

# Waste & Street Scene Policy Committee

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**Wednesday 22 March 2023 at 10.00 am**

**To be held in the Town Hall,  
Pinstone Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

## **Membership**

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Councillor Joe Otten  
Councillor Mike Chaplin  
Councillor Alexi Dimond  
Councillor Tim Huggan  
Councillor Mark Jones  
Councillor Nabeela Mowlana  
Councillor Janet Ridler  
Councillor Paul Turpin  
Councillor Cliff Woodcraft

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## PUBLIC ACCESS TO THE MEETING

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The Waste and Street Scene Policy Committee discusses and takes decisions on:

- Street Scene and Regulations
- Parking
- Emergency Planning
- Highway maintenance and management
- City Centre management
- Waste management
- Markets
- Regulatory licensing policy
- Environmental Protection

Meetings are chaired by Councillor Joe Otten.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk) . You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda. Members of the public have the right to ask questions or submit petitions to Policy Committee meetings and recording is allowed under the direction of the Chair. Please see the [Council's webpage](#) or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Policy Committee meetings are normally open to the public but sometimes the Committee may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last on the agenda.

Meetings of the Policy Committee have to be held as physical meetings. If you would like to attend the meeting, please report to an Attendant in the Foyer at the Town Hall where you will be directed to the meeting room. However, it would be appreciated if you could register to attend, in advance of the meeting, by emailing [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk), as this will assist with the management of attendance at the meeting. The meeting rooms in the Town Hall have a limited capacity. We are unable to guarantee entrance to the meeting room for observers, as priority will be given to registered speakers and those that have registered to attend.

Alternatively, you can observe the meeting remotely by clicking on the 'view the webcast' link provided on the meeting page of the [website](#).

If you wish to attend a meeting and ask a question or present a petition, you must submit the question/petition in writing by 9.00 a.m. at least 2 clear working days in advance of the date of the meeting, by email to the following address: [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

In order to ensure safe access and to protect all attendees, you will be recommended to wear a face covering (unless you have an exemption) at all times

within the venue. Please do not attend the meeting if you have COVID-19 symptoms. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting.

If you require any further information please email [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk).

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## FACILITIES

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**WASTE & STREET SCENE POLICY COMMITTEE AGENDA  
22 MARCH 2023**

**Order of Business**

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- 1. Welcome and Housekeeping**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Press and Public**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest** (Pages 7 - 10)  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting** (Pages 11 - 26)  
To approve the minutes of the last meeting of the Committee held on 15 February 2023.
- 6. Public Questions and Petitions**  
To receive any questions or petitions from members of the public
- 7. Work Programme** (Pages 27 - 38)  
Report of Interim Director, Legal and Governance
- 8. Amendments to the Hackney Carriage Vehicle Policy** (Pages 39 - 74)  
Report of Executive Director, Operational Services
- 9. Environmental Volunteering Strategy** (Pages 75 - 126)  
Report of Director, Street Scene and Regulation
- 10. Sheffield Markets Performance Review** (Verbal Report)  
Report of Director, Street Scene and Regulation
- 11. Review of Energy Tariffs for Market Traders** (To Follow)  
Report of Director, Street Scene and Regulation

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its Policy Committees, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest** (DPI) relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Standards Committee in relation to a request for dispensation.

Further advice can be obtained from David Hollis, Interim Director of Legal and Governance by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

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Waste & Street Scene Policy Committee

Meeting held 15 February 2023

**PRESENT:** Councillors Joe Otten (Chair), Alexi Dimond (Group Spokesperson), Tim Huggan, Mark Jones, Nabeela Mowlana, Janet Ridler, Paul Turpin, Cliff Woodcraft and David Barker (Substitute Member)

**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillor Mike Chaplin.

**2. EXCLUSION OF PRESS AND PUBLIC**

2.1 It was noted that appendix D to item 9 on the agenda (Hackney Carriage Vehicle Policy) and appendix 2 to item 14 on the agenda (Amey Performance Review) were not available to the public or press because they contained exempt information as described in paragraph 3 of Schedule 12A to the Local Government Act 1972. The Committee would ask the members of the public and press to kindly leave for that part of the meeting and the webcast would be paused.

**3. DECLARATIONS OF INTEREST**

3.1 There were no declarations of interest.

**4. MINUTES OF PREVIOUS MEETING**

4.1 The Minutes of the meeting held on 21 December, 2022 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 A petition was received from Mohammed Faysal Ansar:

“A bag to collect batteries and be collected as part of bin service.

We the undersigned petition the council to provide a bag for old batteries, to be collected as part of the recycling service. Do you wonder what happens to batteries that do not get the right treatment they deserve. By this I mean that if we don't recycle used batteries we no longer need or are no longer working, we decide to throw them straight in the black bin. If you look on Veolia Twitter page, it instructs us that throwing batteries in the general waste (black bin) or recycling bin can cause a fire, causing a hazard for Veolia's crew.

If you think about it the transport we are going to use in the future will rely on batteries. So if we don't recycle the batteries we use, the only thing we are doing is damaging the environment and wasting more valuable Earth resources.

So I am asking for Sheffield Council to collect batteries as part of bin service so all households can recycle batteries, just like what other councils have started doing in the UK.”

There was no speaker to this petition. The petition was noted, and the petitioner would be provided with a written response in respect of the issue.

5.2 A petition was received from Mohammed Faysal Ansar:

“A recycling bin, box or bag to recycle glass.

“We the undersigned petition the council to provide a recycling bin, box or bag for glass. Do you wonder why the Sheffield household waste and recycling service is so expensive to run. It is because in the brown bin we recycle plastic, metal and glass, yes glass. Glass is expensive to recycle and it is even more expensive to recycle when it is in the same bin as metal and plastic. When recycling goes to be sorted, metals and plastics need sorting, but glass should go in a container of its own. So I am asking Sheffield Council to give Sheffield households the choice of a bin or box or, for households that don't have much glass, a bag. We Sheffield households can also do our bit to make a difference to Sheffield Council and Sheffield taxpayers can help to save hundreds of pounds every year Also, many councils collect glass in a separate bin, box or bag, and if Sheffield Council did the same, it could also save them hundreds of pounds every year.

We should also remember in the uk and around the world we household and councils are Recovering from the pandemic and that has send cost E.g Council tax Bills and other every day essentials out of most people reach.

So if we start by recycling glass properly maybe we will be on the right road to recovery.”

There was no speaker to this petition. The petition was noted, and the petitioner would be provided with a written response in respect of the issue.

5.3 A petition was received from Mohammed Faysal Ansar:

“Requesting a Larger Blue Bin or Change Back to a Fortnightly Recycling Service”.

We the undersigned petition the council to provide a larger blue bin or change back to a fortnightly recycling service. Back in 2017, Sheffield Council changed the recycling service from fortnightly collection to monthly collection to save money and boost recycling rates. BUT, and it is a big BUT, the monthly recycling service just doesn't work. WHY - for most Sheffield households, a 140 litre blue bin to put a month's worth of paper, and cardboard in is just impossible. When it comes to collection day, you can only put a small amount of paper and cardboard beside your blue bin. The problem with this is Veolia, the bin company that collects the waste on behalf of Sheffield Council, will only collect a small amount of extra paper and cardboard. Everything else will still be beside your blue bin to put back in your bin until the next collection. I don't call this recycling if you only take some of the waste and everything else will still be left for another month.

Sadly for most Sheffield households the blue bin service is the only way of recycling there paper and cardboard, so if you only get a 140 litre blue bin to put everything in and that is the only way for you to use the recycling service, this tell us Sheffield household only one thing that Sheffield Council did this just to save money.

Sadly not many households get the chance to go to the recycling centre and recycle their extra paper and cardboard.”

There was no speaker to this petition. The petition was noted, and the petitioner would be provided with a written response in respect of the issue.

- 5.4 One public question was received from Janiece Wallace, James Martin read the question on her behalf:

“I would like to raise the following public question to the Waste and Street Scene Committee on Wednesday. I will not be able to attend but would be grateful if you allow James Martin or the Chair to read out the question.

The plans to dim street lights is concerning for many in the visually impaired community. Such changes can leave people with degrading eye conditions becoming more distressed and losing independence and social interaction earlier amongst many other aspects. Will the dimming proposals be given a trial at a meaningful time of year where nights are at their darkest to ensure a fair evaluation?”

The Chair responded with the following answer:

Any street lighting dimming proposals will be subject to public consultation including appropriate trial dimming and will be presented to committee and agreed with members prior to implementation.

- 5.5 James Martin attended the Committee and asked the following question:

“Noting the proposal for further dimming street lighting, will the lighting levels remain at or above the British Standards set or are proposals to take levels below national standards?”

The Chair responded with the following answer:

At the moment street lighting dimming options are still being developed. Any street lighting dimming proposals will be subject to public consultation including appropriate trial dimming and will be presented to committee and agreed with members prior to implementation.

- 5.6 James Martin attended the Committee and asked the following question:

“We are pleased to see the retention of all hackney carriages in Sheffield being wheelchair accessible vehicles. This will help to ensure a more accessible welcome to the city. We also tentatively welcome the introduction of permission for rear-

loading vehicles as this will help many users, however, the council will need review whether all ranks are suitable as previously highlighted.

Can the committee please ensure that the vehicle commitment is set into policy, and that officers are ensuring plans are in place to measure any adjustments required to the built environment?"

The Chair responded with the following answer:

The Licensing Authority will work alongside other Council services and organisations to ensure, where possible, that any adjustments to the built environment are considered.

5.7 Naheem Hanif attended the Committee and asked the following questions:

"1) What contingency plans has the council made, if 88% of drivers that own non-CAZ compliant taxis, decide to leave the hackney trade and join Uber / Bolt / City where they can earn more and have access to a wider range of cheaper vehicles? The hackney trade will be decimated!

2) I have been looking for a good condition, low mileage Euro 6 Mercedes Vito taxi as I need a minimum of 6 seats. I have tried various taxi dealers such as Cab direct, Taxifix, Birmingham Taxi warehouse etc. None can supply any as the model has been discontinued. I can't afford the TX5, What am I supposed to do?

3) Why will the council not accept mixed fleet hackney carriages? This model has proven to work in other cities.

I looked at the full electric Mercedes Evito which has room for 8 passengers and 2+ foldable wheelchairs. But this is not a hackney. Surely if we are serious about clean air in Sheffield, then why wouldn't you allow a full electric multi purpose vehicle to be used as a taxi?"

The Chair responded with the following answers:

- 1) The Licensing Authority is proposing a change to policy that will allow both side and rear-loading vehicles, as well as allowing Euro 6 standard vehicles that are under 7 years old. This will allow a greater number of vehicles to be licensed.

The Clean Air Zone is funded by the Department for Environment, Food and Rural Affairs (DEFRA) and forms part of their national Clean Air Strategy to tackle air pollution, including roadside nitrogen dioxide concentrations in the UK. DEFRA have awarded funding to Sheffield City Council to support people most impacted by the CAZ to upgrade or replace their vehicle. In response to stakeholder feedback and in-light of the cost-of-living crisis the Council has negotiated with DEFRA to make sure that the funding packages available are the best deal possible within the constraints, such as:

- Offering grant and low interest loan options

- Increased the maximum value for Hackney taxis upgrading to a Euro 6 diesel or Euro 4 petrol engine up to £6,000
  - Increased the maximum value for Hackney taxis upgrade to an electric vehicle up to £10,000
  - Making retrospective funding available for those who have upgraded / replaced their vehicle in response to the CAZ since 26 October 2021 (scheme launch date tbc).
  - Secured a temporary exemption for Hackney Carriage owners licensed with Sheffield City Council until 5th June 2023.
  - Temporary exemptions available for those who take-up grant / loan funding while they find a new vehicle / retrofit and until the vehicle / retrofit is supplied
- 2) The Licensing Authority is proposing a change to policy that will allow both side and rear-loading vehicles to be licensed as a hackney. This will allow greater choice for the licensee.
- 3) It is important to maintain a standard whereby those with a disability, specifically wheelchair users, have adequate access to suitable vehicles.

The Authority is proposing a change to the current policy, allowing both side and rear-loading vehicles to be licensed. This will allow greater choice for the licensee whilst maintaining wheelchair accessibility.

Other core cities, including Nottingham, Birmingham, Bristol, Liverpool, and the Greater Manchester Combined Authority all mandate a 100% wheelchair accessible fleet.

Some authorities (Leeds and Barnsley) that do not mandate a 100% wheelchair accessible fleet are seeing wheelchair accessible vehicles undertaking much of the contract work, leaving little to no vehicles available at ranks.

The Licensing Authority is proposing a change to policy that will allow both side and rear-loading vehicles to be licensed as a hackney. This will allow greater choice for the licensee.

Vehicles wishing to be licensed as a hackney carriage must confirm to the specification. Whilst emissions are a key element, especially due to the introduction of the Clean Air Zone, other elements must be taken into consideration.

5.8 Seven questions were received from Javid Khan. Javid Khan did not attend the meeting to ask their questions therefore a written response would be provided.

5.9 Ibrar Hussain attended the Committee and asked the following questions:

“1. Please confirm the list, in order, of future policies affecting taxi and private hire trade coming before this policy committee meeting in year 2023 as part of the forward plan:

- Fees Review,
- Review of Additional Independent Approved Test Centres,
- Review of Vehicle MOT Testing Criteria of both HCVs/ PHVs,
- IT provision in Taxi Licensing Service.

2. To both officers from licencing service & Cllrs, why have you not given or giving serious consideration to allowing saloon vehicles as a hackney carriage vehicle and followed the Leeds Model?

3. How will you implement card reader machines as outlined in HCV licence conditions and enforcement action if condition not applied?

4. What publicity will the licensing service give to promoting to general public of HCV licence condition of having card reader machines and its use as a condition of use?

5. What steps or real enforcement has licencing service taken practically to date to stop overcharging and misuse of refusing smaller jobs etc, so far no evidence in action seen its a total failure, need in-depth response with data and action plan to implement?

6. What steps has the licensing service taken and working with other LA enforcement officers to stop or enforce taxi and PH laws in Sheffield when out of town working in Sheffield in 2022/2023? Give full in-depth response.”

The Chair responded with the following answers:

- 1) It is envisaged that the fees review will take place June 2023. The Review of Additional Independent Approved Test Centres is a large piece of work that the Service does not currently have the resources to undertake in addition to the policy work being undertaken. We will however aim to look at this issue once the policy decisions have been dealt with after spring 2023. There are no proposals to review testing arrangements at this time. The Licensing Service Manager is undertaking the work required to identify a suitable supplier of IT provision.
- 2) It is important to maintain a standard whereby those with a disability, specifically wheelchair users, have adequate access to suitable vehicles.

The Authority is proposing a change to the current policy, allowing both side and rear-loading vehicles to be licensed. This will allow greater choice for the licensee whilst maintaining wheelchair accessibility.

Other core cities, including Nottingham, Birmingham, Bristol, Liverpool, and the Greater Manchester Combined Authority all mandate a 100% wheelchair accessible fleet.

Some authorities (Leeds and Barnsley) that do not mandate a 100% wheelchair accessible fleet are seeing wheelchair accessible vehicles undertaking much of the contract work, leaving little to no vehicles available at ranks.

- 3) It is the responsibility of the licensee to ensure that policy conditions are adhered to. Those licensees that do not adhere to conditions will be subject to enforcement action. It is expected that all licensees have the means to take non-cash-payments within 2-months of the policy being implemented.
- 4) There are no current plans to promote the use of cashless payments systems. However, we are talking to our communications team and Sheffield railway station to see if they can provide any help.
- 5) The licensing service have spent time engaging with hackney carriage drivers in an effort to address issues including overcharging and unreasonable fare refusals, including the distribution of information to drivers as a proactive means of raising awareness regarding offences.

The licensing service is considering further options, including test purchase operations, and where there is sufficient evidence, the licensing service will always seek to take appropriate action, which may include, but is not limited to, prosecution and licence reviews.

In cases where the licensing service receive complaints of overcharging or unreasonable fare refusal, the service will always investigate and where the necessary evidence is available, take appropriate action.

Enforcement officers have recently taken action against several drivers for offences witnessed by officers in and around the City Centre and Moor. Appropriate action was taken against these drivers in line with the evidence available.

- 6) Licensed vehicles are permitted to work in other areas other than those in which they are licensed.

The committee wrote to the Secretary of State on this matter. In response, the Government indicated that they were aware of the challenges out-of-area working presents to licensing authorities and that it was looked at as part of the Task and Finish Group on Taxi and PHV Licensing. There was no consensus on how to tackle the issue and the Government concluded that it would not, at this time, take forward out-of-area restrictions.

The Licensing Service has worked alongside other local authorities during enforcement, most recently in June 2022 and will continue to do so where other LA's are available.

- 5.10 Nasar Raof attended the Committee and asked the following questions on behalf of GMB:

“With the risk of vulnerable people of Sheffield, women on their own at the end of the night not being able to get taxis home, why is Sheffield council not looking at opening Hackney vehicles to include saloons and other cars to make up the short fall?

We have seen Hackney vehicles decline by 100’s across the years and declining still, why can the council not look at positive initiatives like mixed fleet vehicles rather than rear loading only where cost is more?

With the cost of living crisis and the impact covid had on the taxi trade, devastating impacts were felt across the trade and public, why can this council not look at cost saving approach to filling the void created by the reduction

In taxis and use mixed fleet vehicles and include saloons?”

The Chair responded with the following answer:

It is important to maintain a standard whereby those with a disability, specifically wheelchair users, have adequate access to suitable vehicles.

The Authority is proposing a change to the current policy, allowing both side and rear-loading vehicles to be licensed. This will allow greater choice for the licensee whilst maintaining wheelchair accessibility.

Other core cities, including Nottingham, Birmingham, Bristol, Liverpool, and the Greater Manchester Combined Authority all mandate a 100% wheelchair accessible fleet.

Some authorities (Leeds and Barnsley) that do not mandate a 100% wheelchair accessible fleet are seeing wheelchair accessible vehicles undertaking much of the contract work, leaving little to no vehicles available at ranks.

The Chair committed to adding a representative from an organisation supporting women’s safety at night to the Taxi Forum.

## **6. WORK PROGRAMME**

6.1 The Principal Democratic Services Officer introduced the item and drew attention to the recommendations, additions and amendments and the future Work Programme to be agreed moving forwards.

6.2 Members requested that a briefing on surface water flooding remediation, with particular regard to the road network, be added to the work programme for a future meeting.

### **6.3 RESOLVED UNANIMOUSLY:-**

1. That the Committee’s work programme, as set out in Appendix 1, be agreed, including any additions and amendments identified in Part 1.



2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1.

3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

## **7. HACKNEY CARRIAGE VEHICLE POLICY**

7.1 The Head of Street Scene Services and the Licensing Strategy and Policy Officer introduced a report seeking approval of the Hackney Carriage Vehicle Licence Policy. The Policy Officer introduced the report which would provide information and guidance on applications, decision-making and enforcement. The Policy would be publicly available, allowing transparency, accountability and consistency.

7.3 In response to Members questions, the Licensing Strategy and Policy Officer clarified a number of points including: the age restrictions on vehicles would encourage the most pollutant vehicles to be replaced sooner; licensing fees were being reviewed with finance to achieve a fair balance; hackney carriage vehicles would be exempt from CAZ fees until 5 June 2023 with further exemptions for drivers who have applied for finance or are waiting for vehicles; the Licensing Sub-Committee can consider extensions for licensing vehicles beyond the licensable period; and, the Policy would remain under review and a full review would be undertaken after three years.

7.4 The Committee resolved to amend the Policy, increasing the age of licensable vehicles at first registration to seven years and six months in recognition of the difficulties faced by drivers regarding the availability of Euro 6 and ZEC vehicles.

7.5 **RESOLVED UNANIMOUSLY:** That the **Waste and Street Scene** Policy Committee:-

1. Approve the Hackney Carriage Vehicle License Policy to come into force on 1st March 2023, as set out in Appendix H, with the amendment to amend the age of first registration to 7 years and 6 months for Diesel, Petrol and ZEC vehicles.

### **7.6 Reasons for Decision**

7.6.1 The Department for Transport recommends that licensing authorities make publicly available a cohesive policy document and to review this document every five years.

7.6.2 The document is designed to:

- Provide individuals with a clear, consistent basis for submitting applications

- Provide a clear, consistent basis for determining licence applications
- Provide licensees with information on licensing requirements throughout the time they are licensed

7.6.3 It is recommended that Members approve the policy in order for the updated recommendations be implemented.

#### 7.7 **Alternatives Considered and Rejected**

7.7.1 There are no alternative options under consideration.

### 8. **STREET TRADING IN THE CITY CENTRE - APPROVE THE NEW RESOLUTION FOLLOWING CONSULTATION**

8.1 The Chief Licensing Officer introduced a report setting out the results of the public consultation undertaken in relation to the recommendation to change the designation of streets in Sheffield City Centre from Consent Streets to Prohibited Streets under the Local Government (Miscellaneous Provision) Act 1982.

8.2 **RESOLVED UNANIMOUSLY:** That, following consideration of the representations made to the public consultation, the Waste and Street Scene Policy Committee:-

1. Approves the proposals set out in the report; and
2. Refers the approved proposals to Full Council to pass the resolution changing designated streets in Sheffield City Centre from Consent Streets to Prohibited Streets.

#### 8.3 **Reasons for Decision**

8.3.1 Moving forward with the proposals outlined in this Report will improve the on-street food trading offer across the city centre, providing more opportunities for local street food businesses (especially start-ups) and the creation of mini street food markets.

#### 8.4 **Alternatives Considered and Rejected**

8.4.1 The Council could maintain the status quo. However, in order to secure the benefits outlined in this and previous reports this option is not recommended.

### 9. **ELECTRIC VEHICLE CHARGER FEES AND CHARGES**

9.1 During the discussion of the above item the Committee agreed, in accordance with Council Procedure Rules, that as the meeting was approaching the two hours and 30 minutes time limit, the meeting should be extended by a period of 30 minutes.

9.2 The Parking Services Manager introduced the report which sought approval to increase the current tariff price to be charged to motorists using Sheffield City Council's Rapid Electric Vehicle Chargers. The report also sought approval of the price to be charged to motorists using Sheffield City Council's new Fast Electric

Vehicle Chargers.

9.3 The Committee requested a further briefing on the fees and charges for electric vehicle chargers.

9.4 The result of the vote on the resolution was FOR – 8 Members; AGAINST – 0 Members; ABSTENTIONS – 1 Member.

9.5 **RESOLVED:** That the **Waste and Street Scene** Policy Committee:-

1. Approve the price charged to motorists using the Council's existing network of Rapid (50kW) Electric Vehicle Chargers being increased to 72p per kilowatt hour used for the first 60 minutes with the charge after 60 minutes increasing to a flat fee of £20 per hour to encourage turnover and access to the chargers.
2. Approve the price charged to motorists using the Council's new network of Fast (7kW – 22kW) Electric Vehicle Chargers being initially set at 58p per Kilowatt hour.
3. Note that a new Traffic Regulation Order to implement the fees for Fast Chargers is intended to be proposed. This proposal will be subject to the usual statutory consultation process required for a Traffic Regulation Order.
4. Note that a new Traffic Regulation Order to implement pay and display parking charges for vehicles that are in parking places and charging via Fast Electric Vehicle Chargers is intended to be proposed. This proposal will also be subject to the usual statutory consultation process required for a Traffic Regulation Order.
5. Delegate Authority to the Executive Director of Operational Services, in consultation with the Chair, Deputy Chair and Group Spokesperson for the Waste and Street Scene Committee, to make future changes to the fee motorists pay to use the Council's electric charging infrastructure, where: a. the change supports effective management of demand for parking and contributes to wider traffic management objectives; b. the proposed change is not for an amount greater or less than the rate of 15p per Kilowatt hour or the Retail Price Index plus 1% from the date they were last increased, whichever is greater.

9.6 **Reasons for Decision**

9.6.1 The price of 72 pence per kilowatt hour is in line with other commercial and local authority operators so will be appropriate to encourage use while covering costs of running the chargers. The increase to a flat fee of £20 per hour after 60 minutes of charging will discourage motorist from leaving their vehicle parked in the bay longer than is needed to fill their battery to an adequate charge. A battery can reach 80% charge within 30-40 minutes.

9.6.2 The fee introduced for Fast EV Chargers at 58 pence per kilowatt hour is in line

with other commercial and Local Authority operators so will be appropriate to encourage use while covering costs of operating the chargers.

- 9.6.3 Removing the parking exemptions for pay and display charges for electric vehicle motorists using fast chargers is in line with other commercial and Local Authority operators so will be appropriate to encourage use while covering costs of running the chargers and keeps the tariff lower.

9.7 **Alternatives Considered and Rejected**

- 9.7.1 Consideration was given to charging for 'parking only' (i.e. without also imposing charges which are based on charging an electric vehicle). It was discounted as the Council wants to encourage drivers to use the infrastructure and move on to increase availability of chargers for other motorists. Similarly, encouraging motorists to park in the bay for an extended period would reduce availability.

- 9.7.2 Consideration has also been given to not installing the Fast EV Chargers. However, the lack of infrastructure to charge electric vehicles is a barrier to switching from a combustion engine to an ultra-low emission vehicle. By doing nothing, the availability of chargers will remain lower, and the rate of change to electric vehicles is likely to also remain lower, reducing the speed in which vehicle change takes place, and reducing the impact in improving Sheffield's air quality.

- 9.7.3 Doing nothing and continuing with the current Rapid EV Charger tariffs would mean the gap between income and expenditure would continue to grow, cause further budget pressures and would be financially unsustainable.

**10. REVENUE BUDGET MONITORING REPORT - MONTH 8**

- 10.1 The Head of Accounting introduced the report which brought the Committee up to date with the Council's financial position as at Month 8 2022/23 General Fund revenue position.

- 10.2 **RESOLVED UNANIMOUSLY:** That the **Waste and Street Scene** Policy Committee:-

1. Note the Council's financial position as at the end of November 2022 (month 8).

10.3 **Reasons for Decision**

- 10.3.1 This paper is to bring the committee up to date with the Council's current financial position as at Month 8 2022/23.

10.4 **Alternatives Considered and Rejected**

- 10.4.1 The Council is required to both set a balance budget and to ensure that in-year income and expenditure are balanced. No other alternatives were considered.

**11. GRASS VERGE OPTIONS, INCLUDING WILDFLOWER PLANTING AND COMMUNITY FUNDED STREET TREES**

- 11.1 The Head of Waste Management and Highways Maintenance introduced the report which set out a new approach to managing the competing demands on the Council's urban verges around the city, including options for protection

measures to prevent anti-social parking, establishment of wildflowers and community funded tree planting.

11.2 **RESOLVED UNANIMOUSLY:** That the **Waste and Street Scene** Policy Committee approves:-

3. The new Grass Verge and Community Funded Street Tree Planting Policies as outlined in appendix 1.
4. That the Council's Ecology Section (alongside the Sheffield and Rotherham Wildlife Trust) be permitted to give residents advice on appropriate wildflower species for grassed areas near their homes.
5. That Local Area Committees, Citizens and Elected Members have a greater suite of verge protection measures made available to them and for bespoke verge protection measures to be applied where safe/appropriate to do so.
6. That authority be delegated to the Head of Highways Maintenance to develop the 'Trees for Streets' offer for Sheffield in consultation with the Sheffield Street Tree Partnership.

11.3 **Reasons for Decision**

11.3.1 Approval of the recommendations will allow:

- An increase in the number of areas of wildflowers and areas on reduced grass cutting cycles in suburban areas in keeping with resident desires and the consultation outcomes.
- The rollout of a community tree planting website and crowdfunding portal for the planting of trees in protecting verges from anti-social parking practices as well as improving the aesthetic and climate resilience of neighbourhoods in 2023.
- Key stakeholders such as the Wildlife Trust and Council's Ecology Section to engage with interested Local Area Committees, residents and elected members and provide specialist technical input around wildflowers and rewilding in their community.
- A suite of verge protection measures being made available to each Local Area Committee in accordance with consultation results for verge protection schemes to be deployed where appropriate on a bespoke basis, reflecting the needs, identity and use of each neighbourhood. These steps will all cumulatively contribute positively to the city's response to the declared Nature Emergency.

11.4 **Alternatives Considered and Rejected**

- 11.4.1 An alternative model which would enable residents to cultivate, seed and maintain their own wildflower verges directly outside their properties licensed under Section 142 of the Highways Act 1980 was explored.

- 11.4.2 This piece of legislation requires the homeowner must indemnify the highway authority against any claim in respect of injury, damage or loss arising out of management and maintenance of that area of the public highway. The Council therefore requires homeowners to have specific Public Liability Insurance for this purpose, which exhaustive searches of the market proved unattainable for the average citizen.
- 11.4.3 An alternative model where the Council would cut, collect, transport and dispose of grass clippings was previously explored as per the recommendations of the Wildlife Trust to optimise conditions for wildflower establishment.
- 11.4.4 This model was found to be financially prohibitive, requiring not only a full re-procurement of fleet and more stop/start approach to grass verge cutting which would result in slower progress and more operatives being required to deliver the service – but would also generate additional carbon through additional vehicle mileage in transporting of vast quantities of grass clippings across the city.
- 11.4.5 Highways Maintenance Division will therefore instead provide a quotation to Local Area Committees, members of scheme leads for sowing of Yellow Rattle as a natural grass sward suppressant, and let key interested stakeholders such as the Wildlife Trust and Council's Ecology Section extoll the benefits of residents raking off and home composting arisings from grass cutting activities.

## **12. AMEY PERFORMANCE REVIEW**

- 12.1 The Head of Waste Management and Highways Maintenance introduced the report which provided an overview of the performance of Amey, including current challenges and improvement plans. The report also sought approval for improvement plan(s) and the new street scene and waste customer charter.

During consideration of this item of business, and in order for Members of the Committee to ask questions on Part B of the report, it was RESOLVED: That public and press be excluded from the meeting and the webcast be paused before further discussion takes place on the grounds that, in view of the nature of the business to be transacted, if those persons were present, there would be a disclosure to them of exempt information as described in paragraph 3 of Schedule 12A to the Local Government Act 1972, as amended.

The meeting was re-opened to the public and press, and the webcast was recommenced, prior to the decision being taken by the Committee.

- 12.2 **RESOLVED UNANIMOUSLY:** That the **Waste and Street Scene** Policy Committee:-

1. Note the details of the performance update.
2. Note the new street scene and waste customer charter improving information to our customers on Amey and Veolia service delivery.
3. Agree the actions set out in the Report including tracking the delivery of the

improvement plan against contract compliance

4. Receive a further update on Amey Performance in six months-time

12.3 **Reasons for Decision**

12.3.1 The Waste and Street Scene Policy Committee are recommended to note the details of the report and the appendices of supporting performance information as these detail the scale and scope of the contract delivery for Sheffield.

12.3.2 In approving the new waste and street scene customer charter, the Committee are ensuring customers understand what to expect in terms of response by Amey to key service requests and Amey's performance against these.

12.3.3 The Waste and Street Scene Policy Committee are recommended to agree the actions noted in the report including the tracking the delivery of the improvement plans for surfacing, receiving a further update to committee on contract performance in six months' time as it is believed this will ensure contract compliance is maintained.

12.4 **Alternatives Considered and Rejected**

12.4.1 There are proposed actions set out in this Report, including tracking the delivery of the improvement plan against contract compliance. To the extent that there are alternative options available, these are set out in (closed) Appendix 2.

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## Report to Waste and Street Scene Policy Committee

22<sup>nd</sup> March 2023

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**Report of:** David Hollis, Interim Director of Legal and Governance

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**Subject:** Committee Work Programme

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**Author of Report:** Rachel Appleyard, Principal Democratic Services Officer

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### Summary:

The Committee's Work Programme is attached at Appendix 1 for the Committee's consideration and discussion. This aims to show all known, substantive agenda items for forthcoming meetings of the Committee, to enable this committee, other committees, officers, partners and the public to plan their work with and for the Committee.

Any changes since the Committee's last meeting, including any new items, have been made in consultation with the Chair, and the document is always considered at the regular pre-meetings to which all Group Spokespersons are invited.

The following potential sources of new items are included in this report, where applicable:

- Questions and petitions from the public, including those referred from Council
- References from Council or other committees (statements formally sent for this committee's attention)
- A list of issues, each with a short summary, which have been identified by the Committee or officers as potential items but which have not yet been scheduled (See Appendix 1)

The Work Programme will remain a live document and will be brought to each Committee meeting.

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### Recommendations:

1. That the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;

2. That consideration be given to the further additions or adjustments to the work programme presented at Part 2 of Appendix 1;
3. That Members give consideration to any further issues to be explored by officers for inclusion in Part 2 of Appendix 1 of the next work programme report, for potential addition to the work programme.

**Background Papers:** None

**Category of Report:** Open

## **COMMITTEE WORK PROGRAMME**

### **1.0 Prioritisation**

1.1 For practical reasons this committee has a limited amount of time each year in which to conduct its formal business. The Committee will need to prioritise firmly in order that formal meetings are used primarily for business requiring formal decisions, or which for other reasons it is felt must be conducted in a formal setting.

1.2 In order to ensure that prioritisation is effectively done, on the basis of evidence and informed advice, Members should usually avoid adding items to the work programme which do not already appear:

- In the draft work programme in Appendix 3 due to the discretion of the chair; or
- within the body of this report accompanied by a suitable amount of information.

### **2.0 References from Council or other Committees**

2.1 Any references sent to this Committee by Council, including any public questions, petitions and motions, or other committees since the last meeting are listed here, with commentary and a proposed course of action, as appropriate:

<b>Issue</b>	<b><i>Details to be added by PDSO</i></b>
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

### **3.0 Member engagement, learning and policy development outside of Committee**

3.1 Subject to the capacity and availability of councillors and officers, there are a range of ways in which Members can explore subjects, monitor information and develop their ideas about forthcoming decisions outside of formal meetings. Appendix 2 is an example 'menu' of some of the ways this could be done. It is entirely appropriate that member development, exploration and policy development should in many cases take place in a private setting, to allow members to learn and formulate a position in a neutral space before bringing the issue into the public domain at a formal meeting.

2.2 Training & Skills Development - Induction programme for this committee.

Title	Description & Format	Date

## Appendix 1 – Work Programme

### Part 1: Proposed additions and amendments to the work programme since the last meeting:

Item	Proposed Date	Note
<b>MOVED:</b> Environmental Enforcement Strategy	Meeting 1 2023	Moved from March 2023
<b>MOVED:</b> Parking Enforcement Policy	Meeting 1 2023	Moved from March 2023
<b>MOVED:</b> Food Safety Plan	Meeting 1 2023	Moved from March 2023
<b>MOVED:</b> Food Waste Collection trial and future options	Meeting 1 2023	Moved from March 2023 to allow time for financial impacts to be assessed.
<b>MOVED:</b> Review of Licensing Fees and Charges	Meeting 2 2023	Moved from March 2023
<b>MOVED:</b> Future Waste Collection Service Options for Consultation	Meeting 3 2023	Moved from March 2023. Defra still not released consultation so propose to do this later in the year.
<b>NEW:</b> Amendments to Hackney Carriage Vehicle Policy	March 2023	The policy was approved by this Committee in Feb 2023. A couple of errors have been identified since it was approved which need rectifying as a matter of urgency
<b>NEW:</b> Review of Energy Tariffs for Market Traders	March 2023	For approval of future tariff changes recharged to traders to be implemented by the Market management team in line with changing annual energy prices.
<b>NEW:</b> Markets Service Charge and Rents Review	Meeting 3 2023	Awaiting details.

### Part 2: List of other potential items not yet included in the work programme

Issues that have recently been identified by the Committee, its Chair or officers as potential items but have not yet been added to the proposed work programme. If a Councillor raises an idea in a meeting and the committee agrees under recommendation 3 that this should be explored, it will appear either in the work programme or in this section of the report at the committee's next meeting, at the discretion of the Chair.

<b>Topic</b>	
<b>Description</b>	
<b>Lead Officer/s</b>	
<b>Item suggested by</b>	<i>Officer, Member, Committee, partners, public question, petition etc</i>

<b>Type of item</b>	<i>Referral to decision-maker/Pre-decision (policy development/Post-decision (service performance/ monitoring)</i>
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 6	22 March 2023 @10am	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> <li>any other committee-specific standing items eg finance or service monitoring</li> </ul>					
Sheffield Markets	The review will give an overview of markets performance and	Ben Brailsford	Briefing	All with Cllrs, markets officers legal and finance teams	Engagement	This Cttee

Performance Review	opportunities to carry on improving.			<ul style="list-style-type: none"> <li>• Agree Terms of Reference – Nov 22</li> <li>• Update Cllr briefing – agree “decision/s” to be taken in March – Jan 2023</li> <li>• Final Report – March 2023</li> </ul>		
<b>NEW:</b> Review of Energy Tariffs for Market Traders	Report to committee setting out proposals to enable the Markets management team to be agile enough to change recharged energy tariffs to the traders without full recovery. The report is to seek approval for public consultation on the proposals.	Liam Pond	Decision	Political group briefings (Joe Otten, Alexi Dimond, Mike Chaplin)	Public consultation	This Cttee
Environmental Volunteering Strategy	Improving the way we work with volunteers looking after their local neighbourhoods and environment.	Beth Allsop	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee
<b>NEW:</b> Amendments to Hackney Carriage Vehicle Policy	Amendments to Hackney Carriage Vehicle Policy to correct errors.	Craig Harper	Decision	Report to Waste and Street Scene Policy Committee, 15 February.  Written briefing for the committee or all members.	Public Consultation	This Cttee

Meeting 1 2023	Date TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date) <ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> <li>Work Programme</li> <li>[any other committee-specific standing items eg finance or service monitoring]</li> </ul>					
Capital Finance Monitoring Report	Capital Finance Monitoring Report	Jane Wilby	Referral to Decision Maker	N/A		N/A
<b>MOVED:</b> Environmental Enforcement Strategy	A revised enforcement strategy for Environmental Regulation	Ian Ashmore	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee
<b>MOVED:</b> Parking Enforcement Policy	City Wide Parking Policy Review	Sabia Hanif	Decision	<p>Briefing session booked in November and December with the members of the committee</p> <p>Consultation planned in December with the public via citizens space</p>	Public consultation will take place starting in the New Year. Consultation with councillors will take place	This cttee

					as part of ongoing monthly briefings	
<b>MOVED:</b> Food Safety Plan	A new strategy for delivering food safety and food standards in Sheffield including a 2 year work programme.	Ian Ashmore	Post Decision	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee
<b>MOVED:</b> Food Waste Collection Trial and future options	Report to committee setting out parameters for a new city wide, weekly food waste collection, incorporating the lessons learnt from trial service (Sept – Nov 22)	Gill Charters	Decision	Food Waste Recycling Collection Trial report to Waste and Street Scene Policy Committee, 22nd June	This report seeks approval for consultation and the methodologies to be used.	This cttee

Meeting 2 2023	Date TBC	Time				
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required (with reference to options in Appendix 1)	(re: decisions) Public Participation/ Engagement approach (with reference to toolkit in Appendix 2)	Final decision-maker (& date)
			<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>			<ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>Public Questions/ Petitions</li> </ul>					



	<ul style="list-style-type: none"> <li>• <i>Work Programme</i></li> <li>• <i>any other committee-specific standing items eg finance or service monitoring</i></li> </ul>					
Capital Finance Monitoring Report	Capital Finance Monitoring Report	Jane Wilby	Referral to Decision Maker	N/A		N/A
<b>MOVED:</b> Review of Licensing Fees and Charges	Review of Licensing Fees and Charges	Claire Bower	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee

Meeting 3 2023	Date TBC	Time				
Topic	Description	Lead Officer/s	Type of item <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>any other committee-specific standing items eg finance or service monitoring</i></li> </ul>					
<b>MOVED:</b> Future Waste Collection	The council will be introducing new weekly food waste collections and	Gill Charters	Strategy/ policy development, feedback from the	Written briefing for the committee and/or all members.	Public consultation and trial	This cttee

Service Options for Consultation	collecting more types of plastic for recycling to meet our new legal obligations of the Environment Act 1990. The report set out options for future waste collection services, compares different collection services (box collection versus bins) and our consultation strategy.		consultation will inform future decision.			
<b>NEW:</b> Markets Service Charge and Rents Review	Awaiting details	Ben Brailsford	Decision	Awaiting details	Awaiting details	This cttee

Items which the committee have agreed to add to an agenda, but for which no date is yet set.						
Topic	Description	Lead Officer/s	Type of item	(re: decisions) Prior member engagement/ development required <i>(with reference to options in Appendix 1)</i>	(re: decisions) Public Participation/ Engagement approach <i>(with reference to toolkit in Appendix 2)</i>	Final decision-maker (& date)
			<ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> <li>Pre-decision (policy development)</li> <li>Post-decision (service performance/ monitoring)</li> </ul>			<ul style="list-style-type: none"> <li>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>

## **Appendix 2 – Menu of options for member engagement, learning and development prior to formal Committee consideration**

Members should give early consideration to the degree of pre-work needed before an item appears on a formal agenda.

All agenda items will anyway be supported by the following:

- Discussion well in advance as part of the work programme item at Pre-agenda meetings. These take place in advance of each formal meeting, before the agenda is published and they consider the full work programme, not just the immediate forthcoming meeting. They include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers
- Discussion and, where required, briefing by officers at pre-committee meetings in advance of each formal meeting, after the agenda is published. These include the Chair, Vice Chair and all Group Spokespersons from the committee, with officers.
- Work Programming items on each formal agenda, as part of an annual and ongoing work programming exercise
- Full officer report on a public agenda, with time for a public discussion in committee
- Officer meetings with Chair & VC as representatives of the committee, to consider addition to the draft work programme, and later to inform the overall development of the issue and report, for the committee's consideration.

The following are examples of some of the optional ways in which the committee may wish to ensure that they are sufficiently engaged and informed prior to taking a public decision on a matter. In all cases the presumption is that these will take place in private, however some meetings could happen in public or eg be reported to the public committee at a later date.

These options are presented in approximately ascending order of the amount of resources needed to deliver them. Members must prioritise carefully, in consultation with officers, which items require what degree of involvement and information in advance of committee meetings, in order that this can be delivered within the officer capacity available.

The majority of items cannot be subject to the more involved options on this list, for reasons of officer capacity.

- Written briefing for the committee or all members (email)
- All-member newsletter (email)
- Requests for information from specific outside bodies etc.
- All-committee briefings (private or, in exceptional cases, in-committee)
- All-member briefing (virtual meeting)
- Facilitated policy development workshop (potential to invite external experts / public, see appendix 2)
- Site visits (including to services of the council)
- Task and Finish group (one at a time, one per cttee)

Furthermore, a range of public participation and engagement options are available to inform Councillors, see appendix 3

## **Appendix 3 – Public engagement and participation toolkit**

### **Public Engagement Toolkit**

On 23 March 2022 Full Council agreed the following:

A toolkit to be developed for each committee to use when considering its ‘menu of options’ for ensuring the voice of the public has been central to their policy development work. Building on the developing advice from communities and Involve, committees should make sure they have a clear purpose for engagement; actively support diverse communities to engage; match methods to the audience and use a range of methods; build on what’s worked and existing intelligence (SCC and elsewhere); and be very clear to participants on the impact that engagement will have.

The list below builds on the experiences of Scrutiny Committees and latterly the Transitional Committees and will continue to develop. The toolkit includes (but is not be limited to):

- a. Public calls for evidence
- b. Issue-focused workshops with attendees from multiple backgrounds (sometimes known as ‘hackathons’) led by committees
- c. Creative use of online engagement channels
- d. Working with VCF networks (eg including the Sheffield Equality Partnership) to seek views of communities
- e. Co-design events on specific challenges or to support policy development
- f. Citizens assembly style activities
- g. Stakeholder reference groups (standing or one-off)
- h. Committee / small group visits to services
- i. Formal and informal discussion groups
- j. Facilitated communities of interest around each committee (eg a mailing list of self-identified stakeholders and interested parties with regular information about forthcoming decisions and requests for contributions or volunteers for temporary co-option)
- k. Facility for medium-term or issue-by-issue co-option from outside the Council onto Committees or Task and Finish Groups. Co-optees of this sort at Policy Committees would be non-voting.

This public engagement toolkit is intended to be a quick ‘how-to’ guide for Members and officers to use when undertaking participatory activity through committees.

It will provide an overview of the options available, including the above list, and cover:

- How to focus on purpose and who we are trying to reach
- When to use and when not to use different methods
- How to plan well and be clear to citizens what impact their voice will have
- How to manage costs, timescales, scale.

**There is an expectation that Members and Officers will be giving strong consideration to the public participation and engagement options for each item on a committee’s work programme, with reference to the above list a-k.**



## Report to Policy Committee

**Author/Lead Officer of Report:** Craig Harper,  
Licensing Strategy and Policy Officer

**Report of:** Executive Director Operational Services  
**Report to:** Waste and Street Scene Policy Committee  
**Date of Decision:** 22<sup>nd</sup> March 2023  
**Subject:** Hackney Carriage Vehicle Licence Policy

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, what EIA reference number has it been given?	Ref:			
Has appropriate consultation taken place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below.				

### Purpose of Report:

This Report is seeking approval to make several amendments to technical elements of the Hackney Carriage Vehicle Licence Policy, specifically part 9 – Hackney Carriage Vehicle Specification.

This will provide clearer information and guidance for applicants on:

- applications
- decision-making
- enforcement

## Recommendations

That Members of the Committee approve the proposed amendments to the Hackney Carriage Vehicle Specification to come into force with immediate effect.

## Background Papers:

There are no background papers associated with this report.

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: James Lyon
	Legal: Sarah Bennett
	Equalities & Consultation: Louise Nunn/Ed Sexton Climate: Jessica Rick and Laura Chippendale
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>SLB member who approved submission:</b> Ajman Ali
3	<b>Committee Chair consulted:</b> Councillor Joe Otten
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer Name:</b> Craig Harper
	<b>Job Title:</b> Licensing Strategy and Policy Officer
<b>Date:</b> 22 <sup>nd</sup> March 2023	

## 1. PROPOSAL

- 1.1 The Council, as licensing authority, is responsible for the regulation of hackney carriage vehicles licensed in the district of Sheffield.
- 1.2 Primary legislation regulates the industry, namely the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976.
- 1.3 The Waste and Street Scene Committee approved the Hackney Carriage Vehicle Licence Policy on 15<sup>th</sup> February 2023, which was subsequently implemented on 1<sup>st</sup> March 2023. This policy sets the standard for hackney carriage vehicles in Sheffield and, for the first time, intended to permit the use of rear-loading hackney carriage vehicles. A copy of the full policy, as implemented on 1<sup>st</sup> March 2023, can be found at [Hackney Carriage Vehicle Policy 0.pdf \(sheffield.gov.uk\)](#)
- 1.4 This report seeks the approval of technical amendments to the Hackney Carriage Vehicle Licence Policy, specifically the Hackney Carriage Vehicle Specification in relation to rear-loading vehicles.
- 1.5 Proposed amendments have been made to the following parts of the Hackney Carriage Vehicle Specification:
  - Part 6.0 Body
  - Part 7.0 Drivers Compartment
  - Part 8.0 Passenger Compartment
  - Part 9.0 Doors
  - Part 10.0 Door Fittings
  - Part 11.0 Seats
- 1.6 Details of the proposed amendments can be seen with tracked changes at Appendix A; a copy without tracked changes (for ease of reading) can be found at Appendix B.

## 2. HOW DOES THIS DECISION CONTRIBUTE?

- 2.1 The amendments are designed to:
  - Provide individuals with a clearer, consistent basis for
    - Licensing Authority Officers in processing applications
    - Applicants when making an application
  - Provide a clearer, consistent basis for determining licence applications:
    - Allowing structured and evidenced-based decision making for Officers and Councillors
    - Achieve compliance with legislative, statutory, and local standards:
  - Supporting wider strategies and initiatives specific to vehicle licensing

### **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 Information received upon the approval of the Hackney Carriage Vehicle Licence Policy, 15<sup>th</sup> February, revealed that several key aspects of Hackney Carriage Vehicle Specification inadvertently prevented rear-loading vehicles from being ordinarily licensed as hackney carriage vehicles.
- 3.2 Following this feedback, the Licensing Authority has made amendments to the Hackney Carriage Vehicle Specification. This will enable rear-loading vehicles to be ordinarily licensed as hackney carriage vehicles within the parameters of the policy.

### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

#### **4.1 Equality Implications**

- 4.1 An Equality Impact Assessment was undertaken as part of the policy approval. The proposed amendments do not pose any additional equality implications.

#### **4.2 Financial and Commercial Implications**

- 4.2 Financial and Commercial Implications were considered as part of the policy approval. The proposed amendments do not pose any additional equality implications.

#### **4.3 Legal Implications**

- 4.3.1 S177 Policing and Crime Act 2017 states any public authority which has licensing functions under taxi and private hire vehicle legislation must have regard to any guidance issued under this section. The guidance issued is the Statutory Taxi & Private Hire Vehicle Standards issued in 2020. Therefore, as setting this policy will impact how the Council exercises those functions in setting this policy regard must be had to the statutory guidance.
- 4.3.2 Although the Council is not required to have a policy it is a clear recommendation of the statutory guidance that 'all licensing authorities make publicly available a cohesive policy document that brings together all their procedures on taxi and private hire vehicle licensing. This should include but not be limited to policies on convictions, a 'fit and proper' person test, licence conditions and vehicle standards'. The statutory guidance requires when formulating a taxi and private hire vehicle policy, the primary and overriding objective must be to protect the public.
- 4.3.3 The Waste and Street Scene approved the Hackney Carriage Vehicle Licence Policy on 15<sup>th</sup> February 2023; however, the vehicle specification had the unintended consequences of limiting the ability to licence rear-loading vehicles. The amendments outlined in this report seek to address those issues.



#### **4.4 Climate Implications**

4.4 There are no climate implications associated with the policy amendments proposed in this report.

#### **4.5 Other Implications**

4.5.1 There are no other implications as a result of implementing the proposed amendments to the policy.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 There are no alternative options under consideration.

### **6. REASONS FOR RECOMMENDATIONS**

6.1 It is recommended that Members approve the amendments to the Hackney Carriage Vehicle Specification in order to allow the licensing of rear-loading vehicles as intended.

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# Appendix A

## Hackney Carriage Vehicle Specification

The vehicle specification is an aid to help guide applicants in choosing an appropriate vehicle type. Applications for vehicles that do not fully comply with the vehicle specification will be automatically referred to the Licensing Sub-Committee for determination.

<b>Part 1</b>	<b>Definition</b>
<b>Part 2</b>	<b>General Construction</b>
<b>Part 3</b>	<b>Type of vehicle</b>
<b>Part 4</b>	<b>Age criteria</b>
<b>Part 5</b>	<b>Fuel Systems</b>
<b>Part 6</b>	<b>Body</b>
<b>Part 7</b>	<b>Driver's Compartment</b>
<b>Part 8</b>	<b>Passenger Compartment</b>
<b>Part 9</b>	<b>Doors</b>
<b>Part 10</b>	<b>Door Fittings</b>
<b>Part 11</b>	<b>Seats</b>
<b>Part 12</b>	<b>Facilities for the Disabled</b>
<b>Part 13</b>	<b>Windows</b>
<b>Part 14</b>	<b>Tyres</b>
<b>Part 15</b>	<b>Electrical Equipment</b>
<b>Part 16</b>	<b>Image and Sound Recording Equipment</b>
<b>Part 17</b>	<b>Radio Apparatus and Communication Systems</b>
<b>Part 18</b>	<b>Taxi Sign</b>
<b>Part 19</b>	<b>Taximeter</b>
<b>Part 20</b>	<b>Table of Fares</b>
<b>Part 21</b>	<b>Licence Plates</b>

## 1.0 Definition

Vehicles must be constructed so as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment, provided that the wheelchair is no larger than a DFT Reference wheelchair, as specified in the Public Service Accessibility Regulations 2000.

Side and rear-loading type vehicles are permitted.

---

## 2.0 General Construction

At the time of its first registration, a vehicle must be covered by one of the following type approvals as a category M1 vehicle:

- An EC Whole Vehicle Type Approval
- A UK Low Volume Type Approval
- A UK National Small Series Type Approval
- A Provisional GB Type Approval
- A GB Whole Vehicle Type Approval
- A GB Medium Series Type Approval
- A UK (NI) Small Series Type Approval
- A GB Small Series Type Approval
- A UK (NI) Type Approval

In all cases, documentary evidence of compliance with one of the above approval regimes, will be required for licensing.

In addition, vehicle proprietors are reminded of their legal obligations to comply with the Road Vehicles (Construction and Use) Regulations 1986 (as amended) and the Road Vehicle Lighting Regulations 1989 (as amended) – both of which apply at all times to any vehicle used on a public road in the UK.

The vehicle must be righthand drive.

Where retrofit emissions technology is installed, such as liquefied petroleum gas, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

No vehicle first being licensed will have been written off in any category and will not be renewed if written off during its licensable period.

### 3.0 Type of vehicle

Vehicles will only be licensed if they satisfy the definition of a wheelchair accessible vehicle, as described in section 1, and the general vehicle details outlined in section 2.

Once licensed, the vehicle will appear on the council's approved list of designated vehicles, in accordance with the Taxis and Private Hire Vehicles (Disabled Persons) Act 2022.

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### 4.0 Age criteria

The date of first registration will be used to determine the age of the vehicle.

**Diesel and Petrol** vehicles must be at least Euro 6 compliant and under seven years and six months of age when granted their first licence.

**Zero Emission Capable** vehicles must be under seven years and six months of age when granted their first licence.

#### Licensable Period

**Diesel and Petrol** vehicles will be licensed up to 15 years of age.

**Zero Emission Capable** vehicles will be licensed up to 20 years of age.

As of 1st January 2027, all newly licensed vehicles must be Zero Emission Capable (ZEC)

Existing licensed vehicles will continue to be licensed for the periods stated above.

---

### 5.0 Fuel Systems

#### Retrofit Emissions Technology

If retrofit emissions technology is installed in a vehicle, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

## Zero Emission Vehicles

A Zero Emission Capable (ZEC) vehicle refers to:

- Battery Electric Vehicles (BEVs), or 'pure electric' where the use of a battery is the only power source
- Plug-in Hybrid Electric Vehicles (PHEVs), which switch between a battery and an internal combustion engine (ICE)
- Hybrid Electric Vehicles (HEVs), or 'full hybrids' which do not plug into the electricity grid but recharge while driving
- Fuel Cell Electric Vehicles (FCEVs), which use onboard hydrogen fuel cells to generate electricity

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## 6.0 Body

The body must be of a fixed head type.

### Rear-Loading Wheelchair Access Vehicles

Where the vehicle is constructed so as to accommodate a disabled person in a wheelchair, and that wheelchair is loaded from the rear, there is no requirement to have a partition installed and the use of ~~one~~the front passenger seat is permitted.

Where such a partition is fitted, it will conform to the technical specification set out in this condition.

The partition shall incorporate a means by which a fare may be paid without leaving the vehicle.

The partition shall extend the full width and height of the vehicle interior at the point where it is fitted.

The upper portion of the partition may be glazed, but without tint and, in any event, must allow the occupants of the rear seats to see the meter

Where a partition is installed, use of the front passenger seat is not permitted.

### All other vehicle types

~~The vehicle Any wheelchair accessible Hackney carriage shall be so designed and constructed so as to contain a partition separating the rear facing passenger(s) from the driver, from any passenger(s) travelling in the vehicle. Where the passengers are forward facing there will be no requirement to fit a partition.~~

~~Where such a partition is fitted as a preference by the proprietor, it will confirm to the technical specification set out in this condition.~~

The partition shall incorporate a means by which a fare may be paid without leaving the vehicle.

The partition shall extend the full width and height of the vehicle interior at the point where it is fitted.

The upper portion of the partition may be glazed, but without tint and, in any event, must allow the occupants of the rear seats to see the meter

Where a partition is installed, use of the front passenger seat is not permitted.

### **Running Boards**

Running boards are allowed where they are fitted by the manufacturer. All running boards must not increase the width of the vehicle at its widest part. The boards must be five inches in width, all of which must be available as a step.

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## **7.0 Driver's Compartment**

~~V~~All vehicles that have a partition installed must be fitted with an intercom system to permit the driver and passenger(s) to communicate verbally and must have appropriate signage in place in the passenger compartment to indicate such.

~~A suitable sliding window, or similar device shall be fitted in the glazed partition.~~

~~Where a single piece glazed partition is fitted, a facility must be provided for making payment to the driver.~~

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## **8.0 Passenger Compartment**

### **General**

The vertical distance between the highest part of the floor and the roof must not be less than 1200mm.2 metres.

Suitable provision must be made for the seating of no more than 8 passengers.



## Doorways

### Rear-Loading Wheelchair Access Vehicles

The clear height of the wheelchair accessible doorway must not be less than 1200mm.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 600mm.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour contrasting with their immediate surroundings.

The top tread for any entrance of the passenger compartment must not exceed 460mm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 460mm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment.

The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have an inhibitor device to prevent the possibility of the vehicle being driven while the step is extended.

Such features may include (but are not restricted to): devices linked either to the handbrake mechanism, ABS sensors or taximeter feed. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the immediate vehicle surroundings.

### All other vehicle types

The clear height of the wheelchair accessible doorway must not be less than ~~1200mm~~ 2 metres.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least ~~750mm~~ metres.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour contrasting with their immediate surroundings.

The outer edge of the floor at each entrance must be fitted with non-slip treads and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

The top tread for any entrance must be at floor level of the passenger compartment and must not exceed 460~~mm~~ above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 460~~mm~~ and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment.

The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have an inhibitor device to prevent the possibility of the vehicle being driven while the step is extended.

Such features may include (but are not restricted to): devices linked either to the handbrake mechanism, ABS sensors or taximeter feed. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the immediate vehicle surroundings.

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## 9.0 Doors

### Hinged Doors

The door and doorway must be so constructed in order to allow an unrestricted opening across the doorway ~~of at least 75mm.~~

### Sliding Doors

The interior door handle must be clearly visible and easily accessible to passengers when the door is in the fully open position.

There must be reflective strips on the inside of both the front and rear edges of the door.

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## 10.0 Door Fittings

### Rear-Loading Wheelchair Access Vehicles

Where a vehicle is constructed so as to accommodate a wheelchair from the rear, there is no requirement for any such automatic door locking device to be fitted to passenger doors.

## All other vehicle types

An approved type of automatic door locking device must be fitted to passenger doors to prevent them from being opened when the vehicle is in motion. ~~When the vehicle is in motion, it must not be possible to open any passenger door by use of the interior handle.~~

When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. However, the system may also incorporate features to prevent the use of the interior door handles of the passenger doors in other circumstances, such as the vehicle being stationary with the footbrake applied, or by use of the vehicle indicators to prevent egress from a passenger door on the side of the vehicle where traffic might be passing. The interior door handle must be clearly identified, to prevent it being mistaken for any other control.

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## 11.0 Seats

~~All Occasional~~ seats must be at least 400mm in width, ~~and~~ the minimum distance from the back of the upholstery to the front edge of the seat must be 350mm. ~~5cm.~~

Occasional seats must be so arranged as to rise automatically when not in use.

Where seats are placed facing each other, there must be a minimum space of 420mm. ~~5cm~~ between any part of the two seats.

The minimum leg room available to any passenger shall be 600mm. The measurement will be taken from the base of the seat to the rear of the seat in front when the front seat is at its full, rearwards extension. Where there is no seat in front the measurement will be taken from the base of the seat to the nearest obstruction in front. ~~Where all seats are placed facing the front of the vehicle, there must be a minimum space from the leading edge of the cushion, horizontally, of 66cm to the seat in front.~~

Where the rear seat is of the bench type, the overall width of the seat must not be less than 1190mm at its narrowest point.

Where seat covers are used, they must be properly affixed to the seat so as not to become loose during use. They must be clean and devoid of damage of any kind.

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## 12.0 Facilities for the Disabled

Every vehicle must be equipped in order that wheelchair passengers may be transported.

It shall be possible to board a reference wheelchair and once in the vehicle, manoeuvre the chair into the prescribed position for travelling in safety and without lifting any of the wheelchair's wheels from the floor.

Occupied wheelchairs must only be transported either forward or rearward facing.

The minimum headroom over the centre of the wheelchair space must be 1350mm.

The vehicle must be fitted with either a ramp or lift to assist wheelchair occupants.

The vehicle should be equipped with a manufacturer's user manual/guide on the safe boarding and alighting and security of wheelchair passengers.

### Ramps

The ramp must provide a continuous surface at least 700mm wide and should not exceed 1900mm in length when deployed.

The ramp surface should be covered with non-slip material. Side edges of the ramp shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off.

The edges of the ramp surface shall be marked in a high-contrast colour scheme.

The ramp shall have a minimum safe working load of 250kg

When in use the ramp must be securely located at the point of wheelchair entry.

Ramps must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the ramp obstructs an exit, it must also be capable of being manually pushed or pulled out of the way from the inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

### Lifts

Lift platforms shall be of sufficient size to accommodate an occupant in the reference wheelchair. The lift surface should be covered with non-slip material. Side edges of the lift platform shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off. The rear edge shall incorporate a device at least 100mm high to prevent rolling off which becomes effective when the lift leaves the ground.

The edges of the lift surface shall be marked in a high contrast colour scheme.

If power operated, the lift shall have a manual means of operation in the event of a power failure.

Lifts must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the lift obstructs an exit, it must also be capable of being manually pushed or pulled out of the way from the inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

Any controls for the operation of a lift must be inhibited while the vehicle is in motion and may only be operated at the point where the boarding device is fitted either by the driver or by an individual under their supervision.

The lift shall have a minimum safe working load of 300kg.

Where a vehicle is fitted with a power operated lift, the proprietor of the vehicle shall produce to the council's vehicle inspector on each occasion that the vehicle is presented for testing by the council, a valid test certificate for such lift in accordance with the requirements of the Lifting Operations and Lifting Regulations 1998 (LOLER). These regulations require that the passenger lifts are tested and certified as fit by a competent person every six months.

## **Securing the Wheelchair**

### **Requirements for a rearward-facing wheelchair**

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a wheelchair tie down system situated symmetrically about the longitudinal centreline of the wheelchair space.

A tie down system shall incorporate at least two straps, with end fittings capable of attaching to the rear securement points on to the wheelchair. The attachment points shall be approximately symmetrically arranged about the longitudinal centreline of the wheelchair.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

### **Requirements for tie-downs in the case of a forward-facing wheelchair**

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a 4-point tie-down wheelchair system situated symmetrically about the longitudinal centreline of the wheelchair space.

The tie-down equipment must satisfy the requirements of ISO 10542-1:2012 or any subsequent amendment.

The tie-down system anchorages in the vehicle structure must be able to withstand a force of 24.5kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair. Surrogate tie-down straps may be used for the test.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

### **Securing the Wheelchair Occupant**

#### **Requirements for a rearward-facing wheelchair**

Any wheelchair occupant travelling rear facing should be afforded similar levels of protection to any other rear facing occupant in the same vehicle.

As a minimum, a three-point belt complying with UN ECE Regulation 16 or ISO 10542-1:2012 (or any subsequent amendment), shall be provided for each wheelchair occupant.

#### **Requirements for occupant restraints in the case of a forward-facing wheelchair**

Any wheelchair occupant travelling forward facing should be afforded similar levels of protection to any other forward-facing occupant in the same vehicle. As a minimum, a three-point belt complying with ISO 10542-1 : 2012 or any subsequent amendment, shall be provided for each wheelchair occupant. Provision should be made for the belt to be worn in contact with the wearer's pelvis rather than the arms or other rigid parts of the wheelchair.

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### **13.0 Windows**

Windows must be provided at the sides and rear area of the passenger compartment.

A window on either side of the passenger compartment must be capable of being opened by manual or electronic means by passengers when seated. The control for opening a window must be clearly marked.

Front windscreen and front side door glass must comply with Road Vehicles (Construction and Use) Regulations 1986, Section 32 in regard to the level of tints. Therefore, light transmission must meet the following criteria:

- Front windscreen - minimum 75% light transmission
- Front side door glass - minimum 70% light ingress transmission
- Remaining glass – Factory fitted as standard

Tinted films applied to any window, and any other aftermarket alterations are not permitted.

### **14.0 Tyres**

Vehicles must adhere to the following in respect of wheels and tyres:

- The vehicle must be fitted with four road wheels
- All tyres, including the spare (if supplied), must have at least 2.0mm tread depth throughout the continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre
- All tyres fitted must be fit for purpose and free from any defects.
- The vehicle must come equipped with a serviceable wheel brace and jack of suitable capacity for the maximum axle weight shown on the vehicle.
- Remoulded or part worn tyres are not permitted
- Tyres must not be more than 10-years old

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### **15.0 Electrical Equipment**

Any additional electrical installation to the original equipment must be adequately insulated and be protected by suitable fuses. It must meet the requirements of the relevant Automotive Electro Magnetic Compatibility (EMC) Directive, (or equivalent United Nations ECE regulation) as amended, and be marked accordingly.

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### **16.0 Image and Sound Recording Equipment**

See Image and Sound Recording Equipment requirements

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### **17.0 Radio Apparatus and Communication Systems**

Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are situated therein.

Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

### **18.0 Taxi Sign**

A roof mounted "Taxi" sign that must be amber and of an approved pattern, which is clearly visible both by day and by night when the vehicle is available for hire, must be fitted.

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### **19.0 Taximeter**

A taximeter must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.

The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental, or deliberate alteration to the calibration of the meter.

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## **20.0 Table of Fares**

A facility must be provided to display of the table of fares in such a position that the full table of fares is clearly visible to the passengers.

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## **21.0 Licence plates**

Information bearing the licence number of the vehicle shall be displayed within the vehicle in such a position that it is clearly visible to the passengers.

Provision shall be made for the display of the exterior licence plate on the rear of the vehicle in an approved position.

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# Appendix B

## Hackney Carriage Vehicle Specification

The vehicle specification is an aid to help guide applicants in choosing an appropriate vehicle type. Applications for vehicles that do not fully comply with the vehicle specification will be automatically referred to the Licensing Sub-Committee for determination.

<b>Part 1</b>	<b>Definition</b>
<b>Part 2</b>	<b>General Construction</b>
<b>Part 3</b>	<b>Type of vehicle</b>
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<b>Part 5</b>	<b>Fuel Systems</b>
<b>Part 6</b>	<b>Body</b>
<b>Part 7</b>	<b>Driver's Compartment</b>
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<b>Part 21</b>	<b>Licence Plates</b>

## 1.0 Definition

Vehicles must be constructed so as to facilitate the carriage of disabled persons and be capable of accommodating a disabled person in a wheelchair in the passenger compartment, provided that the wheelchair is no larger than a DFT Reference wheelchair, as specified in the Public Service Accessibility Regulations 2000.

Side and rear-loading type vehicles are permitted.

---

## 2.0 General Construction

At the time of its first registration, a vehicle must be covered by one of the following type approvals as a category M1 vehicle:

- An EC Whole Vehicle Type Approval
- A UK Low Volume Type Approval
- A UK National Small Series Type Approval
- A Provisional GB Type Approval
- A GB Whole Vehicle Type Approval
- A GB Medium Series Type Approval
- A UK (NI) Small Series Type Approval
- A GB Small Series Type Approval
- A UK (NI) Type Approval

In all cases, documentary evidence of compliance with one of the above approval regimes, will be required for licensing.

In addition, vehicle proprietors are reminded of their legal obligations to comply with the Road Vehicles (Construction and Use) Regulations 1986 (as amended) and the Road Vehicle Lighting Regulations 1989 (as amended) – both of which apply at all times to any vehicle used on a public road in the UK.

The vehicle must be righthand drive.

Where retrofit emissions technology is installed, such as liquefied petroleum gas, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

No vehicle first being licensed will have been written off in any category and will not be renewed if written off during its licensable period.

### 3.0 Type of vehicle

Vehicles will only be licensed if they satisfy the definition of a wheelchair accessible vehicle, as described in section 1, and the general vehicle details outlined in section 2.

Once licensed, the vehicle will appear on the council's approved list of designated vehicles, in accordance with the Taxis and Private Hire Vehicles (Disabled Persons) Act 2022.

---

### 4.0 Age criteria

The date of first registration will be used to determine the age of the vehicle.

**Diesel and Petrol** vehicles must be at least Euro 6 compliant and under seven years and six months of age when granted their first licence.

**Zero Emission Capable** vehicles must be under seven years and six months of age when granted their first licence.

#### Licensable Period

**Diesel and Petrol** vehicles will be licensed up to 15 years of age.

**Zero Emission Capable** vehicles will be licensed up to 20 years of age.

As of 1st January 2027, all newly licensed vehicles must be Zero Emission Capable (ZEC)

Existing licensed vehicles will continue to be licensed for the periods stated above.

---

### 5.0 Fuel Systems

#### Retrofit Emissions Technology

If retrofit emissions technology is installed in a vehicle, the technology must have been approved as part of the Clean Vehicle Retrofit Accreditation Scheme (CVRAS).

## **Zero Emission Vehicles**

A Zero Emission Capable (ZEC) vehicle refers to:

- Battery Electric Vehicles (BEVs), or 'pure electric' where the use of a battery is the only power source
  - Plug-in Hybrid Electric Vehicles (PHEVs), which switch between a battery and an internal combustion engine (ICE)
  - Hybrid Electric Vehicles (HEVs), or 'full hybrids' which do not plug into the electricity grid but recharge while driving
  - Fuel Cell Electric Vehicles (FCEVs), which use onboard hydrogen fuel cells to generate electricity
- 

## **6.0 Body**

The body must be of a fixed head type.

### **Rear-Loading Wheelchair Access Vehicles**

Where the vehicle is constructed so as to accommodate a disabled person in a wheelchair, and that wheelchair is loaded from the rear, there is no requirement to have a partition installed and the use of one front passenger seat is permitted.

Where such a partition is fitted, it will conform to the technical specification set out in this condition.

The partition shall incorporate a means by which a fare may be paid without leaving the vehicle.

The partition shall extend the full width and height of the vehicle interior at the point where it is fitted.

The upper portion of the partition may be glazed, but without tint and, in any event, must allow the occupants of the rear seats to see the meter.

Where a partition is installed, use of the front passenger seat is not permitted.

### **All other vehicle types**

The vehicle shall be designed and constructed so as to contain a partition separating the rear passenger(s) from the driver.

The partition shall incorporate a means by which a fare may be paid without leaving the vehicle.

The partition shall extend the full width and height of the vehicle interior at the point where it is fitted.

The upper portion of the partition may be glazed, but without tint and, in any event, must allow the occupants of the rear seats to see the meter

Where a partition is installed, use of the front passenger seat is not permitted.

### **Running Boards**

Running boards are allowed where they are fitted by the manufacturer. All running boards must not increase the width of the vehicle at its widest part. The boards must be five inches in width, all of which must be available as a step.

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### **7.0 Driver's Compartment**

Vehicles that have a partition installed must be fitted with an intercom system to permit the driver and passenger(s) to communicate verbally and must have appropriate signage in place in the passenger compartment to indicate such.

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### **8.0 Passenger Compartment**

#### **General**

The vertical distance between the highest part of the floor and the roof must not be less than 1200mm.

Suitable provision must be made for the seating of no more than 8 passengers.

#### **Doorways**

##### **Rear-Loading Wheelchair Access Vehicles**

The clear height of the wheelchair accessible doorway must not be less than 1200mm.

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 600mm.



Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour contrasting with their immediate surroundings.

The top tread for any entrance of the passenger compartment must not exceed 460mm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 460mm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment.

The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have an inhibitor device to prevent the possibility of the vehicle being driven while the step is extended.

Such features may include (but are not restricted to): devices linked either to the handbrake mechanism, ABS sensors or taximeter feed. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the immediate vehicle surroundings.

### **All other vehicle types**

The clear height of the wheelchair accessible doorway must not be less than 1200mm .

The nearside door and doorway must be constructed to permit an unrestricted opening across the centre of the doorway of at least 750mm.

Grab handles must be placed at door entrances, to aid passenger ingress and egress from the vehicle. These should be of a high visibility colour contrasting with their immediate surroundings.

The outer edge of the floor at each entrance must be fitted with non-slip treads and have a band of colour across the entire width of the edge that shall contrast with the remainder of the tread and floor covering.

The top tread for any entrance must be at floor level of the passenger compartment and must not exceed 460mm above ground level when the vehicle is unladen.

Where the top tread for the entrance exceeds 460mm and the vehicle is not fitted with approved running boards, a moveable intermediate step must be provided at each entrance into the passenger compartment.

The intermediate step shall be encased beneath the vehicle and be electrically operated to extend outwards. When not in use and whenever the vehicle is in motion, the step must not extend outwards beyond the vertical line of the bodywork. The step must be operated from within the driver's compartment and must have an inhibitor device to prevent the possibility of the vehicle being driven while the step is extended.

Such features may include (but are not restricted to): devices linked either to the handbrake mechanism, ABS sensors or taximeter feed. The step must be covered with a suitable non-slip surface with the edges of the step highlighted in a high visibility colour, which is different from the colour scheme of the immediate vehicle surroundings.

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## **9.0 Doors**

### **Hinged Doors**

The door and doorway must be so constructed in order to allow an unrestricted opening across the doorway.

### **Sliding Doors**

The interior door handle must be clearly visible and easily accessible to passengers when the door is in the fully open position.

There must be reflective strips on the inside of both the front and rear edges of the door.

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## **10.0 Door Fittings**

### **Rear-Loading Wheelchair Access Vehicles**

Where a vehicle is constructed so as to accommodate a wheelchair from the rear, there is no requirement for any such automatic door locking device to be fitted to passenger doors.

### **All other vehicle types**

An approved type of automatic door locking device must be fitted to passenger doors to prevent them from being opened when the vehicle is in motion.

When the vehicle is stationary, the passenger doors must be capable of being readily opened from the inside and from the outside of the vehicle by one operation of the latch mechanism. However, the system may also incorporate features to prevent the use of the interior door handles of the passenger doors in other circumstances, such as the vehicle being stationary with the footbrake applied, or by use of the vehicle

indicators to prevent egress from a passenger door on the side of the vehicle where traffic might be passing. The interior door handle must be clearly identified, to prevent it being mistaken for any other control.

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## **11.0 Seats**

All seats must be at least 400mm in width. The minimum distance from the back of the upholstery to the front edge of the seat must be 350mm.

Occasional seats must be so arranged as to rise automatically when not in use.

Where seats are placed facing each other, there must be a minimum space of 420mm between any part of the two seats.

The minimum leg room available to any passenger shall be 600mm. The measurement will be taken from the base of the seat to the rear of the seat in front when the front seat is at its full, rearwards extension. Where there is no seat in front the measurement will be taken from the base of the seat to the nearest obstruction in front.

Where the rear seat is of the bench type, the overall width of the seat must not be less than 1190mm at its narrowest point.

Where seat covers are used, they must be properly affixed to the seat so as not to become loose during use. They must be clean and devoid of damage of any kind.

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## **12.0 Facilities for the Disabled**

Every vehicle must be equipped in order that wheelchair passengers may be transported.

It shall be possible to board a reference wheelchair and once in the vehicle, manoeuvre the chair into the prescribed position for travelling in safety and without lifting any of the wheelchair's wheels from the floor.

Occupied wheelchairs must only be transported either forward or rearward facing.

The minimum headroom over the centre of the wheelchair space must be 1350mm.

The vehicle must be fitted with either a ramp or lift to assist wheelchair occupants.

The vehicle should be equipped with a manufacturer's user manual/guide on the safe boarding and alighting and security of wheelchair passengers.

## **Ramps**

The ramp must provide a continuous surface at least 700mm wide and should not exceed 1900mm in length when deployed.

The ramp surface should be covered with non-slip material. Side edges of the ramp shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off.

The edges of the ramp surface shall be marked in a high-contrast colour scheme.

The ramp shall have a minimum safe working load of 250kg

When in use the ramp must be securely located at the point of wheelchair entry.

Ramps must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the ramp obstructs an exit, it must also be capable of being manually pushed or pulled out of the way from the inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

## **Lifts**

Lift platforms shall be of sufficient size to accommodate an occupant in the reference wheelchair. The lift surface should be covered with non-slip material. Side edges of the lift platform shall be provided with flanges at least 25mm high to prevent the wheelchair rolling off. The rear edge shall incorporate a device at least 100mm high to prevent rolling off which becomes effective when the lift leaves the ground.

The edges of the lift surface shall be marked in a high contrast colour scheme.

If power operated, the lift shall have a manual means of operation in the event of a power failure.

Lifts must be stowed in a way which does not obstruct any handle or other opening device for any exit and such that in the event of an accident it could not cause injury to either passengers or the driver. If the lift obstructs an exit, it must also be capable of being manually pushed or pulled out of the way from the inside and outside when the door is open so as to leave the doorway clear for use in an emergency.

Any controls for the operation of a lift must be inhibited while the vehicle is in motion and may only be operated at the point where the boarding device is fitted either by the driver or by an individual under their supervision.

The lift shall have a minimum safe working load of 300kg.

Where a vehicle is fitted with a power operated lift, the proprietor of the vehicle shall produce to the council's vehicle inspector on each occasion that the vehicle is presented for testing by the council, a valid test certificate for such lift in accordance with the requirements of the Lifting Operations and Lifting Regulations 1998 (LOLER). These regulations require that the passenger lifts are tested and certified as fit by a competent person every six months.

## **Securing the Wheelchair**

### **Requirements for a rearward-facing wheelchair**

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a wheelchair tie down system situated symmetrically about the longitudinal centreline of the wheelchair space.

A tie down system shall incorporate at least two straps, with end fittings capable of attaching to the rear securement points on to the wheelchair. The attachment points shall be approximately symmetrically arranged about the longitudinal centreline of the wheelchair.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

### **Requirements for tie-downs in the case of a forward-facing wheelchair**

The wheelchair must be secured completely independently of the occupant.

The vehicle shall be fitted with a 4-point tie-down wheelchair system situated symmetrically about the longitudinal centreline of the wheelchair space.

The tie-down equipment must satisfy the requirements of ISO 10542-1:2012 or any subsequent amendment.

The tie-down system anchorages in the vehicle structure must be able to withstand a force of 24.5kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair. Surrogate tie-down straps may be used for the test.

The tie-down system must be able to withstand a force of 8.2kN applied horizontally towards the rear of the vehicle via a wheeled loading apparatus designed to represent the reference wheelchair.

## **Securing the Wheelchair Occupant**

### **Requirements for a rearward-facing wheelchair**

Any wheelchair occupant travelling rear facing should be afforded similar levels of protection to any other rear facing occupant in the same vehicle.

As a minimum, a three-point belt complying with UN ECE Regulation 16 or ISO 10542-1:2012 (or any subsequent amendment), shall be provided for each wheelchair occupant.

### **Requirements for occupant restraints in the case of a forward-facing wheelchair**

Any wheelchair occupant travelling forward facing should be afforded similar levels of protection to any other forward-facing occupant in the same vehicle. As a minimum, a three-point belt complying with ISO 10542-1 : 2012 or any subsequent amendment, shall be provided for each wheelchair occupant. Provision should be made for the belt to be worn in contact with the wearer's pelvis rather than the arms or other rigid parts of the wheelchair.

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## **13.0 Windows**

Windows must be provided at the sides and rear area of the passenger compartment.

A window on either side of the passenger compartment must be capable of being opened by manual or electronic means by passengers when seated. The control for opening a window must be clearly marked.

Front windscreen and front side door glass must comply with Road Vehicles (Construction and Use) Regulations 1986, Section 32 in regard to the level of tints. Therefore, light transmission must meet the following criteria:

- Front windscreen - minimum 75% light transmission
- Front side door glass - minimum 70% light ingress transmission
- Remaining glass – Factory fitted as standard

Tinted films applied to any window, and any other aftermarket alterations are not permitted.

## 14.0 Tyres

Vehicles must adhere to the following in respect of wheels and tyres:

- The vehicle must be fitted with four road wheels
  - All tyres, including the spare (if supplied), must have at least 2.0mm tread depth throughout the continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre
  - All tyres fitted must be fit for purpose and free from any defects.
  - The vehicle must come equipped with a serviceable wheel brace and jack of suitable capacity for the maximum axle weight shown on the vehicle.
  - Remoulded or part worn tyres are not permitted
  - Tyres must not be more than 10-years old
- 

## 15.0 Electrical Equipment

Any additional electrical installation to the original equipment must be adequately insulated and be protected by suitable fuses. It must meet the requirements of the relevant Automotive Electro Magnetic Compatibility (EMC) Directive, (or equivalent United Nations ECE regulation) as amended, and be marked accordingly.

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## 16.0 Image and Sound Recording Equipment

See Image and Sound Recording Equipment requirements

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## 17.0 Radio Apparatus and Communication Systems

Where apparatus for the operation of a two-way radio system is fitted to a vehicle, no part of the apparatus may be fixed in the passenger compartment or in the rear boot compartment if LPG or CNG tanks or equipment are situated therein.

Any radio apparatus shall be so positioned and properly secured so as not to interfere with the safe operation of the vehicle.

### **18.0 Taxi Sign**

A roof mounted "Taxi" sign that must be amber and of an approved pattern, which is clearly visible both by day and by night when the vehicle is available for hire, must be fitted.

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### **19.0 Taximeter**

A taximeter must be fitted within the driver's compartment in such a position that the face of the meter is clearly visible in the passenger compartment and it does not interfere with the safe operation of the vehicle.

The taximeter shall be fitted with an approved form of sealing which will prevent non-approved, accidental, or deliberate alteration to the calibration of the meter.

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### **20.0 Table of Fares**

A facility must be provided to display of the table of fares in such a position that the full table of fares is clearly visible to the passengers.

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### **21.0 Licence plates**

Information bearing the licence number of the vehicle shall be displayed within the vehicle in such a position that it is clearly visible to the passengers.

Provision shall be made for the display of the exterior licence plate on the rear of the vehicle in an approved position.





## Report to Policy Committee

**Author/Lead Officer of Report:** Bethany Allsop  
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**Graduate Management Trainee/Ian Ashmore**  
**Head of Environmental Regulation**

**Contact:** [Bethany.Allsop@sheffield.gov.uk](mailto:Bethany.Allsop@sheffield.gov.uk)

**Report of:** Richard Eyre, Director of Street Scene & Regulation

**Report to:** Waste and Street Scene Policy Committee

**Date of Decision:** 22<sup>nd</sup> March 2023

**Subject:** Environmental Volunteering Strategy

Has an Equality Impact Assessment (EIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If YES, what EIA reference number has it been given? 1199				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:				
<p><i>"The (<b>report/appendix</b>) is not for publication because it contains exempt information under Paragraph (<b>insert relevant paragraph number</b>) of Schedule 12A of the Local Government Act 1972 (as amended)."</i></p>				

### Purpose of Report:

In 2022 members agreed a budget increase to improve various aspects of our Street Scene, 28k of this was allocated to produce a new volunteering strategy based on local environmental improvement work.

This work has given the Council significant opportunity to consult with environmental voluntary groups who improve their local Street Scene, and to deliver a number of quick wins which have made considerable improvements to the way we support volunteers.

This report outlines the findings that have informed the strategy to the committee and seeks approval of the strategy and related action plan.

**Recommendations:**

That the Committee:

- Approves the strategy and action plan to continue the progress made with supporting environmental volunteering.
- Supports the investigation for funding for a permanent role to carry on this work.

**Background Papers:**

None

**Appendices:**

- Appendix 1 - Environmental Volunteering Strategy
- Appendix 2 - Environmental Volunteering Survey Analysis
- Appendix 3 – Equality Impact Assessment

<b>Lead Officer to complete:</b>	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: James Lyon
	Legal: Patrick Chisholm
	Equalities & Consultation: Ed Sexton
	Climate: Jessica Rick
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>
2	<b>SLB member who approved submission:</b> Richard Eyre
3	<b>Committee Chair consulted:</b> Joe Otten
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer / Name</b> Ian Ashmore
	<b>Job Title:</b> Head of Environmental Regulation
	<b>Date:</b> 15 <sup>th</sup> Feb 2023

## **1. PROPOSAL**

### **1.1 Background**

- 1.1.1 Sheffield was named England's Greenest City (Green Cities Report, 2021, see references) and as the 'Outdoor City', Sheffield has a rich and diverse array of groups engaged in environmental volunteering, and businesses and individuals across the city, are doing great work to improve local areas.
- 1.1.2 In 2022 members agreed a one-off investment to improve various aspects of our Street Scene, £28k of this was allocated to produce a new Environmental Volunteering Strategy. To clarify what level of support we can offer now and in future and define our approach to supporting and empowering different levels of community capacity across the city. Focusing specifically on encouraging and working with volunteers on local environmental improvements outside of formal public open spaces and parks where 'Friends of' Groups often already exist and are supported by the Council's Parks and Countryside department (see appendix 1 for Environmental Volunteering Strategy).
- 1.1.3 As part of the approval to produce a new Strategy, commitment was given to consult with voluntary groups across the city to understand the barriers they face in volunteering and how to empower more people to get involved in caring for their local environment. The results of this consultation alongside the delivery and testing of several 'quick win' projects aiming to make it easier for people to get involved, has led to the development of five key themes which will underpin the new Environmental Volunteering Strategy for the next 3 years:
- 1) Improving our communication, and creating more space for consultation with community groups
  - 2) Making our offer more accessible, inclusive, and promoting equality
  - 3) Improving the appreciation, recognition, and support we give to volunteers and voluntary groups
  - 4) Improving and better utilising our partnerships with key stakeholders to work together and reach shared goals
  - 5) Ensuring our processes put people at the heart of what we do, and ensure joined-up working with colleagues across the Council

### **1.2 The Value of Volunteering:**

- 1.2.1 Volunteers are a real asset to their communities, the environment, and to the Council and our goals for the city. In 2019, Voluntary Action Sheffield equated the economic value of the voluntary sector in Sheffield to be £125 Million per year (VAS, 2019, see references). Furthermore, the number of people in Yorkshire and the Humber who volunteer at least

once a month was 44% in 2020/21 (Department for Digital, Culture, Media, and Sport, 2020-21, see references).

- 1.2.2 Recent statistics also show that interest in environmental volunteering is on the rise, from 2014-2019 the amount of time volunteers contributed to conservation activities in the UK increased by 61% (JNCC, 2021, see references). Exact figures on the number of volunteers engaging in specifically environmental volunteering in Sheffield is difficult to estimate due to a lack of data and the high proportion of 'below the radar' and informal volunteering. However, we have identified and mapped around 157 environmental voluntary groups operating in the city who we are aware of.
- 1.2.3 Environmental volunteering takes on many different forms, from the smaller, daily efforts from residents sweeping up outside their front doorstep, to taking part in large scale conservation projects- caring for our local environments should be something that everyone can get involved in. Sheffield also has a particularly impressive number of residents engaged in litter picking. Sheffield's largest environmental volunteer collective, Sheffield Litter Pickers hosts over 4.3k members. With our recently expanded litter picking equipment provision, in just 3 months volunteer litter pickers have collected around 360 litter pickers and nearly 4,000 bags. Once these bags are filled, this amounts to around 150,000 litres of litter, or 2 double decker buses full of rubbish. This amount of litter would cost the Council or Local Area Committees between £6,700-£13,500 to cover the staff time needed to remove this from local communities.
- 1.2.4 Recent government statistics indicated it costs £699 million per year to keep the streets clean of litter in the UK (Department for Environment, Food & Rural Affairs, 2019, see references below). With recent budget cuts and less resource available, as a Council it is becoming increasingly difficult to maintain environmental standards and so it is vital that we work in partnership with groups and volunteers who care for our environment. The Council relies on the hard work and dedication of environmental volunteers who are our 'eyes and ears' in communities, reporting fly-tipping and graffiti, as well as getting hands on in removing litter and making our communities cleaner and more attractive.
- 1.2.5 From data collected via a survey of 71 volunteers, respondents completed an average of 10 hours a month totalling around 8,400 hours a year (see appendix 2 for full results). Some volunteers even reported completing over 20 hours a week alone. These hours represent only a small sample of the environmental volunteer networks across our city, meaning the total number of volunteer hours dedicated to environmental efforts will be far greater.
- 1.2.6 Furthermore, from the survey, 93% of volunteers agreed or strongly agreed that volunteering positively improves their mental wellbeing (see appendix 2 for full results). In the context that 1 in 4 people will experience a mental health problem of some kind each year in England

(MIND, 2020, see references) promoting and supporting more people to volunteer could therefore promote greater mental wellbeing in the city, whilst reducing pressure on our mental health services.

### 1.3 **The need for change:**

- 1.3.1 Whilst some staff working across the Street Scene do engage with volunteers as part of their role, e.g., answering basic queries and supporting the provision of equipment, this is currently quite limited and could be improved to better harness the potential of our diverse networks of voluntary groups across the city. There has long been a co-ordinated effort in SCC to work with 'Friends of' groups linked to parks, but this has not existed in a consistent way for other initiatives outside of parks despite the scale of 'non-parks' green space or Street Scene in the city.
- 1.3.2 From a sample survey with voluntary groups, 52% of volunteers agreed or strongly agreed that Sheffield City Council supports the work they do as a volunteer (see appendix 2 for full results). We believe that through defining our vision for the future of environmental volunteering across our city, we can work towards shared goals, encourage more people to engage with us, and deliver better support for volunteers.
- 1.3.3 From informal feedback, it is clear that some volunteers perceive the Council as a barrier, instead of a partner who empowers and enables them. Our lack of a permanent, single point of contact to support volunteers causes inefficiencies and greater pressures on our frontline staff, whilst leaving volunteers frustrated by lengthy response times and feeling undervalued. This lack of engagement with volunteers poses a future risk that the Council will become increasingly out of touch with volunteers on the ground. This has also contributed to some voluntary activities going on without our knowledge, leading to potentially unsafe fly-tipping and waste removal, cleared waste being left in unsafe or disruptive places, and waste being left out for long lengths of time - which can cause customer complaints and environmental health issues.
- 1.3.4 A lack of permanent resource and strategic direction to support environmental volunteering across our Street Scene has also meant that several 'quick wins' have been missed to improve relationships with community groups. A key example of this being the new installation of litter picking hubs in local libraries, something that volunteers have been asking for to improve accessibility of volunteering for years, but the Council has not been able to deliver due to a lack of resource to investigate and deliver this change.
- 1.3.5 The Council also recognises that Sheffield does not have equal access to clean and safe local environments, and that people across the city face a variety of complex barriers which can prevent them from being able to participate in caring for their local environment. Environmental Health staff have found that the areas which we receive the least number of environmental issues reported by residents compared to the actual level of detriments found, also tend to be more deprived areas. This

disconnect indicates that the Council needs to do more to remove barriers exacerbated by socio-economic issues to support environmental volunteering and empower people to care for their local environment. Working closely with Local Area Committees, we have the opportunity to engage with communities, delivering targeted support to empower residents from diverse backgrounds and experiences to volunteer and work together.

- 1.3.6 Throughout the engagement work supporting the creation of this strategy, improvements have been made to Council-volunteer relations, however this must be sustained to not lose the good progress made. If we do nothing, this poses the risk that volunteer relations will return to the status quo, leaving the Council out of touch with communities and unable to harness the full potential of environmental volunteers within the city.

#### 1.4 **Proposal**

- 1.4.1 The Street Scene Environmental Volunteering Strategy will be a public facing document which summarises the findings from the volunteer engagement project and sets out a clear position and ambition for the future.
- 1.4.2 The proposed way forward outlined in the strategy and report is to continue to improve the way we provide support for voluntary groups, using the feedback gained during the discovery and consultation phases of this work to create a new 'business as usual' model. We will aim to promote an enabling relationship which supports groups to be autonomous and self-sufficient, whilst providing a dedicated Council resource to help facilitate this.
- 1.4.3 This report requests approval for the Street Scene Environmental Volunteering Strategy. In alignment with the strategy, senior management within Street Scene and Operational Services will investigate the resourcing of an additional, part-time operational role to continue to champion this work and provide a single point of contact for environmental volunteer enquiries across Street Scene.

## 2. **HOW DOES THIS DECISION CONTRIBUTE?**

### 2.1 Corporate Plan:

- 2.1.1 The Corporate Plan has the ambition that *'every community in Sheffield should be a great place to live, with excellent local services, access to high quality green spaces, and a great local centre'*. By committing to promoting and supporting environmental volunteering we will be contributing to a cleaner and more attractive Street Scene across the city, as more people will be able to do their bit in caring for their local area. Through working with communities and Local Area Committees we will target our support to help tackle environmental inequalities across our city.

- 2.1.2 The Corporate Plan states that *'We want all people in Sheffield to feel safe, happy, healthy and independent: to love living here'*. By improving access to environmental volunteering, we are enabling more residents to reap the benefits of volunteering and spending more time outside in their communities.
- 2.1.3 The Corporate Plan recognises that *'Our green spaces are not always of the same quality as in other areas of the city, impacting on use of green spaces and other opportunities for physical activity. We need to capitalise on the strengths that our communities have demonstrated throughout the pandemic, involving people in designing the solutions to these challenges that will work for their places, and contribute to some of the big challenges the city faces, such as climate change and health inequalities'*. Encouraging and working better with volunteer groups and doing more to ensure environmental equality, not just re green spaces but also on the Street Scene is a core element of these proposals.
- 2.1.4 It is Sheffield City Council's ambition to be *'A more effective council, focused on the performance of our services and delivering the improvements the people of Sheffield deserve'*. These proposals help us deliver this by striving to learn and work together, taking a customer eye view of our services and the environment they are delivered in, to achieve more cost-effective outcomes for volunteers and residents.
- 2.1.5 The Council must *'Make sure that we are equipped to seize the opportunities and rise to the challenges of the coming years. We know that not everything we do as an organisation works and that decisions are taken too far from the people affected by them'*
- 2.1.6 Working more closely with voluntary groups will enable us to adapt our services to reflect the needs of communities. By tailoring our services to reduce the amount of volunteer time spent on attempting to navigate complex Council systems, we can make the most of the time and efforts of dedicated volunteers improving their local environment. Enabling more voluntary environmental improvements to be delivered, reducing pressure on our services.

### **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 Under the Best Value Statutory Guidance, the Council has a statutory duty to consult with people likely to be affected by any proposed changes (Department for Communities and Local Government, 2011, see references). We also have a requirement to consult with the Voluntary and Community Sector.
- 3.2 SCC's Involvement Guide describes the 3 different levels of involvement and we have delivered these for this report:
- 3.2.1 **Inform**  
We have engaged with volunteers and voluntary groups across the city to inform them of our plans to improve the way we work with volunteers via the creation of a strategy.

### 3.2.2 **Consult**

Information gathering has also taken place by collecting feedback through informal interviews and meetings, and through a feedback survey.

### 3.2.3 **Involve**

When environmental voluntary groups were invited to attend an Environmental Volunteer Networking Event, this was used as an opportunity to ask them to feedback their views on what needs to change.

3.2.4 A number of our 'quick wins' projects were co-produced in partnership with key voluntary groups such as Sheffield Litter Pickers, who were equal partners in the design of litter picking hubs in libraries. We worked in partnership with key groups and were able to foster effective working relationships throughout the project.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### 4.1 Equality Implications

4.1.1 We believe there are inequalities in engagement on environmental volunteering in the city and it is known that this disparity could exacerbate health and other inequalities.

4.1.2 The consultation work completed during the project reached a wide range of people and groups, including those who are underrepresented in environmental spaces or who face barriers of access. The 'quick wins' delivered including the launch of litter picking equipment in local libraries sought to make it easier for everyone to get involved in volunteering. A tailored approach has also been taken to listen and support groups who face different barriers, including trialling a project supporting young people with SEND to access volunteering.

4.1.3 The overall equality impact will be positive, the project aims to improve the way we work with volunteer residents across different backgrounds and areas across Sheffield. This has involved engaging with groups across the city to understand the specific barriers they face and help devise viable solutions that aim to benefit everyone. More details can be found in Appendix 1.2.

### 4.2 Financial and Commercial Implications

4.2.1 The work that environmental volunteers do transforms the quality of local environments across Sheffield, often at just the cost of the provision of bags and litter pickers and waste removal by our contractors.

4.2.2 The strategy relies on the goodwill of volunteers and other stakeholders. It is recognised that Amey support the service and the activity of the volunteers and community groups, this is currently provided out of goodwill and is not part of a contracted supply. There would be financial



implications that would need to be considered if Amey withdrew their support.

- 4.2.3 Funding for the future permanent role to carry on this work will be considered and if appropriate that evaluation may lead to a paper to the Strategy and Resources Committee.
- 4.2.4 The wider financial benefits of environmental volunteering are not easy to quantify, however our current understanding indicates that by empowering and supporting environmental volunteering, the Council can ensure wide-ranging benefits which can positively impact not only local environments, but also the livelihoods and wellbeing of residents.

#### 4.3 Legal Implications

- 4.3.1 Local Authorities have various duties to help maintain the local environment. This includes the activities suggested in this report. Under Part 4 of the Environmental Protection Act 1990 (EPA), local authorities have a statutory duty to keep relevant land free of litter and refuse. Section 33 of the EPA provides for the offence of fly tipping. The Prevention of Damage by Pests Act 1949 requires local authorities to take such steps as may be necessary to secure so far as practicable that their district is kept free from pests.
- 4.3.2 The activities envisaged are ones which are provided by existing services, already being undertaken on some level to comply with statutory duties and utilising statutory powers to do so, however this strategy seeks to build on and improve this work.

#### 4.4 Climate Implications

- 4.4.1 Whilst this strategy investigates how we can better support volunteering for environmental improvements such as litter picking, the link to carbon emissions and mitigating climate change is less obvious. However, through our sample survey we found that 83% of volunteers said that they take part in environmental volunteering because they care about the planet and climate change (see appendix 2 for full results). This indicates a high level of interest in climate issues in these groups.
- 4.4.2 Due to the high-level nature of the strategy, we are unable to complete a full Climate Impact Assessment, however we have used the Climate Impact Assessment Team's guidance to ensure we consider the relevant climate factors and how we can work to reduce our climate impact. When making proposals to improve the way we work with volunteers, the Council must consider the climate impact of the proposals and how it affects the Council's ambition of becoming a net-carbon city by 2030.
- 4.4.3 The work associated with the strategy however should impact climate change in the following positive ways:
  - Promoting public interest in environmental volunteering and caring for our environment/the planet more generally.

- Supporting volunteers who care for and plant trees in our neighbourhoods, which absorb CO2 through photosynthesis.
- Supporting groups who care for our rivers, including conservation work which helps protect our city against increased flooding as a result of climate change.
- Considering the emissions and climate impact of our 'quick wins', including reducing the carbon footprint of our litter picking equipment by utilising our libraries fleet of drivers to deliver equipment to local libraries, where residents can walk or travel significantly less distance to collect equipment.

4.4.4 When specific projects are determined by the Climate Impact Assessment Team to require further investigation, we will complete a full Climate Impact Assessment using the Climate Impact Assessment Tool, so we can clearly report on the climate impact and ensure we are reducing the impact wherever possible.

#### 4.5 Other Implications

4.5.1 There are no other implications arising from this proposal.

### 5. **ALTERNATIVE OPTIONS CONSIDERED**

#### 5.1 **Option 1: Do nothing option/continue without a strategy**

5.1.1 Given the investment into Street Scene environmental improvements, and the high-profile nature of environmental issues in the city, as well as the value that volunteers bring to our environment and local communities, it is crucial that the Council has a clear understanding of the needs of communities across Sheffield and that it shapes our future ambitions.

5.1.2 One alternative that was considered was to halt future work on improving environmental volunteer relations and continue without a strategy to guide future work. This would mean relying on the good progress made during the engagement projects but committing no further resource or action.

5.1.3 However, there is a significant risk that public perception of the Council would be damaged as the work so far has raised expectations for how we work with voluntary groups. It is essential to have a plan to guide our future work with environmental voluntary groups and take hold of the untapped potential that strong relationships with environmental volunteers could bring, doing nothing is therefore not an option.

### 6. **REASONS FOR RECOMMENDATIONS**

6.1 The Council recognises the importance of encouraging participation in caring for and improving our local environment, and that due to budget pressures it is not possible to maintain high standards for our environment across the city alone. Supporting voluntary groups to do the amazing work they do and making it easier for more people to get involved is a priority if we want to improve the lives of people in Sheffield.

- 6.2 We believe that through defining our vision for the future of environmental volunteering across our city, we can work towards shared goals and deliver better support for volunteers. We will shape mutually beneficial relationships where volunteers are more likely to report issues to us instead of acting without our support, which has proved dangerous and often costs the Council more money to rectify issues.
- 6.3 Progress has been made on identifying and forming relationships with environmental community groups. Now that these groups have been identified, there is now great opportunity to utilise these connections to harness the knowledge and experience they have, to consult on and better inform our policies and ways of working across the Street Scene.
- 6.4 Our intended outcomes are to continue to work towards our vision for environmental volunteering in the city,

***‘To empower and enable all residents of Sheffield, regardless of their background or the area in which they live, to take pride in their local area and work together to care for our environment.’***

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# Street Scene Environmental Volunteering Strategy



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## **1.0 Executive Summary**

The Council recognises the value that volunteers bring to their local environment and their communities, we have identified over 150 dedicated voluntary groups across Sheffield who are giving their time to care for our environment.

Through engaging with these groups, the following strategy has been produced to guide the way we will support and enable environmental volunteering across Sheffield for the next 3 years.

### **Our vision for the future of environmental volunteering in Sheffield:**

*‘To empower and enable all residents of Sheffield, regardless of their background or the area in which they live, to take pride in their local area and work together to care for our environment.’*

### **This strategy focuses on the following key recommendations:**

- 1) Improving our communication, and creating more space for consultation with community groups
- 2) Making our offer more accessible, inclusive, and promoting equality
- 3) Improving the appreciation, recognition, and support we give to volunteers and voluntary groups
- 4) Improving and better utilising our partnerships with key stakeholders to work together and reach shared goals
- 5) Ensuring our processes put people at the heart of what we do, and ensure joined-up working with colleagues across the Council

### **Through the actions referred to in this Strategy, year on year we aspire to:**

- Increase the number of volunteers who feel empowered to volunteer for their local environment;
- Increase the percentage of volunteers who feel that the Council supports the work they do;
- Increase the percentage of volunteers who are clear about what the Council can do to support them;
- Reduce the percentage of environmental volunteers that feel they face barriers preventing them from volunteering;
- Organise at least one environmental volunteer recognition event each year;
- Improve customer satisfaction levels for environmental volunteer enquiries.

## **2 Introduction**

### **2.1 Why do we need a strategy?**

We are fortunate in Sheffield to have a diverse tapestry of dedicated environmental voluntary groups across our city who are engaged in all aspects of improving our local environment.

Sheffield City Council's Parks and Countryside Service has built long-standing relationships with community groups who care for parks, woodlands, and greenspaces in the city. Beyond our parks and greenspaces, we do not have a strategic direction for how we work with voluntary groups who care for the environment in their neighbourhoods and communities.

We believe that through defining our vision for the future of environmental volunteering across our city, we can work towards shared environmental goals for our city and support more people to get involved in their improving local environment.

This strategy covers our vision and approach for supporting and enabling environmental volunteering across the Street Scene for the next 3 years.

### **2.2 Definition of an environmental volunteer**

There are many definitions for volunteering, however for the purposes of this document, a volunteer is defined as an individual who offers their time, experience, knowledge, and skills towards advancing a cause or completing a task, without financial gain and using their own free will.

In the context of this strategy, environmental volunteering covers any voluntary activity which an individual or group may participate in to help improve the appearance or condition of our environment. For example, litter picking around a local neighbourhood, creating a community garden, supporting conservation efforts, removing graffiti, or caring for our Street Trees.

Our approach to supporting volunteering is to empower communities and individuals to make a difference in their community, giving them the tools and guidance to work independently from the Council, on the issues that matter to them.

## **3 Environmental Volunteering in Sheffield**

Our city has a diverse range of groups caring for their local environment. Our strategy needs to ensure that our approach serves all communities and community groups across Sheffield, from volunteer collectives such as Sheffield Litter Pickers (totalling over 4,500 members on Facebook), to smaller groups and individuals transforming local pocket gardens in their neighbourhoods. We have mapped over 150 different environmental voluntary groups doing amazing work for their local environments across Sheffield. From data collected via a survey of 71 volunteers, volunteers claimed to complete around 700 hours of volunteering every month, or



8,400 a year. These hours represent only a small sample of the environmental volunteer networks across our city, meaning the total number of volunteer hours dedicated to environmental efforts will be far greater.

### **3.1 Why do people volunteer?**

Volunteering in our local environment is a powerful way to look after our physical and mental health, not to mention the positive impacts we can have on the environment, nature, and our local wildlife. In our survey conducted with environmental volunteers in Sheffield, 93% of volunteers agreed or strongly agreed that volunteering positively improves their mental wellbeing.

The Covid-19 pandemic provides a clear example of the power of volunteers coming together across our city to serve their local communities and provide vital support. 94% of respondents in our survey said that volunteering helps them to feel connected to their communities, uniting people and empowering them with a sense of ownership over their local spaces.

Recent statistics also show that interest in environmental volunteering is on the rise. From 2014-2019 the amount of time volunteers contributed to conservation activities in the UK increased by 61% (JNCC, 2021, see references). One reason for this may be due to public awareness of the climate crisis, with more people wanting to support the cause to care for our planet. Sheffield is no exception. Through our survey we found that 83% of volunteers said that they take part in environmental volunteering because they care about the planet and climate change. This indicates a high level of interest in climate issues in these groups.

### **3.2 What we currently offer for volunteers**

Historically, the offer from services working across the Street Scene for volunteers who support our local environment has been limited, due to a lack of dedicated resource, capacity and limited co-ordination of engagement.

Whilst some staff across the service do engage with volunteers as part of their role, e.g., answering queries and supporting the provision of equipment, we recognise that we have a great deal of work to do to better harness the potential of our diverse networks of voluntary groups across the city.

From our survey of volunteers, 52% of volunteers agreed or strongly agreed that Sheffield City Council supports the work they do as a volunteer. Whilst 27% of volunteers either disagreed or strongly disagreed. We believe that through defining our vision for the future of environmental volunteering across our city, we can work towards shared goals, encourage more people to engage with us, and deliver better support for volunteers.

## **4.0 The Vision**

Within the context of the Council's Delivery Plan and our Values, we have sought to establish a vision for environmental volunteering in Sheffield.

Our vision, which has been developed through consultation with community groups across the city, and from the testing of 'quick wins', is:

***'To empower and enable all residents of Sheffield, regardless of their background or the area in which they live, to take pride in their local area and work together to care for our environment.'***

To support us to achieve this vision, we have divided our goals into themes that have been identified as the key areas for improvement, following consultation with volunteers and community groups.

### **1) Communication and Consultation with Community Groups**

- *We will be transparent and accessible to volunteers and communities*
- *We will consult with voluntary groups on changes that affect volunteer relationships or how volunteers operate*
- *We will provide clear information to support people to look after their local environment*

### **2) Accessibility, Inclusivity, and Equality**

- *Our improved approach will result in people finding it easier to get involved in environmental volunteering*
- *We will understand of what volunteering looks like across the city*
- *We will listen to diverse groups and work to understand their experiences*
- *We will work to support environmental equalities across the city*

### **3) Volunteer Support, Appreciation, and Recognition**

- *We will show appreciation and support volunteers to do the work they do*
- *We will recognise and celebrate achievements together with communities*

#### **4) Partnerships with Key Stakeholders**

- *We will be an enabling Council that connects local groups to support shared goals and a whole city vision*
- *We will signpost to others and share best practice*
- *We will work together to target preventative and educational programmes to promote anti-littering and pro-volunteering efforts*

#### **5) User-Centred Processes and Internal Co-working**

- *The Council will work collaboratively with internal colleagues to ensure that our approaches are joined-up*
- *Our processes will be designed with customers in mind, and will be easy to understand*

### **Theme 1: Communication and Consultation with Community Groups**

It was identified early on in this project that a key area for improvement is improving the way we communicate with volunteers. We also recognise the need to create more space for volunteers to be consulted with.

#### **Communication**

48% of volunteers in our survey either agreed or strongly agreed that they were clear on what the Council can do to support them, with 30% disagreeing or strongly disagreeing. This indicates that there is still a way to go in terms of how we explain our offer to volunteers.

##### **1) Social Media:**

Social media is an efficient way to promote messages to our communities. To spread the word and share the work we are doing to support environmental volunteering, we posted tweets and photos advertising our volunteer events and shared updates on changes to our service.

##### **2) Website:**

We identified the '[Organise a litter pick](#)' webpage as a key communication tool that could be improved. We made changes which were co-produced with the chairs of the Sheffield Litter Pickers to ensure that the advice on our website is clear and reflects best practice for volunteers.

### 3) Single Point of Contact:

Volunteers also voiced frustration that their queries are often passed around to multiple officers and departments, meaning that they often have to repeat the same conversations and cannot build lasting relationships with officers.

Through the creation of the Project Lead role, a clear point of contact has been available for volunteers wanting to get in touch with the service. Informal feedback from volunteers indicates that this has been seen as a great improvement to the common challenge they faced of being unable to find the right contact to resolve their specific query.

### 4) Widening Communication

We recognise that finding the right information on the support we deliver sometimes relies on members of the public having access and knowledge of what is available to them. We accept that diversifying the way we communicate with volunteers and communities is something that needs to be improved to widen participation in environmental volunteering.

## Consultation

Engagement was conducted through getting out into communities and seeing first-hand the work that volunteers do and the challenges they face. Consultation was conducted via an online survey sent out to attendees of the Environmental Volunteer Celebration and Networking Event, which asked volunteers for their feedback on their experiences as a volunteer and for suggestions on how the Council could improve the support it offers. Several quick wins were also co-produced by voluntary groups, allowing decisions to be made by communities for communities. Increasing consultation with our networks of knowledgeable volunteers and engaging with our communities is key to ensure we deliver the best outcomes for our residents.

## Recommendations:

<b>We will pursue the following actions:</b>	<b>To support us to achieve these aspects of our vision:</b>
Ensure that <b>consultation with voluntary groups</b> is organised for any new changes in Street Scene which directly impacts the work of volunteers.	<i>We will consult with voluntary groups on changes that affect volunteer relationships or how volunteers operate</i>
Establish a <b>mailing list</b> with interested environmental volunteers to hear about events/news.	<i>We will provide clear information on what people can do to help look after their local environment</i>

Identify and support with volunteers who are engaged with <b>Graffiti Removal</b> , looking into the production of a code of conduct.	<i>We will provide clear information on what people can do to help look after their local environment</i>
Establish a single point of contact for volunteer queries.	<i>We will be transparent and accessible to volunteers and communities</i>
Work with communities to find creative ways of promoting volunteering to diverse communities	<i>We will be transparent and accessible to volunteers and communities</i>

## **Theme 2: Accessibility, inclusivity, and equality**

Volunteering in our local environment is a powerful way to look after our physical and mental health, not to mention the positive impacts we can have on the environment, nature, and our local wildlife. So, it is important that we make these activities inclusive and available for all residents of Sheffield. It is important to recognise that not all groups in the city face the same barriers which may prevent them from getting involved in their local environment. Barriers may include financial restraints, time commitments, and a lack of knowledge of how to get involved.

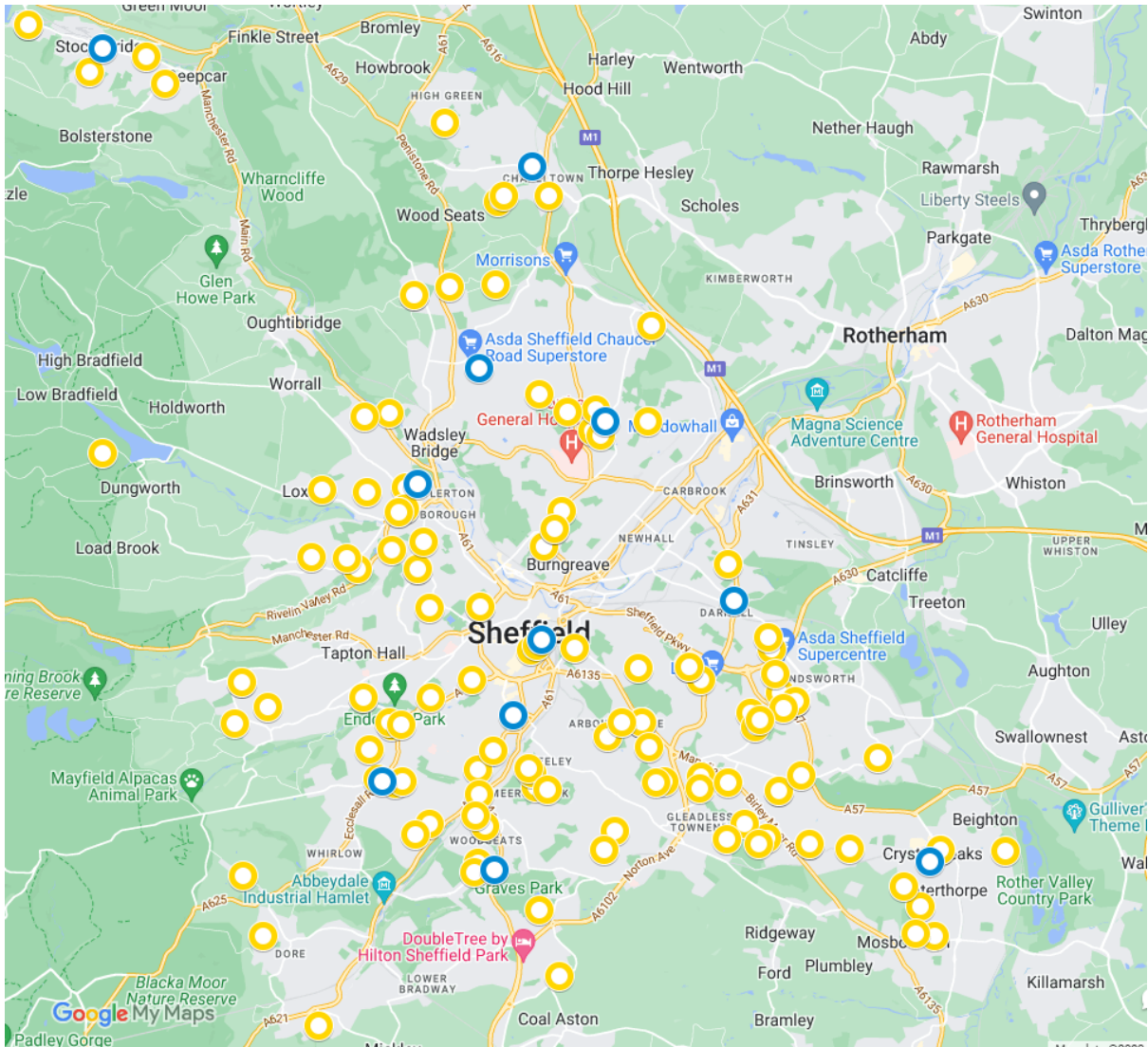
### **Accessibility of equipment**

From initial conversations with key voices in environmental volunteering in the city, the administrators of Sheffield Litter Pickers told us that a key barrier for volunteers wanting to get involved in caring for their local environment is the accessibility of the equipment needed to do so.

Free litter picking equipment was previously only available for collection from one Amey depot in the city. This caused some accessibility issues for individuals who had trouble travelling across the city and this barrier may have been preventing some volunteers from taking the first step to getting involved in litter picking in their community. To improve this, we made litter picking equipment available to collect from all 12 Council run libraries across the city to enable volunteers to access the equipment more easily.

3 months on since our launch on 24 of October 2022, volunteer litter pickers had collected around 360 litter pickers and nearly 4,000 bags from libraries. This amounts to around 150,000 litres of litter, or 2 double decker buses full of rubbish. This amount of litter would have cost the Council £6,700-£13,500 to clean up themselves.

We also developed this offer further by providing stickers which allowed volunteers to label their bags of collected litter as a 'Community Pick'. This allows us to promote litter picking more widely, giving groups the opportunity to write a personal message on the stickers to promote their specific group. This also reduces the risk of these bags being perceived by members of the public as fly-tipping



This above map indicates the postcodes of volunteers who have collected litter picking equipment from library hubs since their launch in October 2022.

**Improved Inclusivity and support for diverse groups**

As a Council we work to meet the Equality Act 2010 Public Sector Equality Duty to: advance equality of opportunity, eliminate discrimination, harassment, and victimization, and foster good relations. We want to create an environment where everyone, regardless of their background can access volunteering and feel empowered to do so. To do this, we need to listen to communities.

**Pilot Collaboration with Sheaf Training**

Sheaf training deliver support to young people with SEND. In partnership with them we found an opportunity to support their vision of preventing their young people from

becoming NEET (not in employment, education, or training) by supporting them to access volunteering.

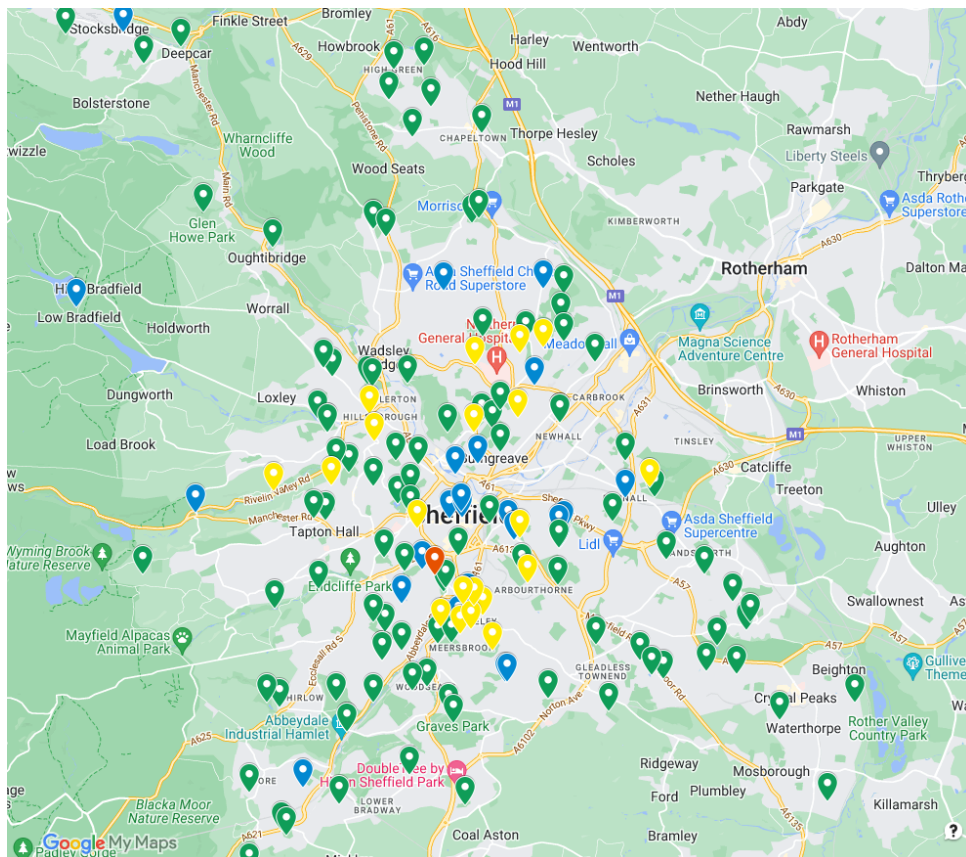
Working with the education officer at Amey and partners at the Sheffield Litter Pickers- we supported the coordination of a community activity day where young people were supported to attend their local library, listen to a talk on litter and volunteering, and get involved in a community litter pick and walk.

This pilot project will inform future work looking to support more young people with SEND to become more active in their local communities across the city, which we can support by connecting organisations with voluntary groups.

## **Environmental Inequality**

We want to ensure that there is equal access to volunteering across the city and ensure that even those in more disadvantaged or isolated areas are supported and encouraged to get out there and care for their environment.

To do this, we firstly need to understand what volunteering currently looks like in Sheffield. To support this, we have produced a list of all the current environmental community groups which we were able to find through word of mouth and researching online.



*In the map above, 157 groups in the city are shown. Green pins indicate a group is a 'friend of' a park or greenspace, yellow pins indicate a community gardening group,*



*red pins indicate a TARA (Tenant and Residents Association) who are active in their local environment, and blue pins indicate all other general environmental groups.*

These groups were found by consulting key stakeholders and researching online for groups active on social media. This map is iterative and does not necessarily capture all groups in the city, however new groups can be easily added to the map when identified in future.

After understanding the spread of environmental volunteering, we can work closely with LACs (Local Area Committees) to understand the key barriers in each area to provide tailored support and outreach.

## **Week of Action**

To improve the spread of environmental volunteering opportunities across the city, we also trialled a new way to initiate greater community action in targeted areas, via a 'Week of Action' in Attercliffe.

During the 'Week of Action':

- Volunteers removed over 16 bags of litter during a community pick around Attercliffe Village.
- The Oasis Academy coordinated their own litter pick around their school grounds and the Olympic Legacy Park. 26 of their Year 7 students collected 5 bags worth of litter.
- A voluntary river activity was managed by the River Stewardship Company (RSC) supported students from Sheffield Hallam University (SHU), and employees from the surrounding local businesses to take part in river maintenance and habitat conservation at Sanderson Weir.
- The SCC Graffiti Team removed 28sqm of graffiti in the Attercliffe area.

This Week of Action showed what can be done when we work in partnership with the community, Local Area Committees, and voluntary groups in supporting targeted work in areas across the city.

## **Recommendations:**

<b>We will pursue the following actions:</b>	<b>To support us to achieve these aspects of our vision:</b>
Regularly <b>update the map of environmental voluntary groups</b> , reaching out to new contacts as they arise.	<i>We will understand what volunteering looks like across the city</i>
Work with Local Area Committees to support volunteering initiatives in targeted areas across Sheffield.	<i>We will work to support environmental equalities across the city</i>



Continue to monitor and review the <b>accessibility of equipment</b> , including considering extending provision to further community hubs/libraries.	<i>Our improved approach will result in people finding it easier to get involved in environmental volunteering</i>
Ensure our staff and partners are prepared to cater for specific needs of diverse groups, via staff training and working in partnership to share best practice	<i>We will listen to diverse groups and work to understand their experiences</i>
Attract and foster more members of diverse groups to volunteer by building relationships with community groups and co-producing new ways to promote volunteering in previously excluded communities.	<i>We will listen to diverse groups and work to understand their experiences</i>

### **Theme 3: Volunteer Support, Appreciation, and Recognition**



Informal feedback received from volunteers and voluntary groups indicates that many volunteers feel underappreciated for the work they do. Some say that they feel ignored by the Council and its staff. In our survey with environmental volunteers across the

city, 73% of volunteers either agreed or strongly agreed that they generally feel appreciated for the work they do. However, only 52% either agreed or strongly agreed that the Council supports the work that they do. It's important to the Council to address this and improve the way that volunteers feel about the support they receive from the Council.

On 19 January 2023 the Council hosted its first Environmental Volunteers Celebration and Networking event. This event sought to trial a new way to thank our environmental volunteers for the hard work they do in caring for their local environment across the city. The event aimed to provide space for groups to network with one another, share learning, and give vital feedback to Council Officers.

Over 100 representatives from over 48 different voluntary groups across the city attended.

We also used the event to promote participation in a survey about the experiences of environmental volunteers.

76% of respondents said they would be interested in attending a similar event in the future. Feedback for the event was generally positive, however feedback indicated a preference for a wider variety of speakers, shorter presentations, and more time for networking in future events. This feedback will be used to inform future iterations of the event.

## **Recommendations**

<b>We will pursue the following actions:</b>	<b>To support us to achieve these aspects of our vision:</b>
Plan regular <b>Volunteer Recognition Events</b> .	<i>We will show appreciation and support volunteers to do the work they do</i>
We regularly share and celebrate successes of volunteer groups and co-working with the Council on social media and in the press.	<i>We will recognise and celebrate achievements together with communities</i>

## **Theme 4: Partnerships with Key Stakeholders**

Throughout the research for this strategy, a number of partner organisations were identified as being both active players in environmental volunteering, or having the potential to become more involved.

The benefits of environmental volunteering extend beyond reducing litter and harm to our environment and can be an incredible tool against issues that we are facing as a city as we recover from the pandemic and support residents through a cost-of-living crisis. Loneliness and poor mental health, poor physical health, environmental inequalities, anti-social behaviour, and an increasingly polarised society- are all issues that require partnership working. There is therefore huge opportunity to unite

with key partners in the city and promote environmental volunteering as a tool against wider social issues.

## **Recommendations**

<b>We will pursue the following actions:</b>	<b>To support us to achieve these aspects of our vision:</b>
Actively engage with partners across the city, taking a whole system approach to tackling social issues that more environmental volunteering could support, e.g., increasing the number of NEET people accessing volunteering	<i>We will be an enabling Council that connects local groups to support shared goals and a whole city vision</i>
Collaborate with schools, universities, local businesses, religious and community organisations, youth clubs etc to encourage more people to get involved.	<i>We will work together to target preventative and educational programmes to promote anti-littering and pro-volunteering efforts</i>
We actively share resources and signpost to other organisations who are doing amazing work.	<i>We will signpost to others and share best practice</i>

## **Theme 5: User-Centred Processes and Internal Co-Working**

### **Reporting processes**

A key part of the support we offer for volunteers who care for their local environment is that we work with our partners to efficiently remove the waste collected. Volunteers told us that the Council's online reporting processes to get waste collected after a community pick were clunky and there were often delays in collection if they made reports via third party apps such as Fix My Street.

A pilot trialling a new way of integrating FixMyStreet, a user-friendly service and a favourite amongst our volunteers, with the Council's customer services software was launched in November on a test basis and is now operational for all the public to use.

This has sped up the time for us logging requests from volunteers via this app significantly, and to get their waste collected after a community pick in a more much timely manner - keeping our streets cleaner and making our processes more efficient.

### **Co-working**

We recognise that the Council, as a large organisation delivering a diverse range of services, can sometimes be confusing and challenging to navigate.

Through the initial project, we have already seen progress in joined-up working on supporting environmental volunteering across the Council. One example of this is that we have improved our 'Organise a Community Pick' webpage to include contact details for relevant Council officers who can support community picks on Housing, Parks, and Allotments land.

## **Recommendations**

<b>We will pursue the following actions:</b>	<b>To support us to achieve these aspects of our vision:</b>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 20%; padding: 5px;">Street Scene</td> <td style="padding: 5px;"><b>Attend regular meetings between colleagues</b> from different service areas, e.g., &amp; Regulation, Parks and Countryside and Housing to discuss co-ordinating activities to support environmental volunteering.</td> </tr> </table>	Street Scene	<b>Attend regular meetings between colleagues</b> from different service areas, e.g., & Regulation, Parks and Countryside and Housing to discuss co-ordinating activities to support environmental volunteering.	<p><i>The Council will work collaboratively with internal colleagues to ensure that our approaches are joined-up</i></p>
Street Scene	<b>Attend regular meetings between colleagues</b> from different service areas, e.g., & Regulation, Parks and Countryside and Housing to discuss co-ordinating activities to support environmental volunteering.		
<p>Conduct a full <b>review into our web form reporting processes</b> for litter pick collections, to ensure that forms are user friendly and fit for purpose</p>	<p><i>Our processes will be designed with customers in mind, and will be easy to understand</i></p>		

## **5.0 Measuring Success and Tracking Progress**

Through the actions referred to in this Strategy, year on year we aspire to:

- Increase the number of volunteers who feel empowered to volunteer for their local environment;
- Increase the percentage of volunteers who feel that the Council supports the work they do;
- Increase the percentage of volunteers who are clear about what the Council can do to support them;
- Reduce the percentage of environmental volunteers that feel they face barriers preventing them from volunteering;
- Organise at least one environmental volunteer recognition event each year;
- Improve customer satisfaction levels for environmental volunteer enquiries.

## **6.0 Closing Words**

Volunteers bring immeasurable value to their local environments and their communities. This Strategy aims to recognise this and to define our vision for the future of environmental volunteering in Sheffield, so that we can work towards achieving shared environmental goals for our city and support more people to get involved in improving their local environment.

We hope that this Strategy clearly articulates our commitment to better supporting environmental volunteers and we look forward to developing stronger relationships with volunteers and voluntary groups across the city over the coming years.

## References

Joint Nature Conservation Committee (JNCC), 2021. UK Biodiversity Indicators, available at: <https://jncc.gov.uk/our-work/ukbi-a2-conservation-volunteering/>

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## Environmental Volunteering Survey Analysis

Feedback was collected from volunteers via an online survey sent out to everyone who booked on to attend the Environmental Volunteers Celebration and Networking Event on the 19<sup>th</sup> of January (paper copies were also provided). 100 individuals attended this event from over 48 different environmental voluntary groups.

71 people filled out the survey. The key feedback from this is reflected below. This feedback provides a snapshot of the views held by individual volunteers and environmental voluntary groups in the city, which can provide baseline data to measure volunteer satisfaction and perception of the Council. However, further engagement would be needed to gain insights from a larger proportion of environmental volunteers in the city to draw conclusions that were fully representative.

### Headlines

- The two most popular types of volunteer activities amongst respondents were litter picking (69%) and supporting nature/wildlife (51%). Some respondents also interestingly added in 'reporting fly tipping' as a voluntary activity which they participate in.
- 56% of volunteers indicated that all their voluntary work is done in their local area. The two most popular locations were S11 and S6.
- The most popular motivation for volunteering was because **they care about the planet and climate change** (83% of respondents).
- **94%** of respondents said that volunteering **helps them to feel connected** to their communities.
- **78%** of volunteers also agreed or strongly agreed that they felt **proud of the area they live**.
- 93% of volunteers agreed or strongly agreed that volunteering positively improves their mental wellbeing.

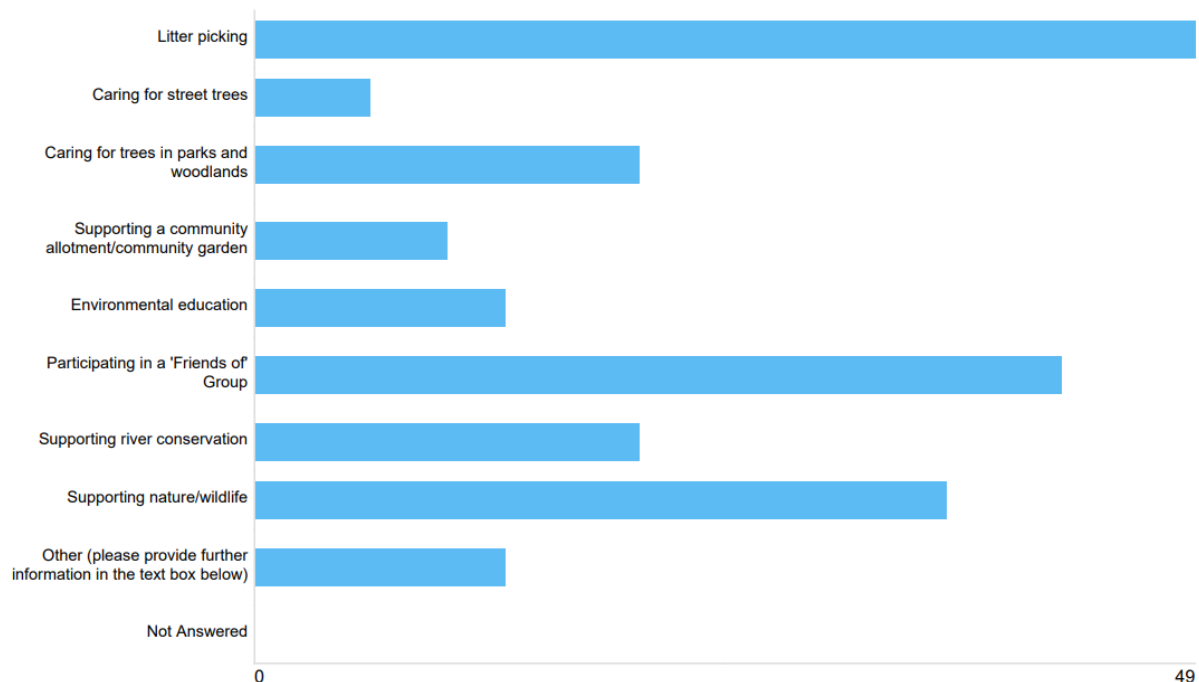
- 60% of volunteers claimed they face barriers when volunteering. The most common barriers which were reported were 'Knowing who to contact' (30%) and 'Not having enough time' (28%).
- **52% of volunteers agreed or strongly agreed that Sheffield City Council supports the work they do as a volunteer.**
- 48% of volunteers either agreed or strongly agreed that they were clear on what the Council can do to support them.
- 76% of respondents said they would be interested in attending another event like the Environmental Volunteers Networking Event in the future.

## Full analysis

### 1) Volunteering in Sheffield

**Question 3: What type of volunteering do you do for the environment? (Select all that apply)**

*Volunteering types*



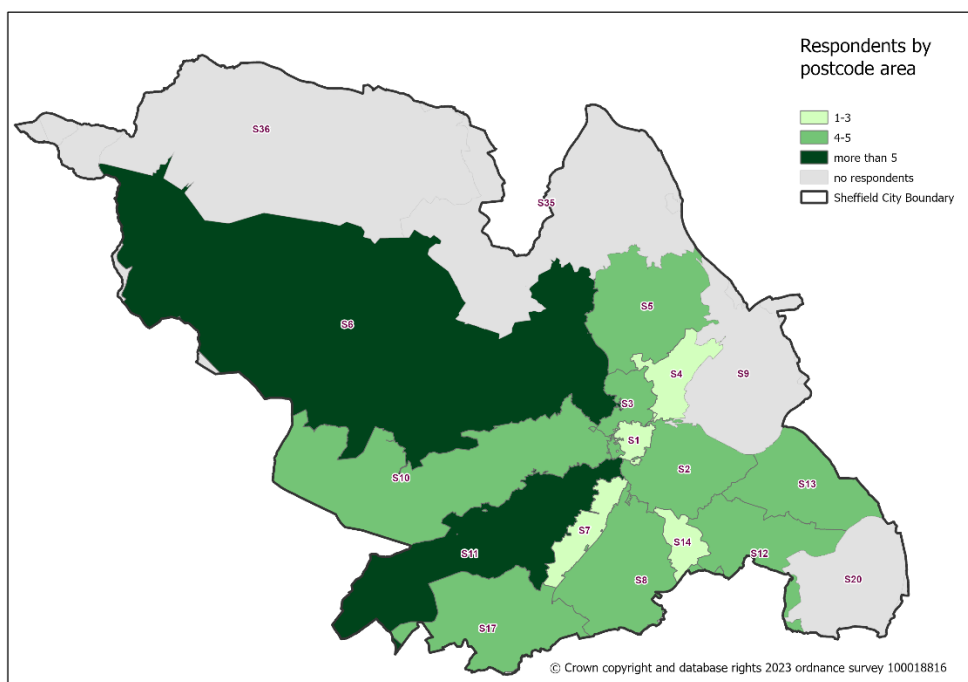
The two most popular types of volunteer activities amongst respondents were litter picking (69%) and supporting nature/wildlife (51%).



21 respondents also added comments in 'other' and described their involvement in activities such as: reporting fly tipping, holding a management or committee position, restoring buildings, and raising funding. This illustrates the diverse roles that volunteers take on and suggests that volunteers have their own unique definitions of the work they do.

## Location

Respondents were asked for the first part of their postcode to capture where they were from. Respondents were also asked what proportion of their volunteering was carried out in their local area. 56% of respondents indicated that all their volunteering is carried out in their local area, and 38% of respondents indicated that at least some of their volunteering is carried out in their local area. With only 6% of respondents indicating that all of their volunteering is done outside of their local area. From this, we can reasonably assume that the postcodes of respondents also represents where most of the volunteering from these respondents is taking place.



*The map above indicates the spread of respondents across different postcode areas in Sheffield.*

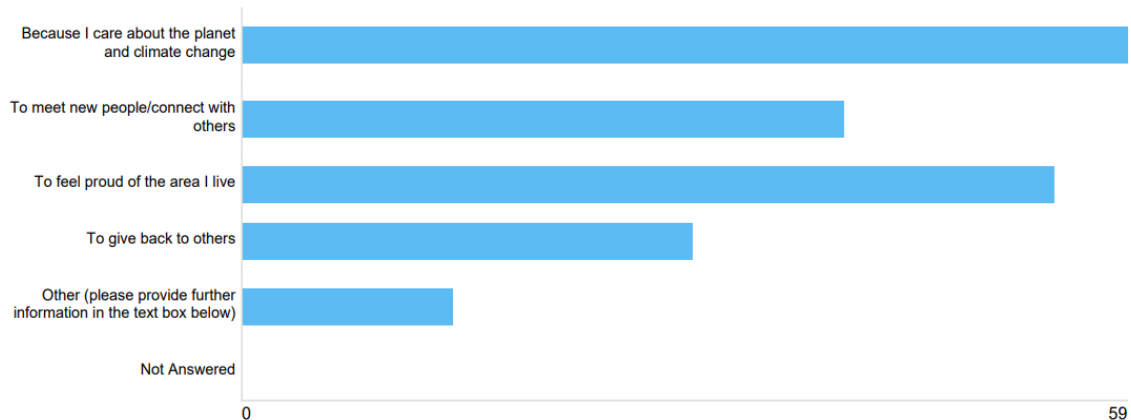
The map above illustrates that there is disparity in the spread of environmental volunteering across the city. Further work could be done to understand why some areas of the city may have less environmental volunteer engagement such as greater levels of deprivation. Once greater understanding is achieved, the Council could then work with communities to help mitigate these barriers and foster equality of access across the city.

## Motivations for volunteering

Respondents were asked to reflect their motivations for volunteering to help the Council to better understand why people dedicate their time to environmental efforts, to help inspire more people to get involved.

**Question 1: I volunteer for my local environment... (please select as many statements as apply)**

### Motivations for volunteering



*The graph above indicates the different motivations volunteers have for caring for their local environment.*

83% of respondents indicated that a key motivation was because they care about the planet and climate change. This is an interesting revelation, as whilst climate change can be more easily linked to environmental voluntary efforts such as tree planting, other voluntary efforts are less easily linked to carbon reduction. However, these results indicate that a passion around reducing climate change can inspire wider environmental efforts.

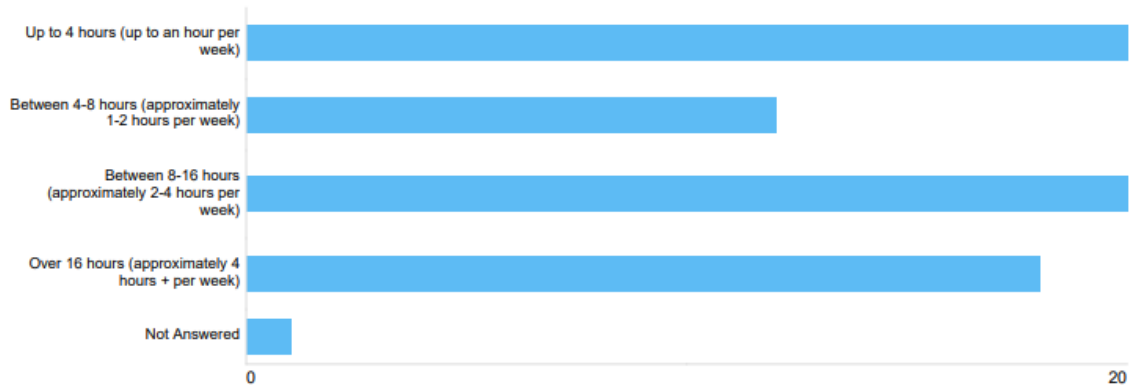
19 respondents also listed other motivations for volunteering for their local environment, including: to have fun, develop new skills, get exercise, and improve mental wellbeing. This indicates that people's motivations for volunteering are specific and personal, meaning is no 'one size fits all' approach to engaging new volunteers.

## Hours completed

Respondents were also asked to indicate the amount of hours they dedicate to environmental volunteering.

**Question 2: On average, how many hours per month do you volunteer to look after the environment?**

**Hours of volunteering per month**



*This graph indicates the average number of hours per month that respondents dedicate to environmental volunteering.*

Respondents completed an average of 10 hours a month. Some volunteers even indicated in the free text box that they often do more than 20 hours a week. This illustrates the value that environmental volunteers bring to their communities through the amount of time they dedicate to caring for their local environments.

## **Community and Wellbeing**

Respondents were asked a series of questions to rate themselves from 'strongly agree' to 'strongly disagree' to a number of statements about their experience and perception of the volunteering work they do.

- A resounding **94% of respondents said that volunteering helps them to feel connected to their communities**, with only 2.8% of respondents disagreeing.
- 78% of volunteers also agreed or strongly agreed that they felt proud of the area - they live.
- 93% of volunteers agreed or strongly agreed that volunteering positively improves their mental wellbeing.

These figures illustrate the value that environmental volunteering brings to the individuals themselves, showing how by supporting more people to volunteer, we can foster more social connection, pride, and overall greater wellbeing amongst residents.

## **2) Barriers to volunteering**

### **Accessibility**

When asked if they believed that environmental volunteering is accessible for all, 31% of volunteers disagreed or strongly disagreed. This indicates a significant

proportion of volunteers who believe that there are barriers preventing some individuals from getting involved.

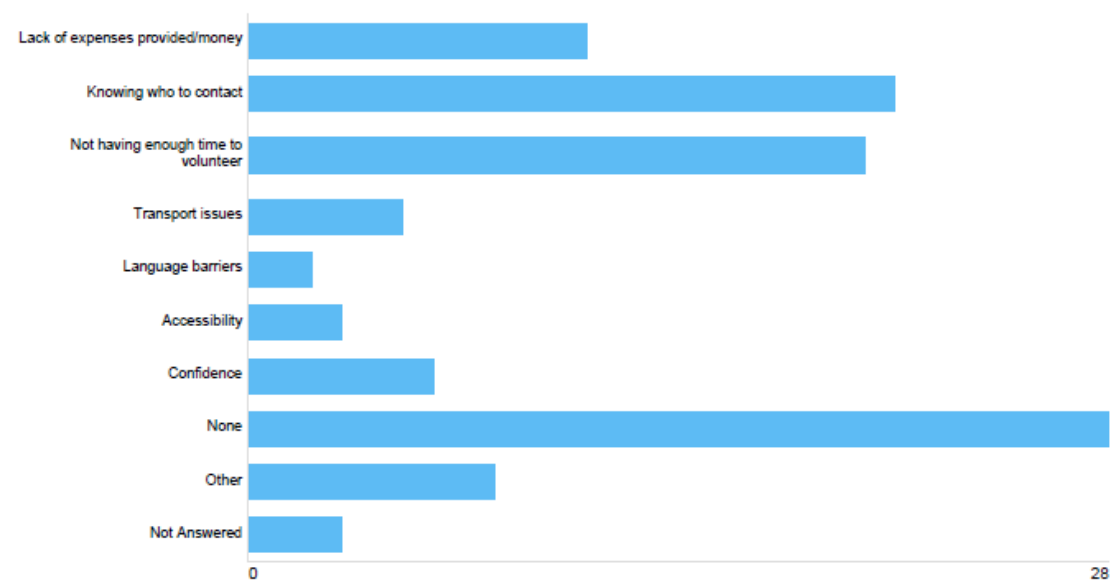
## Covid-19

When respondents were asked whether they felt that the aftermath of the pandemic was still negatively affecting volunteering, just over half of respondents agreed. The views on this topic were relatively split, indicating that Covid-19 is still viewed to be a barrier to volunteering, however further research needs to be conducted particularly with those who are not currently volunteering as this may be a barrier preventing potential volunteers.

Respondents were also asked to reflect on any barriers they face when volunteering in their local environment.

Question 8: What barriers (if any) do you face when volunteering? (please select all that apply, if 'other' please provide more info in the text box provided below)

### Barriers to Volunteering



*The graph above shows the most common barriers which respondents said they faced when volunteering in their local environment.*

60% of respondents said they do face barriers to volunteering, whilst the most common barriers which were reported were 'Knowing who to contact' (30%) and 'Not having enough time' (28%). This indicates that the Council needs to look into how to remove some of the barriers that volunteer face, not only supporting current volunteers to get involved more easily but also supporting volunteers to get involved for the first time.

### 3) Feeling supported

73% of volunteers either agreed or strongly agreed that they generally feel appreciated for the work they do. Furthermore, 52% of volunteers agreed or strongly agreed that Sheffield City Council supports the work they do as a volunteer. Whilst 27% of volunteers either disagreed or strongly disagreed.

48% of volunteers either agreed or strongly agreed that they were clear on what the Council can do to support them, with 30% disagreeing or strongly disagreeing. Similarly, 61% of volunteers agreed or strongly agreed that they knew where to go to pursue new volunteering opportunities, 27% of volunteers either disagreed or strongly disagreed.

This indicates that, in general, most volunteers are aware of where to go to pursue external volunteering support- whereas less volunteers are aware of what the Council can specifically do to support them. Therefore, greater work needs to be done to improve the way we communicate our offer to environmental volunteers, as well as ensuring volunteers feel supported and appreciated by the Council.

When asked for comments on how the Council could better support environmental volunteering, 45 responses were given which have been summarised into the following themes:

- A more joined-up approach to cross-departmental working.
- Point of contact/unclear who to ask regarding environmental issues.
- Improvements needed to Council reporting system.
- More enforcement and education to reduce and prevent litter, graffiti, and other environmental issues.
- Change of Council culture to be more open and engage with diverse cultural groups.

These suggestions mirror the issues and concerns which have come to light throughout engagement with community groups and our response to these are reflected in the key aims of the strategy.

### 4) Event feedback

This survey was also used to collect feedback for the Environmental Volunteer Networking Event which was hosted by the Council on the 19<sup>th</sup> of January. 54% of survey respondents said that they attended the event (38 individuals). Of those who attended, **76% of respondents said they would be interested in attending another event like this in the future.**

Respondents were asked to provide general feedback for the event through free text boxes.

**Comments for what worked well for the event generally covered the rare opportunity to meet other groups and the positives that networking can bring.**

Some of the comments received included:

“Hearing other groups”

“I picked up some useful contacts.”

“It was great that so many people attended. And great that the Council are trying to reach out to volunteer groups, a good opportunity to network too.”

“It was a positive move to get everyone together and a good start.”

**Comments for what could be improved for next time generally covered improvements such as, a wider variety of speakers, shorter presentations, and more time for networking.**

Some of the comments received included:

“More time for best working and list of participating at the event and what organization they work on.”

“Less speakers, more networking and planning/sharing together.”

“A greater number of much shorter presentations along with table discussions etc would have been better, I think.”

“It didn't feel like a celebration..There could have been an introduction of all the groups represented in the room. And a thank you from the organisations they volunteer for. The rest of the time could have been spent networking - over a sandwich.”

## **5) Demographics**

The following section breaks down the demographics of respondents.

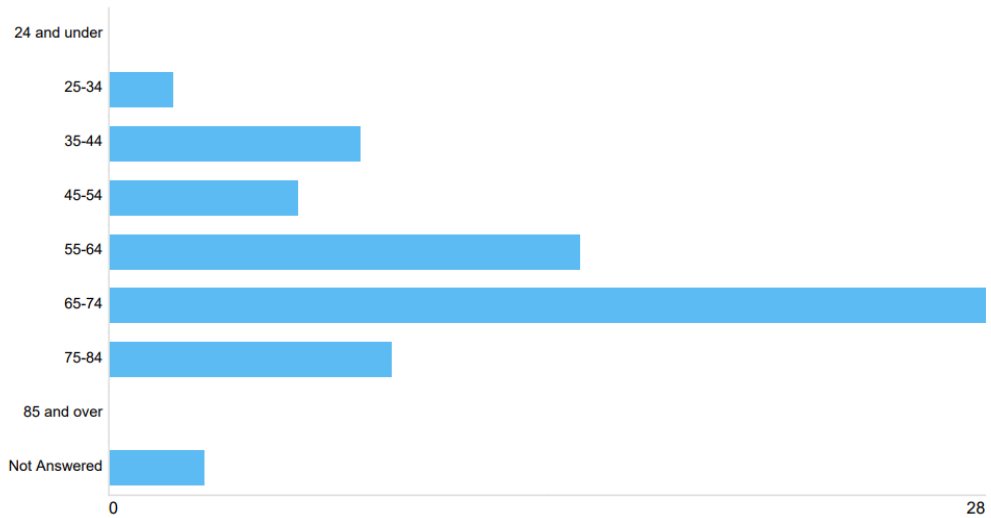
### **Age:**

The most common age range of respondents was 65-74 (39%). Furthermore, 52% of respondents were over the age of 65, whereas only 16% of the population of Sheffield is over 65 (Census, 2021).

This suggests that most people engaged in environmental volunteering are older, this may be due to being retired, and having more time to dedicate to volunteering. The Council could therefore look into how it is engaging younger people to volunteer in their local environment.

**Question 17: What is your age range?**

age



*The graph above indicates the age ranges of respondents.*

**Gender identity:**

48% of respondents identified as female, and only 38% of respondents identified as male (with the rest of respondents choosing not to answer). This is generally reflective of the wider population as 51% of people in Sheffield are female.

**Sexuality:**

79% of respondents identified as heterosexual, and 6% of respondents identified as Bi or Gay/Lesbian, compared with 4% of the Sheffield population (2021 census). This suggests that this group of respondents were representative of the population of Sheffield in relation to sexual identity.

**Race/Ethnicity**

89% of respondents described themselves as White, with 11% of respondents identifying as non-white ethnic minority groups. This is less representative than the current population of Sheffield, being 74.5% White and 20.9% Non-White (Census 2021).

Sheffield is not alone in the lack of equal racial and ethnic representation across the environmental voluntary sector. Recent research indicates that just 7% of people working across environmental charities identified as people of colour, compared with 14% in the UK workforce at large (RACE report, 2022).

Further work should therefore be done to improve racial representation amongst environmental volunteers by working with diverse groups to understand and help overcome potential barriers.

**Disability**

11% of respondents indicated that they have a disability or long-term health condition, compared to 19% of the general Sheffield population (SCC Community Knowledge Profiles).

Data from other research indicates that there is not much difference between the proportion of people with or without disabilities taking part in volunteering, however research indicates that there a number of barriers which people with disabilities specifically face including disablist attitudes which can place inaccurate limitations on what people believe that volunteers with disabilities can do (Southby & South, 2016).

### **Carers**

14% of respondents indicated that they are an unpaid carer for a family member or someone else, compared to around 10% of Sheffield (SCC, Community Knowledge Profiles).

A person having caring responsibilities may impact their ability to volunteer due to not having enough time, or not having access to respite care to enable them to volunteer.

### **Summary**

In conclusion, the data collected from this survey provides the Council with baseline data to measure environmental volunteers' current perceptions of the Council, their experiences, and their motivations for volunteering. Through better understanding the experiences of environmental volunteers the Council can shape future work to ensure we are supporting and empowering residents from all backgrounds to get involved in caring for their local environment.



References:

Office for National Statistics, Census 2021, available at:

[https://sheffield.communityinsight.org/?indicator=ks201ew0002\\_dr\\_20210101#](https://sheffield.communityinsight.org/?indicator=ks201ew0002_dr_20210101#)

RACE Report: [The RACE Report - Racial Action for the Climate Emergency \(race-report.uk\)](#)

SCC, Community Knowledge Profiles: 1) Carers: [Carers Community.pdf \(sheffield.gov.uk\)](#) 2) Disability: [Disabled People Community.pdf \(sheffield.gov.uk\)](#)

Southby, K, & South J, 2016. Volunteering, inequalities and barriers to volunteering: a rapid evidence review. Available at: [74208298.pdf \(core.ac.uk\)](#)

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# Equality Impact Assessment – Ref Number:

## PART A

### Introductory Information

Proposal name

Street Scene Environmental Volunteering Strategy

#### Brief aim(s) of the proposal and the outcome(s) you want to achieve

There is a huge interest across the city in volunteering on local environmental and social causes. There are a number of very active groups and also businesses and individuals across the city, doing great work to improve local areas.

SCC has always had strong partnerships and high levels of volunteering in certain sectors e.g., the friends' groups for parks and now the LACS are working much closer with their local communities and Amey offer support on clean ups. However, we do not as yet have a city-wide Strategy or approach for encouraging and working with volunteers on local environmental improvements outside formal public open spaces and parks.

There is a huge opportunity to better engage with volunteer groups and potential volunteers and to make it as easy as possible for people to volunteer to help improve many aspects of their local area. This has the potential to increase volunteering and community activity, with all the associated benefits that would bring.

For this, we need to be clear what level of support we currently offer now and what we can realistically offer in future and how to deal with and support differing levels of community capacity across the city.

#### Proposal type

Budget       Non Budget

#### If Budget, is it Entered on Q Tier?

Yes       No

If yes what is the Q Tier reference

#### Year of proposal (s)

<input type="radio"/> 21/22	<input checked="" type="radio"/> 22/23	<input type="radio"/> 23/24	<input type="radio"/> 24/25	<input type="radio"/> other
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#### Decision Type

- Coop Exec  
 Committee (e.g., Health Committee) which committee  
 Leader  
 Individual Coop Exec Member

- Executive Director/Director
- Officer Decisions (Non-Key)
- Council (e.g., Budget and Housing Revenue Account)
- Regulatory Committees (e.g. Licensing Committee)

**Lead Committee Member**

Joe Otten

**Lead Director for Proposal**

Richard Eyre

**Person filling in this EIA form**

Bethany Allsop

**EIA start date**

05/09/2022

**Equality Lead Officer**

- |  |  |
|--|--|
| <input type="radio"/> Adele Robinson     | <input type="radio"/> Ed Sexton              |
| <input type="radio"/> Annemarie Johnston | <input checked="" type="radio"/> Louise Nunn |
| <input type="radio"/> Bashir Khan        | <input type="radio"/> Beverley Law           |

**Lead Equality Objective ([see for detail](#))**

<input checked="" type="radio"/> Understanding Communities	<input type="radio"/> Workforce Diversity	<input checked="" type="radio"/> Leading the city in celebrating & promoting inclusion	<input checked="" type="radio"/> Break the cycle and improve life chances
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**Portfolio, Service and Team**

**Is this Cross-Portfolio**

- Yes       No

**Portfolio/s**

Operational Services

**Is the EIA joint with another organisation (e.g. NHS)?**

- Yes       No      Please specify

**Consultation**

**Is consultation required? (Read the guidance in relation to this area)**

- Yes       No

**If consultation is not required, please state why**

**If consultation has already been carried out, please provide details of the results with equalities analysis**

**Inform**

We have engaged with volunteers and voluntary groups across the city to inform them of our plans to improve the way we work with volunteers via the creation of a Strategy.

**Consult**

Information gathering has also taken place by collecting feedback through informal interviews and meetings, and through a feedback survey.

**Involve**

When environmental voluntary groups were invited to attend an Environmental Volunteer Networking Event, this was used as an opportunity to ask them to feedback their views on what needs to change.

The aim of this consultation was to engage with a variety of environmental voluntary groups to ensure that the views that shaped the Strategy are representative of all people who engage in environmental volunteering, and the wider make-up of the city.

**Are Staff who may be affected by these proposals aware of them?**

Yes                       No

**Are Customers who may be affected by these proposals aware of them?**

Yes                       No

**If you have said no to either please say why**

The proposals will affect all volunteers/possible volunteers in Sheffield, this does not affect SCC staff in particular but the general public as a whole.

## Initial Impact

Under the [Public Sector Equality Duty](#) we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

For a range of people who share protected characteristics, more information is available on the [Council website](#) including the [Community Knowledge Profiles](#).

## Identify Impacts

Identify which characteristic the proposal has an impact on tick all that apply

<input type="radio"/> Health	<input type="radio"/> Transgender
<input type="radio"/> Age	<input type="radio"/> Carers
<input type="radio"/> Disability	<input checked="" type="radio"/> Voluntary/Community & Faith Sectors
<input type="radio"/> Pregnancy/Maternity	<input type="radio"/> Cohesion
<input type="radio"/> Race	<input type="radio"/> Partners
<input type="radio"/> Religion/Belief	<input type="radio"/> Poverty & Financial Inclusion
<input type="radio"/> Sex	<input type="radio"/> Armed Forces
<input type="radio"/> Sexual Orientation	<input type="radio"/> Other

### Cumulative Impact

#### Does the Proposal have a cumulative impact?

Yes                       No

<input type="radio"/> Year on Year	<input type="radio"/> Across a Community of Identity/Interest
<input type="radio"/> Geographical Area	<input type="radio"/> Other

*If yes, details of impact*

#### Local Area Committee Area(s) impacted

All                       Specific

*If Specific, name of Local Committee Area(s) impacted*

### Initial Impact Overview

#### Based on the information about the proposal what will the overall equality impact?

We believe there are inequalities in engagement on environmental volunteering in the city and it is known that this disparity could exacerbate health and other inequalities.

The consultation work completed during the project reached a wide range of people and groups, including those who are underrepresented in environmental spaces or who face barriers of access. The 'quick wins' delivered including the launch of litter picking equipment in local libraries sought to make it easier for everyone to get involved in volunteering. A tailored approach has also been taken to listen and support groups who face different barriers, including trialling a project supporting young people with SEND to access volunteering.

The overall equality impact will be positive, the project aims to improve the way we work with volunteer residents across different backgrounds and areas across Sheffield. This has involved engaging with groups across the city to understand the specific barriers they face and help devise viable solutions that aim to benefit everyone.

Is a Full impact Assessment required at this stage?  Yes  No

If the impact is more than minor, in that it will impact on a particular protected characteristic you must complete a full impact assessment below.

## Part B

### Full Impact Assessment

#### Health

Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)?

Yes  No *if Yes, complete section below*

#### Staff

Yes  No

#### Customers

Yes  No

#### Details of impact

The Strategy is working to remove barriers of access to support more people to volunteer in their communities. This will help to tackle loneliness and ill physical and mental health by encouraging people to build relationships in their communities, work together, and spend more time outside and in nature.

#### Comprehensive Health Impact Assessment being completed

Yes  No

*Please attach health impact assessment as a supporting document below.*

#### Public Health Leads has signed off the health impact(s) of this EIA

Yes  No

Name of Health Lead Officer

#### Age

#### Impact on Staff

Yes  No

#### Impact on Customers

Yes  No

#### Details of impact

The Strategy is working to find improvements that support residents of all ages to get involved in their communities. This is including but not limited to, engaging with schools and working with our contractor's educational officer to deliver targeted projects to support anti-litter and pro-volunteering educational programmes.

## Disability

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy will investigate how we can better support all residents, including people with disabilities, to get involved in improving their local Street Scene. This means ensuring that changes have the appropriate alterations to support all needs.

## Sex

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy will look to provide solutions that support all members of the public to get involved with volunteering regardless of sex or gender.

## Pregnancy/Maternity

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy will look to provide solutions that support all members of the public to get involved with volunteering.

## Race

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy aims to find improvements that support residents of all racial and cultural backgrounds to get involved in their communities, and will look to tackle racial discrimination in this sector, and wider environmental inequalities which can be exacerbated by racial exclusion. We recognise that the environmental sector is the 2<sup>nd</sup> least diverse sectors in the UK when it comes to racial diversity, and we have highlighted this issue and are working towards diminishing it. At our first Environmental Volunteers Networking Event we



welcomed a guest speaker (Maxwell Ayamba, Sheffield Environmental Movement) to discuss the topic of racial inclusion in the sector and organised a further meeting to discuss what the Council and the Sheffield and Rotherham Wildlife Trust can do to support more inclusive volunteering.

## Religion/Belief

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy will aim to find improvements that support residents of all religious backgrounds to get involved in caring for the local environment in their communities.

## Sexual Orientation

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy is working to find improvements that support residents of all sexualities and identities to get involved in their communities.

## Gender Reassignment (Transgender)

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy is working to find improvements that support residents of all sexualities and identities to get involved in their communities.

## Carers

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy will aim to find improvements that support residents who have caring responsibilities to get involved in their communities.

## Poverty & Financial Inclusion

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

The Strategy will seek to find improvements to remove barriers that are exacerbated by poverty and financial exclusion which may prevent people from getting involved in their communities. This includes improving accessibility of litter picking equipment to all Council run libraries, reducing people relying on travelling to collect these.

## Cohesion

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

By supporting greater community volunteering this will support aims to improve community cohesion and build better relationships in local areas.

## Partners

### Impact on Staff

Yes  No

### Impact on Customers

Yes  No

### Details of impact

Through the Strategy we aim to improve our relationships with key stakeholders in the city through improving our communication and capacity for co-working on environmental volunteering issues.

## Armed Forces

**Impact on Staff** Yes No**Impact on Customers** Yes No**Details of impact****Other***Please specify***Impact on Staff** Yes No**Impact on Customers** Yes No**Details of impact****Action Plan and Supporting Evidence**

**What actions will you take to mitigate any equality impacts identified? Please include an Action Plan with timescales**

During the production of the Strategy, necessary considerations have been made to consider the impacts of proposals on different community groups and individuals from diverse backgrounds. Work has been done, and will continue to be done with LACs and other partners to ensure that different viewpoints are considered.

Project deadline- Strategy will be presented at the Waste and Street Scene Committee on the 27<sup>th</sup> March 2023.

Consultation and engagement with the public- Aug-Dec 2022

**Supporting Evidence** (Please detail all your evidence used to support the EIA)

**Detail any changes made as a result of the EIA**

[Redacted]

Following mitigation is there still significant risk of impact on a protected characteristic.  Yes  No

If yes, the EIA will need corporate escalation? Please explain below

[Redacted]

### Sign Off – Part B (EIA Lead to complete)

EIAs must be agreed and signed off by the Equality lead Officer in your Portfolio or corporately. Has this been signed off?

Yes  No

Date agreed

Name of EIA lead officer

**Review Date**