducted in a safe manner.
  - It is accepted that the Council may remove and dispose of these signs, without notice, as and when it chooses.
- 3.2.2. All signage shall display an Oldham Council Reference Number (OCRN) on the back of each sign. The Council will provide the OCRN upon approval of the Attachment Licence.

### 3.3. Event signage

- 3.3.1. All directional event signage attached to street lighting assets require an Attachment Licence from the Council.
- 3.3.2. All temporary event signage shall be manufactured from flexible 'correx' type material, so it flexes as not to impose any additional wind loading on the lighting column to which it is secured.
- 3.3.3. The Applicant shall ensure the attachment shall be secured by means of plastic fixings (e.g., tie wraps), of an appropriate size and type, which should have no detrimental effect on the external finish of the asset to which it is secured.
- 3.3.4. The layout of all event signage shall be in accordance with TSRGD and approved by the Council Highways Team (via [highways@oldham.gov.uk](mailto:highways@oldham.gov.uk)) prior to applying for an Attachment Licence.
- 3.3.5. Under no circumstances should telephone numbers, internet addresses or other contact details be displayed on temporary traffic signs for special events.
- 3.3.6. Names of event sponsors should not be included unless similar events in the same area at the same time make such identification necessary for traffic management purposes. Dates and times should not normally be included since the signs are not intended to advertise an event but are for people who know about it and need guidance/direction to the site.
- 3.3.7. Event signage shall not be used on routes where there are already permanent local direction or tourist signs to the site, although for major events, it might be desirable to indicate other routes to assist traffic management.
- 3.3.8. The Council is the final arbiter of the signing appropriate for any event and may remove or re-site any signs which have not been approved, at the expense of the body which erected them.
- 3.3.9. Event signage will only be permitted a maximum of five (5) working days before the event takes place.
- 3.3.10. All event signage shall be removed within five (5) working days of completion of the event.

### 3.4. Housing development signage

- 3.4.1. All directional signage for sales visitors only, shall comply with diagram 2701 of TSRGD and contain the name of the site only with the house symbol. The signage shall make no reference to the Developer, number or type of housing being constructed.
- 3.4.2. Directional signage with the house symbol (for visitors), as prescribed by diagram 2701 of TSRGD, will only be permitted a maximum of five (5) working days before the completion of works to the development show home and the site is open to the public.

- 3.4.3. Signing will be permitted for a maximum duration of thirty (30) months or completion of the construction of the development, whichever is earlier.

### **3.5. Temporary notices**

- 3.5.1. Temporary notices are those usually no more than A4 in size, providing information in relation to legal notices, planning applications, roadworks, road closures and Council election notices. Due to the short-term nature of temporary notices, they do not require an Attachment Licence from the Council. For this policy, short term will be classed as a duration lasting no more than four (4) weeks.
- 3.5.2. Any other notices will be classed as un-authorised attachments and will be removed by the Service Provider without notification.
- 3.5.3. The period the temporary notices are attached to any street lighting and signage asset shall be keep to the minimum amount of time required.
- 3.5.4. Temporary notices shall be encapsulated inside transparent plastic material, so they are flexible as not to impose any additional wind loading on the asset to which it is secured.
- 3.5.5. The Applicant shall ensure the attachment is suitable and shall be secured by means of plastic fixings (e.g., tie wraps), of an appropriate size and type, which should have no detrimental effect on the external finish of the asset to which it is secured.
- 3.5.6. The Applicant shall, at their own expense, maintain the temporary notices and infrastructure in good repair throughout the period of operation, including its installation and removal. The Applicant shall conduct a weekly visual inspection of the temporary notices and to keep a log of such inspections.

### **3.6. Royal British Legion poppies**

- 3.6.1. The Council and Service Provider are fully supportive of attaching poppies to lighting columns as a mark of remembrance across the borough.
- 3.6.2. An Attachment Licence shall be made using the application form in Appendix B of this policy. The Applicant shall allow ten (10) working days for the processing of the application and shall not attach any poppies until an Attachment Licence is received.
- 3.6.3. To affix poppies to lighting columns you will need to follow the guidance below:
- List of lighting column numbers by road/street name.
  - Install above head height and ensure, if using plastic cable ties, that any excess is trimmed off.
  - When installing the poppies take appropriate care within the public highway to ensure safety of yourselves and other highway users.
  - Ladders shall not be placed against lighting column shafts and self-supporting ladders, free-standing platforms or mobile elevated work platforms shall be used as appropriate.



- Do not attach to columns or posts with other road signage already attached so that they cannot obstruct existing road signs.
- Ensure poppies do not obstruct visibility at junctions or signage on other posts/columns.
- No commercial advertising.

3.6.4. Should any issue with the siting be identified or reported, the Council may require the Applicant to remove the poppies with immediate effect.

3.6.5. The Applicant shall ensure the poppies are removed within five (5) working days of Remembrance Sunday or Remembrance Day, whichever is the latest.

### 3.7. Clearances

3.7.1. All signage attachments shall be set at a minimum height of 2.50 metres, no higher than three (3) metres above the footway level and a minimum clearance of 0.50 metres from the edge of the road (see [Figure 1](#)).

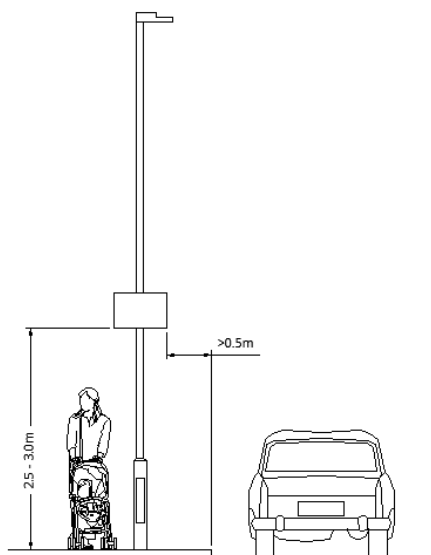


Figure 1: Clearances for column mounted signage

3.7.2. The Applicant shall ensure that the height of any attachment is not in conflict with or poses a hazard to pedestrians or other highway users and shall not obscure the visibility of other traffic signs or traffic signals.

### 3.8. Licence application

3.8.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for signage attachments:

- Full sign schedule with sign plate details.



## 4. BANNERS

### 4.1. General

- 4.1.1. This section dealing with banner attachments shall be read in conjunction with [Section 2](#) of this document.
- 4.1.2. Any person or organised group wishing to erect a banner above or across a public highway shall obtain an Attachment Licence from the Council as Highway Authority before doing so.
- 4.1.3. Banners shall only be permitted in association with sporting, cultural or community events or public service campaigns.
- 4.1.4. Advertising will not be permitted and banners featuring the name of a commercial organisation shall only be considered where the business name is an integral part of the event name.
- 4.1.5. Permanent banners erected as street artwork shall not be mounted on lighting columns unless these are specifically designed for this purpose.
- 4.1.6. Banners associated with an event shall not be erected more than five (5) working days in advance of the event and shall be removed no later than five (5) working days after the event has finished.
- 4.1.7. All banners shall be manufactured and supplied to the following specification:
- 780gsm blackout banner grade vinyl.
  - Tear strength 250 / 300 (WARP / WEFT) N.
  - Tensile strength 2700/3000 N/50mm.
  - Withstand weather conditions from -20c to +70c.
  - Fully recyclable.
- 4.1.8. The wording and / or display on all banners will need to be approved by the Council and in accordance with the conditions as outlined in [Section 1.5.1](#) of this document.
- 4.1.9. Given the above, all proposed wording and displays must be submitted as part of the application process and can only be displayed after permission, in writing, has been granted by the Council.

### 4.2. Column-mounted banners

- 4.2.1. All column-mounted banners shall be supported with an Oldham Council approved spring-loaded or flexible brackets system with clearances as shown in [Figure 2](#) maintained.
- 4.2.2. The Service Provider is approved for the provision and installation of banners on all street lighting assets located on Oldham highway network. The Service Provider can be contacted via:

E.ON  
 Unit E2  
 John Boyd Dunlop Drive  
 Kingsway Business Park  
 Rochdale  
 OL16 4NG

T: 0800 015 0452

E: [oandr.pfi@eonenergy.com](mailto:oandr.pfi@eonenergy.com)

- 4.2.3. The banners shall be mounted on banner arms, which will in turn be affixed to a bracket system in accordance with EN40.

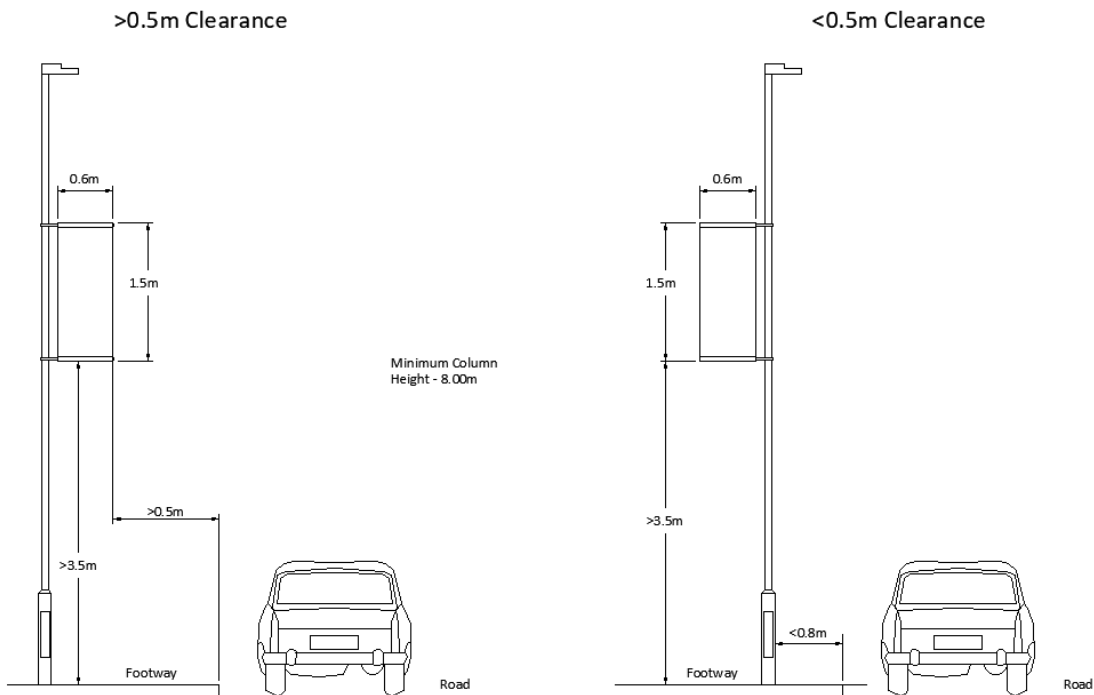


Figure 2: Clearances for column-mounted banners

- 4.2.4. The bracket system shall reduce wind loading on columns by up to 100% and shall work at wind speeds from 25mph up to 80mph.
- 4.2.5. If the wind becomes too extreme, then the banners shall be designed to fail (rip) purposefully so that the wind loading on the column does not become too onerous.
- 4.2.6. The bracket system shall use a spring system enabling the banner arms to flex upwards or downwards to allow the banner to flex outwards during windy periods.
- 4.2.7. The bracket system shall be mounted onto the lighting column using high quality tamtorque clips and five (5) millimetre thick neoprene shield (or other approved insert) shall be added to avoid damage to the column surface or any protective treatment. Once the banners are attached to the arms, they shall be secured using high-strength cable ties.
- 4.2.8. The Applicant shall enter into an agreement with the Council and Service Provider for the forward maintenance of the banner and mounting system with all costs covered by the Applicant.

- 4.2.9. The maintenance shall cover the following activities:
- Call out attendance to any damage banners or mounting system.
  - Take down and installation of replacement banners.
  - Lighting column inspection.
  - Any damage to lighting columns.

### 4.3. Clearances

- 4.3.1. Column-mounted banners shall maintain a minimum mounting height of 3.50 metres above the footway level and a minimum of 0.50m shall be maintained between the banner and the edge of the road (see [Figure 2](#)).
- 4.3.2. Banners will not be permitted to be attached to any lighting column under eight (8) metres due to the lack of available space on the column above the minimum mounting height.
- 4.3.3. The Applicant shall ensure that the height of any attachment is not in conflict with or pose a hazard to pedestrians or other highway users and shall not obscure the visibility of other traffic signs or traffic signals

### 4.4. Banners over the highway

- 4.4.1. Banners crossing streets shall be supported on catenary wires (see [Section 8](#)) and the clearances shown in [Figure 3](#) shall be maintained.
- 4.4.2. An Attachment Licence will not normally be granted for banners across a freight route.
- 4.4.3. Where permission is granted, the height of the vehicle clearance zone shall be 5.80 metres for non-freight routes.

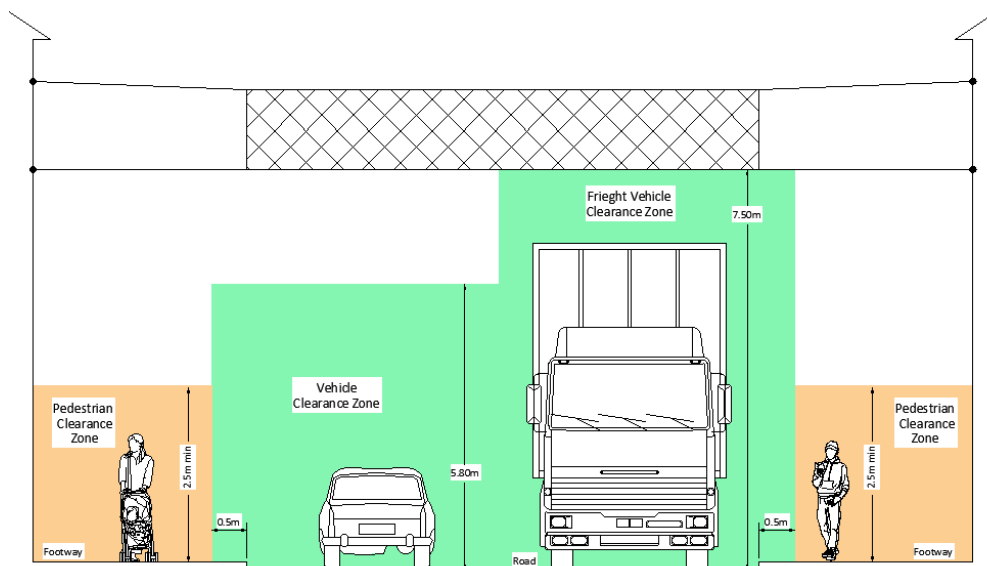


Figure 3: Clearances for banners mounted over the highway

## 4.5. Licence application

- 4.5.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for banner attachments:
- Banner size and artwork.
  - Banner material and specification.
  - Details of banner column fixings.
  - Details of banner fixings using catenary wires (see [Section 8](#)).

# 5. BUNTING AND FLAGS

## 5.1. General

- 5.1.1. A lightweight attachment such as bunting and flags can result in considerable extra load being exerted in a strong wind which can subsequently affect a column's structural stability leading to catastrophic failure, damage, injury, or death.
- 5.1.2. For safety reasons and imposed risk of asset failure, the Council will not allow attachment of bunting or flags to any Council owned street lighting assets.
- 5.1.3. Under the terms of the Council PFI contract the attachment of bunting and flags are prohibited, where they are found attached to lighting columns they will be removed without delay and returned to the Service Providers depot. The items will be held for thirty (30) days waiting collection at which point they will be disposed of.
- 5.1.4. The Council will only allow bunting above or across a public highway where it is connected to buildings. Where bunting is attached to buildings or other private property, permission shall be obtained from the owner.

## 5.2. Bunting over the highway

- 5.2.1. Bunting associated with an event shall not be erected more than five (5) working days in advance of the event and shall be removed no later than five (5) working days after the event.
- 5.2.2. Bunting shall be fixed to ensure that it cannot be pulled at any point to encroach into the pedestrian clearance zone nor the vehicle clearance zone shown in [Figures 4](#). The height of the pedestrian clearance zone should be increased to 3.40m where horse riders may be expected.
- 5.2.3. Permission will normally only be granted for fixing bunting over streets with a speed limit of thirty (30) miles per hour or less. Permission will not be granted for bunting across a freight route.
- 5.2.4. All bunting and its associated fixings shall be constructed from a material that would snap under excessive loading. The use of polypropylene rope, twine, or other materials to reinforce or support the bunting is not permitted.

- 5.2.5. Bunting shall be arranged with short distances between fixings and no catenary span should exceed twenty (20) metres. Long continuous lengths of bunting should be avoided. It should be fixed in sections so that a problem in one location does not affect other locations.

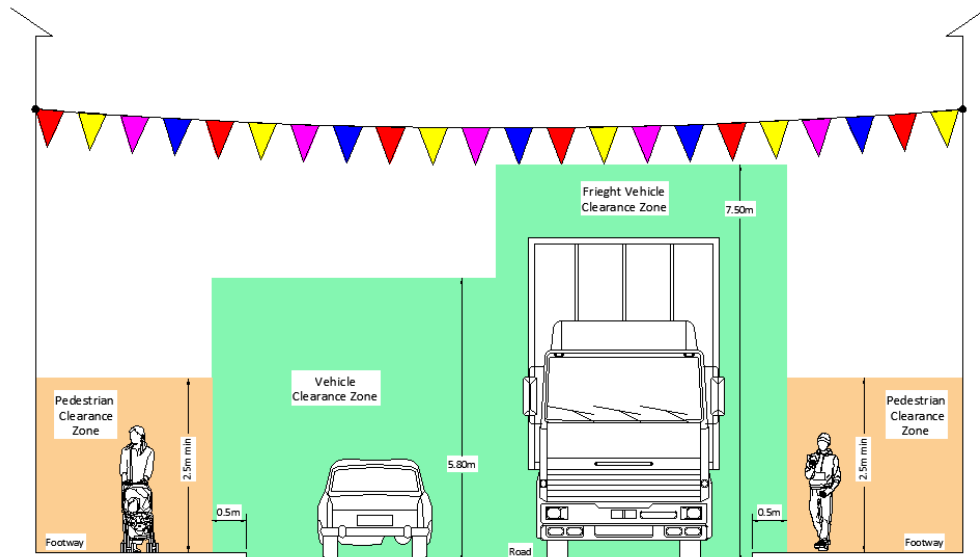


Figure 4: Clearances for bunting mounted over the highway

## 6. HANGING BASKETS

### 6.1. General

- 6.1.1. This section dealing with hanging basket attachments shall be read in conjunction with [Section 2](#) of this document.
- 6.1.2. The supply, planting, and maintenance of hanging baskets shall be in accordance with the Council Hanging Basket Policy.
- 6.1.3. The Applicant wishing to install hanging baskets within the extents of the highway shall obtain an Attachment Licence from the Council as the Highway Authority.
- 6.1.4. Where an Attachment Licence is granted, this shall be for a maximum of twelve (12) months at a time. A further Attachment Licence application shall be required if baskets (including hanging brackets) systems are to remain after expiry of the initial consent.

### 6.2. Lighting column-mounted baskets

- 6.2.1. The Applicant shall be responsible for the planting, watering, and maintenance of all baskets throughout the licence period. The Applicant shall provide watering and maintenance schedule at time of application.

- 6.2.2. Hanging basket will only be allowed on heavy-duty columns designed to accept the loading. The Applicant shall be responsible for covering all costs of providing a heavy-duty column prior to an Attachment Licence being granted.
- 6.2.3. Baskets mounted on lighting columns shall be either of the wrap-around type or in opposite matched pairs to ensure that the load is equally balanced (see [Figure 5](#)).
- 6.2.4. The total weight of the basket (including saturated compost and plants) shall not exceed twenty (20) kilograms for those on brackets and twenty (20) kilograms for wrap-around baskets.
- 6.2.5. Column-mounted baskets and foliage shall not intrude (when either static or swinging) into the clearance zones shown on [Figure 5](#) and shall not obscure the visibility of traffic signs or traffic signals.

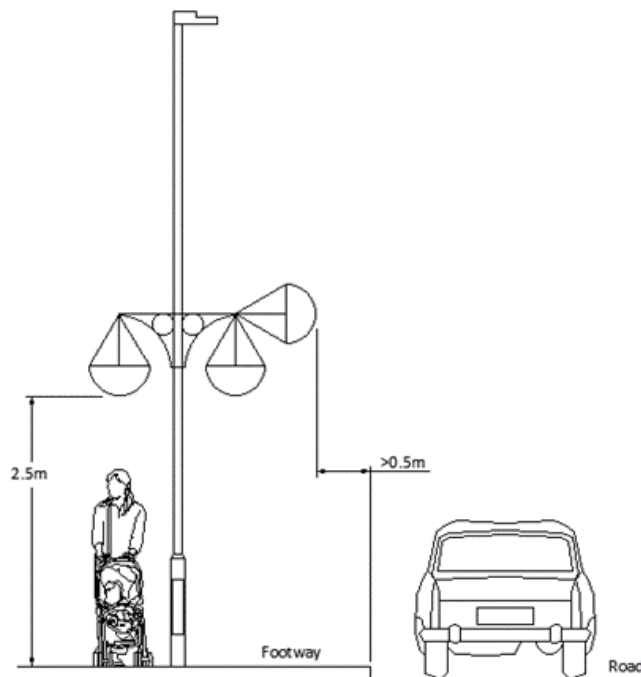


Figure 5: Clearances for column-mounted hanging baskets

- 6.2.6. All support brackets, clips and associated attachments shall be manufactured from a corrosion-resistant material such as galvanised or stainless steel and be of a sufficient size and strength to support the hanging basket under the design wind loading. Any stainless-steel band strap fixings are to be backed with five (5) millimetre neoprene rubber strips to protect the column shaft from electrolytic action between dissimilar metals and any damage.

### 6.3. Installation

- 6.3.1. All baskets shall be installed within ten (10) working days of the commencement of a valid Attachment Licence date.
- 6.3.2. All baskets shall be removed within ten (10) working days of the termination of a valid Attachment Licence.

## 6.4. Licence application

6.4.1. In addition to the required Attachment Licence information listed in [Section 13.2](#) the Applicant shall provide the following information for hanging baskets attachments:

- Details of hanging baskets including fixings and filled weight.
- Details of hanging basket maintenance including method statements and maintenance organisation.

# 7. SEASONAL DECORATIONS

## 7.1. General

7.1.1. This section dealing with seasonal lighting attachments shall be read in conjunction with [Section 2](#) of this document.

7.1.2. The Street Lighting PFI Contract Monitoring Team manages all aspects of seasonal decorations on behalf of the borough and local organisations including the following:

- Management of Council’s Seasonal Decorations contract.
- Non-display season storage
- Electrical and structural testing
- Installation and removal of seasonal decorations on lighting columns
- Installation of tree lighting
- Attendance at switch-on events
- Weekly safety checks during display period
- Reporting of energy consumption

7.1.3. All local organisations shall cover the costs of all seasonal decorative activities provided under the Council Seasonal Decorations contract.

## 7.2. Display periods

7.2.1. Permission for seasonal decorations will be granted as follows:

Festival	Dates
Eid ul Fitr (Islamic)	start of 10 <sup>th</sup> month of Islamic Calendar
Eid ul Adha (Islamic)	within 12 <sup>th</sup> month of Islamic Calendar
Diwali (Hindu, Sikh)	mid-October to mid-November
Christmas (Christian)	14 <sup>th</sup> November to 5 <sup>th</sup> January

**Table 1 – Seasonal Decoration Periods**

7.2.2. For any other displays please contact the Council Street Lighting PFI Contract Monitoring Team via [street.lighting@oldham.gov.uk](mailto:street.lighting@oldham.gov.uk)

### **7.3. Commercial advertising**

- 7.3.1. Seasonal decorations within the public highway shall not feature the name, logo or any other marking associated with a commercial organisation.

### **7.4. Sponsorship**

- 7.4.1. To assist local groups to fund seasonal decorations within their local area, small attachment confirming the sponsorship of features by local businesses may be allowed, subject to approval by the Council.

### **7.5. Switch-on**

- 7.5.1. Anyone wishing to run a public switch-on event within the public highway must indemnify the Council against any claim for loss, injury, or damage whether to persons or property or both in any way caused by the event.
- 7.5.2. Organisations must demonstrate evidence of third party indemnity insurance cover up to ten (10) million pounds. See [Section 13.6](#).

### **7.6. Aesthetics**

- 7.6.1. While the main aim of any form of seasonal decorations is to provide a brighter and more interesting night-time environment, this aim should not be at the detriment of the daytime appearance of the road. The daytime aesthetics will be given careful consideration when positioning decorations.

### **7.7. Location**

- 7.7.1. The use of column-mounted seasonal decorations and the provision of heavy-duty columns fitted with sockets will be limited to the main footfall areas in each settlement. This will include town centres and neighbourhood or village centres with shops or other community facilities which are extensively used in the late afternoon/evening over the seasonal decorations period.
- 7.7.2. Other features, such as ground-mounted displays (i.e., trees) may be more appropriate for settlements not meeting the main footfall criterion.
- 7.7.3. Seasonal decorations will be positioned where they will not obstruct traffic signs or impede driver or pedestrian visibility. Flashing lights will not be positioned within ten (10) metres of traffic signals, zebras, or other controlled pedestrian crossings or within driver's sight lines when approaching such features.
- 7.7.4. Seasonal decorations shall not be mounted on concrete columns or wooden electricity poles as they are not suitable for supporting seasonal decorations.



- 7.7.5. The Council regularly replace lighting columns as they near the end of their functional lives. When preparing programmes for column replacement in the main footfall area of a settlement, the Service Provider will consult with local organisations when considering if there are locations where strengthened columns should be provided.

## 7.8. Faults

- 7.8.1. Where seasonal decorations outages occur, these shall be reported to the Street Lighting PFI Contract Monitoring Team (email: [street.lighting@oldham.gov.uk](mailto:street.lighting@oldham.gov.uk)) requesting investigation.
- 7.8.2. Where the Council receives an emergency call out relating to seasonal decorations, they will attend and make safe within two (2) hours.
- 7.8.3. Where seasonal decorations failure is a result of loss of power to the street lighting column, the Council will pass this on to their Distribution Network Operator (DNO), Electricity North West (ENW) for repair. Under OFGEM regulations, ENW will have a maximum repair period of twenty-five (25) working days to complete loss of supply faults.

# 8. CATENARY WIRES

## 8.1. General

- 8.1.1. Catenary wires have multiple failure mechanisms which could present a serious risk to public safety, and it is important that these installations are designed, installed, tested, and maintained by competent persons (see [Section 13.8.](#))
- 8.1.2. Wires shall be taken down when not in use and may only be re-installed when an Attachment Licence for the feature using the wire for support is active.
- 8.1.3. Catenary wire installations shall comply fully with the following:
- Anchorage Systems for Seasonal Decorations - Construction Fixings Association (CFA).

## 8.2. Certification

- 8.2.1. Where it is proposed to install catenary wires across a public highway, the Applicant shall provide a report from a chartered structural engineer confirming that they have assessed the building and that it has sufficient structural capacity for the proposed loading from the catenary wires.
- 8.2.2. The structural report shall contain the following information:
- Certification that the structure has been assessed and has sufficient structural capacity for the proposed loading.
  - Specific details of the installation including the anchor type, fixing heights and base material.
  - The loading to be applied.

- Professional qualifications of the person who conducted the assessment.
- The validity period for the assessment. This shall cover the proposed installation date but should not be more than sixty (60) months from the assessment.
- Confirmation that the certification is covered by the required insurances.

### **8.3. Inspection and testing of catenary wiring**

- 8.3.1. The Applicant shall also certify that each anchorage has been inspected and subjected to a test load of 1.5 times the load to be applied. The date of the inspection and test loading shall not be more than twelve (12) months prior to the end of the application's installation period. Current inspection reports shall be included for all applications involving the mounting point.
- 8.3.2. New test certification shall be required for applications involving applied loadings greater than that covered by existing certification.

### **8.4. Licence application**

- 8.4.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for catenary wire attachments:
- Written approval from building owners for the use of their property.
  - Reports by structural engineer to confirm that structural integrity of anchors and structural capacity.
  - Copy of test inspection certificate.

## **9. CLOSED CIRCUIT TELEVISION (CCTV)**

### **9.1. General**

- 9.1.1. This section dealing with Closed Circuit Television (CCTV) and camera attachments shall be read in conjunction with [Section 2](#) of this document.
- 9.1.2. The use of permanent CTV apparatus shall be installed on dedicated support(s) designed for CCTV applications with a dedicated electrical supply. This application process applies for CCTV apparatus to be attached to lighting columns only.
- 9.1.3. In instances where temporary CCTV apparatus is required to assist in a feasibility study as a precursor for a permanent installation, or as part of a temporary monitoring situation in the interests of crime reduction and community safety, the Service Provider may approve such installations subject to the requirements of this policy being achieved.
- 9.1.4. The Applicant shall only use CCTV apparatus for monitoring of the public highway only with any recordings against national relevant CCTV legislation and standards prohibited.

- 9.1.5. The Applicant's shall obtain approval for use of CCTV apparatus on the public highway from the Council CCTV Team (email: [first.response2@oldham.gov.uk](mailto:first.response2@oldham.gov.uk)) with a copy provided as part of the Attachment Licence application.
- 9.1.6. The CCTV apparatus shall be installed and operated according to the Council CCTV Code of Practice and the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Code of Practise for such works.
- 9.1.7. The Applicant is responsible for arrangements with the Distribution Network Operator (DNO) for electrical supplies and the payment of charges in relation to energy consumption (see [Section 13](#)).
- 9.1.8. Applicants should be aware that cameras and recording apparatus in public areas can generate concern and are a sensitive subject for local communities.
- 9.1.9. Due to the sensitive nature of CCTV, if the Council requests that the apparatus is removed, the Applicant shall remove the apparatus within one (1) working day. If this request goes unheeded or if any unauthorised recording and/or transmission apparatus is found attached to lighting columns, the apparatus will be removed without notice and retained securely by the Council.

## 9.2. Images

- 9.2.1. The Council can only allow CCTV Attachment Licence applications from relevant authorities their officers, employees, agents, and contractors (providing suitable qualifications) as defined by Section 33(5) of the Protection of Freedoms Act 2012, and on whose behalf the surveys are being conducted.
- 9.2.2. The Applicant shall agree to abide by the Surveillance Camera Code of Practice and 12 Guiding Principles 2022 and the Council's Closed-Circuit Television Policy and Guidance or any successor legislation/guidance.

## 9.3. Signage

- 9.3.1. A suitable information notice shall be attached to each lighting column where CCTV apparatus is to be used. The notice shall show an image representing temporary CCTV and shall give the Information Officer's licence number, the Council's Attachment Licence number and date of intended date of removal.
- 9.3.2. The notice should ideally be A4 lightweight plastic correx, laminated or similar non-metallic material and affixed to the lighting column via cable tie. When the CCTV apparatus is removed, the notice and fixing shall also be removed. The notice design shall be submitted as part of the overall attachment application.

## 9.4. Clearances

- 9.4.1. All CCTV apparatus attachments shall be set at a minimum height of 4.50 metres above the footway level and maintain a minimum clearance of 0.5 metres from the edge of the road (see [Figure 6](#)).

- 9.4.2. CCTV apparatus will not be permitted to be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- 9.4.3. The Applicant shall ensure that the height of any attachment is not in conflict with or pose a hazard to pedestrians or other highway users and shall not obscure the visibility of traffic signs or traffic signals.

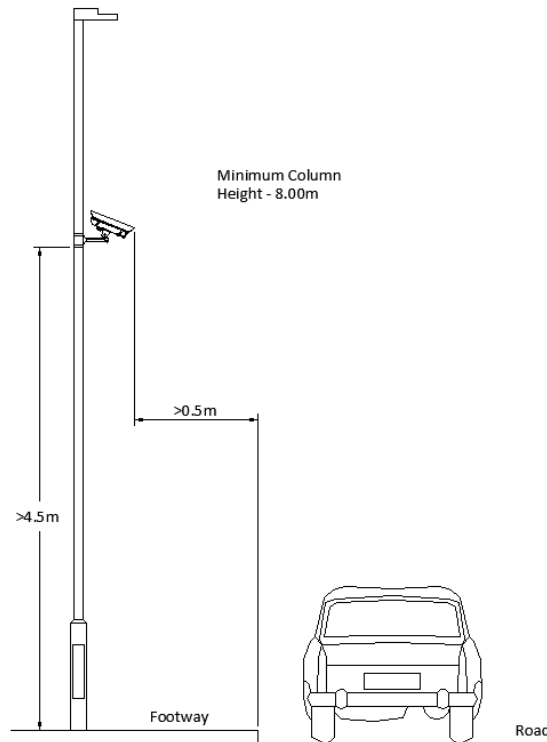


Figure 6: Clearances for CCTV cameras

## 9.5. Licence application

- 9.5.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for CCTV attachments:
- Applicant approval of use from Council CCTV team.
  - Details of CCTV apparatus (camera type, size, weight, fixings, and area of viewing).
  - Unmetered Supplies User Group (UMSUG) Change Code.
  - Details of CCTV signage to be erected.
  - Give any individual who requests it, copies of footage of themselves. (Subject Access Request).
  - Ensure that any footage stored is kept for no longer than necessary for the purposes for which it is obtained.
  - Ensure that footage is not disclosed to anyone else without the consent of the individuals shown in it unless it is for a reason permitted under the Data Protection Act 2018, such as the prevention or detection of crime.

## 9.6. Images

- 9.6.1. The Council can only allow traffic survey camera Attachment Licence applications from relevant authorities their officers, employees, agents, and contractors (providing suitable qualifications) as defined by Section 33(5) of the Protection of Freedoms Act 2012, and on whose behalf the surveys are being conducted.
- 9.6.2. The Applicant shall agree to abide by the Surveillance Camera Code of Practice and 12 Guiding Principles 2022 and the Council's Closed-Circuit Television Policy and Guidance or any successor legislation/guidance.

# 10. TRAFFIC SURVEY COUNTERS AND CAMERAS

## 10.1. General

- 10.1.1. This section dealing with traffic survey counter and camera attachments shall be read in conjunction with [Section 2](#) and [9](#) of this document.

## 10.2. Ground-mounted traffic survey counters

- 10.2.1. Ground mounted traffic counters are temporary devices that use tubes, cables, or loops to collect traffic data from the public highway. Whilst not specifically attached to lighting columns and not weightbearing, these are still required to have an Attachment Licence.
- 10.2.2. In applying for permission to attach traffic counter and similar equipment, the applicant agrees to adhere to all sections and appendices of this document and must receive confirmation from the Council that the proposed columns and proposed attachments are suitable prior to works commencing. Our additional traffic counter and similar equipment requirements are set out below:
- Where security attachments are used to prevent theft, the outer sleeve must be such that it does not damage the column base or the column protection finish and must comprise of materials such as a rot-proof textile outer sleeve for chains or the use of plastic coated braided steel.
  - Data Boxes or any associated component part of the data recording installation must not cause any obstruction or unduly affect highway users.

## 10.3. Pole-mounted traffic survey cameras

- 10.3.1. These provisions are intended to cover instances where battery powered video/radar and similar traffic survey / counting equipment is used for short periods of time that are mounted on a telescopic pole that uses the column for support.
- 10.3.2. In applying for permission to attach traffic survey camera equipment, the Applicant agrees to adhere to all sections and appendices of this document and receives confirmation from the Council that the proposed columns and proposed attachments are suitable prior to works commencing.

10.3.3. Where equipment is attached to a freestanding pole – and uses a column for support:

- The mast should be installed vertically and in direct contact with the ground. The placement of the mast using the lighting column should be such that it places no stress or load bearing strain on the column.
- All lighting columns should be examined prior to installing the mast to make sure it is stable and safe to proceed. Applicants should look for any obvious signs of damage or fault with the structure such as bends, rust, loose inspection panels or possible exposed wiring and if there is any doubt about the suitability of the column it must not be used.
- The mast should be positioned so that when extended it does not block or obscure any signage already attached to the column.
- The mast should not obstruct access to the column door.
- Equipment must not mark or damage the lighting column. The mast should not come into direct contact with the lighting column and should be mounted using blocks and/or brackets which should be adjusted so the top mounting position is as high as possible (on the first section) and the lower around 20cm from ground level, this will provide maximum support to the mast while maintaining a vertical install.
- The mast should be secured to the lighting column with a minimum of two ratchet straps with a rating of 800kg or higher. More attachments points can be used to increase the stability of the install if required.
- Where used, metal fixing clips, bands etc., are to be from galvanised or stainless steel and should be used in conjunction with a 5mm thick neoprene gasket which should be inserted between the column and fixing to avoid damage to the surface protection of the lighting column.
- Where security attachments are used to prevent theft, the outer sleeve must be such that it does not damage either the column base or the column protection finish and must comprise of materials such as a rot-proof textile outer sleeve for chains or the use of plastic-coated braided steel.
- All ratchets, clips, bands, and cable ties should be left tidy with no loose ends so that they do not represent a hazard to members of the public or distraction to drivers from ends flapping around.

## 11. COMMUNICATION APPARATUS

### 11.1. General

11.1.1. This section dealing with communication attachments shall be read in conjunction with [Section 2](#) of this document.

11.1.2. The Applicant is responsible for arrangements with the Distribution Network Operator (DNO) for electrical supplies and the payment of charges in relation to energy consumption (see [Section 13](#)).

### 11.2. Legislation

11.2.1. The Applicant shall ensure all communication apparatus is well maintained and compliant with all statutory requirements and the following guidance:

- 11.2.2. In addition, the Applicant shall ensure compliance with:
- International Commission on Non-Ionizing Radiation Protection 2020 document 'Guidelines for Limiting Exposure to Electromagnetic Fields (100 khz to 300 ghz)'
  - OFGEM document 'Implementation of measures to require compliance with international guidelines for limiting exposure to electromagnetic fields (EMF)'
  - Electronic Communications Code 2017.

### 11.3. Hosting agreement

- 11.3.1. The Applicant and the Council shall enter into an agreement to attach communication apparatus to any street lighting asset.
- 11.3.2. The Agreement shall be in place at the time the Applicant requests an Attachment Licence and a copy of the agreement, signed by both parties, shall be included in the submitted information (see [Section 13](#)).

### 11.4. 5G equipment

- 11.4.1. To improve the connectivity of residents and businesses of Oldham we will work with OFCOM approved Mobile Network Operators (MNOs) with regards the deployment of 5G equipment (including small cells, base stations, cell sites, repeaters, boosters, Wi-Fi-access points etc.,) on lighting columns across Oldham.
- 11.4.2. The Applicant agrees to adhere to this policy and must receive an Attachment Licence before installation works are allowed to commence.
- 11.4.3. Attachment Licences will only be granted to OFCOM approved Mobile Network Operators (MNOs) on an 'open access' to suitable lighting columns – i.e., no licences will be entered into exclusive use of column agreements with single MNOs.
- 11.4.4. 5G attachments shall be capable of hosting multiple MNO's concurrently and applicants must be prepared to enter into Network Sharing Agreements if required with other Ofcom approved MNO 5G providers to reduce the demand for use of lighting column assets.
- 11.4.5. Attachment Licences will only be issued on a column by column basis for a maximum period of thirty (30) months and in line with Institution of Lighting Professionals (ILP) 'Maintenance of Seasonal Decorations and Lighting Column Attachments' (PLG06).
- 11.4.6. The Council and Service Provider from time to time shall be allowed request 5G equipment to be removed and or relocated should the supporting lighting column be damaged, requires replacement or is being relocated due to highway works etc.

## 11.5. Clearances

- 11.5.1. All communication apparatus attachments shall be set at a minimum height of 4.50 metres above the footway level and maintain a minimum clearance of 0.50 metres from the edge of the road (see [Figure 7](#)).
- 11.5.2. Communication apparatus will not be permitted to be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.
- 11.5.3. The Applicant shall ensure that the height of any 5G attachment is not in conflict with, or pose a hazard, to pedestrians or other highway users and shall not obscure the visibility of traffic signs or traffic signals.

## 11.6. Licence application

- 11.6.1. In addition to the required Attachment Licence information listed in [Section 13.2](#), the Applicant shall provide the following information for communication attachments:
  - Applicant's agreement with the Council.
  - Details of communication apparatus (camera type, size, weight, fixings, and area of viewing).
  - Unmetered Supplies User Group (UMSUG) Change Code.

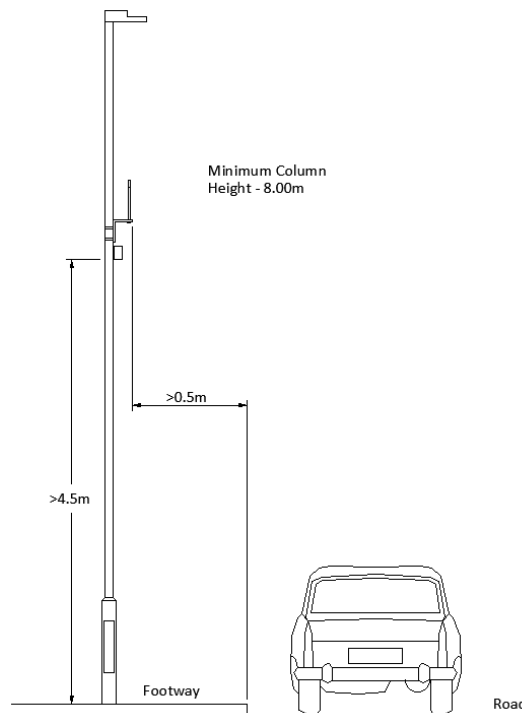


Figure 7: Clearances for communication apparatus



## 12. USE OF ELECTRICITY

### 12.1. Electrical supply

- 12.1.1. The usual method of supplying electrical energy to street lighting is via an Unmetered Supply, where energy is accounted for by calculating use from the electrical load and operating hours.
- 12.1.2. Powering electrical apparatus from the lighting columns' unmetered supply is permissible, but only if properly accounted for via unmetered supply arrangements.
- 12.1.3. If the Applicant proposes to draw electricity from lighting columns, they shall enter into an agreement with the Unmetered Supplies Operator (UMSO) for Oldham. For reference, the Unmetered Supplies Operator (UMSO) for the whole of the Council area is Electricity North West (ENW).

Unmetered Supplies Operator

Electricity North West

304 Bridgewater Place

T: 01925 846999

Birchwood Place

Birchwood Park

E: [unmeteredsupplies@enwl.co.uk](mailto:unmeteredsupplies@enwl.co.uk)

Warrington

WA3 6XG

- 12.1.4. The Council or the Applicant shall also be able to declare these within their unmetered supply arrangements which will involve holding an appropriate Estimated Annual Consumption (EAC) Certificate and Meter Point Administration Number (MPAN) with the UMSO.
- 12.1.5. If a new MPAN is required these can be obtained free of charge from the UMSO, Electricity North West.
- 12.1.6. Failure to enter an arrangement with the UMSO shall be construed as theft of electrical energy, exposing the Applicant and the Council to penalty and/or prosecution.
- 12.1.7. Applicants shall allow sufficient time within their plans for electrical supply agreements to be completed prior to requesting an Attachment Licence as this could take several months.

### 12.2. Payment

- 12.2.1. The Applicant will be responsible for any energy consumed by the installation and will need to make the necessary arrangements with Electricity North West to agree an unmetered load certificate.
- 12.2.2. The Applicant will need to register this certificate with their chosen energy supplier and pay them for all electricity used. The Council will not pay for the additional energy consumed by the Attachment.

12.2.3. A copy of the unmetered load certificate will need to be supplied to the Council at the same time as the application and will be checked with the UMSO before a licence will be issued.

12.2.4. Failure to obtain this certificate will result in the application being rejected.

### 12.3. Connections

12.3.1. The Distribution Network Operator (DNO) in Oldham shall be advised of all powered apparatus being installed on unmetered supplies. Details relating to the electrical load, operating hours and duration of the installation shall be provided to enable a tariff to be agreed. This agreement needs to be signed prior to energising of the electricity supply to the attachment.

12.3.2. No electricity shall be taken from any lighting column for powered apparatus without prior written approval in the form of an Attachment Licence. All non-approved electrical connections will be removed without notice.

12.3.3. All work shall be conducted in accordance with the following standards:

- BS 7671: 2018 IEE Wiring Regulations 18<sup>th</sup> Edition.
- Electricity at Work Regulations.
- GP03 Code of Practice for electrical safety in highway electrical operations – Institute of Lighting Professionals (ILP).
- Guide to Electrical Street Furniture - The Institution of Engineering and Technology (IET)

12.3.4. Where the attachment requires an electrical supply from a lighting column, the Council shall install an IP67 commando style socket to allow the Applicant to connect their apparatus to the column electrical supply. The Applicant shall be responsible for the full cost of the commando socket installation.

12.3.5. The Applicant shall not drill any part of the Council's street lighting assets to obtain an electrical supply to their apparatus.

12.3.6. Where attachments use electrical components, they shall not be attached to any lighting column under eight (8) metres in height to avoid third party contact (either accidental or deliberate) with electrical components.

## 13. PERMISSIONS AND OBLIGATIONS

### 13.1. Legislation

13.1.1. The Council as Highway Authority has various powers with regards to the control of the placing of equipment and attachments in the highway by third parties. The permissions relevant to street lighting columns are set out below:

#### Highways Act 1980

- Section 178 (subsection 1) grants the Council powers to approve the placing of cable, wire, or other similar apparatus over, along or across the highway.

- Section 132 (subsection 2) grants the Council powers to remove any sign which has, without consent or authorisation, been affixed to the highway, a tree, structure or works on the highway.
- Section 149 grants the Council powers to remove items including signs, placed within the highway that are considered a nuisance or a danger to highway users – including causing a danger by obstructing view.

#### **New Roads and Streetworks Act 1991**

- Section 50 grants the Council powers to issue a licence that permits the placing of third party apparatus within the highway.

#### **Road Traffic Regulation Act 1984**

- Section 65 (para 1) grants the Council powers for the placing of temporary traffic signs to housing sites to aid drivers to reduce unnecessary congestion and vehicle movements.

### **13.2. Licence application**

- 13.2.1. The Applicant shall submit a written request to the Council, seeking an Attachment Licence to install attachments on or above the highway in accordance with this policy (email: [street.lighting@oldham.gov.uk](mailto:street.lighting@oldham.gov.uk))
- 13.2.2. The Applicant shall ensure that where applicable, relevant planning and other consents have been obtained prior to making an Attachment Licence application.
- 13.2.3. The Council and Service Provider will review the application upon production of all required documentation and will either issue an approved Attachment Licence or Licence Refusal Notice within ten (10) business days.
- 13.2.4. All Attachment Licence requests shall be completed with the following information:
- The name, address, and contact details of the Applicant.
  - Reason for erecting the attachment.
  - Detail drawings of the proposed attachments and street lighting asset locations. This should, preferably, be on Ordnance Survey maps, being at a scale of at least 1:1000.
  - Dates when it is proposed that the works will start on the installation of the attachment, the duration of the use, and the date by which removal works will have been completed.
  - A copy of insurance cover demonstrating that the Council is indemnified against all loss damage or claims relating to the installation, operation, and removal of the attachments.
  - Contact details of the Applicant and responsible person to deal with emergency situations both during and outside normal working hours. A maximum two (2) hour response time is required to attend emergency faults and issues.
  - Reports by structural engineer to confirm that structural integrity of street lighting assets to which signage is attached are not compromised.
  - Details of the proposed method of working and risk assessments ([see Section 13](#)).

- Details of where and how electrical supplies (if any) are to be taken from the street lighting assets.
- The arrangements made with the DNO for the billing of electrical energy (incl. UMS apparatus codes and MPAN numbers).
- Confirmation that the Applicant has read this policy document, and that the requirements contained within will be met in full.
- Confirmation of column structural compliance from manufacturer.
- Reports by qualified structural engineer to confirm that structural integrity of anchors and Council apparatus to which attachments and associated infrastructure is attached are not compromised.

13.2.5. The following attachments require additional information which can be found in the relevant section of this document:

- Highway signage - see [Section 3](#)
- Event signage - see [Section 3](#)
- Temporary notices - see [Section 3](#)
- Royal British Legion Poppies – see [Section 3](#)
- Banners - see [Section 4](#)
- Bunting (buildings only) - see [Section 5](#)
- Hanging baskets - see [Section 6](#)
- Seasonal decorations - see [Section 7](#)
- Catenary wires (buildings only) - see [Section 8](#)
- Closed Circuit Television (CCTV) - see [Section 9](#)
- Traffic survey counters and cameras – see [Section 10](#)
- Communication apparatus - see [Section 11](#)
- Electric Vehicle Charging Points (EVCP) – see [Section 12](#)

### 13.3. Licence period

13.3.1. The Attachment Licence issued by the Council as Highway Authority will not be ‘open ended’ and an application will need to be made each time it is proposed to install attachments. The Council will issue an Attachment Licence for a maximum period as shown in [Table 4](#) below:

Attachment	Licence Period
Traffic / highway signage (TSRGD)	Permanent
Temporary signage	Six (6) months
Housing development signage	Thirty (30) months
Event signage	Event days plus five (5) days before and after
Banners	Six (6) months
Hanging baskets	Twelve (12) months
Catenary	Six (6) months
CCTV cameras	Twelve (12) months

Attachment	Licence Period
Traffic survey counters and cameras	Survey days plus (5) days before and after
Communications	Twelve (12) months
Season decorations	Display period

**Table 4: Attachment Licence Periods**

### 13.4. Termination

- 13.4.1. Where an Attachment Licence for a permanent installation is required, the Council will not accept any costs for repeat structural or electrical assessment, maintenance, removal or replacement of the attachment or any associated electrical apparatus.
- 13.4.2. An Attachment Licence for a temporary installation will be for a specific period, it will not be open ended or allowed to “roll on” to future periods.
- 13.4.3. The Attachment Licence will end when:
  - The Council gives reasonable notice.
  - Applicant gives notice to the Council.
  - The licence period has elapsed.
- 13.4.4. Once the Attachment Licence is terminated, all attachments shall be removed to the satisfaction of the Council within five (5) working days.

### 13.5. Enforcement

- 13.5.1. For the Council to meet its duty to keep the public highway safe and to protect the integrity of its assets, any unauthorised attachments identified will be removed by the Service Provider immediately, without notice and any costs incurred in doing so may be recharged to the person and / or organisation responsible.
- 13.5.2. The Council will retain any unauthorised attachments removed for a period of thirty (30) days after which they will be disposed of. Should any person or organisation wish to recover any unauthorised attachments within the retention period, they may be required to pay a release fee, the fee being the current agreed rate at the time of the request.
- 13.5.3. Any person or organisation erecting or installing apparatus on or above a public highway without consent under Section 178 of the Highways Act 1980 is committing an offence and may be liable to prosecution by the Council.
- 13.5.4. Persistent offenders will not be tolerated, and the Council will seek to prosecute any person and / or organisation responsible for the installation of unauthorised attachments on a regular basis.
- 13.5.5. Failure to renew an Attachment Licence may result in the removal of the attachment and refusal of any further applications.

## 13.6. Insurance

- 13.6.1. The Applicant shall obtain a certificate of insurance, indemnifying the Council against all losses, action, proceedings, claims, costs, or damages that may arise from the installation, erection, presence, maintenance, and removal of any attachment and for the correction of any defects that arise because of making the attachment.
- 13.6.2. The minimum level of insurance indemnification for any one single incident is shown in [Table 5](#) below:

Insurance	Minimum Cover
Public Liability	£10,000,000
Professional Indemnity	£5,000,000
Employers Liability	£10,000,000

**Table 5: Insurance Cover**

## 13.7. Additional licences and permits

- 13.7.1. Prior to application submission, the Applicant shall consult with the various other arms of the Council and outside organisations to obtain all relevant additional permits. Organisations include the following:
- Permission under Town and Country Planning, Historic Listed Buildings and Advertisement Regulations.
  - Roadworks Permit.
  - Council Parks Team.
  - Special Events Authorisation Permit.
  - Greater Manchester Police (GMP).
  - Council CCTV Operations.
  - Necessary permission from adjacent private building or landowners.

## 13.8. Competency assessment

- 13.8.1. Works in the public domain must be compliant with Construction, Design and Management (CDM) regulations. This document places the responsibility and a legal duty on the Applicant for ensuring the competent and qualified individuals are engaged on the various aspects of the work.
- 13.8.2. The Applicant will need to provide evidence that the person conducting the work is competent to use apparatus required to install, maintain, and remove the attachment.
- 13.8.3. Competency requirements will differ, dependant on the type of attachment, but for any attachment not requiring an electrical supply, the minimum personnel competency requirements shall be:
- manual handling.

- emergency aid in the workplace for appointed persons.
  - traffic management in accordance with NRWSA.
  - either ladder training or Mobile Elevated Work Platform (MEWP), as appropriate to the risk assessment and method statement (MEWP's is preferable, as this is much safer).
- 13.8.4. For any works requiring an electrical supply, the minimum competency requirements shall be the above, plus the following:
- City & Guilds 2382 17th edition.
  - G39 Level 1.
  - Electro technical Certification Scheme (ECS) Health and Safety Assessment.
  - NICEIC registration for street lighting.

### **13.9. Safe working practices for installing attachments**

- 13.9.1. The installation, maintenance, and removal of attachments within public areas can expose both the person conducting the operation and members of the public to various hazards. For this reason, it is essential that any person doing this work is competent to do so.
- 13.9.2. The Applicant shall provide risk assessments and method statements covering structural testing, installation, and removal of any attachments with their Attachment Licence application.
- 13.9.3. Ladders shall not be placed against lighting column shafts and self-supporting ladders; free-standing platforms or mobile elevated work platforms shall be used as appropriate.

### **13.10. Traffic management and streetworks**

- 13.10.1. It is the Applicant's responsibility to arrange and pay for any temporary traffic management required to aid the structural testing to be conducted, or the installation and removal of any Attachments. The installation of attachments may require the use of temporary traffic management or the partial blocking of the highway. The use of temporary traffic management will require a Streetworks Notice under the New Roads and Street Works Act (NRSWA) 1991.
- 13.10.2. To obtain a Streetworks notice or advice, please contact the Council's Streetworks Team (email: [highways@oldham.gov.uk](mailto:highways@oldham.gov.uk)).
- 13.10.3. All proposed Attachments on or above the highway shall be installed in accordance with PLG06 Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments (ILP) and the New Roads and Street Works Act (NRSWA).
- 13.10.4. No traffic management is to be installed during the times of 07:30 - 09:30 and 15:30 - 19:00 unless express written permission is given by Oldham Highway Network Management.

13.10.5. All scaffolds and mobile working platforms must be within a clearly defined work area and under no circumstances must work be undertaken above live pedestrian or vehicular traffic.

## 14. APPENDICES

- **Appendix A** - Section 178 Licence for Street Lighting Attachments
- **Appendix B** - Section 178 Licence for British Legion Poppies



## Application for Attachments onto Highway Lighting Columns on or above the Highway – Section 178 Licence of the Highways Act 1980

Please provide all the information requested below (if applicable) to apply for a licence to install Attachments to Highway Lighting Columns. Please include additional information on separate sheets:

Section 1 – Applicant Details		
Date of Application		
Name / Organisation		
Address		
Contact Number		
Email Address		
Emergency Contact (24hrs)	Name	Contact Number
Section 2 – Contractor / Installer Details		
Contractor		
Address		
Contact Number		
Email Address		
Emergency Contact (24hrs)	Name	Contact Number
Professional Approved Body (Attach copy of certificate)	Name	Membership Number

**Section 3 – Competency**

Provide list of competencies approved people working on installation and testing works

Name	Company	Certification

**Section 4 – Plans / Drawings**

Provide detailed plans/drawings of the proposed installation showing locations and number of each lighting column to have an attachment, as well as anchor points for catenary wires

Plan / Drawing Number(s)	
--------------------------	--

**Section 5 – Structural**

Has the Applicant provided a Structural Engineer Report covering the testing of catenary anchor points (Please tick)	Yes		No	
Has the Applicant provided a Structural Engineer Report covering the testing of public lighting columns (Please tick)	Yes		No	

Provide details of where structural testing were taken from:

Provide on separate sheet if necessary.

**Section 6 – Installation**

Installation Date (DD/MM/YY)		Removal Date (DD/MM/YY)	
Hours of Operation (HH:MM)	From		To
Attachment Type (Please tick)			
Signage		Banners	
		Seasonal Decorations	
CCTV		Comms	
		Traffic Counter	
Other			
If 'Other' please state:			
Does the application require catenary wire stretched across the Highway (Please tick)	Yes		No
Does the application require attachments to public highway lighting columns (Please tick)	Yes		No

**Section 7 – Signage Details**

Provide signage details on a plan and schedule as per Appendix 3.

Plan / Drawing Number(s)

**Section 8 – Banner Details**

Supplier

Material

Mounting System

Provide a copy of your banner artwork.

**Section 9 – Hanging Basket Details**

Hanging Baskets			Hanging	Clamped
Number of baskets at same height	No.			
Basket weight each (watered). Total weight for clamped	(W) kg			
Mounting Height	(H) m			
Diameter	(D) m			
Eccentricity (distance between column and basket centres)	(E) mm			Zero
Orientation (attachment in relation to the lantern)	Under lantern	0°		Not required
	Right angles to lantern	90°		
	Opposite lantern	180°		
Has the Applicant provided details of hanging basket maintenance including method statements and maintenance organisation (Please tick)			Yes	No

**Section 11 – Closed Circuit Television (CCTV) Details**

Provide copies of your Data Protection Policy and camera signage.

Camera weight	(W) kg	
Camera Size	(W) x (H) x (D) mm	
Eccentricity (distance between column and camera centres)	mm	
Orientation (attachment in relation to the lantern)	Under lantern	0°
	Right angles to lantern	90°
	Opposite lantern	180°

Section 12 – Communications			
Apparatus weight		(W) kg	
Apparatus Size		(W) x (H) x (D) mm	
Eccentricity (distance between column and apparatus centres)		mm	
Orientation (attachment in relation to the lantern)	Under lantern	0°	
	Right angles to lantern	90°	
	Opposite lantern	180°	
Section 13 – Electrical Details			
Does the attachment require an electrical supply from public highway lighting column or feeder pillar (Please tick)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of where electrical supplies will be taken from:			
Provide on separate sheet if necessary.			
Section 14 – Energy Requirements			
Voltage Required		Total Load (Wattage)	
Details of Energy Supplier	Supplier (DNO / UMSO)		Account / MPAN Number
Provide a copy of your unmetered load certificate provided by your chosen energy supplier.			
Section 15 – Attachment Insurance			
Public Liability Insurance (Applicant)			
Name of Insurance Company			
Policy Number			
Amount	£10,000,000		
Section 17 – Traffic Management / NRSWA			
Details of the proposed traffic management requirements for the structural testing and the installation and removal of the attachments.			
Plan / Drawing Number(s)			
NRSWA Permit Number			

MEWP / Platform Permit Number				
<b>Section 18 – Risk Assessment and Method Statements</b>				
Has the Applicant provided Risk Assessments (Please tick)	Yes		No	
Has the Applicant provided Method Statements (Please tick)	Yes		No	

<b>Notes</b>
<p><b>Note 1:</b> The consent given by this notice is solely for the provisions of Section 178 of the Highways Act 1980 and does not exempt the Operator from obtaining any further consents or permission which may be required.</p> <p><b>Note 2:</b> This consent is granted pursuant to sub-section (1) of Section 178 and the Operator’s attention is drawn to:</p> <ul style="list-style-type: none"> <li>a) Section 294 of the Highways Act 1980 which provides powers for representatives of the Highway Authority to satisfy themselves that the works of construction and maintenance are properly carried out.</li> <li>b) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows: <ul style="list-style-type: none"> <li>“Subject to subsection (3) below, a person aggrieved by the refusal of consent under subsection (1) above or by any terms or conditions attached to such consent may appeal to a magistrate’s court.”</li> <li>Subsection (3) states: <ul style="list-style-type: none"> <li>“No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to consent given by him under this section if he declared the term or condition to be necessary for the purpose of securing the safety of the persons using the highway to which the consent relates or of preventing interference with traffic on it.”</li> </ul> </li> </ul> </li> </ul> <p><b>Note 3:</b> Any person or organisation erecting or installing CCTV apparatus on or above a public highway without consent under Section 178 of the Highways Act 1980 is committing an offence and may be liable to prosecution by the Highway Authority.</p>

<b>On behalf of the Applicant (“the Operator”)</b>			
<p>In consideration of the Highway Authority granting the written consent to the Operator under Section 178 of the Highways Act 1980, the Operator shall comply in full with the ADEPT Code of Practice for such works and shall indemnify the Highway Authority and their servants and agents against all loss, damage or expenses and any claims, actions, proceedings or demands (including any necessary incidental costs) which may arise out of the granting of the consent except to the extent that such loss, damage, expenses, claims, action’s proceedings or demands are attributable to the wilful default or negligence of the Highway Authority, their servants or agents.</p>			
Name		Position	
Signed		Date	

**On behalf of Oldham Council (the Highway Authority)**

The Oldham Council as Highway Authority for the highways listed above hereby gives consent pursuant to Section 178 of the Highways Act 1980, to the Licence Applicant (“the Operator”) to erect, maintain, operate, and remove apparatus on or above the highways listed on the attached schedule and plan.

The apparatus shall be as detailed on the plan submitted with application dated reference Licence Number and any specific additional or modified requirements set in writing by PFI Street Lighting Manager and attached to this consent.

This consent shall operate until the licence end date unless the Operator wishes to make significant changes to the installation in which case a new application is required.

The installation work shall commence, and the removal work be completed not more than before and after the period of operation.

The apparatus shall be installed and operated according to the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) Code of Practice for such works.

**Section 178 Attachment Licence**

Licence Applicant			
Licence Name			
Licence Number			
Licence Start Date		Licence End Date	
Approved by		Position	
Signed		Date	

## Application for Attachments of Royal British Legion Poppies to Highway Lighting Columns on or above the Highway – Section 178 Licence of the Highways Act 1980

Please provide all the information requested below (if applicable) to apply for a licence to install poppies to Highway Lighting Columns. Please include additional information on separate sheets:

Section 1 – Applicant Details		
Date of Application		
Name / Organisation		
Address		
Contact Number		
Email Address		
Emergency Contact (24hrs)	Name	Contact Number
Section 2 – Locations		
Provide detailed locations of the proposed installation with number of each lighting column to have a poppy attached.		
Road Name and Town	Column No.	Location (i.e., outside No.1)





**On behalf of the Applicant (“the Operator”)**

On behalf of the Operator apply for permission under Section 178 of The Highways Act 1980 to display poppies on street lighting columns as illustrated on the schedule listed in this application and agree to comply with condition set out in Oldham Council Street Lighting Attachment Policy.

Name		Position	
Signed		Date	

This Application can be returned to via to [street.lighting@oldham.gov.uk](mailto:street.lighting@oldham.gov.uk) or via post to Street Lighting PFI Contract Monitoring Team, Unit E2, John Boyd Dunlop Drive, Kingsway Business Park, Rochdale OL16 4NG.

**On behalf of Oldham Council (the “Highway Authority”)**

The Oldham Council as Highway Authority for the highways listed above hereby gives consent pursuant to Section 178 of the Highways Act 1980, to the Licence Applicant (“the Operator”) to erect, maintain, and remove Royal British Legion poppies on or above the highways listed on the attached schedule.

This consent shall operate until the licence end date unless the Operator wishes to make significant changes in which case a new application is required.

The installation work shall commence, and the removal work be completed not more than five (5) working days before and after the period of operation.

**Section 178 Attachment Licence**

Licence Applicant			
Licence Name			
Licence Number			
Licence Start Date		Licence End Date	
Approved by		Position	
Signed		Date	

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## **Report to Place, Economic Growth & Environment Scrutiny Board**

### **Corporate Performance Report 2024/25 for Q1 Corporate Performance Report (1<sup>st</sup> April to 30<sup>th</sup> June 2024)**

**Portfolio Holder (CPR):**

Cllr Arooj Shah, Cabinet Member for Building a Better Oldham

**Officer Contact (CPR):**

Steve Hughes, Assistant Director Strategy & Performance

**Report Author (CPR):**

Gail M. Stott, Performance Improvement Lead, Strategy & Performance

**CPR collated by:** Performance Improvement Team, Strategy & Performance

**Contact:** [StrategyandPerformance@oldham.gov.uk](mailto:StrategyandPerformance@oldham.gov.uk)

**Date:** 3<sup>rd</sup> October 2024

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#### **Reason for decision**

Scrutiny of corporate performance aims to provide assurance that:

- our corporate priorities are aligned to the needs of our residents (resident focus)
- our services are good, or are on track to good
- any services that are not on track, or have identified risks, are being supported or challenged to rectify this
- any demand indicators or resource pressures are being noted and service provision is being re-assessed accordingly
- the organisation has robust performance management processes in place.

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## Summary

The purpose of this report is to provide an overview of corporate performance against agreed service business plan measures for the 2024/25 Q1 period (April – June).

The current reporting format has been developed with the intent of bringing more mature performance reporting online once the ongoing Business Insight, Performance and Strategy Programme (BIPS) Programme and Digital Services Foundation (DSF) Project have been completed.

Historically, a full CPR has gone to the Governance, Strategy and Resources (GSR) Scrutiny Board; however, now there are four Scrutiny Boards, it is deemed more appropriate that the constituent parts go to the appropriate meeting to enable more in-depth analysis and discussion of the CPR alongside other associated reports.

## Recommendations

Scrutiny Board members are asked to:

- note the progress in implementing the business plan objectives
- celebrate areas of consistent good performance
- note the comments on progress
- consider areas for review (good or poor) that could produce learning for the organisation
- note the interconnection of these actions with ongoing activities within the Directorate or Portfolio and corporate key projects such as our [Cost of Living Response](#) and [Don't Trash Oldham](#)
- consider benchmarking reports from open data sources
- review performance in the context of our borough and the demands on our services.

## Corporate Performance Report 2024/25 Quarter Q1

### 1. Background

#### ***Business Planning***

1.1 The [Corporate Plan](#) 2022/27 was approved by Cabinet in September 2022; service and business plans are closely aligned to the priorities set out in this Plan.

1.2 Revised guidance for the development of directorate or service level business plans was issued for 2024/25 in January 2024.

1.3 Directorate or service level business plans include a range of performance metrics, both 'business as usual' and transformational, aimed at achieving the aspirations of the Corporate Plan and putting our Residents First.

1.4 It is noted that business plans can be influenced by both internal and external factors, including increased demand, available funding or resources, changes in legislation or policies, and so are kept under review.

1.5 It is important that performance is viewed in the context of our borough; our published [district profiles](#) and the [Oldham JSNA](#) provide more detail on our borough alongside open data sources, such as the [the Health Foundation Local Authority Dashboard](#). These statistics and projections need to be considered when reviewing current and projected service levels and demands.

#### ***Performance Reporting Systems***

1.6 The fundamental foundation of a Performance Management Framework is a performance management system that generates data that is utilised at all levels for decision-making; together with a transparent and efficient performance reporting cycle supported by good governance processes.

1.7 As part of the Council's ongoing management processes, each service has regular opportunities, via forums such as their Directorate Management Team (DMT), Performance Area Meeting (PAM) or Portfolio meeting, to review their performance at a service and directorate level. It is in these forums that services can:

- raise issues or concerns
- consider performance more holistically in the wider context of the service
- reflect on changes in demands or resources
- agree actions to improve or maintain performance levels.

1.8 Data scrutinised in these forums will be more detailed and focused on the particular service or function. It is from these discussions that the comments made in the CPR by Heads of Service and Portfolio Holders are derived.

1.9 The intent of the CPR is to enable key (high-level) data to be presented to provide reassurance, whilst also allowing space for discussion. Historically, a full CPR – covering all service areas - has gone to the Governance, Strategy and Resources (GSR) Scrutiny Board. From 2024/25 it has been agreed that it is more appropriate for the constituent parts go to the appropriate scrutiny meeting:

- 
- **People CPR** – split between Children & Young People Scrutiny Board **and** Adult Social Care & Health Scrutiny Board
  - **Place CPR** – Place, Economic Growth and Environment Scrutiny Board
  - **Resources CPR** – Governance, Strategy and Resources Scrutiny Board

1.10 This will support more in-depth analysis and discussion of the CPR alongside other relevant reports, supported by relevant senior officers from each area. The Performance Improvement Team will continue to offer support and capture feedback where required.

1.11 The Corporate Performance Reports (CPR) are currently presented in PowerPoint for clarity and in keeping with previous feedback; they include:

- a summary for each service
- service successes
- key metrics
- areas for development
- capacity for Head of Service / Director's comments
- opportunity for Portfolio holder comments
- a glossary / list of acronyms and colour key (if required).

1.12 The current reporting format (agreed 5<sup>th</sup> October 2023 GSR Scrutiny Board) was developed as a solution to the decommissioning of CorVu but, with a view to bringing more mature performance reporting online once the Business Insight, Performance and Strategy Programme (BIPS) Programme and Digital Services Foundation (DSF) Project are fully completed. These projects remain ongoing into 2024/25.

### ***Benchmarking***

1.13 In addition to reviewing in-house reporting, Scrutiny Boards may wish to consider performance reports from open data sources. This will enable them to benchmark Oldham against other authorities. Much of this data is historical and on its own does not present a complete picture of the Council's performance however, these reports can be used to generate questions or key lines of enquiry.

1.14 LG Inform provides a number of ready built reports that use published data; they provide useful trend or comparator information.

1.15 The Office for Local Government (Oflog) Local Authority Data Explorer was launched with the primary purpose of '*providing a transparent and authoritative source of information about the performance of local government*' - current reporting is in relation to:

- Adults Social Care
- Corporate & finance
- Planning
- Roads
- Waste management

1.16 Greater Manchester Combined Authority (GMCA) produces business intelligence to inform all Greater Manchester priorities. This includes the Greater Manchester Strategy Performance Dashboards - six-monthly dashboards that assesses performance against the ten priority targets of the Greater Manchester Strategy.

**Please contact [StrategyandPerformance@oldham.gov.uk](mailto:StrategyandPerformance@oldham.gov.uk) if you require any assistance in accessing these reports.**

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### **Performance Reporting – ongoing development**

1.17 As part of the 2024/25 business planning cycle, data owners (Heads of Service) are reviewing their metrics and Key Performance Indicators (KPIs) with support from the Performance Improvement Team. The aim is to ensure services have the right measures that demonstrate the right outcome or impact. They also need to ensure they correlate to Oflog measures and any other statutory returns where possible.

1.18 Our ongoing review has determined that a standardised ‘one size fits all’ approach to performance monitoring is not feasible as the performance data that services produce differs. Some services produce data that is quantitative and readily assessed against milestones. However, in order for these to have the maximum relevance they need to be set in an appropriate timeframe – for example education services data needs to be reported termly as opposed to in financial year quarters. Similarly, some strategic programmes, such as public health initiatives, will only show meaningful results over a number of years.

- Any variance in timeframe or other aspects of the KPI will be highlighted in reporting.

1.19 Many core services provide a supporting role to others, so performance within their functions cannot be measured quantitatively and success is identified by ‘outcomes’ or the performance of the services they support. These services are developing business plans outlining their overarching strategies but with performance measures that are outcome, milestone or project based. To avoid repetitive or inaccurate reporting for these services, performance reporting may only occur at the beginning and the close of the year when major milestones can be effectively and accurately reflected on.

1.20 Member and officers are recommended to avail themselves of the resources provided by the Local Government Association; these include:

- **performance management guide for councillors** - an overview of what performance management is and the role of councillors in the performance management of the council
- **performance management e-learning module for councillors** - key points from the guide are available in a convenient and free to access module which should take around 30 minutes to complete
- **performance management guide for local authority officers** – provides a helpful overview of performance management in local government for officers.

### **Appendix:**

1. Place CPR - Communities, Economy; Environment

# Report to Place, Economic Growth & Environment Scrutiny Board

## Corporate Performance Report 2024/25 for Quarter 1: 1st April to 30th June 2024

**Portfolio Holder (CPR):** Cllr Arooj Shah, Cabinet Member for Building a Better Oldham

**Contact Officer (CPR):** Steve Hughes, Assistant Director Strategy & Performance

**Report date:** 3rd October 2024

**CPR collated by:** Performance Improvement Team [StrategyandPerformance@oldham.gov.uk](mailto:StrategyandPerformance@oldham.gov.uk)



# Place Key Performance Indicators

Page 73

<b>RED</b>	KPIs underperforming by more than 5%
<b>AMBER</b>	KPIs underperforming by less than 5%
<b>GREEN</b>	KPIs meeting or outperforming target
<b>TEAL</b>	KPIs with no targets set



\*New KPIs have been set for 2024 – Appropriateness of targets check is being carried out

# Communities

## Performance Measures & Business Plan Report

**Portfolio Holders:** Cllr Peter Dean (Communities, Districts, Libraries, Heritage and Arts), Cllr Elaine Taylor (Housing Needs) & Cllr Shaid Mushtaq (Youth)

**Officer Contact:** Neil Consterdine, Director of Communities

### **Service Summary:**

Delivery of a range of community services and provision including – Housing Needs, Youth Work, Heritage, Libraries and Arts, Community Development, Placed based and District Working, Community Safety and Stronger Communities. Resident focussed services closer to where people live.



# Youth Services

## Key Metrics

Page 75

Number of children & young people engaged with the integrated youth service\*

1130

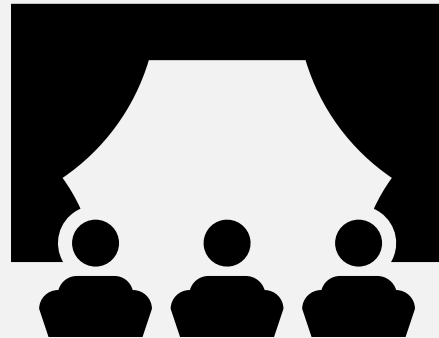


Q1 (2023/24) = 1247

Target = 3000 (annually)

Number of Youth work sessions delivered\*

533



Q1 (2023/24) = 441

Target = 1800 (annually)

Number of residents engaged with the service (Outdoor and Environmental Service)

1675



Q1 (2023/24) = 2229

Target = 8000 (annually)

Number of places available per holiday period (HAF)

8686



*\*New Measure\**

Target = 8500 (annually)

\* These figures are measures cumulatively by the service and so are compared to the same quarter of the previous year rather than the previous quarter

# Youth Services

## Successes



Number of children & young people engaged with the integrated youth service

The Service also successfully secured the AALA operating licence following our reinspection in June. A great achievement.



Number of Youth work sessions delivered

Higher than expected number of sessions - due to successful recruitment of new youth workers and increase in activities during Holiday periods as part of HAF



Number of residents engaged with the service (Outdoor and Environmental Service)

Fantastic reach - Higher than predicted due to hard work from youth work teams engaging with young people across Oldham with new provisions developed in all districts



Number of places available per holiday period (HAF)

Q1 encompasses the Easter holiday period where the offer is 4 days HAF activity per child/YP. We funded more than the target of 8500 places for the week which was a success due to bringing in new providers. A total of 2005 individual children and young people participated in the programme at easter.

# Youth Services

## Areas for Development



Number of  
places available  
per holiday  
period (HAF)

In May half term, via the HSF, we were able to offer a universal programme. This isn't part of the National HAF funded activity and isn't included in the target but is worth highlighting as a development success due to the Universal holiday programme offering Families in need access to Food and enriching activities during the May Half term holiday when there would be no HAF programmes available. the Universal offer provided approx. 1250 places for children and young people over the May half term with 1148 individuals participating in activities.

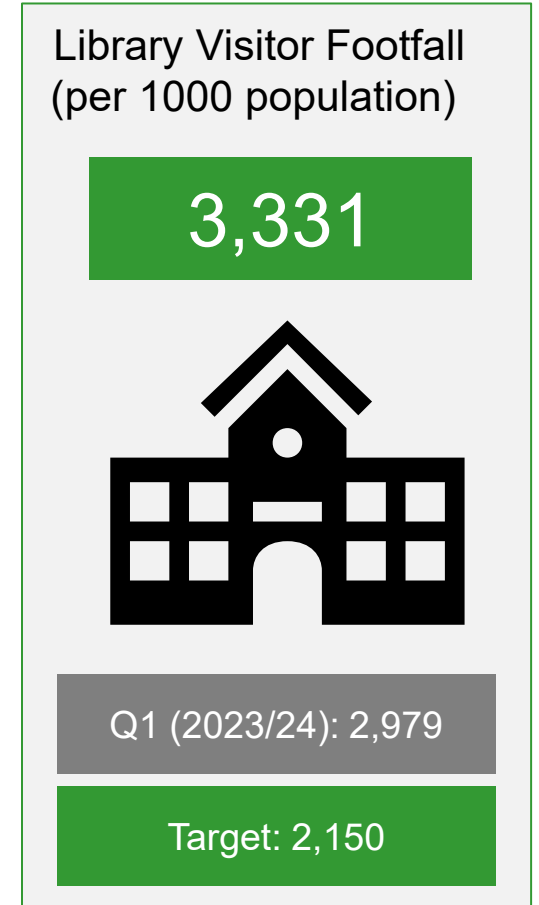
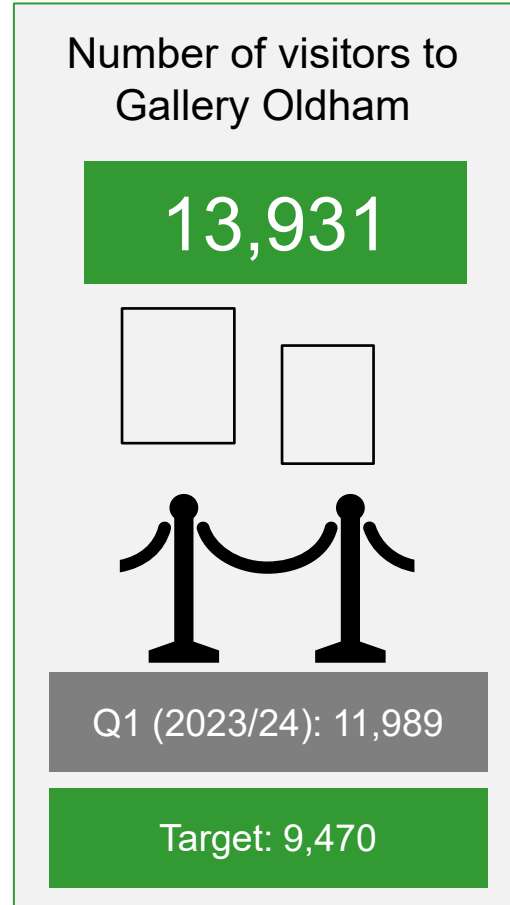
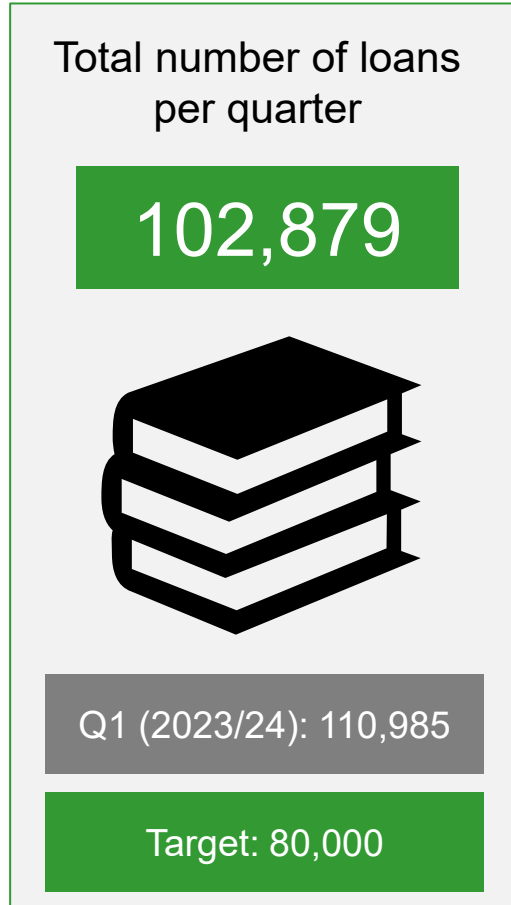
### Summary Comment: Jodie Barber (Head of Youth Services)

Overall, a very successful Quarter. All services working hard to deliver high quality provision that as resulted in exceeding expected targets - well online for meeting and exceeding targets set for the year.

OEEES numbers of residents engaged slightly lower than profiled, but this is due to limited capacity to deliver due to lack of Climbing Wall - this reduces provision and means we can only have 2 groups based at the centre rather than 3 due to lack of resource.

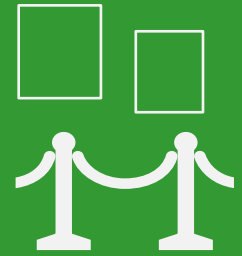
# Heritage, Libraries & Arts

## Key Metrics



# Heritage, Libraries & Arts

## Successes



Number of  
visitors to  
Gallery Oldham

Gallery footfall increasing. Launched family friendly exhibition 'Ocean Drifter' and 175th Oldham anniversary exhibition which is attracting good visitor footfall.



Total number  
of loans per  
quarter

Loan figures are steady. Performance will increase in q2 as we enter summer programme of family events including Summer Reading Challenge that encourages children to read over the holiday period.



Library Visitor  
Footfall (per 1000  
population)

Good attendance figures in Q1 - on schedule to exceed yearly target. This will be further boosted by the re-opening of Royton Library.

# Heritage, Libraries & Arts

## Areas for Development

**Summary Comment: Subnum Hariff-Khan (Head of Heritage, Libraries and Arts)**

Performance for HLA targets on track. Two new exhibitions attracting positive visitor footfall. Library footfall increasing year on year, and we will see a rise in this over the summer as we re-open Royton Library and deliver summer programme of events for families. Loan figures are steady, with more targeted promotion of online and physical offer planned.



# Districts

## Key Metrics

Page 81

Number of District Marketplace events carried out



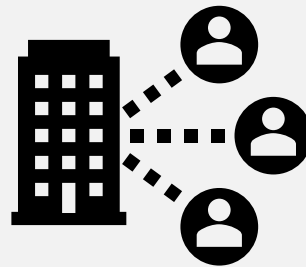
Number of Community Councils held



Not held in Q1 due to two pre-election periods

Numbers of residents accessing hubs

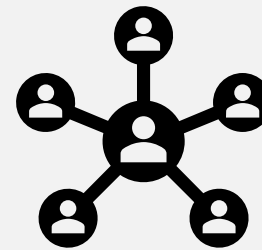
489



No Target

Number of community groups supported by the team

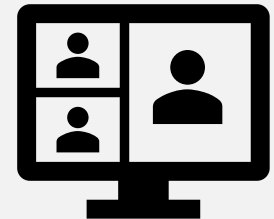
61



No Target

Number of Partnership Problem-solving meetings held

31



No Target

# Districts

## Areas for Development

**Summary Comment: Simon Shuttleworth (Service Manager - Districts)**

The teams are still working with partners to put in place consistent monitoring, particularly with reference to capturing the number of residents accessing the hub offer - as such, this number in particular is likely to under-report the true picture. Engagement with partners through our new stakeholder group means that this will be addressed for quarter 2. As noted, the community councils and marketplace events have not taken place in quarter one, due to the restrictions are pre-election periods.


# Stronger Communities

## Key Metrics

Page 83

Number of individuals attending hate crime training and awareness sessions

137



Q4 (2023/24):191

No Target Set

Number of reported hate incidents and bullying by Oldham Schools

124




Q4 (2023/24):203

No Target Set

Number of asylum seekers/refugees engaged and provided with advice and support

228




*\*New Measure\**

No Target Set

Number of asylum seekers/refugees supported to secure accommodation

55



*\*New Measure\**

No Target Set

# Stronger Communities

## Successes



Number of reported hate incidents and bullying by Oldham Schools

Schools have been proactive in reporting hate incidents to the local authority.



Number of asylum seekers/refugees engaged and provided with advice and support

228 residents were supported during the quarter and provided with advice and support. This is a new indicator and comparator information will be provided in subsequent quarters.



Number of asylum seekers/refugees supported to secure accommodation

The team have supported 55 residents to access accommodation during the quarter. This has included temporary and supported accommodation options as well as permanent move-on accommodation.

# Stronger Communities

## Areas for Development

### **Summary Comment: Natalie Downs (Stronger Communities Manager)**

Individuals on the Homes for Ukraine Scheme are now beginning to move on from their host accommodation. There is however a shortage of accommodation to house individuals. The number of individuals receiving Home Office decisions on their asylum claims is likely to remain at the current or similar level as the Home Office seek to expedite asylum claims and reduce the need for contingency accommodation.

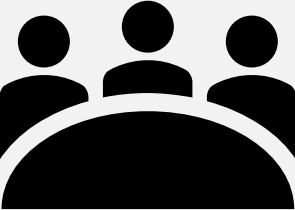
# Community Safety

## Key Metrics

Page 86

Number of Community Council and PACT meetings attended

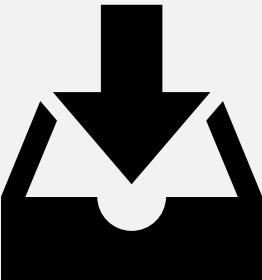
20



No Target Set

Number of cases opened/ closed

25



No Target Set

Number of SARAs

7



No Target Set

Number of domestic abuse sanctuary surveys referrals actioned

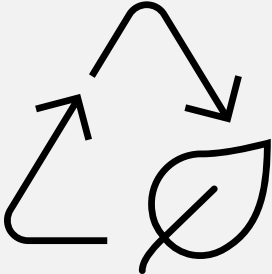
54



No Target Set

Number of environmental & visual audits undertaken

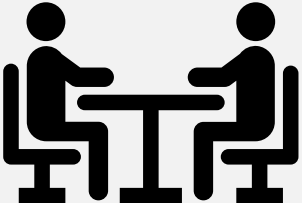
8



No Target Set

Number of strategy/ professionals meetings attended

12




No Target Set

# Community Safety Successes



Number of  
Community Council  
and PACT meetings  
attended

Improved communication with partner agencies and residents.



Number of domestic  
abuse sanctuary  
surveys referrals  
actioned

Assisted 54 victims of domestic abuse to remain in their own homes.



Number of  
environmental &  
visual audits  
undertaken

Identified local issues which were then addressed to improve the quality of life for residents.



Number of strategy/  
professionals  
meetings  
attended

Played a key role in developing strategies to protect our most vulnerable residents.

# Community Safety

## Areas for Development

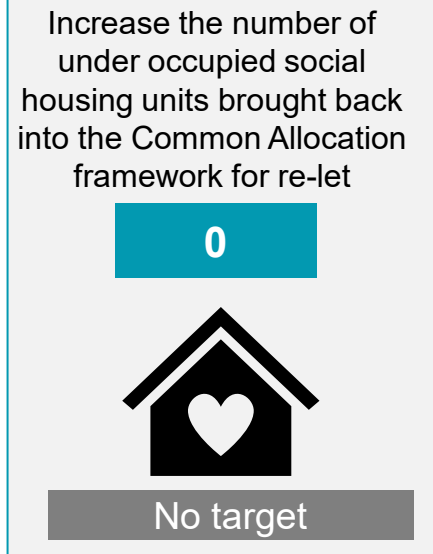
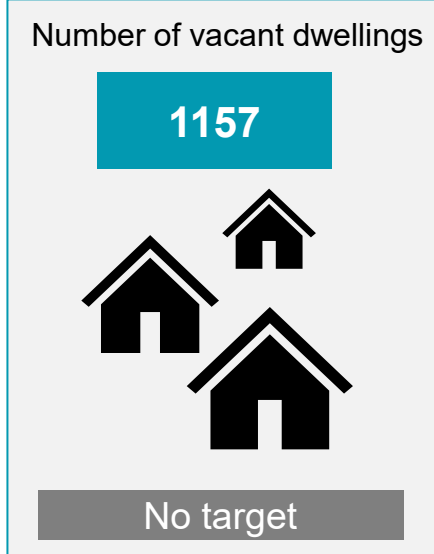
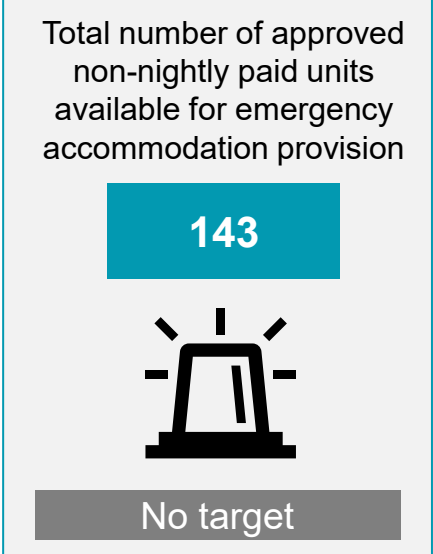
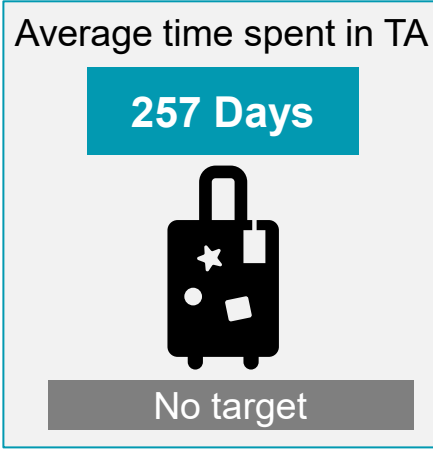
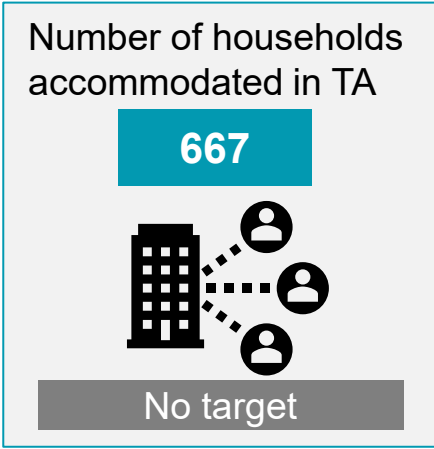
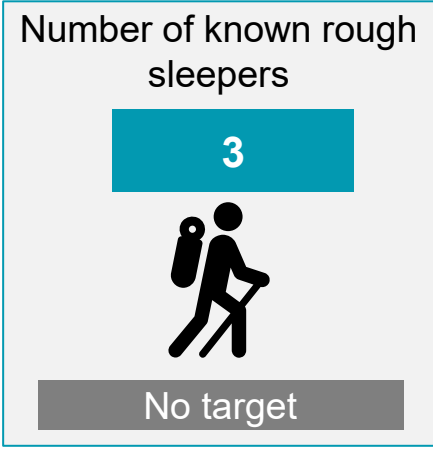
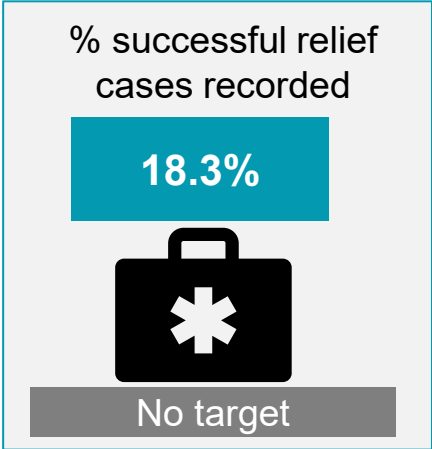
### **Summary Comment: Lorraine Kenny (Stronger Communities Manager)**

The team has faced significant challenges in the first quarter with a team member off through ill health and another member of the team has left the organisation. The remaining members of the team have worked hard to cover for their absent colleagues and ensure that residents still received an excellent level of service. The team member who was off work with ill health has now returned to work and we are currently seeking to recruit to the vacant Community Safety Officer post. Once the team is back to full strength we should see further improvements in service delivery.



# Housing Key Metrics

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# Housing Successes



% successful relief cases recorded

Any prevention is a success however we need to increase prevention to prevent or reduce TA usage.



Total number of prevention and relief cases achieved by securing a private rented sector tenancy

Bond scheme officer post now recruited to. This should create more capacity to focus on prevention by assisting households into the PRS.



Number of households accommodated in TA

TA has increased this quarter.

# Housing Successes



Total number of approved non-nightly paid units available for emergency accommodation provision

No new non-nightly paid brought online this quarter.



Number of vacant dwellings

Empties now identified and mailshot out to residents .



Increase the number of under occupied social housing units brought back into the Common Allocation framework for re-let

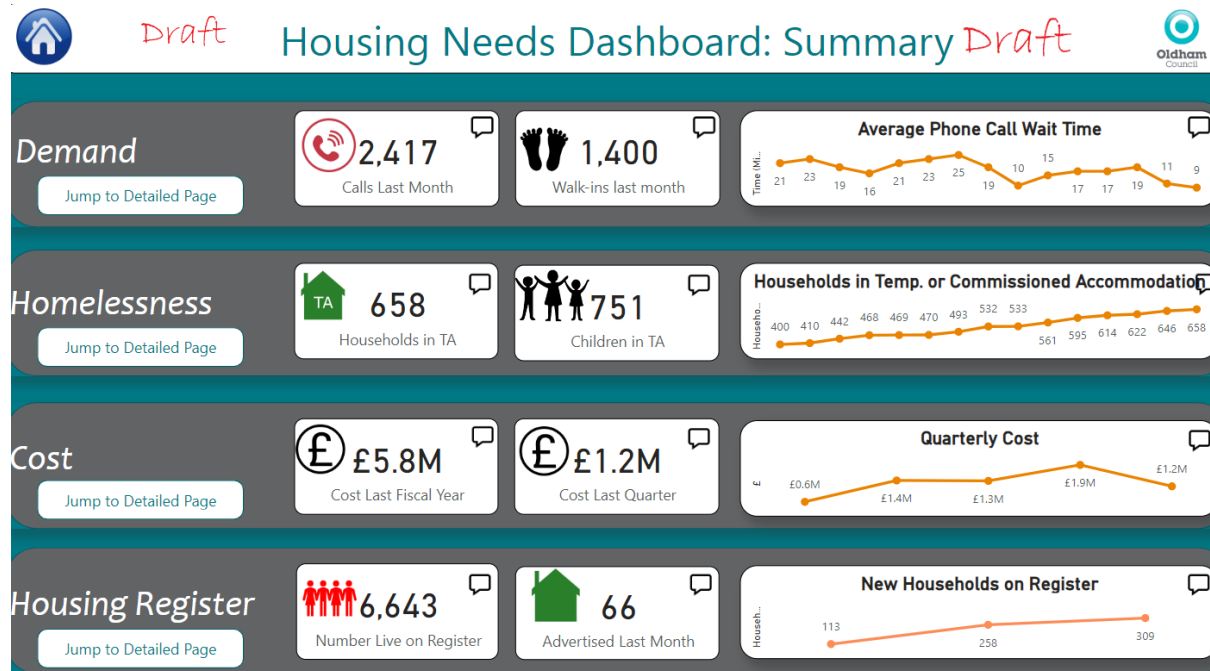
The allocations policy re-draft work has now started. due for completion Dec 24.

# Housing Successes



Housing Recovery Dashboard Deployed

Following a review with all stakeholders, an internal dashboard has been launched to provide a cross-functional view of the operational and strategic measures effecting the Housing Needs of Oldham to assist with decision making and provide historic trends.



# Housing

## Areas for Development



% successful prevention cases recorded

We need to focus on prevention and move away from reactive case management. Internal restructure being developed to assist with capacity building so that prevention can be of key focus.



Number of households accommodated in TA

TA working groups now established to focus on reducing the number of households in TA. TA tracker now completed so can see our most expensive households and prioritise move-on(s).



Total number of approved non-nightly paid units available for emergency accommodation provision

We need to increase non nightly paid provision as this is a cheaper alternative to nightly paid and offers more support for the residents.

# Housing

## Areas for Development

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Number of vacant dwellings (as a percentage of all dwellings in the borough)

Work more closely with C/Tax colleagues to target those properties with existing charging orders



Increase the number of under occupied social housing units brought back into the Common Allocation framework for re-let

This work has not yet started.

# Housing

## Areas for Development

### Summary Comment: Victoria Wood (Head of Housing Needs)

The service has recently re-located to the Crompton Suite. To date, the move has been positive. We are monitoring footfall and reasons for visits to try and help manage demand more effectively.

We are seeing a positive impact with regards to processing housing applications more quickly with the implementation of the locata system. The system does have more functionality such as additional temporary accommodation modules which we are exploring further.

In terms of recouping more income from a temporary accommodation perspective, a TA charging policy has been drafted for consideration. The charging policy would be applied to working households residing in TA. After an income and expenditure exercise to assess affordability – the vision is to charge these households the Local Housing Allowance rate pertinent to their household size and type as a contribution towards residing in TA.

Work is still on going with regards to reviewing different types and models of TA to increase supply but reduce the cost. Project Management support has now been sought to assist in this area. There will be clear governance and reporting lines identified to keep track on progress ensuring accountability.

# Communities

## Director Comments

### Q1: Neil Consterdine (Director of Communities)

A significant amount of success can be seen from the work of the Communities Directorate albeit demand through to all teams is significant. A focus continues to be supporting residents with a positive shift to aligning resource more to prevention. The Youth Service continues to have a strong presence in our communities delivering Youth Work where and when it is most needed. The engagement of young people is a real positive. Working alongside Districts and Community Safety further work is being targeted on areas of high ASB and Youth Violence. The demand for Housing continues to be a significant issue and high spend. A focus on reducing this through housing supply and need is the number one priority. It is pleasing to see high numbers of residents utilising our Library network for all manner of activity along with advice, guidance and support.

Signed Off: 23/07/24



# Youth, Leisure & Communities

## Portfolio Holder Comments

### **Cllr Peter Dean (Communities, Libraries, Heritage and Arts)**

I'm grateful for the collaboration work on-going between the District Teams, Community Safety Team and Youth Services to combat anti-social behaviour, but clearly more must be done to reassure residents.

### **Cllr Elaine Taylor (Housing Needs)**

Having visited the team in their new temporary home in the Crompton Suite I'm pleased with the efforts made to create a welcoming and helpful environment for our residents, I'm glad the locata system is now operational and is helping to manage demand.

### **Cllr Shaid Mushtaq (Youth)**

I continue to be impressed with the efforts of our Youth Services team to provide our Borough's children and young people with experiences they previously wouldn't have, and I'm particularly pleased with the efforts made to create a universal HAF offer during May half term.

Signed Off: 05/09/2024

# Economy

## Performance Measures & Business Plan Report

**Portfolio Holder:** Cllr Arooj Shah, Cabinet Member for Building a Better Oldham and Cllr Elaine Taylor, Cabinet Member for Decent Homes

**Officer Contact:** Paul Clifford, Director of Economy

**Service Summary:** Economy consists of three functions: Planning, Transport and Housing Delivery, Property and Creating A Better Place; each area has their own vision and 2023/27 Business Plan.


# Economy

## Key Metrics

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Businesses Supported


Financial  
YTD: 300



New Measure

Total new homes  
completed

Q1:62

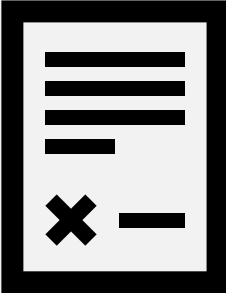


Previous Quarter: 57

Previous Year: 230

% of minor planning  
applications determined in  
time

Q1: 95.6%




Q4 2023: 98.33%

Target: 70%

Outdoor Markets Stall  
Occupancy

Q1: 81.25%



Average Saturday Figures:  
96 fixed stalls available  
78 in use

# Economy Successes

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## Creating A Better Place

- Development Framework consultation jointly launched with Muse on the 24<sup>th</sup> May, facilitated by officers from across the council to help make it happen. This is a major step towards shaping the delivery strategy for 2,000 new homes within the Town Centre.
- Planning Applications have also submitted for pre-development works on Civic Centre site and Former Leisure Centre sites - due to be decided at Planning Committee in September which is the first step in terms of physical works commencing on the key delivery sites.
- During the last period, working with Star Academy the development site location was formally announced for the Eton Academy. Work is now underway in terms of detailed design, site investigation and progressing towards a formal planning application.

# Economy Comments

## **Councillor Arooj Shah, Leader & Cabinet Member for Building a Better Oldham Comments:**

I am really pleased that we have now revealed the location of the future Eton Star Oldham sixth form, being on the site of the current outdoor market it will be in a great location for future generations of Oldhamers.

I'm glad to see work continues to progress to build the much needed 2,000 new homes in our town centre with planning applications set to go to committee in September so physical infrastructure works can begin as soon as possible. Our Oldham Town Living Consultation, ran jointly with our partner MUSE, is also live at the moment giving Oldhamers the ability to have their say on the future of their town centre.

Our public realm works continue in the town centre, as well as work on our new town centre park and I can't wait for it to be open and for people across the Borough to enjoy it.

## **Councillor Elaine Taylor, Deputy Leader & Cabinet Member for Decent Homes Comments:**

Our planning team continue to work hard to ensure that the vast majority of our applications are decided in a timely manner and they have my gratitude for that.

Our housing delivery teams continue to work hard to get shovels in the ground as fast as possible so we can build the homes that families in Oldham need, I'm glad that we have delivered more homes in this quarter compared to last and have challenged officers to keep that trend going.

# Environment

## Performance Measures & Business Plan Report

**Portfolio Holder:** Cllr Chris Goodwin, Cabinet Member for Don't Trash Oldham & Cllr Elaine Taylor, Cabinet Member for Decent Homes (Licensing)

**Officer Contact:** Nasir Dad, Director of Environment

### Service Summary:

Environment Directorate consists of five Service areas: Environmental Services, Public Protection, Highways & Engineering, Waste and Fleet and Street Lighting; each area has their own vision and 2023/27 Business Plan.

# Environment

## Key Metrics

Number of applications received for selective licencing

Q1 = 30



22/23: 333  
23/24: 321

Number of Condition audits carried out

Q1 = 58



23/24 = 267

Number of fly-tipping enforcement actions

Q1 = 993



Target: %

Number of food hygiene inspections and revisits

Q1 = 252



2023: 427

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# PLACE, ECONOMIC GROWTH AND ENVIRONMENT SCRUTINY BOARD

## WORK PROGRAMME 2024/2025

Agenda item	Purpose	Portfolio lead & officer lead	Method of scrutiny	Additional information
<b>Wednesday, 24th July 2024</b>				
<i>Economic Plan</i>	<i>To review the refreshed Economic Plan.</i>	<i>Portfolio – Regen and Reform and Employment and Enterprise Deputy Chief Executive (Place) Director of Economy</i>	<i>Strategic document for consideration and review</i>	
<i>High Street accelerator and Emerging Evening and Night-Time Economy</i>	<i>To review progress to date on the National High Street Accelerator pilot currently focused on Oldham Town centre and the focus on developing the Evening and Night Time Economy</i>	<i>Portfolio– Regen and Reform Deputy Chief Executive (Place) Director of Economy Head of Place Making</i>	<i>National Strategic Initiative</i>	
<i>Youth Services</i>	<i>Statutory Guidance for young people's service – Update on Progress to compliance. Youth services performance update CYP – Participation Framework</i>	<i>Portfolio – Communities Deputy Chief Executive (Place) Director of Communities</i>	<i>Service Performance</i>	
<i>Library Services</i>	<i>Service performance reporting - Issues and opportunities</i>	<i>Portfolio – Communities Deputy Chief Executive (Place) Director of Communities</i>	<i>Service Performance</i>	

<b>Thursday, 3rd October 2024</b>				
<i>Building Control</i>	<i>Service Performance against statutory duties</i>	<i>Portfolio – Decent Homes Deputy Chief Executive (Place) Director of Environment</i>	<i>Service Performance</i>	
<i>Oldham Town Centre Development Framework</i>	<i>To seek Scrutiny Board’s input on the Draft Development Framework as part of the consultation, which will be ongoing at the time.</i>	<i>Portfolio – Regen and Reform Deputy Chief Executive (Place) Director of Economy</i>	<i>Strategic document for consideration and review</i>	
<b>Thursday, 14th November 2024</b>				
Barriers to work	Review how we do things differently in Oldham and the role of the Council as an employer and as a change maker in the community	Portfolio – Enterprise and Employment Director for Education and Skills	Service Performance review	
Street Lighting Attachment Policy	To review prior to the implementation of the new policy	Portfolio – Decent Homes Deputy Chief Executive (Place) Director of Environment	Strategic document for consideration and review	
Strategic Transport	To review progress of the Transport Strategy Implementation plan and to scrutinise proposals prior to their consideration within the CRSTS bidding application	Portfolio – Regen and Reform and Enterprise Deputy Chief Executive (Place) Director of Economy	Strategic document for consideration and review	

Place Directorate Performance Report (Q1 – 2024/25) Update	Service performance reporting - Issues and opportunities	Portfolio – various Deputy Chief Executive (Place) Director of Environment Director of Economy Director of Communities Performance Team	Service performance reporting	
<b>Tuesday, 21st January 2025</b>				
Annual Report - Emergency Planning	Review of response and future planning	Portfolio – Neighborhoods Deputy Chief Executive (Place) Director of Environment	Review of corporate planning	
Annual Report - Health & Safety	Review of corporate H&S performance	Portfolio – Neighborhoods Deputy Chief Executive (Place) Director of Environment	Review of performance	
Licensing	Service delivery	Portfolio – Decent Homes Deputy Chief Executive (Place) Director of Environment	Delivery review & Review of Policy Implications	
Annual Report – Community Safety	Review of corporate response, issues, community tensions and future planning	Portfolio – Neighborhoods Deputy Chief Executive (Place)	Review of performance and response	

		Director of Communities		
<b>Thursday, 13th March 2025</b>				
Creating a Better Place	To scrutinize the annual update regarding Creating a Better Place, the development of Oldham town centre and other town centres in the Borough	Portfolio – Leader of the Council Deputy Chief Executive (Place). Director of Economy	Review of performance	
Green New Deal / Environment Climate Change Strategy	An annual update on the Green New Deal initiative and the Environment Plan (for climate change and adaptation)	Portfolio – Neighborhoods / Finance and Low Carbon Deputy Chief Executive (Place). Director of Economy Director of Environment	Review of performance	
Housing Strategy Refresh	To review the refreshed Housing Strategy	Portfolio – Housing and Planning Deputy Chief Executive (Place) Director of Communities	Strategic document for consideration and review	Moved as it relates to new Bills being issued from Govt
Local Plan	To scrutinise proposals in respect of the Oldham Local Plan prior to their consideration by Council and/or Cabinet.	Portfolio – Housing and Licensing Deputy Chief Executive (Place) Director of Economy Assistant Director Planning, Transport and Housing Delivery	Update on Local Plan development - draft for consultation	Moved as it depends on Council decision November 2024

Task and finish group deep dives:

Deep dive area:	Expanded proposal:
Maintenance and repairs for housing associations	To understand maintenance and repairs program and to explore improvements following investigation
What is the legacy of Don't Trash Oldham?	
Chadderton Long Term Plan for Towns	To review the progress and planned activity in relation to the formulation and implementation of the Long Term Plan for Towns.

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**KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024**

<b>Key Decision Reference</b>	<b>Subject Area For Decision</b>	<b>Led By</b>	<b>Decision Date</b>	<b>Decision Taker</b>
FCR/20/24	Treasury Management Strategy Mid -Year Review 2024/25	Director of Finance	2 <sup>nd</sup> December 2024	Cabinet
<p>Description: Review of the performance for the first half of the financial year in relation to the Treasury Management Strategy for 2023/24. Document(s) to be considered in public or private: Proposed Report Title: Treasury Management Strategy Mid -Year Review 2024/25</p> <p>Background Documents: Appendices</p> <p>Report to be considered in Public</p>				
HSC/04/24	Financial Update and working capital requirements for 2024/25 – Oldham Total Care	Director of Adult Care Services/DASS	16 <sup>th</sup> December 2024	Cabinet
<p>Description: CONSIDERATION OF PROPOSALS REGARDING Oldham Total Care. Proposed Report Title: Financial Update and working capital requirements for 2024/25 – Oldham Total Care</p> <p>Background Documents: Appendices</p> <p>Report to be considered in Public</p>				
NEI/11/24	Parking Service Review and Contract	Director of Environment	16 <sup>th</sup> December 2024	Cabinet

**KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024**

Key Decision Reference	Subject Area For Decision	Led By	Decision Date	Decision Taker
<p>Description: Review of parking services and associated contracts.</p> <p>Proposed Report Title: Parking Service review and Contract</p> <p>Background Documents: Appendices</p> <p>Report to be considered in Public</p>				
EE/03/24	Oldham MBC Charging Policy	Deputy Chief Executive (Place)	16 <sup>th</sup> December 2024	Cabinet
<p>Description: To ask Cabinet to formulate and agree a Charging Policy for the Borough</p> <p>Proposed Report Title: Oldham MBC Charging Policy</p> <p>Background Documents: Appendices</p> <p>Report to be considered in Public</p>				
NEI/04/24	Street Lighting Attachments Policy	Director of Environment	16 <sup>th</sup> December 2024	Cabinet



**KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024**

Key Decision Reference	Subject Area For Decision	Led By	Decision Date	Decision Taker
<p>Description: To ask Cabinet to formulate and agree a Streetlighting attachments policy.</p> <p>Proposed Report Title: Street Lighting Attachments Policy</p> <p>Background Documents: Appendices</p> <p>Report to be considered in Public</p>				
FCR/18/24	Budget 2025/26 – Determination of the Tax Bases for Council Tax Setting and for Business Rates Income Purposes	Director of Finance	16 <sup>th</sup> December 2024	Cabinet
<p>Description: The Determination of the Tax Bases for Council Tax Setting and for Business Rates Income for use in 2025/26 budget deliberations. Document(s) to be considered in public or private: Proposed Report Title: Budget 2025/26 – Determination of the Tax Bases for Council Tax Setting and for Business Rates Income Purposes</p> <p>Background Documents: Appendices - Various</p> <p>Report to be considered in Public</p>				
ESR/16/24	Brownfield Register 2024	Director of Economy	16 <sup>th</sup> December 2024	Cabinet

**KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024**

Key Decision Reference	Subject Area For Decision	Led By	Decision Date	Decision Taker
<p>Description: Approval of Oldham's Brownfield Register 2024 Description:  Proposed Report Title: Brownfield Register 2024  Background Documents: Appendices  Report to be considered in Public</p>				
ESR/15/24	Oldham's Monitoring Report and Infrastructure Funding Statement 2023-2024	Director of Economy	16 <sup>th</sup> December 2024	Cabinet
<p>Description: Approval of Oldham's Monitoring Report and Infrastructure Funding Statement 2023-2024  Proposed Report Title: Oldham's Monitoring Report and Infrastructure Funding Statement 2023/24  Background Documents: Appendices  Report to be considered in Public</p>				
ESR/13/24	Strategic Housing Land Availability Assessment 2024	Director of Economy	16 <sup>th</sup> December 2024	Cabinet

**KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024**

Key Decision Reference	Subject Area For Decision	Led By	Decision Date	Decision Taker
<p>Description: To assess the Borough of Oldham’s Strategic Housing Land Availability.</p> <p>Proposed Report Title: Strategic Housing Land Availability Assessment 2024.</p> <p>Background Documents: Appendices</p> <p>Report to be considered in Public</p>				
FCR/23/24	Revenue Budget 2025/26 and Medium-Term Financial Strategy 2025/26 to 2029/30	Director of Finance	10 <sup>th</sup> February 2025	Cabinet
<p>Description: To consider the Administration’s detailed revenue budget for 2025/26 and budget reduction proposals, together with the Medium-Term Financial Strategy for 2025/26 to 2029/30, incorporating the current policy landscape and Local Government Finance Settlement.</p> <p>Document(s) to be considered in public or private: Proposed Report Title: Revenue Budget 2025/26 and Medium-Term Financial Strategy 2025/26 to 2029/30</p> <p>Background Documents: Various appendices</p> <p>Report to be considered in Public</p>				
FCR/21/24	Revenue Monitor and Capital Investment Programme 2024/25 Quarter 3	Director of Finance	10 <sup>th</sup> February 2025	Cabinet

**KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024**

Page 116

Key Decision Reference	Subject Area For Decision	Led By	Decision Date	Decision Taker
<p>Description:                      The report provides an update on the Council’s 2024/25 forecast revenue budget position and the financial position of the capital programme as at the period ending 31 December 2024 (Quarter 3)                      Document(s) to be considered in public or private: Proposed Report Title:                      Revenue Monitor and Capital Investment Programme 2024/25 Quarter 3                      Background Documents: Appendices – Various                      Report to be considered in Public</p>				
FCR/24/24	Treasury Management Strategy Statement 2025/26	Director of Finance	10 <sup>th</sup> February 2025	Cabinet
<p>Description:                      To consider the Council’s Treasury Management Strategy for 2025/26 - including Minimum Revenue Provision Policy Statement, Annual Investment Strategy and Prudential Indicators                      Document(s) to be considered in public or private: Proposed Report Title:                      Treasury Management Strategy Statement 2025/26                      Background Documents: Appendices                      –Report to be considered in Public</p>				
FCR/19/24	Capital Programme & Capital Strategy for 2025/26 to 2029/30	Director of Finance	10 <sup>th</sup> February 2025	Cabinet

**KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024**

Key Decision Reference	Subject Area For Decision	Led By	Decision Date	Decision Taker
<p>Description:                      To consider the Council’s Capital programme and capital strategy                      Document(s) to be considered in public or private: Proposed Report Title:                      Capital Programme &amp; Capital Strategy for 2025/26 to 2029/30</p> <p>Background Documents: Appendices</p> <p>–Report to be considered in Public</p>				
FCR/22/24	Revenue Monitor and Capital Investment Programme 2024/25 Month 10	Director of Finance	10 <sup>th</sup> March 2025	Cabinet
<p>Description:                      The report provides an update on the Council’s 2024/25 forecast revenue budget position and the financial position of the capital programme as at the period ending 31 January 2025 (Month 10)                      Document(s) to be considered in public or private: Proposed Report Title:                      Revenue Monitor and Capital Investment Programme 2024/25 Month 10</p> <p>Background Documents: Appendices – Various</p> <p>Report to be considered in Public</p>				

## KEY DECISION DOCUMENT – COVERING DECISIONS TO BE TAKEN FROM 1 DECEMBER 2024

Key Decision Reference	Subject Area For Decision	Led By	Decision Date	Decision Taker
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### Key:

**New!** - indicates an item that has been added this month,

### Notes:

1. The procedure for requesting details of documents listed to be submitted to decision takers for consideration is to contact the Contact Officer contained within the Key Decision Sheet for that item. The contact address for documents is Oldham Council, Civic Centre, West Street, Oldham, OL1 1UH. Other documents relevant to those matters may be submitted to the decision maker.
2. Where on a Key Decision Sheet the Decision Taker is Cabinet, the list of its Members are as follows: Councillors Arooj Shah (Council Leader and Chair of Cabinet), Elaine Taylor, Abdul Jabbar MBE, Shaid Mushtaq, Mohon Ali, Barbara Brownridge, Fida Hussain, Peter Dean and Chris Goodwin.
3. Full Key Decision details (including documents to be submitted to the decision maker for consideration, specific contact officer details and notification on if a report is likely to be considered in private) can be found via the online published plan at: <http://committees.oldham.gov.uk/mgListPlans.aspx?RPId=144&RD=0>