

# Waste & Street Scene Policy Committee

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Wednesday 21 June 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 Mark Jones  
Councillor Alexi Dimond  
Councillor Sue Alston  
Councillor Christine Gilligan  
Kubo  
Councillor Tim Huggan  
Councillor Dianne Hurst  
Councillor Sioned-Mair  
Richards  
Councillor Garry Weatherall

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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  
21 JUNE 2023**

**Order of Business**

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**Welcome and Housekeeping**

The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.

**1. Apologies for Absence**

**2. Exclusion of Press and Public**

To identify items where resolutions may be moved to exclude the press and public.

**3. Declarations of Interest**

Members to declare any interests they have in the business to be considered at the meeting.

(Pages 7 - 10)

**4. Minutes of Previous Meeting**

To approve the minutes of the meetings of the Committee held on 22 March and 17 May 2023.

(Pages 11 - 18)

**5. Appointments to Urgency Sub-Committee**

(Pages 19 - 20)

**6. Public Questions and Petitions**

To receive any questions or petitions from members of the public.

(NOTE: There is a time limit of up to 30 minutes for the above item of business. In accordance with the arrangements published on the Council's website, questions/petitions at the meeting are required to be submitted in writing, to [committee@sheffield.gov.uk](mailto:committee@sheffield.gov.uk), by 9.00 a.m. on 19 June 2023).

**7. Work Programme**

Report of the Director of Policy and Democratic Engagement

(Pages 21 - 36)

**Formal Decisions**

**8. Revenue Budget Monitoring Report - Month 12**

Report of the Director of Finance and Commercial Services

(Pages 37 - 46)

**9. Hackney Carriage Vehicle Licence Policy**

Report of the Executive Director, Neighbourhood Services

(Pages 47 - 80)

- 10. Food Safety Plan** (Pages 81 - 120)  
Report of the Executive Director, Neighbourhood Services
- 11. Pest Control and Clearance Charges 2023/24** (Pages 121 - 136)  
Report of the Executive Director, Neighbourhood Services
- 12. Review of Crystal Peaks Market Service Charge** (Pages 137 - 148)  
Report of the Executive Director, Neighbourhood Services

**NOTE: The next meeting of Waste & Street Scene Policy Committee will be held on Wednesday 27 September 2023 at 10.00 am**

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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 22 March 2023

**PRESENT:** Councillors Joe Otten (Chair), Mike Chaplin (Deputy Chair), Alexi Dimond (Group Spokesperson), Tim Huggan, Mark Jones, Nabeela Mowlana, Janet Ridler, Paul Turpin and Cliff Woodcraft

**1. APOLOGIES FOR ABSENCE**

1.1 No apologies for absence were received.

**2. EXCLUSION OF PRESS AND PUBLIC**

2.1 No items were identified where resolutions may be moved to exclude the press and public.

**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 15 February 2023 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 Bridget Ingle attended the Committee and asked the following question:

It is nearly 20 years since Sheffield City Council last entered Britain in Bloom. As a competition it inspires community groups to make positive changes to their local environment through horticultural, environmental and community action. It gives everyone involved a structure to work to, from the council to individuals.

While the proposed volunteer strategy is a step forward, it lacks direction. And that is because there is no overall council strategy. There is no way of evaluating progress for anyone involved.

I am asking the council to lead by example and consider re-entering the Britain in Bloom competition. It will inspire neighbourhoods, community groups and residents in Sheffield to do the same.

The Chair responded with the following answer:

Sheffield proudly won large city in 2008 but unfortunately since then the budgets we spent on Civic floral colour has been completely lost due to financial savings. Without this the city will struggle to compete in the national awards. Sheffield obviously isn't alone on this as the current shortlist for 2023 has very few big cities (see below).

However as part of the volunteering strategy and work already underway with Parks, we are actively encouraging more Friends of Groups to enter Yorkshire in Bloom <https://www.yorkshireinbloom.co.uk/>. We would also like to bring back the Lord Mayor's Awards which were hugely successful in encouraging communities to dress their local areas and then work with partners and community groups such as Sheffield BID and Hillsborough Together to see what can be done in around street dressing and floral colour. A key part of the strategy is to create a post so this becomes someone's responsibility to really enable our communities, identify funding opportunities and can make things just like this happen.

#### Small City

- Derry, Derry City and Strabane District Council
- Newcastle-under-Lyme, Staffordshire
- Oadby and Wigston, Leicestershire
- Royal Tunbridge Wells, Kent
- Aberdeen Communities Together, Aberdeenshire
- London Borough of Tower Hamlets, London

## **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 safety at sports grounds 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. AMENDMENTS TO THE HACKNEY CARRIAGE VEHICLE POLICY**

7.1 The Licensing Strategy and Policy Officer introduced a report seeking approval to make several amendments to technical elements of the Hackney Carriage Vehicle Licence Policy, specifically part 9 – Hackney Carriage Vehicle Specification.

The policy would provide clearer information and guidance for applicants on:

- applications
- decision-making
- enforcement

7.2 **RESOLVED UNANIMOUSLY:** That the proposed amendments to the Hackney Carriage Vehicle Specification be approved to come into force with immediate effect.

7.3 **Reason for decision**

7.3.1 It was recommended that Members approved the amendments to the Hackney Carriage Vehicle Specification in order to allow the licensing of rear-loading vehicles as intended.

7.4 **Alternatives Considered and Rejected**

7.4.1 There were no alternative options under consideration.

8. **ENVIRONMENTAL VOLUNTEERING STRATEGY**

8.1 The Volunteer Strategy Project Lead introduced a report which outlined the findings from the work undertaken to develop a new Environmental Volunteering Strategy and sought approval for the new strategy and related action plan.

8.2 **RESOLVED UNANIMOUSLY:**

1. That the Environmental Volunteering Strategy and action plan be approved to continue the progress made with supporting environmental volunteering.
2. That the investigation for funding for a permanent role to carry out this work be supported.

8.3 **Reasons for decisions**

8.3.1 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.

8.3.2 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.

8.3.3 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.

- 8.3.4 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.’*

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

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

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.

- 8.4.2 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.

- 8.4.3 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.

#### **9. SHEFFIELD MARKETS PERFORMANCE REVIEW**

- 9.1 The Interim Operations Manager City Centre Maintenance and Sheffield Markets delivered a presentation to Members providing information on the performance of Sheffield Markets including footfall, occupancy levels, economic impacts, energy costs and the budget and debt positions.

- 9.2 This report was for information and was noted by the Committee.

#### **10. REVIEW OF ENERGY TARIFFS FOR MARKET TRADERS**

- 10.1 The Interim Operations Manager City Centre Maintenance and Sheffield Markets introduced a report setting out a range of options regarding the recovery of utilities charges from Moor Market and Crystal Peaks Market tenants. Increases in utility charges had not been passed through to tenants since 2014 and energy prices had risen steeply in recent years. This had created a significant under recovery between the charges paid by tenants and the cost to the council.

## 10.2 **RESOLVED UNANIMOUSLY:**

1. That an increase in the current tariffs charged to tenants of 50% on electricity and gas be approved.
2. That a period of 12 weeks from the decision being taking to the implementation of the new tariff be agreed.
3. That a review takes place after 6 months to assess the impact of the changes and that proposals be made to the Committee for moving towards full cost recovery on utility costs over the next three years; any proposal to vary the tariff will be brought back to the Committee for decision.

## 10.3 **Reason for decision**

10.3.1 The Committee rejected the option in 1.6.3 which proposed a 111% uplift on electricity and 107% uplift on gas in favour of the option outlined in 1.6.2 of increasing the current tariff by 50% in order to minimise the impact on business viability. This option would continue to move the charges towards the principle of full cost recovery of utilities costs, while allowing for some subsidy to support tenants to adjust to the increases, which will better allow them to manage costs and charges required to offset the impact on their businesses. This will reduce the potential of businesses needing to leave the market, which in turn reduced financial risk from lost rent or service charges.

10.3.2 The overall outcome should be a more sustainable market, maintaining its quality and service levels, and a high occupancy rate to continue the vibrant feel to the markets post pandemic.

## 10.4 **Alternatives Considered and Rejected**

10.4.1 The option to do nothing (paragraph 1.6.1 in the report) had been rejected due to the unsustainable nature of the increasing subsidy required.

10.4.2 The option to move straight to full cost recovery would be too much of an impact on the tenants. It was likely to create significant cost pressures that were too large to pass straight on to customers and may increase the markets vacancy rate, which would negatively financially impact the budgets for service charges and rents. Overall, it could undermine the financial position rather than improve it.

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**SHEFFIELD CITY COUNCIL**

**Waste & Street Scene Policy Committee**

**Meeting held 17 May 2023**

**PRESENT:** Councillors Joe Otten (Chair), Mike Chaplin (Deputy Chair), Alexi Dimond (Group Spokesperson), Tim Huggan, Mark Jones, Nabeela Mowlana, Janet Ridler, Paul Turpin and Cliff Woodcraft

**1. APOLOGIES FOR ABSENCE**

1.1 There were no apologies for absence.

**2. ESTABLISHMENT OF THE URGENCY SUB-COMMITTEE**

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

(a) agrees to establish an Urgency Sub-Committee to meet as and when required, in accordance with the details approved at the annual meeting of the Council; and

(b) agrees to appoint Members to serve on the Sub-Committee (in addition to the Chair and Deputy Chair of the Waste and Street Scene Policy Committee, and to be drawn from the membership of that Committee), as follows:

Councillor Alexi Dimond  
Councillor Mark Jones  
Councillor Tim Huggan  
Councillor Joe Otten

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## **SHEFFIELD CITY COUNCIL**

### **Waste and Street Scene Policy Committee 21 June 2023 – Item 5**

#### **1. APPOINTMENTS TO THE URGENCY SUB-COMMITTEE**

**RECOMMENDED:** That the Waste and Street Scene Policy Committee:-

- (a) agrees to appoint Members to serve on the Waste and Street Scene Urgency Sub-Committee as follows:

Councillor Sioned Mair-Richards

- (b) as respects the appointment of Members to serve on the Urgency Sub-Committee or other Sub-Committees of the Waste and Street Scene Policy Committee, where vacancies exist or in cases of urgency to ensure quoracy or representation, the Monitoring Officer, in consultation with the relevant political group whip, be authorised to appoint Members to serve on such Sub-Committees, as necessary, on the understanding that details of such appointments will be reported to the next or subsequent meetings of the Policy Committee.

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## Report to Waste and Street Scene Policy Committee

21<sup>st</sup> June 2023

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**Report of:** Director of Policy and Democratic Engagement

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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:

Issue	<i>Details to be added by PDSO</i>
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
Waste and Highways PFI	Teams presentation to all new members of the committee on the Waste and Highways PFI contracts	TBC
Street Scene & Regulation	Teams presentation on the services within SS&R and the lead officers	TBC
Visit to the Energy Recycling Facility	To see the ERF plant in action and gain a wider understanding of how waste is dealt with and used to provide electricity and heat	TBC (July)
Parking Services	Walk round with a particular focus on one aspect e.g. street parking, match day parking.	TBC
CCTV	Night-time visit to the CCTV control room.	TBC

## Appendix 1 – Work Programme

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

Item	Proposed Date	Note
<b>NEW:</b> Review of Crystal Peaks Market Service Charge	June 2023	Report setting out a review of annual service charges paid by traders.
<b>NEW:</b> Pest Control Fees	June 2023	Review of current tariffs and proposal to increase fees.
<b>NEW:</b> Hackney Carriage Vehicle Licence Policy	June 2023	Amendment to policy to remove the need for grab handles from rear-loading vehicles.
<b>NEW:</b> Review of HVM measures	September 2023	Progress on HVM measures, update on temporary proposals and approach to Carver Street.
<b>NEW:</b> Potential Christmas Parking Offer	September 2023	Awaiting details
<b>NEW:</b> Review of Amey response to performance challenge	September 2023	Requested by Committee at December meeting.
<b>NEW:</b> Review of glyphosate trials and options	September 2023	Follow on from decision to run trial.
<b>NEW:</b> Review of Annual Parking Report	September 2023	The Annual Parking report 2022/23 – containing finance and performance figures – stat publication.
<b>MOVED:</b> Parking Enforcement Policy	September 2023	Moved from June 2023. City Wide Parking Policy Review
<b>MOVED:</b> Food Waste Collection trial and future options	September 2023	Moved from June 2023.
<b>MOVED:</b> Taxi Licensing Fees and Charges	September 2023	Review of Licensing Fees and Charges
<b>NEW:</b> Safety at Sports Grounds Strategy	November 2023	Requested by Committee at March meeting.
<b>NEW:</b> Potential Discussion on Markets development options for indoor and outdoor	November 2023	Report on proposals to address outdoor market reduced trading days and future options for indoor market improvements.
<b>NEW:</b> Review of District Energy Network and future opportunities	November 2023	Progress update on how the plans for district heating are progressing, particularly in relation to connecting SCC assets
<b>NEW:</b> Update on Hackney Carriage Vehicles	November 2023	Progress on introducing greener vehicles into the hackney carriage vehicle fleet
<b>NEW:</b> Moor Markets Service Charge Review	December 2023	Awaiting details
<b>NEW:</b> Review of Market Energy Charges	December 2023	6-month review following decision by Committee in March 2023.



<b>NEW:</b> Impacts of the Environment Act and our Recycling Strategy	December 2023	Review of impacts and our response to the Environment Act regarding waste. Strategy to cover all recycling and waste reduction, make comparisons with other local authorities and review best practice, involve communications.
<b>NEW:</b> Safety around the City Centre	December 2023	Review the safety of the city centre areas, consider how to improve perceptions and look at an initiative to coincide with the Heart of the City works.
<b>NEW:</b> Response to the Street Tree Inquiry	December 2023	Follow up on recommendations within W&SS remit from the Lowcock Report and look at strengthening the remit of the street tree partnership and implement relevant actions
<b>NEW:</b> Sexual Entertainment Venues	February 2024	Policy on Sexual Entertainment Venues

## 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>	Pest Control
<b>Description</b>	Review of approach to concessions for pest control and keeping private land free of infestations
<b>Lead Officer/s</b>	Ian Ashmore HOS/Craig Bebbington Team manager Environmental Services.
<b>Item suggested by</b>	Officer
<b>Type of item</b>	Referral to decision-maker
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	Yes – will need to share current demand and cost data and explore the pros and cons of changing the current approach.
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	May need some engagement with LACS. Primarily focussed on how we tackle land we do not own and its not a statutory issue re concessions.

<b>Lead Officer Commentary/Proposed Action(s)</b>	Bring some outline discussion documents re the issues to future briefings
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**Part 3: Agenda Items for Forthcoming Meetings**

Meeting 1 23/24	21 June 2023	10am				
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) <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	(re: decisions) <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	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>					
2022/23 Budget Final Outturn		Jane Wilby / Tony Kirkham	Decision			This Cttee
Food Safety Plan	A new 1 year work programme for delivering food safety and food standards in Sheffield including tackling the covid related backlog of inspections.	Ian Ashmore	Decision	Presentation to members and written briefing for the committee and/or all members/draft report	None, this relates to how we deliver the recommended FSA inspection frequencies and programme	This Cttee

					which is set nationally	
<b>NEW:</b> Review of Crystal Peaks Market Service Charge	Report setting out a review of annual service charges paid by traders	Liam Pond / Ben Brailsford	Decision	Written briefing for the committee or all members	Consultation with Crystal Peaks market Traders	This Cttee
<b>NEW:</b> Pest Control Fees	Review of current tariffs and proposal to increase fees	Ian Ashmore/ Craig Bebbington	Decision	Written briefing for the committee and/or all members.		This Cttee
<b>NEW:</b> Hackney Carriage Vehicle Licence Policy	Amendment to policy to remove the need for grab handles from rear-loading vehicles.	Craig Harper/Daniel Parlett	Decision		No consultation. This is an amendment to a policy that has previously been consulted on.	This Cttee

Meeting 2 23/24	<b>27 September 2023</b>	10am				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <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> </ul>					

	<ul style="list-style-type: none"> <li>Any other committee-specific standing items eg finance or service monitoring</li> </ul>					
2023/24 Quarter 1 Budget Monitoring		Jane Wilby / Tony Kirkham	Decision			This Cttee
Review of General 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
<b>NEW:</b> Review of Amey Performance challenge	Requested at December Committee	Davina Millership	Post Decision	Report to Waste and Street Scene Policy Committee on in December 2022		This Cttee
<b>NEW:</b> Review of glyphosate trials and options	Review following trials and setting out options	Davina Millership	Decision	Written briefing for the committee or all members		This Cttee
<b>NEW:</b> Potential Christmas Parking Offer	Awaiting details	Sabia Hanif	Decision	Written briefing for the committee or all members	Consult Retail sector	This Cttee
<b>NEW:</b> Review of Annual Parking Report	The Annual Parking report 2022/23- containing finance and performance figures – stat publication	Sabia Hanif	Performance report? Endorsement?	Written briefing for the committee or all members		This Cttee
<b>NEW:</b> Review of Hostile Vehicle Mitigation (HVM) measures	Progress on HVM measures, update on temporary proposals and approach to Carver Street.		Decision	Consult with TRC Policy Cttee members due to impact on road network.		This Cttee
<b>MOVED:</b> Parking Enforcement Policy	City Wide Parking Policy Review	Sabia Hanif	Decision	Further discussion with W&SS members prior to meeting.	Public consultation will take place starting in the	This Cttee

					New Year. Consultation with councillors will take place as part of ongoing monthly briefings	
<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
<b>MOVED:</b> Review of Taxi Licensing Fees and Charges	Review of Licensing Fees and Charges	Steve Lonnia	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee

Meeting 3 23/24	<b>15 November 2023</b>	10am				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <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> </ul>					

	<ul style="list-style-type: none"> <li>• Any other committee-specific standing items eg finance or service monitoring</li> </ul>					
Future Waste Collection Service Options for Consultation	The council will be introducing new weekly food waste collections and 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.	TBC	Strategy/ policy development, feedback from the consultation will inform future decision.	Written briefing for the committee and/or all members.	Public consultation and trial	This Cttee
<b>NEW:</b> Potential Discussion on Markets development options for indoor and outdoor	Report on proposals to address outdoor market reduced trading days and future options for indoor market improvements					This Cttee
<b>NEW:</b> Safety at Sports Grounds Policy	Requested by Committee at March meeting	Ben Brailsford / Steve Lonnia	Decision	Written briefing for the committee or all members  Consultation with Sheffield Sport Ground operators	Consultation with Sheffield Sport Ground operators	This Cttee
<b>NEW:</b> Review of District Energy Network and	Progress update on how the plans for district heating are progressing, particularly in		Post-decision			This Cttee

future opportunities	relation to connecting SCC assets.					
<b>NEW:</b> Update on Hackney Carriage Vehicles	Progress on introducing greener vehicles into the hackney carriage vehicle fleet		Post-decision			This Cttee

Meeting 4 23/24	20 December 2023	10am				
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>					
2023/24 Quarter 2 Budget Monitoring		Jane Wilby / Tony Kirksham	Decision			This Cttee
<b>NEW:</b> Review of Market Energy Charges	6-month review following decision by Committee in March 2023	Liam Pond / Ben Brailsford	Decision	Report to Waste and Street Scene Policy Committee on 22 March 2023.		This Cttee

<b>NEW:</b> Moor Markets Service Charge Review	Awaiting details	Liam Pond / Ben Brailsford	Decision	Awaiting details	Awaiting details	This Cttee
<b>NEW:</b> Impacts of the Environment Act and our Recycling Strategy	Review of impacts and our response to the Environment Act regarding waste. Strategy to cover all recycling and waste reduction, make comparisons with other local authorities and review best practice, involve communications.		Pre-decision			This Cttee
<b>NEW:</b> Safety around the City Centre	Review the safety of the city centre areas, consider how to improve perceptions and look at an initiative to coincide with the Heart of the City works.		Pre-decision			This Cttee
<b>NEW:</b> Response to the Street Tree Inquiry	Follow up on recommendations within W&SS remit from the Lowcock Report and look at strengthening the remit of the street tree partnership and implement relevant actions		Post-decision			This Cttee

Meeting 5 23/24	<b>14 February 2024</b>	10am				
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<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <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>					
<b>NEW:</b> Sexual Entertainment Venues	Policy on Sexual Entertainment Venues	P	Decision			This Cttee

<b>Meeting 6 23/24</b>	<b>13 March 2024</b>	<b>10am</b>				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <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>					

2023/24 Quarter 3 Budget Monitoring		Jane Wilby / Tony Kirkham	Decision			This Cttee
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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 <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 <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>This Cttee</li> <li>Another Cttee (eg S&amp;R)</li> <li>Full Council</li> <li>Officer</li> </ul>
<b>NEW:</b> Surface water flooding and climate mitigation	Requested by Committee at February meeting. Briefing on surface water flooding remediation with particular regard to the road network. Consider cross-over with climate mitigations. Other cttee's projects have a knock on impact on the flood strategy which is in W&SS remit.		Briefing		Crossover with TRC Policy Committee	This Cttee

## **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:** Tony Kirkham,  
Interim Director of Finance and Commercial  
Services

**Tel:** +44 114 474 1438

**Report of:** *Tony Kirkham*  
**Report to:** *Waste & Streetscene Committee*  
**Date of Decision:** *21<sup>st</sup> June 2023*  
**Subject:** *2022-23 Financial Outturn*

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? ( <i>Insert reference number</i> )				
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:-				
<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>				

### Purpose of Report:

*This report brings the Committee up to date with the Council's final revenue outturn position for 2022/23*

### Recommendations:

#### The Committee is recommended to:

- a) Note the updated information and management actions provided by this report on the 2022/23 Revenue Budget Outturn.

### Background Papers:

[2022/23 Revenue Budget](#)

<b>Lead Officer to complete: -</b>	
1	<p>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.</p> <p>Finance: <i>Tony Kirkham, Interim Director of Finance and Commercial Services</i></p> <p>Legal: <i>David Hollis, Assistant Director, Legal and Governance</i></p> <p>Equalities &amp; Consultation: <i>James Henderson, Director of Policy, Performance and Communications</i></p> <p>Climate: n/a</p>
<p><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></p>	
2	<p><b>SLB member who approved submission:</b> <i>Tony Kirkham</i></p>
3	<p><b>Committee Chair consulted:</b> <i>Cllr Zahira Naz</i></p>
4	<p>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 EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</p>
	<p><b>Lead Officer Name:</b> <i>Tony Kirkham</i> <i>Jane Wilby</i></p> <p><b>Job Title:</b> <i>Interim Director of Finance and Commercial Services</i> <i>Head of Accounting</i></p>
	<p><b>Date:</b> 31<sup>st</sup> May 2023</p>

## 1. PROPOSAL

1.1 This report provides the final revenue outturn monitoring statement on Sheffield City Council's budget for 2022/23

### 1.2 Summary

1.2.1 The Council's revenue budget was overspent by £5m as of 31<sup>st</sup> March 2023.

<b>Full Year £m</b>	<b>Outturn</b>	<b>Budget</b>	<b>Variance</b>
Corporate	(456.6)	(450.5)	(6.1)
City Futures	34.1	34.9	(0.8)
Operational Services	111.4	111.6	(0.2)
People	304.4	294.2	10.2
Policy, Performance Comms	3.6	3.2	0.4
Resources	8.1	6.6	1.5
<b>Total</b>	<b>5.0</b>	<b>(0.0)</b>	<b>5.0</b>

1.2.2 This overspend is due to a combination of agreed Budget Implementation Plans ("BIPs") not being fully implemented and ongoing cost / demand pressures that are partially offset by one-off savings.

<b>Full Year Variance £m</b>	<b>One-off</b>	<b>BIPs</b>	<b>Trend</b>	<b>Total Variance</b>
Corporate	0.0	0.0	(6.1)	(6.1)
City Futures	(0.1)	0.0	(0.7)	(0.8)
Operational Services	(4.8)	2.7	1.9	(0.2)
People	(0.5)	14.8	(4.1)	10.2
Policy, Performance Comms	(0.1)	0.4	0.1	0.4
Resources	(1.0)	1.6	0.9	1.5
<b>Total</b>	<b>(6.5)</b>	<b>19.5</b>	<b>(8.0)</b>	<b>5.0</b>

1.2.3 In 2021/22, the Council set aside £70m of reserves to manage the financial risks associated with delivering a balanced budget position. In 2021/22, the council overspent by £19.8m which was drawn from this pool, a further £15m was used to balance the 2022/23 budget, final 2022/23 outturn £5m leaving a remaining risk allocation of £30m as we move in to 2023/24

M12	£m
<b>Allocated reserves</b>	<b>70.0</b>
21/22 Budget overspend	19.8
22/23 Base budget committed	15.0
22/23 Budget overspend	5.0
Reserves used @ M12	<b>39.8</b>
<b>Remaining reserves</b>	<b>30.2</b>

## 1.3 Committee Financial Position

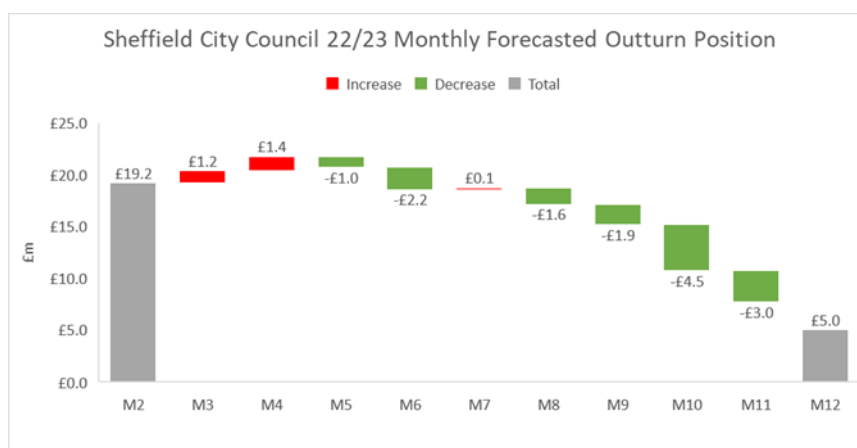
### 1.3.1 Overall Position - £5m Overspend

There is a £5.7m overspend in the Adult Health and Social Care Committee and a £5.8m overspend in the Education, Children and Families Committee

Full Year Forecast £m @ Month 12	Outturn	Budget	Variance	M11 Variance	Movement
Adult Health & Social Care	157.1	151.4	5.7	6.8	(1.2)
Education, Children & Families	134.2	128.4	5.8	7.1	(1.3)
Housing	6.2	6.0	0.2	(0.9)	1.1
Transport, Regeneration & Climate	28.4	29.7	(1.2)	(0.9)	(0.3)
Economic Development & Skills	10.7	11.1	(0.4)	(0.1)	(0.2)
Waste & Street Scene	54.7	55.0	(0.3)	(0.4)	0.1
Communities Parks and Leisure	44.2	45.9	(1.7)	(1.6)	(0.1)
Strategy & Resources	(430.5)	(427.5)	(3.0)	(2.1)	(0.9)
<b>Total</b>	<b>5.0</b>	<b>(0.0)</b>	<b>5.0</b>	<b>7.9</b>	<b>(2.9)</b>

The overall outturn position improved previous month's forecast overspend by £2.9m largely due to improvements in income in social care

The Council's forecast overspend has reduced by £14.2m from the M2 outturn position mainly due to unforeseen income



Substantial improvements have been made in the Council's financial position throughout 2022/23. The overspend in Adult Social Care was halved due to additional grant income, mainly from the Government's £500m discharge fund announced in November 2022.

	M2 Outturn	M12 Outturn	Movement
<b>Full Year Variance £m</b>			
Adult Health & Social Care	11.7	5.7	(6.0)
Education, Children & Families	5.6	5.8	0.1
Housing	0.0	0.2	0.2
Transport, Regeneration & Climate	1.2	(1.3)	(2.5)
Economic Development & Skills	(0.1)	(0.4)	(0.3)
Waste & Street Scene	(0.2)	(0.3)	(0.1)
Communities Parks and Leisure	(0.6)	(1.7)	(1.1)
Strategy & Resources	1.5	(3.0)	(4.5)
<b>Total</b>	<b>19.2</b>	<b>5.0</b>	<b>(14.2)</b>



Transport, Regeneration and Climate Committee's improvement of £2.5m was mainly as a result of the mitigation of unachievable savings targets for 2022/23.

The Communities, Parks & Leisure Committee's overall improvement was due to the underspend in the Youth Service following a delay in the implementation of the new operating model and recruitment slippage.

Strategy & Resources saw a large recovery in income from interest on investments throughout the year. Cash balances remained strong and so did the bank rate. Careful management and investment of our funds resulted in a strong yield for the Authority.

<b>Most of the overspend is due to shortfalls in Budget Implementation Plans (BIPs) delivery</b>	<b>Variance Analysis @ Month 12</b>				<b>Total Variance</b>
		<b>One-off</b>	<b>BIPs</b>	<b>Trend</b>	
	Adult Health & Social Care	(0.3)	8.7	(2.7)	5.7
	Education, Children & Families	1.0	6.0	(1.2)	5.8
	Housing	1.2	0.0	(1.0)	0.2
	Transport, Regen & Climate	(2.1)	2.1	(1.2)	(1.2)
	Economic Development & Skills	(0.1)	0.0	(0.3)	(0.4)
	Waste & Street Scene	(3.5)	0.4	2.7	(0.3)
	Communities Parks and Leisure	(1.5)	0.0	(0.2)	(1.7)
	Strategy & Resources	(1.3)	2.2	(4.0)	(3.0)
	<b>Total</b>	<b>(6.5)</b>	<b>19.5</b>	<b>(8.0)</b>	<b>5.0</b>

Whilst the overspend for the Council closed at £5m, we were reporting that £19.5m of savings targets were not achieved in year. This was mitigated through either income contributions from grants or reserves or other fees and charges.

**£6.5m of one-off savings mitigated the underlying overspend** Contributions from provisions for energy and waste inflation mitigated the in-year impact of rising baseline costs. In 2022/23 we saw a more than 100% increase in energy costs taking general fund energy costs from £2.5m to an annual bill of over £5m.

<b>Year on Year</b>		
<b>Energy price increase</b>	<b>22/23</b>	<b>23/24</b>
Gas	107%	5%
Electricity	111%	30%

Wholesale energy prices have fallen over recent months and the Council has secured energy prices until March 2024. The impact of this has been built into the 2023/24 budgeted baseline position at a 30% increase on electricity and 5% on gas.

<b>Balancing the 2022/23 budget was only possible with £53m of BIPs, £33m were delivered this year</b>	<b>Budget Savings Delivery £m</b>	<b>Total Savings 2022/23</b>	<b>Deliverable in year</b>	<b>FY Variance</b>
	<b>Portfolio</b>			
	People	37.7	22.9	14.8
	Operational Services	7.1	5.0	2.1
	PPC	1.2	0.8	0.4
	Resources	6.7	4.5	2.2
	<b>Total</b>	<b>52.7</b>	<b>33.2</b>	<b>19.5</b>

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### **1.3.2 Key Committee Overspends:**

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**Adult Health and Social Care overspent by £5.7m**

The high cost of packages of care put in place during covid has increased our baseline costs into 2022/23. A huge amount of work has been done as part of an investment plan to tackle the underlying issues. Recruitment challenges reduced our ability to deliver targets in full in 2022/23. It is anticipated that 96% of savings will be delivered by 1st April 2024 within current plans, leaving £1.1m to be mitigated during 2023/24.

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**Education, Children and Families overspent by £5.8m**

Under-delivery of budget implementation plans in the service are the main cause of overspends; plans to reduce staffing and increase income from Health were not achieved.

Issues with staffing at Aldine House limited the capacity in the setting and affected the income for the service this year by £1.5m. Overspends in children's residential services, placements, short breaks, and direct payments have also been issues for the service's budgets.

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**The Housing Revenue Account is overspent against budget by £12m**

A significant issue in the HRA this year was the level of vacant properties within the Council's housing stock. This led to a reduction in income (£2.7m) in rent plus additional costs for council tax to the HRA (£1.1m) from the empty properties. A backlog of repair jobs has led to gas servicing compliance issues and disrepair claims (£2.4m) for the service.

The housing repairs service overspent against budget by £10m. There was a significant investment in addressing the backlog of repairs (in particular gas servicing) which have led to costs in excess of budget due to a higher volume of jobs and a higher than anticipated cost of fulfilling the work due to market factors and inflationary uplifts in materials and subcontractor costs.

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## 1.4 Waste & Street Scene Committee is £0.3m underspent

The Waste & Street scene committee is underspent by £0.3m.	Full Year Forecast £m @ Month 12	Outturn	Budget	Variance
	<b>Streetscene &amp; Regulation</b> <i>City Centre Management; Director of Street Scene; Environmental Regulations; Highway Maintenance; Highways Contract; Licensing; City Markets; Waste Management; Emergency Planning; Parking Services; Cost of living Hub)</i>	54.7	55.0	(0.3)
	<b>Total</b>	<b>54.7</b>	<b>55.0</b>	<b>(0.3)</b>

The committee's outturn position remained broadly stable throughout the year.

A breakdown of budgets included in the W&SS committee is provided below for further detail on the split between income and expenditure budgets:

Service Area	Budget	Outturn - Income	Outturn - Expend	Total Outturn @M12	Variance
WASTE MANAGEMENT	28.0	(5.2)	33.3	28.0	0.0
HIGHWAYS CONTRACT	20.2	(48.2)	69.2	21.1	0.8
ENVIRONMENTAL REGULATIONS	5.0	(1.6)	6.7	5.1	0.1
SHEFFIELD CITY MARKETS	1.9	(1.6)	3.6	1.9	0.1
HIGHWAY MAINTENANCE DIVISION	1.5	(3.0)	4.1	1.0	(0.5)
CITY CENTRE MANAGEMENT	1.4	(1.5)	3.2	1.7	0.4
DIRECTOR OF STREETSCENE & REGS	0.7	(0.2)	0.9	0.7	(0.0)
COVID HUB	0.7	(12.3)	13.0	0.7	0.0
EMERGENCY PLANNING	0.3	(0.1)	0.4	0.3	0.0
LICENSING	0.1	(1.5)	1.7	0.2	0.1
PLACE HUB	0.0	0.0	(0.0)	(0.0)	(0.1)
PARKING SERVICES	(4.8)	(11.4)	5.3	(6.1)	(1.2)
<b>Grand Total</b>	<b>55.0</b>	<b>(86.5)</b>	<b>141.2</b>	<b>54.7</b>	<b>(0.3)</b>

The above breakdown provides good context for the high value expenditure budgets of the committee. A £300k underspend represents a 0.2% deviation from budget.

Underlying inflationary pressures on energy and waste management have presented a significant challenge for the Council	Variance Analysis £m @ Month 12	One-off	BIPs	Trend
	<b>Streetscene &amp; Regulation</b> <i>City Centre Management; Director of Street Scene; Environmental Regulations; Highway Maintenance; Highways Contract; Licensing; City Markets; Waste Management; Emergency Planning; Parking Services; Cost of living Hub)</i>	(3.5)	0.4	2.7
	<b>Total</b>	<b>(3.5)</b>	<b>0.4</b>	<b>2.7</b>

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The Waste contract provides for an uplift in costs at RPIX which was re-based at 8% for 2022/23. This was £0.8m higher than the budgeted level. Similarly, energy cost increases of 100% on street lighting are resulting in a £2.1m issue in 2022/23.

Both these pressures are being mitigated in 2022/23 through one-off provisions / reserves this year. Inflationary pressures have been built into the 2023/24 budget. The indexation that applies to the contract costs in 2023/24 is set to be 12.6%.

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**The impact of the pay award created an additional £0.2m pressure to the committee**

The pay award of £1,925 flat rate per employee was paid to employees in M8. The award impacted the Committee spend by £0.2m

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

- 2.1 The recommendations in this report are that the Waste & Streetscene Policy Committee notes their 2022/23 outturn and takes action on overspends in budgets in preparation for the 2023/24.

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

- 3.1 There has been no consultation on this report, however, it is anticipated that the budget process itself will involve significant consultation as the Policy Committees develop their budget proposals

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

### 4.1 Equality Implications

- 4.1.1 There are no direct equality implications arising from this report. Individual Committees will use equality impact analyses as a basis for the development of their budget proposals in due course.

### 4.2 Financial and Commercial Implications

- 4.2.1 The primary purpose of this report is to provide Members with information on the City Council's revenue outturn position for 2022/23

### 4.3 Legal Implications

- 4.3.1 Under section 25 of the Local Government Act 2003, the Chief Finance Officer of an authority is required to report on the following matters:

- the robustness of the estimates made for the purposes of determining its budget requirement for the forthcoming year; and
- the adequacy of the proposed financial reserves.

- 4.3.2 There is also a requirement for the authority to have regard to the report of the Chief Finance Officer when making decisions on its budget requirement and level of financial reserves.

- 4.3.3 By the law, the Council must set and deliver a balanced budget, which is a financial plan based on sound assumptions which shows how income will equal spend over the short- and medium-term. This can take into account deliverable cost savings and/or local income growth strategies as well as useable reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels and regard must be had to any report of the Chief Finance Officer on the required level of reserves under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

### 4.4 Climate Implications

- 4.4.1 There are no direct climate implications arising from this report. It is expected that individual Committees will consider climate implications as they develop their budget proposals in due course.

4.4 Other Implications

4.4.1 No direct implication

**5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 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.

**6. REASONS FOR RECOMMENDATIONS**

6.1 To record formally changes to the Revenue Budget



## 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:** 21<sup>st</sup> June 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 of an amendment to a technical element 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 the Waste and Street Scene Policy Committee:

- a) Approve the proposed amendment to the Hackney Carriage Vehicle Specification at Appendix A to this report 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> 21 <sup>st</sup> June 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, allowed 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 \(sheffield.gov.uk\)](https://www.sheffield.gov.uk/Hackney%20Carriage%20Vehicle%20Policy%200.pdf)
- 1.4 The Waste and Street Scene Committee subsequently approved changes to technical elements of the policy on 22<sup>nd</sup> March 2023 as a result of necessary changes in order to allow a greater choice of rear-loading vehicles to be licensed.
- 1.5 This report seeks the approval of a further technical amendment to the Hackney Carriage Vehicle Licence Policy, specifically the Hackney Carriage Vehicle Specification in relation to rear-loading vehicles.
- 1.6 The proposed amendment has been made to the following part of the Hackney Carriage Vehicle Specification:
  - Part 8.0 – Passenger Compartment
- 1.7 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. The amendments relate to the provision of grab handles, which we now understand are not industry standard for rear-loading vehicles.

## **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 A number of recent applications and subsequent compliance test failures has revealed that a specific aspect of the Specification inadvertently prevented some rear-loading vehicles from being ordinarily licensed as hackney carriage vehicles.

3.2 Following this unforeseen issue, the Licensing Authority has made an amendment to the Hackney Carriage Vehicle Specification. This will enable a greater choice of 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 financial or commercial 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, with subsequent changes approved 22<sup>nd</sup> March to address issues identified in the original specification regarding rear-loading vehicles. This further amendment seeks to address subsequent issues identified in recent applications and subsequent compliance failures.

#### **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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## **Part 9 - 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.

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## 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.

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### 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.

## **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.

### **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.

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### **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.

## **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.

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## **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.



## **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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## **Part 9 - 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.

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## 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.

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### 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.

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.



## **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.

### **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.

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### **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.

## **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.

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## **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.

## **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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## Report to Policy Committee

**Author/Lead Officer of Report:** Jennifer Marshall Team Manager Food Hygiene and Infectious Disease, Louise Ashton Team Manager (J/S) Trading Standards Commercial, Ian Ashmore Head of Environmental Regulation and Licensing.

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**Report of:** Richard Eyre – Director of Street Scene and Regulation  
**Report to:** Waste and Street Scene Policy Committee  
**Date of Decision:** 21<sup>st</sup> of June 2023  
**Subject:** Decision on the proposals in the 2023/2024 Food Plan to fulfil Sheffield City Councils statutory duties with respect to Food Safety and Food Standards in Food Businesses

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? EIA ID: 2148				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input 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 (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”</i></p>				

**Purpose of Report:**

SCC is a statutory body in respect of delivering food controls, and we are required to follow guidance from the Food Standards Agency (FSA) with respect to Food Hygiene and Standards, including a requirement to deliver a Service Plan including a programme of inspection of food businesses for 23/24.

During the covid pandemic there were periods when routine work was suspended and many businesses closed, which has adversely impacted many Councils' inspection programmes. There are also national shortages of qualified staff which are affecting us. The enclosed plan has our proposals for fulfilling our Hygiene and Standards responsibilities over the next year, including how we propose to respond to the backlog in food visits that remain.

**Recommendations:**

That the Waste and Street Scene Policy Committee:

- a) Approve the Service Plan including the risk-based food programme proposals in the attached report concerning Food Safety and Standards; and,
- b) Note the necessary overspend in this area to enable statutory duties to be met and the backlog to be reduced which will be mitigated by savings achieved elsewhere in Street Scene and Regulation in 23/24

**Background Papers:**

None

**Food Service Plan 2023/24**

<b>Lead Officer to complete:-</b>	
1	<div style="display: flex;"> <div style="flex: 1;"> <p>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.</p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p>Finance: James Lyon</p> <hr/> <p>Legal: Patrick Chisholm</p> <hr/> <p>Equalities &amp; Consultation: Ed Sexton</p> <hr/> <p>Climate: Victoria Penman</p> </div> </div>
	<p><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></p>
2	<div style="display: flex;"> <div style="flex: 1;"> <p><b>SLB member who approved submission:</b></p> </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> <p>Ajman Ali</p> </div> </div>

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 and Licensing
<b>Date: 06/06/2023</b>		

## 1. **PROPOSAL**

- 1.1 To deliver a risk-based Service Plan for 2023/2024 with respect to Food Safety and Food Standards interventions.
- 1.2 Food safety covers the microbiological safety of food and water and potential cross contamination (of allergens). Food standards includes composition, labelling (including allergens) and nutritional content.
- 1.3 Businesses have been severely impacted by the pandemic and the subsequent cost of living situation and have seen a significant decline in the levels of compliance, with business closures at a record level. In addition, previous cost-effective ways of delivering our food inspection programme which in Sheffield was delivered using a mix of inhouse for higher risk work and contractors for lower risk visits, have been badly disrupted during the pandemic and there is a national shortage of food qualified contractors.
- 1.4 The pandemic created local and national issues for food programmes, so the Food Standards Agency (FSA) amended statutory guidance and gave more flexibility to councils during the pandemic. They published a recovery plan for food business inspections on how councils should get back on track and what was a priority.
- 1.5 We have largely met the milestones for Food Standards (albeit some risks remain) and we met all but the final milestones for Food Hygiene, carrying a deficit of 207 establishments rated C and broadly compliant. These are generally good businesses, presenting a medium to low risk so are usually conducted by our contractors. The FSA expect us to now return to the standard operating model in 2023/4 so we have an increased number of inspections due this year.
- 1.6 We had been largely unable to rate most new premises/premises that have changed ownership within the FSA expected 28-day target however we did provide them with information and advice in the meantime.
- 1.7 Our contractors failed to meet their targets during the previous year, due to a lack of staff caused by a slow post pandemic return to the profession by many self-employed specialists. We have since procured a new 4-year contract for medium to lower risk interventions which is intended to address the risks we face by carrying backlogs, and we have already allocated the outstanding work.
- 1.8 The FSA delivery model for Food Standards is changing during 2023/24, with the FSA publishing the new Food Law Code of Practice on 08.06.23.

- 1.9 In relation to Food Hygiene the changes will not be effective during the 2023/2024 period and so the delivery model for this year is unchanged by the new code, although with the ending of the measures put in place for the recovery from the pandemic, we are again now required to fulfil all our programme each year, with flexibilities only in respect of the very lowest risk interventions.
- 1.10 It is anticipated that the new delivery model for Hygiene will be implemented from 2025, and a new plan will be produced at that point to reflect this. We expect that our current triage and risk-based programme will align with the anticipated new model.
- 1.11 We propose to use all flexibilities currently available to us and are working towards removing the backlogs caused during the Pandemic. Details of mitigation we have delivered is contained in the plan.
- 1.12 We ask for consideration of the alternatives we have considered below. The risk-based plan will reduce our backlogs but will not fulfil our statutory obligations. Although primary responsibility for safe food practices rests with food businesses, there remains a residual risk to public health and there is also a potential reputational risk if we are unable to deliver our preventative work and any food safety incident occurs at an establishment we have not inspected within a timeframe where a visit would be required.

## 1.2 **Food Standards**

- 1.2.1 Major changes are expected to Food Standards delivery in 2023/24 as it is anticipated that the new Code of Practice will a new delivery model from quarter 3 of 2023. Details of the new model and FSA expectations of Local Authority food standards delivery will be contained in the new Food Law Code of Practice, published on 8.6.23.
- 1.2.2 It is anticipated that the new delivery model will significantly change the way in which food standards official controls are delivered and will require a major overhaul of the risk rating system which will have additional resource implications for Sheffield.
- 1.2.3 Until the new requirements for food standards delivery are fully digested and understood, the authority intends to follow Food Standards Agency advice to return, where resources allow, to work towards the priorities of the current Code of Practice. Our resources will be used to 'apply a risk-based and intelligence led approach to our prioritisation of interventions as we work towards re-aligning with the Code.' In practice, this means we will be prioritising interventions according to the milestones outlined in the period of the Recovery Plan and prioritising other interventions, e.g. allergen interventions, based on local risk assessment and available intelligence while having due regard for the Code. (Food Standards Agency 2023).

1.2.4 There are currently a significant number of premises awaiting a revisit where an initial hygiene and cross contamination inspection highlighted other potential allergen issues. We have taken a risk-based approach to reducing these and visits demonstrate the majority of businesses have rectified their problems although some risks remain.

### 1.3 Food Hygiene

1.3.1 Although we have met much of the recovery plan from the FSA, there is a legacy from the suspension of routine work during the Pandemic, of overdue food interventions in addition to the new yearly programmes, which we are required to clear. The reduction in compliance during the Pandemic has also led to a large increase of businesses found to be an imminent risk to health, necessitating closure, which puts considerable pressure on current resources.

1.3.2 Sheffield City Council has a legal duty to ensure that food safety legislation is enforced throughout the City. This is generally achieved by a schedule of programmed inspections in line with Food Standards Agency guidance and dealing with any reactive work such as complaints and other intelligence that may be received regarding food safety and standards issues in the City.

1.3.3 The Food Standards Agency (FSA) are the central government regulator responsible for monitoring local authority performance to ensure we work in accordance with published codes of practice. They acknowledged the impacts of the Covid pandemic, providing a recovery plan removing the obligation until 31/03/2023 to fulfil all outstanding interventions. However local authorities are expected to realign their work in accordance with the published codes of practice after that date.

1.3.4 As such this year we have both new inspections due and the ones carried forward. SCC had amassed over 3,000 overdue interventions during this time and will have at least 3000 new interventions added during the scope of the plan.

1.3.5 Food safety interventions in Sheffield have previously been completed by a combination of in-house officers performing high risk duties and private contractors undertaking lower risk tasks with support from the Food Team. We relied on the external contractors to complete the majority of our yearly interventions. **This business model was cost effective and worked very well, enabling us to achieve a high level of compliance with requirements, such that 2019/20 saw the lowest level of outstanding interventions in 15 years.**

1.3.6 However, Contractors were not working for much of the pandemic, and subsequently many officers have not returned to the Profession. There is now a deficit of suitably qualified food specialist officers.

- 1.3.7 A new 4-year contract has been secured from 01/04/2023 to increase contractor capacity, however this is not sufficient to significantly reduce the overdue backlog, as Contracting resources have not yet returned to earlier levels and may never do as there are simply not enough qualified staff remaining nationally.
- 1.3.8 We have taken considerable steps to mitigate the public health and legal risks associated with not completing high risk interventions. We interviewed for an additional Food Officer in early June and expect to appoint.
- 1.3.9 We have trained enforcement officers to visit newly registered businesses, providing information to assist them in complying with their subsequent inspection, and signposting them to the services of Business Sheffield, as many are found to be affected by the cost-of-living crisis and at risk of cutting corners.
- 1.3.10 We are using the enforcement officers to visit low risk businesses with a detailed questionnaire as an alternative to an official inspection. This is enabling us to even out the volume of lower risk visits required over time, freeing officers and contractors to concentrate on official controls.
- 1.3.11 We are actively working with Business Sheffield to assist businesses to give them the best opportunity to provide safe food, be legally compliant and cause their businesses to thrive. We are looking how other teams can help survey our Authority for indications of noncompliance and providing signposting information to all teams that might interact with food businesses.
- 1.3.12 To address our aging workforce situation, and the national shortage of qualified staff we must succession plan. We are considering a range of training and apprenticeship options to provide competent qualified officers. We have already trained one food safety officer via a new pathway and agreed a part time secondment to our food team as an interim measure.
- 1.3.13 The proposals therefore reflect the increased costs associated with outsourcing, and include temporary and permanent recruitment, succession planning and overtime for existing staff. The plan highlights that despite taking a risk-based approach to our inspections there is a considerable risk we will be unable to deliver all the required inspections next year. We understand a number of other councils will be in a similar position.
- 1.3.14 To deliver our statutory work and tackle the increased programme for this year, we will need to recruit at least 2 further food qualified staff and this will be a further budget pressure this year.
- 1.3.15 Employing temporary food qualified staff to tackle the backlog in the short term is unlikely to be a solution due to shortages in the profession so there are few people willing to take temporary work.

1.3.16 2 permanent additional food staff G8/9 will cost around £100k PA and would deliver between 920 and 1380 additional visits per annum per year depending on how bad standards have deteriorated in premises

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

2.1 The benefits of the proposals are outlined above. These all help deliver key elements of the council's one year delivery plan, particularly issues concerning health, education, and skills, and supporting economic growth.

2.2 This Food Plan supports the 22/23 delivery plan in the following areas:

- Healthy lives and wellbeing for all
- Clean economic growth

2.3 Specifically

-Integrating service delivery to improve wellbeing by disseminating information on food inspection, hygiene, safety & standards promotion etc.

-Contributing to sustained clean economic growth by both creating and increasing demand for healthier foods and ensuring a standard that encourages businesses to trade.

-Improving business profitability through improving hygiene standards and increasing customer satisfaction.

-Increasing the opportunity for all to have a healthier lifestyle.

2.4 Also, ensuring that standards are maintained in all food businesses gives encouragement to growth of existing business, and the advice element is crucial in helping new or current businesses flourish in Sheffield, supporting the priority of economic growth.

2.5 There are significant health related elements contained in the Food Plan since food is fundamental to all. Wholesome food is necessary for survival and healthy diet choices can have a significant impact on overall health, including obesity levels and associated illnesses. The Food Plan enforcement aspect addresses the issues around the wholesomeness of food, and the promotional arm looks at informing people in order that they can make the right choices.

2.6 Businesses have struggled to recover from post pandemic staff shortages, and cost of living rises. This is evident in the scale of food business failures and closures.



- 2.7 Our teams understand the pressures on businesses and strive to educate and support their efforts to comply with legislation. We offer referrals to Business Sheffield where financial difficulties are identified.

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

- 3.1 There are limited avenues for consultation, given the regulatory frameworks. However, the Food Standards Agency scrutinises our plans and performance quarterly and provides feedback which is shared with our Director. We remain in regular contact with them and we will send them the 23/24 plan once it is approved and they may have further questions then.

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

#### 4.1 Equality Implications

- 4.1.1 Residents need to have access to safe and wholesome food wherever they live in the city. A robust food intervention programme ensures equality of access to safe food. The plan is risk based and aims to ensure public safety and has universal benefits. An initial EIA has been completed.

#### 4.2 Financial and Commercial Implications

- 4.2.1 The additional recovery proposals are unfunded and will worsen the Councils revenue budget position on an ongoing basis. The Street Scene & Regulation service will need to find savings to mitigate this cost. It is proposed that in year savings across Street Scene & Regulation will be used in mitigation.

#### 5. Legal Implications

- 5.1 Local Authorities have duties to undertake programmes of Official Controls and interventions in line with the requirements of the Food Safety Act 1990. The FSA is a non-ministerial Government Department who oversee Local Authority activity with regard to Public Health risks arising in connection with the consumption of food and the protection of consumer interests in relation to food. Ultimately the FSA can intervene where it believes a Local Authority is not meeting its legal obligations.
- 5.2 Primary responsibility to comply with food law rests with the business, and responsibility for breaches would lie with the operators. However, there is a considerable reputational and public health risk associated with inspection backlogs.

5.3 As well as the prevention issues mentioned in the report, increasing staffing to reduce the size of the backlog and speed up the pace of recovery will reduce these risks.

## 6 Climate Implications

6.1 These proposals have limited climate impact. An impact assessment was conducted and a full assessment is not required.

## 7. Other Implications

7.1 Delivery of the plan is dependant on the availability of appropriately qualified skilled officers, both in house and via our contract.

7.2 There is a national, recognised skill shortage. We have an ageing workforce and urgently need to fill training pathways to ensure future service delivery. We are committed to providing resilience to our teams by creating opportunities for trainees and apprentices.

7.3 This does not address the possibility of Contractors failing to source sufficient officers to deliver the current programme, however, the increase in our resource and costs is intended to mitigate against the highest risks and the additional staff will provide resilience and reduce health risks.

## 8 **ALTERNATIVE OPTIONS CONSIDERED**

8.1 As part of a wider structural review, we are reviewing the organisation of Food Standards and Hygiene delivery to ensure best value and the most efficient use of resources. This is also required to minimise the overall regulatory burdens on businesses. A combined hygiene and standards visit would reduce standards backlogs but would reduce the number of hygiene visits – the cost benefits will be shared with members in June

8.2 We could choose to not follow the Food Law Code of Practice guidance, however, as highlighted above the FSA would be likely to directly intervene to ensure the requirements of the Code were followed. This would be a reputational risk and would not be in the best interests of our residents.

8.3 Previous Project Management studies have reviewed the cost benefits of the use of Contract staff versus in house staff and concluded that the hybrid model provides best value for money. However, given current problems we need to recruit additional inhouse staff.

- 8.4 If our Contractor is unable to provide additional resource during the plan, we will inevitably carry forward at least 1100 medium to low-risk interventions which we are required to complete by statute. Employing additional 'food competent' officers to concentrate on medium to low-risk interventions, would allow us to clear the backlogs and be in a safer position by 2024/25 so that is what we propose to do. It is proving difficult to recruit temporary staff due to national shortages of contractors hence the need to take on additional permanent staff.
- 8.5 Flexibilities in the Current Code of Practice allow us to use alternative means of conducting the lowest risk interventions which we will do.

## 9. REASONS FOR RECOMMENDATIONS

- 9.1 We are required to produce a Service Plan setting out amongst other things how we will meet our obligations in terms of activities such as inspections.
- 9.2 Previously, we made full use of the flexibilities given us by the FSA during the pandemic and have met most of the recovery plan milestones in the FSA plan. However, the return to regular inspection programmes and frequency this year requires us to deliver an unprecedented number of inspections at a time when there are reduced qualified staff nationally. As such we will continue to take a risk-based approach and do all we can to reduce risk to public health. To deliver the programme, will inevitably mean an overspend. A risk-based approach to tackling the large number of inspections will be taken. To deliver the large number of visits we will need to take on additional staff to meet these statutory guidelines.
- 9.3 We believe these proposals meet the requirements to produce a statutory food plan:

*'The plan must cover all areas of food law the Competent Authority has a duty to enforce, be documented in accordance with Chapter 2 of the Practice Guidance and the Framework Agreement. It must set out how the Competent Authority intends to deliver and resource official food controls and other official activities in its area and address any variance in meeting the outcomes of the previous service plan. A performance review must be carried out at least once per year and be documented. The plan must be submitted for approval by a relevant member forum or relevant senior officer' (Food Law Code of Practice (England) (issued March 2021)*

**Appendix A**

**Sheffield City Council Food Plan 2023/24**

# DRAFT SHEFFIELD CITY COUNCIL FOOD SERVICE PLAN 2023/24

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## **1.0 INTRODUCTION**

### **1.1 Sheffield's Food Plan 2023/24**

Food quality, safety and choice are fundamental to everybody and the maintenance of standards from production and handling of crops or animal feed on a farm through manufacture to sale in a shop or café is the responsibility of Sheffield City Council through its environmental health and trading standards teams.

This plan is drawn up in compliance with Food Standards Agency (FSA) guidance. The FSA is the lead national food regulator and are responsible for guiding and monitoring local authority performance to ensure LA's work in accordance with published codes of practice. Sheffield city council is a statutory food authority for this purpose, and we are required to have regard to the FSA guidance and that includes the production of an annual food plan. Additional information about SCC food services can be found on the Sheffield City Council web site and areas covered are indicated throughout this document.

### **1.2 Aim**

The aim of the service is to protect the health of the public by ensuring food control is maintained in the city; to raise standards of food hygiene and food standards; and to provide information to businesses to help them comply and grow and for the public to help with healthy choices and improved diet.

### **1.3 National Context**

The delivery of the food plan, although a local issue, has a national and even international context in that food moves around the country and is imported from all around the world and controls must be in place to ensure that safety is achieved for all citizens of the United Kingdom.

### **1.4 Strategic Context**

The Food Plan links directly to key issues for the City, particularly issues concerning health, education, and skills, and supporting economic growth. This Food Plan supports the 22/23 delivery plan in the following way:

- Healthy lives and wellbeing for all
- Clean economic growth

Specifically

- \* Integrating service delivery to improve wellbeing by disseminating information on food inspection, hygiene, safety & standards promotion etc.
- \* Contributing to sustained clean economic growth by both creating and increasing demand for healthier foods and ensuring a standard that encourages businesses to trade.
- \* Improving business profitability through improving hygiene standards and increasing customer satisfaction.

- \* Promoting healthier communities by breaking down cycles of poor eating behaviour
- \* Increasing the opportunity for all to have a healthier lifestyle.

Ensuring that standards are maintained in all food businesses gives encouragement to growth of existing business, and the advice element is crucial in helping new or current businesses flourish in Sheffield, supporting the priority of economic growth.

To attract food businesses, Sheffield City needs a trained and skilled workforce,

There are significant health related elements contained in the Food Plan since food is fundamental to all. Wholesome food is necessary for survival and healthy diet choices can have a significant impact on overall health, including obesity levels and associated illnesses. The Food Plan enforcement aspect addresses the issues around the wholesomeness of food, and the promotional arm looks at informing people in order that they can make the right choices.

## **2.0 LOCAL OVERVIEW**

### **2.1 Sheffield Context**

Sheffield has a population of approximately 590,000 within an area of 36,795 hectares.

There is a large range of food establishments throughout the city. Sheffield has a very diverse population, and this is reflected in the food offer and nature of the local businesses. We have large numbers of independent small businesses, and the current cost of living crisis is badly affecting many of them with huge increases in costs and reduced custom. The service relating to food and feedstuffs for Sheffield City Council is part of the Environmental Regulation and Licensing Service (ER&L), within Street Scene and Regulation with the Neighbourhoods Directorate.

There are a range of enforcement services within ER&L , including Health and Safety in businesses, Trading Standards, Environmental Services, Environmental Protection and General Licensing. The management team meet regularly to consider effective, appropriate, and joined up working practices and information sharing.

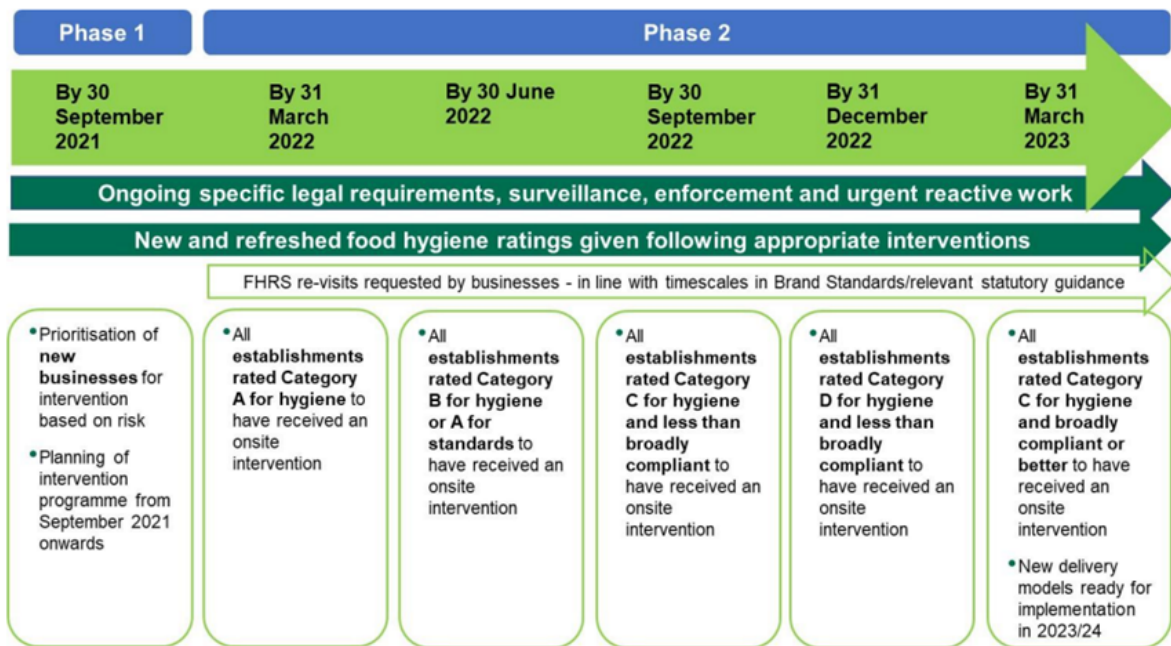
This document is the 2023/24 Food Plan for Sheffield City Council's with regard to its ongoing obligations for the statutory delivery of Food Hygiene and Food Standards protections.

Food hygiene (use of food safety and food hygiene interchangeably) covers the microbiological safety of food and water and potential cross contamination (of allergens). Food standards includes composition, labelling (including allergens and dates) and nutritional content and was traditionally linked to trading standards work on metrology (weights and measures) and pricing.



The Food Standards Agency recognised the work undertaken by local authority food officers during the Pandemic, and the difficulties in completing inspection/intervention programmes with seconded staff and business closures. They therefore produced recovery plans for both Food Standards and Hygiene teams, allowing us to concentrate on the highest risk aspects of our work. We have been required to report our compliance with the required milestones quarterly to the FSA. These milestones set out the FSA expectations on Local Authorities work plans up until 31<sup>st</sup> March 2023. The milestones set by the FSA are shown in Figure 1.

**Figure 1. FSA Covid-19 Recovery Plan Milestones (Source: Food Standards Agency)**



We have largely met the milestones for Food Standards, we met all but the final milestones for Food Hygiene, carrying a deficit of 207 establishments rated C and broadly compliant. These are generally good businesses, presenting a medium to low risk so are usually conducted by our contractors. Our contractors failed to meet their targets during the year, due to a lack of staff caused by a slow post pandemic return to the profession by many self-employed specialists. We have since procured a new 4 year contract for medium to lower risk interventions which is intended to address the risks we face by carrying backlogs, and we have already allocated the outstanding work. Staffing levels are now increasing.

The current backlog includes 603 new businesses (as yet unrated) which need urgent visits.

All of these have been triaged re risk level by one of our senior qualified staff and contacted by phone or on site by an Enforcement Officer to provide information on hygiene and standards controls and what they need to do in preparation for their first formal inspection. The triage process separates them into high risk to be inspected by in-house officers and low risk for Contractors.

From April 2023 the FSA ended the post covid recovery plan and their requirement on LA's reverted back to SCC needing to complete each years' inspection programme including any backlog, given the risk presented by those food businesses which have remained without an inspection for an extended time. Our plan for 2023/24 sets out how we would achieve this for hygiene work, with most of the outstanding medium and low risk premises allocated to the contractor. However that would require full delivery and staffing availability by our contractors which is unlikely and presents a risk, mitigation for which we set out.

The FSA recovery plan did not require low and medium risk inspections to be carried out however they now require them to be completed. We have reduced the outstanding amount from 4000, to 3000 during 2022/23, but have seen a steady decline in overall standards since the Pandemic. The risks in the backlog businesses are likely to have increased over time, given the delay in official controls. Our capacity to undertake both the backlog of inspections and the new yearly intervention programmes with the current resources is heavily dependent on the ability of the contractor to fulfil their commitments. Work will be allocated to them in a risk based schedule.

We acknowledge that businesses have been severely impacted by the Pandemic and the subsequent cost of living situation and have seen a significant decline in the levels of compliance, with business closures at a record level. (see section 5.2)

We are recruiting in both teams, to provide an additional Environmental Health Officer (1fte increased resource), and a part time Trading Standards Officer (current vacant posts). We will also need to recruit an additional 2 food qualified staff to deliver the programme given the contractors are expected to be unable to cover all their allocation.

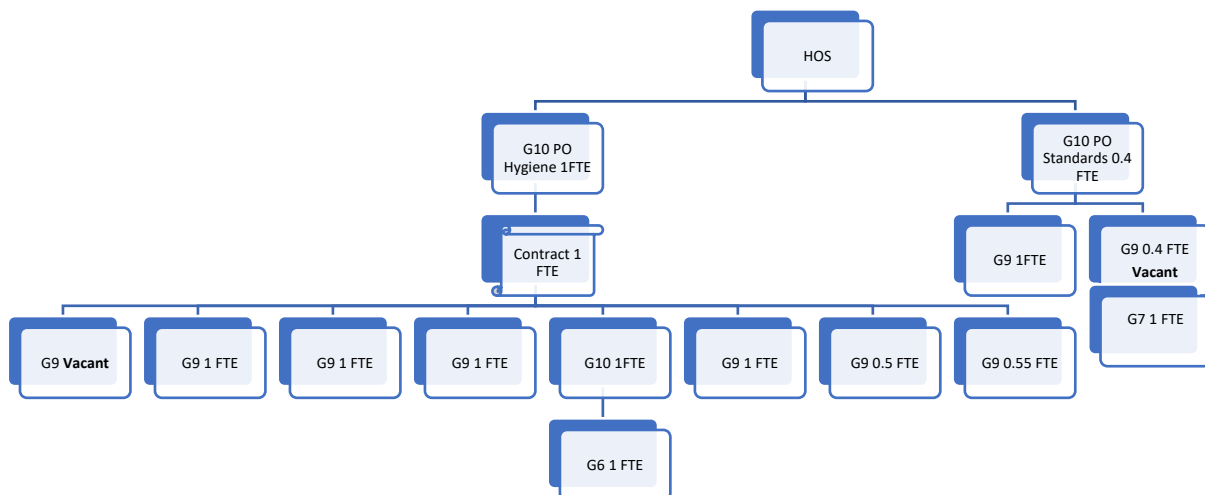
There is a local and national shortage of qualified, competent officers to undertake food interventions. Many private contractors failed to return to the profession post pandemic. It is unlikely that there will be sufficient resource available to cope with our backlogs during this plan, We therefore need to take a robust risk based approach to the work we undertake, targeting the highest risk and utilising any flexibilities available to us.

The Standards team have particularly limited resources, and currently both teams have responsibilities for different aspects of allergens work with one responsible for cross contamination and the other responsible for food the provision of food information to consumers. Allergens remain the greatest risk to the health of our residents statistically.

All hygiene visits include questions relating to cross contamination of allergens and provide allergen advice and appropriate signposting to free staff training packages and information. Where concerns remain on standards issues, a referral to the Standards team for a follow up intervention is made although these have reduced as the wider allergen issues are tackled first time. Consideration is being given to provide further training for officers to upskill to perform both hygiene and standards interventions to provide a more integrated service for our businesses.

There is a legacy caused by previous cuts that trainee posts have been removed from our structure, in common with many authorities. Our professions are now facing a skill shortage. Our own workforce is aging. This has been recognised nationally, and appropriate courses are now included in the apprenticeship scheme. We have asked the FSA to support the inclusion of Food Safety Officer training in this scheme as this is a shorter course than a full multidisciplinary EH course and have received a positive response. We have already funded an internal officer to retrain as a food officer, and subject to funding, will be offering this training pathway again, together with Apprentices in both Standards and Hygiene in 2023/24.

**Figure 2. Food Standards and Hygiene Team Structure**



NB: 1 officers with a food qualification in a different TS team here, has now been redeployed to cover an officer that retired. The Head of Service (HOS) for Environmental Regulation and Licensing has a number of other direct reports.

Due to historic relatively low levels of funding and staffing for food work, for many years we have contracted out lower risk hygiene inspections to specialist firms who under our monitoring have delivered large numbers of visits. These firms only do the initial inspection; follow up work, legal action and high risk work is undertaken by inhouse colleagues.

### 3.0 FSA: Changes in Food Delivery 2023-24

The FSA delivery model for Food Standards is changing in 2023/24. The new Food Law Code of Practice is anticipated in June 2023 for implementation from quarter 3 (October 2023) onwards as described in the Food Standards plan. The new model is risk based and is likely to reflect the measures we have in place already. We therefore propose to continue our risk-based Food Standards approach.

The FSA have only just started the process for changing the Food Hygiene aspect of the code of practice, and the delivery model for 2023-24 remains the same. We are required to fulfil our entire programme each year, with flexibilities only in respect of the very lowest risk interventions. It is anticipated that the new delivery model for Hygiene will be implemented from 2025, and the plan for that year will reflect this. However, we will apply to be a Pilot Authority for the new delivery model following the Local Authority engagement sessions in May 2023, with a view to use a more flexible model for the 2023/24 plan. We expect that our triage and risk-based programme will align with the new model.

We propose to use all flexibilities currently available to us and increase our numbers of contracted interventions to medium/lower risk establishments and aim to remove the backlogs caused during the Pandemic by the end of 2024/2025. We will continue to actively triage all new businesses on receipt, and provide suitable advice and information, to assist our businesses in complying with Standards and Hygiene law.

## 4.0 FOOD STANDARDS

### 4.1 Inspections

**Figure 3**

Food Inspections Achieved 1.4.22 to 31.3.23 (see explanation below)						
High (33 due at 1.4.22)	Upper Medium	Low Medium	Low	Unrated	Outside the programme	New Registrations Risked as High 1.4.22-31.3.23
18* (94%)	15	27	27	0	0	7 (64%)

\*N.B. 33 High risk inspections were due on 1.4.23. 31 of those premises were visited. Of those, 13 were either re-risk rated or removed from the programme (e.g. because they had ceased trading) and the remaining 18 premises remain on the programme as high risk in 2023-24.

Full FSA food standards inspection targets have not been achievable for a number of years due to decreasing staffing levels.

Resources are prioritised towards high risk premises. Where other categories of premises are inspected, this is generally due to complaints or other intelligence received from within or outside the service.

The service was further affected in 2022/23 by staff vacancies and sickness absence, as shown in figure 2. At 1.4.23, the service had 1.4 FTE posts occupied and actively carrying out food standards activities, out of a possible 2.8 FTE. Since then we have redeployed 1fte back into food work to cover a vacancy to mitigate some of the gap, particularly in respect of allergen non-compliance.

In 2023/24, until implementation of the new food standards delivery model and or internal changes to how we work/resources, the service will adopt targets for food standards as follows:

FSA Recovery Plan Activity	Category/Timeline	Expectation
High risk for standards	1.4.23 to 31.3.24	All establishments to receive an onsite intervention in accordance with the Food Law Codes of Practice
Medium risk for standards	Ongoing until new food standards delivery model	No intervention unless intelligence/information suggests that risks have increased or if the establishment is otherwise considered a priority for intervention due to the risk posed or because of the impact on the establishment of the new requirements on allergen labelling for products prepacked for direct sale
Low risk for standards	Ongoing until new food standards delivery model	No intervention unless intelligence/information suggests that risks have increased or if the establishment is otherwise considered a priority for intervention due to the risk posed or because of the impact on the establishment of the new requirements on allergen labelling for products pre-packed for direct sale.

## 4.2 Unrated premises

In 2022/23, new food businesses were subject to ‘desktop’ risk rating for food standards to allocate an initial risk. In this way, we were able to identify new businesses likely to be ‘high risk’, and to prioritise these for initial inspection. This method is not in line with the requirements of the Food Law Code of Practice, which state that all new premises must be visited within 28 days of registration, but it enabled us to effectively triage premises and target limited officer resources at those food business most likely to be high risk.

In 2023/24 we will continue with this strategy of initial risk rating. We will interrogate new business registrations for the purposes of surveillance and monitoring, to fulfil the following FSA expectations:

FSA Recovery Plan Activity	Category/Timeline	Expectation
Proactive surveillance to obtain an accurate picture of the local business landscape and to identify: - open/closed/recently re-opened/new businesses - change of operation, activities or FBO	Ongoing	Consideration of registration information and intelligence on the food business establishment identified through surveillance Undertake appropriate onsite interventions where there are concerns around public health/consumer protection
New food business establishments where consideration of registration information/intelligence indicates low risk	Ongoing	Initial visits should be prioritised and undertaken in accordance with the Food Law Codes of Practice*

\*N.B. We currently deviate from the Food Law Code of Practice as described above.

## 4.3 Allergens

A major concern for the authority is the risk to public health of a death or serious injury from an undeclared allergen present in food supplied in the city. In 2022/23, 26% of all complaints and referrals made to the food standards service were about allergens and many more problems were identified on environmental health visits. The authority has prioritised this area of work since changes to the law in 2014, for example, by sending information on allergen information to all food businesses in the city in 2014 and again in 2018. This has continued in recent years following changes to labelling requirements for Pre-Packed for Direct Sale food (known as Natasha’s Law). These legislative changes have arisen from allergen related deaths nationwide.

The food enforcement teams have worked closely over the years to inform businesses of their obligations, and this continued in 2022/23 with joint work on implementing Natasha’s Law.

To provide the best protections for Sheffield consumers, the trading standards and environmental health teams have worked together to produce a Memorandum of Understanding (MOU) to agree enforcement responsibilities and procedures for allergen work. In the MOU, we have reviewed and refined the system for referrals between the teams to try to prevent enforcement gaps where there is joint responsibility, and to identify those businesses which present the most risk to consumers. In addition, the environmental health team employed two non-food qualified (but experienced enforcement officers) in 2022/23, to distribute information to new businesses, including basic allergen advice. In this way, we aim to ensure that all new businesses are in receipt of basic advice on allergens.

We have a backlog of 487 premises identified as non-compliant for allergens arising out of food hygiene inspections which have been referred to trading standards and a further 154 premises which are partially compliant. We are working on these referrals to assess the level of risk posed by these premises. Our recent visits to these premises suggests many (but not all) have rectified their problems, with around 6% still in need of further enforcement action. Our visits are identifying the common issues affecting business’ ability to comply with the legislation. We are considering the most effective way of engaging with businesses to ensure they are equipped with the information they need to comply with legal requirements.

There are a range of tools available to us, including enforcement visits, information packs, website information, testing and sampling. In 2022/23, we prioritised for inspection 70 premises which were non-compliant on more than one occasion. We have visited more than 40 of those premises and removed a further 10 from the list as they are no longer trading. We will continue to prioritise these visits in 2023/24, and expect to have completed the remaining visits by the end of June 2023

**Figure 5. Allergen referral premises awaiting inspection**

<b>Priority inspections</b>	where >1 environmental health visit to trader, information given and cross contamination issues tackled but where other allergen non-compliance identified, referred to trading standards and awaiting an intervention:	<b>June :Less than 20 July: 0</b>
<b>Allergen non-confident – trading standards visit required (APP Coded AMB)</b>	where 1 environmental health visit to trader and information given and cross contamination issues tackled but where allergen non-compliance identified, referred to trading standards and awaiting an intervention.	<b>467</b>

<b>Allergen partial compliance (APP Coded AMC)</b>	A/A and where partial allergen compliance identified.	<b>154</b>
	<b>TOTAL</b>	<b>641</b>

There remains a significant risk to consumers from any premises where the risk from allergens is not fully understood and appropriate measures are not in place to inform and protect consumers (whether this is from cross-contamination, allergen control or food information).

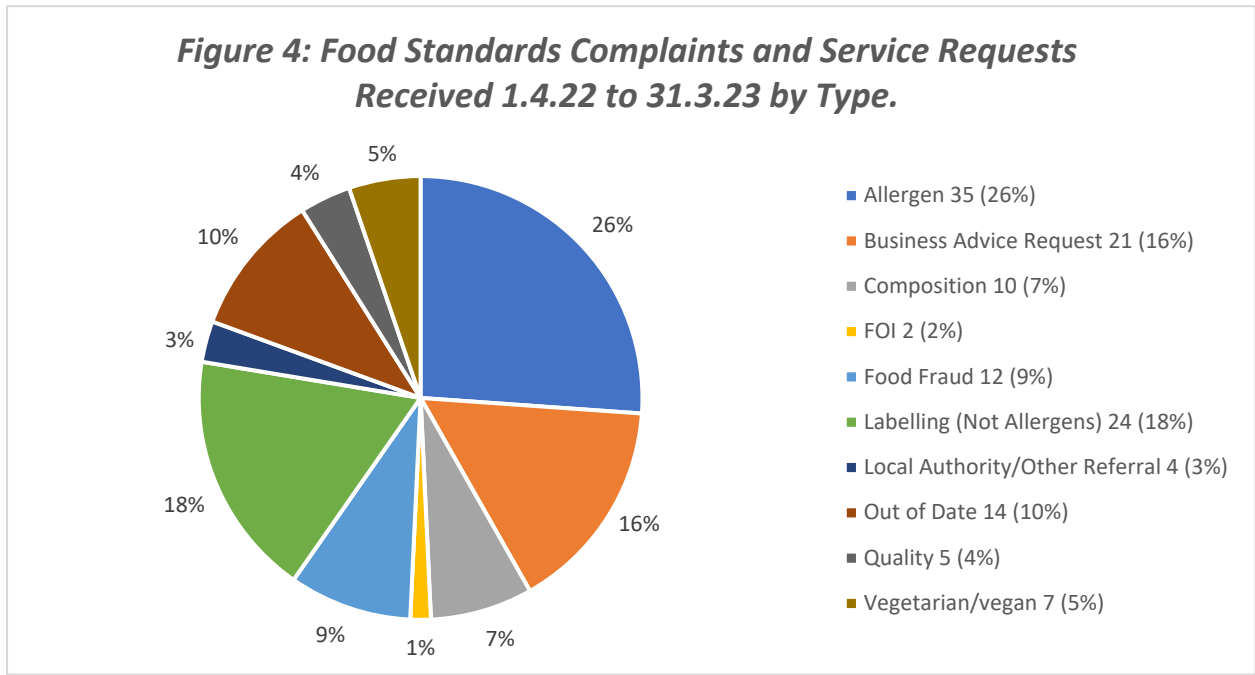
Our work on allergen information compliance will fulfil the following FSA expectations:

FSA Recovery Plan Activity	Category/Timeline	Expectation
Proactive surveillance to obtain an accurate picture of the local business landscape and to identify: - open/closed/recently re-opened/new businesses - change of operation, activities or FBO	Ongoing	Consideration of registration information and intelligence on the food business establishment identified through surveillance Undertake appropriate onsite interventions where there are concerns around public health/consumer protection
New food business establishments where consideration of registration information/intelligence indicates low risk	Ongoing	Initial visits should be prioritised and undertaken in accordance with the Food Law Codes of Practice
Management of food incidents and hazards (including outbreaks of foodborne illness)	Ongoing	In accordance with the Food Law Codes of Practice
Investigation and management of complaints	Ongoing	In accordance with the Food Law Codes of Practice
Enforcement action in case of non-compliance	Ongoing	In accordance with the Food Law Codes of Practice and the local authority's enforcement policy



#### 4.4 Complaints

We received 134 complaints and requests for service in the year. These are categorised as follows:



Complaints are risk assessed and either investigated or recorded for intelligence purposes. All service requests are responded to. Any intelligence arising from complaints and service requests, may be used to inform future enforcement projects. In 2023/24 we will continue to respond to complaints and service requests to meet the following FSA expectations:

FSA Recovery Plan Activity	Category/Timeline	Expectation
Proactive surveillance to obtain an accurate picture of the local business landscape and to identify: - open/closed/recently reopened/new businesses - change of operation, activities or FBO	Ongoing	Consideration of registration information and intelligence on the food business establishment identified through surveillance Undertake appropriate onsite interventions where there are concerns around public health/consumer protection
Management of food incidents and hazards	Ongoing	In accordance with the Food Law Codes of Practice

(including outbreaks of foodborne illness)		
Investigation and management of complaints	Ongoing	In accordance with the Food Law Codes of Practice
Enforcement action in case of non-compliance	Ongoing	In accordance with the Food Law Codes of Practice and the local authority's enforcement policy

#### 4.5 Samples

Sampling forms part of our responsibility towards ongoing market surveillance. We took 17 food samples in 2022-23 to check labelling and composition issues.

Two food fraud prosecutions were successful this year following adverse sample results. One of the prosecutions concerned the sale of counterfeit wine, and the other with passing off beef as lamb in a take-away meal. Both types of offences demonstrate a lack of regard for public safety as they circumvent food chain controls for financial gain.

We also participated in the FSA national sampling programme on imported soft drinks to determine levels of additives and whether they contain non-permitted ingredients.

In 2023/24 we will continue to support national, regional and local sampling initiatives:

FSA Recovery Plan Activity	Category/Timeline	Expectation
Sampling	Ongoing	In line with local authority sampling programme or as required in the context of assessing food business compliance, and any follow up necessary in relation to the FSA Surveillance Sampling Programme

#### 5.0 FOOD HYGIENE

Local authorities are now expected to realign their work in accordance with the published codes of practice from 1<sup>st</sup> of April 2023. SCC has amassed 2922 overdue interventions during this time and will have a new programme of added, to give a total due during plan span of 4182 interventions.

Based on previous experience, more than 800 new registrations are likely to be added to this during the year.

The legacy from the suspension of routine work for periods during the Pandemic, of overdue food interventions in addition to the new yearly programmes, which we are required to clear was recognised by the Food Standards Agency and they provided a recovery plan to allow Local Authorities to concentrate on the highest risk businesses (Figure 1)

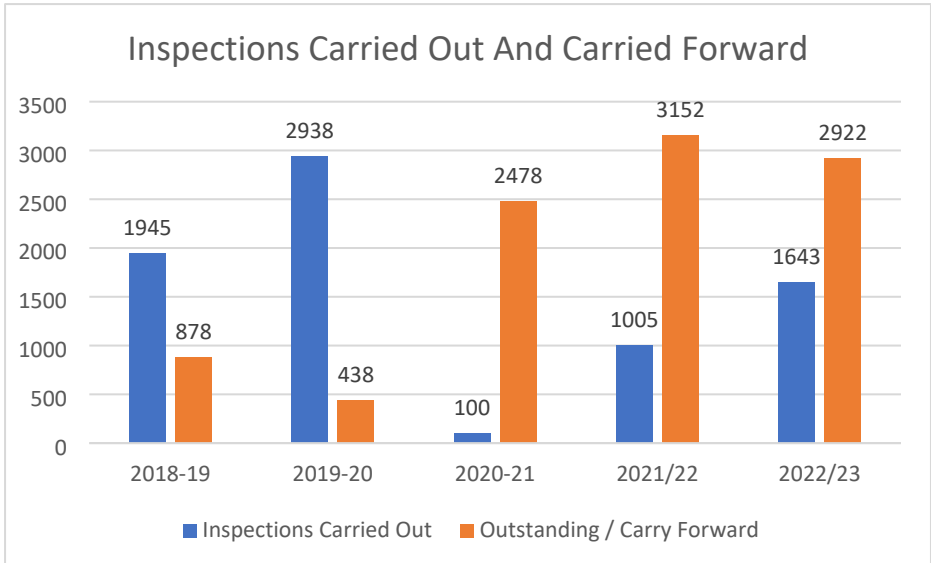
For lower risk establishments not shown in the figure, local authorities had the flexibility to defer planned interventions and only undertake intervention where information/intelligence suggests that risks have increased/standards have fallen or if the establishment is otherwise considered a priority for intervention due to the risk posed.

The large backlog of overdue food hygiene inspections and other food related work present a risk to health and to the reputation of Sheffield City Council.

### **5.1 Statutory Work Performance**

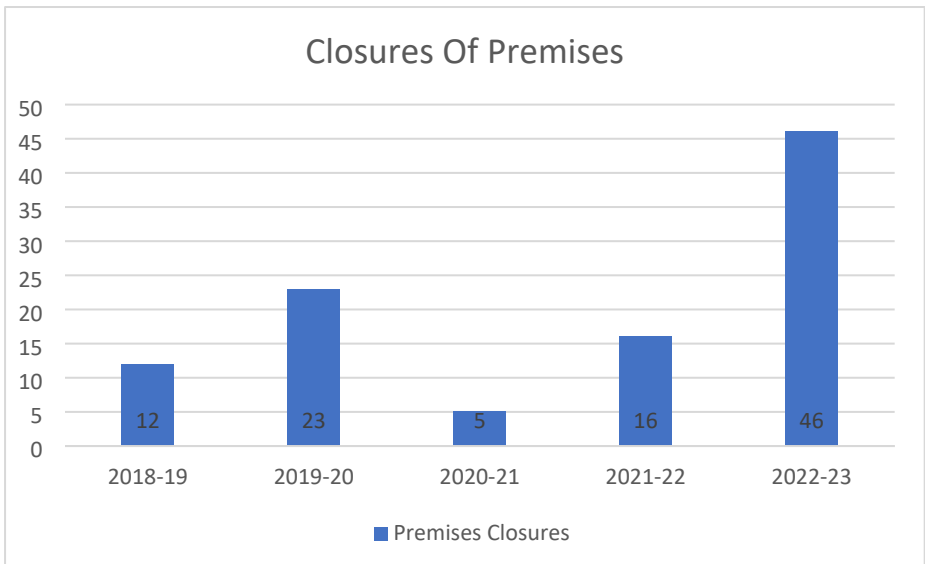
Sheffield City Council has a legal duty to ensure that food safety legislation is enforced throughout the City. This is generally achieved by a schedule of programmed inspections in line with FSA guidance and dealing with any reactive work such as complaints and other intelligence that may be received regarding food safety issues in the City.

Each year we are required to inspect all the existing businesses that are due an inspection that year and all new establishments that register or start up. Prior to the pandemic although our resources had been reduced during austerity, we inspected most of the establishments that were due and had small numbers to carry forward. **In 19/20 we delivered the best results in more than 15 years with the lowest outstanding visits of that period, illustrating that we had a very cost effective business model (see table below).** The Covid pandemic disrupted food related work disproportionately with closures and reduced inspections and so we currently have a correspondingly high backlog of overdue inspections.



### 5.2 Enforcement Action

Hygiene standards in premises have declined during the pandemic and recovery period. The cost-of-living crisis has now further exacerbated this situation. Most of our inspections focus on providing coaching and advice to businesses. However, when businesses pose an imminent risk to health, we are forced to take emergency action and close the premises. In this current year we have been forced to close a record number of premises to protect public health. The businesses receive advice and support to enable them to reopen as soon as possible.

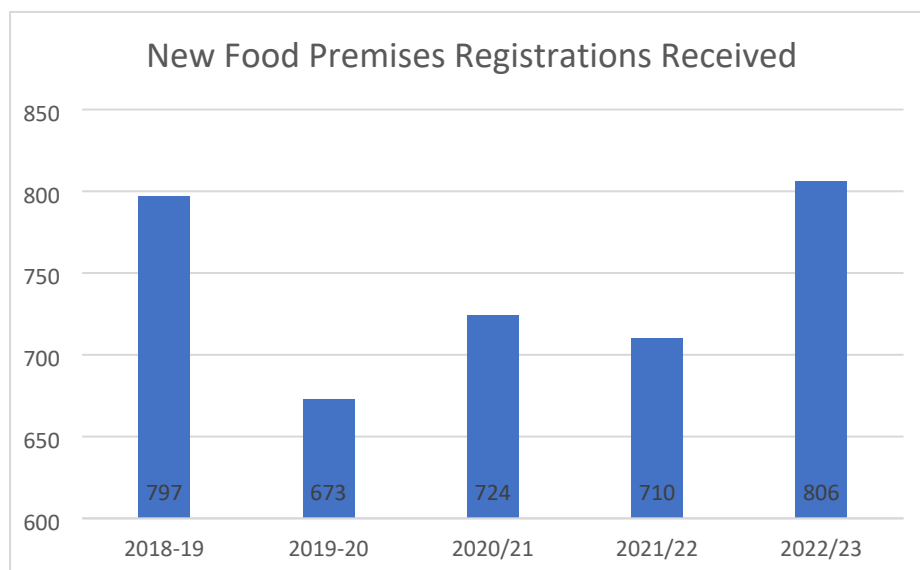


### 5.3 Unrated Businesses

All food businesses must be either registered or approved by the local authority. We receive over 700 new registrations per year which is often a mixture of new food business establishments and changes of ownership in established businesses. These premises remain unrated until they receive an inspection. We are required to inspect the premises within 28 days. Some businesses trade without registering and so these are picked up by food team and through other local intelligence.

Until an establishment is inspected, its risk is uncertain, and it does not have a food hygiene rating awarded to it. This can cause problems for some businesses if online marketplaces such as Just Eat, Uber Eats or Deliveroo insist on a food hygiene rating before allowing them to trade on their platforms.

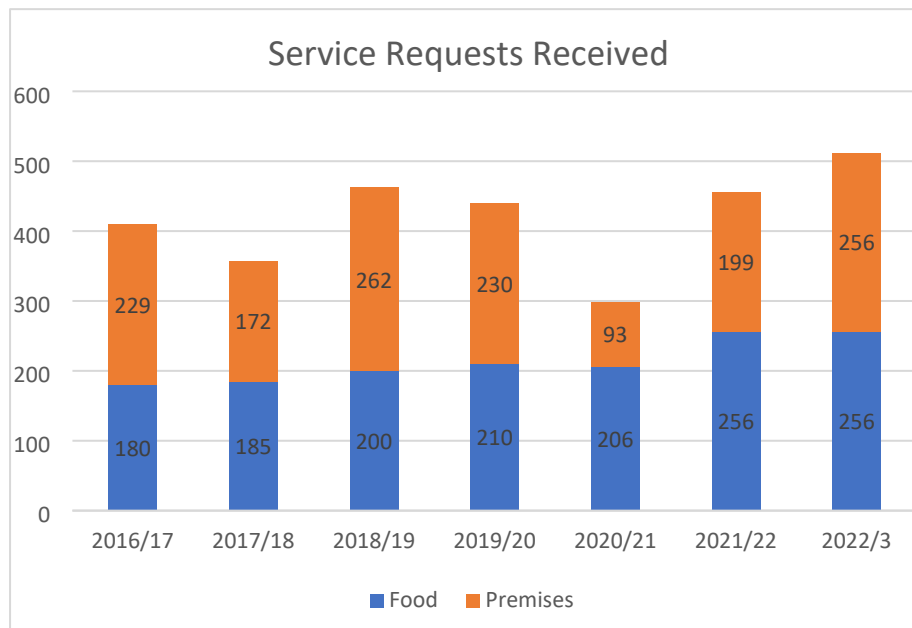
The 2023/24 plan will focus on improving the time taken to visit unrated businesses. To mitigate the risk in carrying unrated businesses, all applicants are contacted on receipt with information and advice to prepare for their inspection. There is a triage system to distinguish high risk applications, which are allocated as a priority to the in-house team. Contractors are allocated low risk businesses and are instructed to prioritise this work.



### 5.4 Requests for Service and Complaints

The service receives complaints regarding potentially unsafe food and regarding hygiene of premises. In a typical year we receive approximately 400 to 500 complaints.

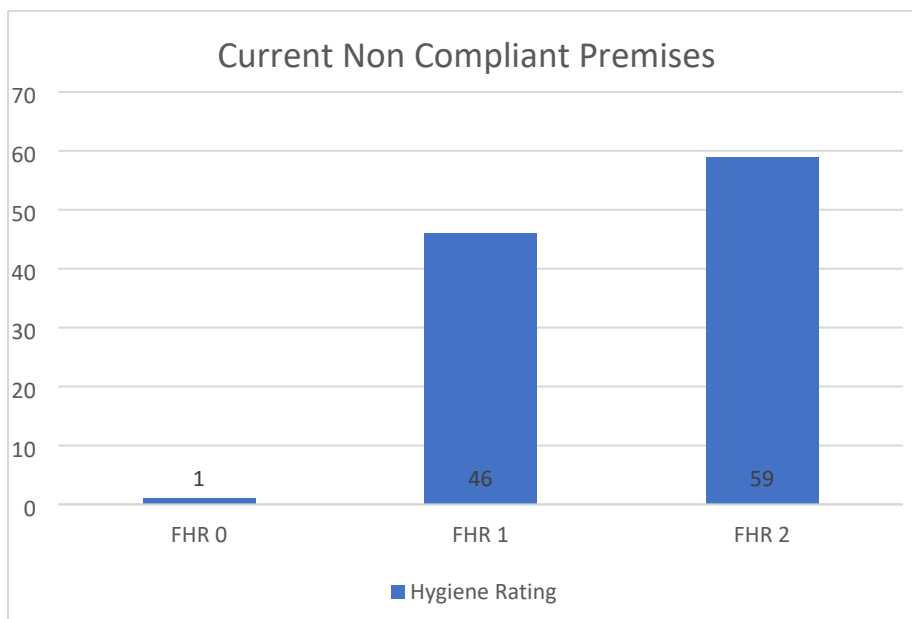
Although they are triaged according to risk, this presents a significant demand on the service, especially considering that these complaints can lead to offences being investigated and enforcement action taken in relation to any offences identified.



## 5.5 Food Hygiene Rating Scheme

The Food Hygiene Rating Scheme run by the Food Standards Agency, now provides guidance to the public on the hygiene standards found in Sheffield's food premises. Almost every local authority in the UK now uses this scheme. The result of the last inspection is converted into a food hygiene rating. A premises can be ranked between 0 and 5 with the higher the number indicating a better food hygiene rating. All food businesses receive a window sticker indicating their score, but there is currently no legal requirement for this to be displayed on the premises. The scores consider the structure of the premises, the hygiene standards, and the quality of the management of the business. Premises rankings across the country can be viewed by the public to judge the hygiene standards before visiting.

Most food business establishments receive a food hygiene rating of 0-5 upon inspection. The highest rating is 5 and the lowest is 0. Premises that are awarded a rating of 0-2 are deemed as non-broadly compliant and we revisit all of these to improve standards and reduce the risk that they pose. Although many of these now have improved their hygiene rating will not change until the next routine inspection or if they request a paid re-rating inspection. We monitor the businesses until they are broadly compliant.



The Food Hygiene Ratings Scheme can be found on <http://ratings.food.gov.uk/>

## 5.6 Food Hygiene Intervention Delivery 2023/24

Food safety interventions have previously been completed by a combination of in-house officers performing high risk duties and private contractors undertaking lower risk tasks with support from the Food Team. Historically this cost between 50 and 90 K per annum (1 to 2 FTE) We relied on the external contractors to complete the majority of our yearly interventions. This business model was cost effective and worked very well, enabling us to achieve a high level of compliance with requirements.

This service model of a mix of contract and inhouse staff is relatively common in some of the larger unitary authorities including Leeds, Manchester, Bradford and Wakefield and many councils had used contractors at some time over the last 10 years. However, this once hugely effective business model was unable to provide sufficient resource during and since the Pandemic and there is a question as to whether the contractor market will ever fully recover to meet the needs of local authorities in a reasonable timescale.

The reduction in compliance during the Pandemic has also led to a large increase of businesses found to be an imminent risk to health, necessitating closure, which puts considerable pressure on current resources. The number of food businesses found with conditions of imminent risk to health, increased from a previous high of 16 to 46 during 2022.23. The new Food Intervention Contract is intended to complete the medium to low risk part of our programme. However given the current lack of available competent officers we are taking steps to strengthen the in house team, through training, succession planning, and using all available flexibilities

We have taken considerable steps to mitigate the public health and legal risks associated with not completing high risk interventions.

We are due to interview for an additional Food Officer in early June and in addition we now expect to have to recruit an additional 2 permanent food officers due to the shortage of contractors so we can deliver the programme.

We have trained an enforcement officer, to visit newly registered businesses, providing information to assist them in complying with their subsequent inspection, and signposting them to the services of Business Sheffield, as many are found to be affected by the cost-of-living crisis and at risk of cutting corners.

We have one enforcement officer assisting with the alternative inspection strategy. We are exploring how other regulatory officers in the service who are working near all these businesses can help with business intel and providing basic information checks.

The delivery model used for 2023/24 will include utilising a Regulatory Officer perform low risk tasks to deal with the backlogs of very low risk interventions, not included in the FSA recovery plan, which are required to resume from 01/04/2023. There are flexibilities in the Code of Practice allowing alternative interventions for very low risk establishments and it is not cost effective to outsource these tasks.

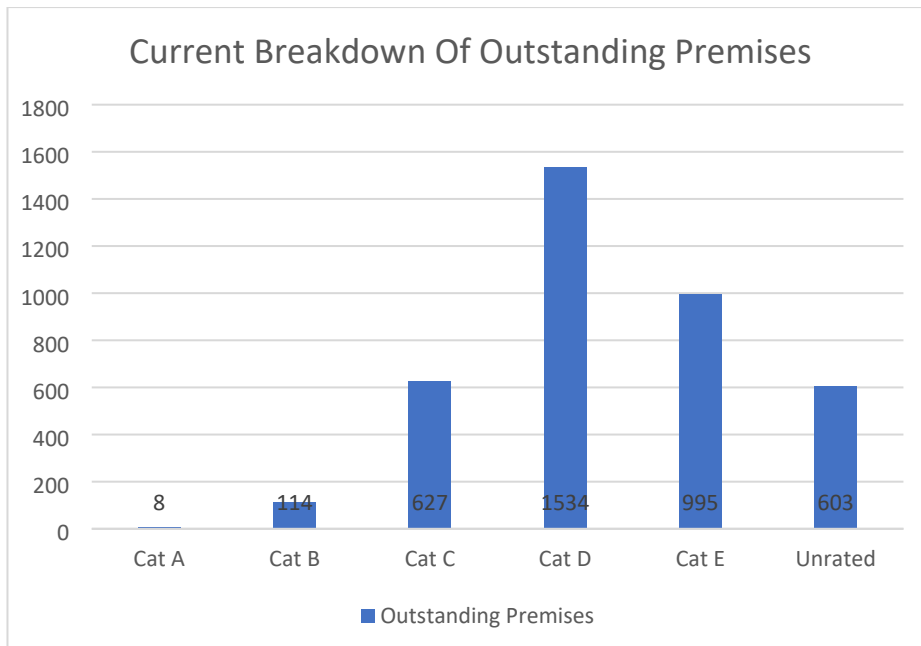
Our in-house officers will conduct the highest risk interventions. If we fill our vacant posts we will have capacity, together with a Regulatory Officer, to enable us to undertake all of the high-risk tasks programmed for the year (in house column).

Our contractor has projected capacity for 1800 interventions in the period of the plan. They acknowledge that this is optimistic so it is expected they will complete at least half of the 3000 visits allocated to them. Work is allocated on a scale from medium to low risk. It is expected that most outstanding interventions will be the lowest risk visits.

## **5.7 Food Programme 2023/24**

When a food business establishment is inspected it is given a risk rating that determines its frequency of inspection. Category A premises are the highest risk and have to be inspected every 6 months. Category E are the lowest risk and have to be inspected every 3 years. This graph shows that we have targeted our limited resources on the highest risk establishments, but the lower risk premises and the new, unrated premises have significant backlogs.





The Category A and B premises outstanding will be completed by year end together with all high-risk new businesses and any establishments rated C or D which are less than broadly compliant. We carried forward 203 broadly compliant C premises, contrary to the Milestone requirement and 603 unrated businesses. These have all been allocated for priority inspection in 23/24. We were not required to complete our broadly compliant 'D' and 'E' rated interventions in the plan. The category E backlog is programmed to be addressed by Enforcement Officers using flexibilities available to us. The category D businesses will be allocated after higher risk work is complete, in view of their lower risk profile.

**Figure 5 2023/24 Food Programme**

<b>BAND AS OF 1/4/23</b>	<b>Frequency of Inspection</b>	<b>Total</b>	<b>In house</b>	<b>Outsourced</b>	<b>Notes</b>
<b>A</b>	Minimum 6 monthly	11(22)	22	0	These are generally poor premises providing high risk food sales
<b>B</b>	Minimum 12 Monthly	114	114	0	These are mainly catering premises or takeaways where standards are not very high
<b>C Broadly Compliant</b>	Minimum 18 Monthly	586	0	586	These are premises of a good or reasonable standard providing high risk food
<b>C NON Compliant</b>	Minimum 18 Monthly	42	42	0	These are premises who are failing to comply in one or more of the Hygiene/Structure or Management areas who provide high risk food
<b>D Broadly Compliant</b>	Minimum 24 Monthly	1523	0	1523	These are reasonable or good premises serving some open food, but not preparing and cooking food
<b>D NON Compliant</b>	Minimum 24 Monthly	11	11	0	These are generally poor premises selling only wrapped food
<b>E</b>	Minimum 36 Monthly	897	897	0	These are premises that sell wrapped foods or low risk foods and are unlikely to cause any problems . Identified as able to use a flexibility. Will be contacted and visited by an enforcement officer
<b>E Primary</b>	Minimum 36 Monthly	192	0	192	192 premises required to have a primary intervention

<b>UNRATE High Risk</b>	Required to be inspected within 28 days of opening	388	388	0	Unrated are registered businesses not yet inspected  <b>* Food Law Code of practice requires inspection within 28 days. This is not being achieved and presents a risk to Public Health. Aim to improve compliance. Currently provide information and advice on receipt</b>
<b>UNRATE LOW RISK</b>	Required to be inspected within 28 days of opening	215	0	215	All applications are reviewed, and triaged. Information and advice given prior to inspection to include allergens.
<b>Estimated new high risk</b>	Required to be inspected within 28 days of opening	<b>400</b>	300	100	<b>Failure to inspect with within 28 days of opening and represents a risk to Public Health. Aim to improve compliance.</b>
<b>Estimated new low risk</b>	Required to be inspected within 28 days of opening	400	0	400	
<b>Total</b>		4790	1744	3016	

We are actively working with Business Sheffield to assist businesses to give them the best opportunity to provide safe food, be legally compliant and help their businesses to thrive.

## **5.8 Risks.**

Despite our mitigation efforts and largely following the FSA recovery plan and the previous very low backlog for hygiene work prior to the pandemic some risks remain. We need to be realistic about contractor resources, hence the proposal that we will need to overspend and recruit a further 2 food qualified staff. Although food businesses have primary responsibility to follow the law and provide safe food of the quality expected, there are risks to Public Health and to the reputation of Sheffield City Council until we remove backlogs. We have taken considerable steps to mitigate the risks as detailed above, however SCC does have a statutory obligation once again to complete the yearly programme of food interventions, and the plan is likely to fail to accomplish this due to the shortage of contractors unless we recruit more inhouse staff as proposed to provide a more sustainable future for food work.

Other mitigation for lack of contractors is we are offering overtime to inhouse officers and providing refresher training for some previously qualified staff, but this is unlikely to impact the deficit significantly compared to the full recruitment which would give us 3 fte more than last year for food work.

## **6.0 Control of Food Related Infectious Diseases**

The service will investigate all outbreaks of food or water borne disease in accordance with the procedures. All suspected cases will be followed up and confirmed cases will be contacted by telephone or by questionnaire to try and ascertain if there are any common factors. This work is crucial to safeguarding public health and involves dealing with infectious disease outbreaks such as E.coli as well as other notifiable diseases by working in conjunction with the UK Health Security Agency.

In total we made 568 (1040) investigations including 163 (103) significant high-risk cases such as STEC, Listeria and Typhoid. We also investigated 56 (33) outbreaks/clusters of which 7 (3) were significant, involving sampling, interviewing cases, liaison with United Kingdom Health Security Agency (UKHSA) and communications with the businesses involved. All this work also resulted in a significant amount of administration of the outbreaks/clusters. UKHSA Yorkshire and Humber Standard Operating Procedures are continually reviewed and revised during the year and streamlined where possible.

**Figure 6**

**INFECTIOUS DISEASE & FOOD POISONING, OUTBREAKS/CLUSTERS**

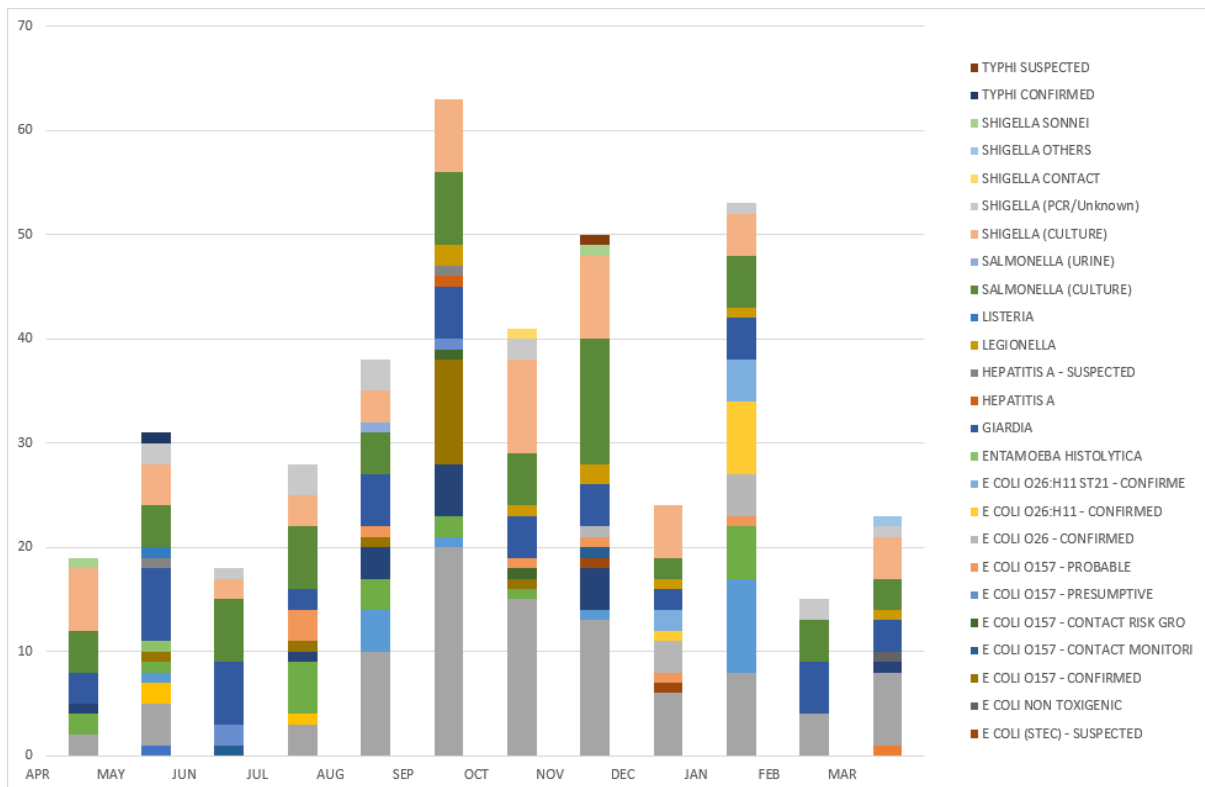
NOTIFIED	IDU	SRU	TOTAL	
NOTIFIED	395	173	568	
INVESTIGATED	395	173	568	100%

CASES/OUTBREAKS/CLUSTERS	IDU	SRU	TOTAL	
HIGH RISK/SIGNIFICANT	163	7	170	30%
LOW/MEDIM RISK	232	166	398	70%
TOTAL	395	173	568	100%

INVESTIGATION		SRU	TOTAL	
OUTBREAKS/CLUSTERS		56	56	32%
SPORADIC		117	117	68%
TOTAL		173	173	100%

INVESTIGATOR	IDU	SRU	TOTAL	
EHO	174	129	303	53%
IO	221	44	265	47%
TOTAL	395	173	568	100%

**Figure 7 High Risk Investigations by month**



## 7.0 Samples

We have taken a risk-based decision to not participate in routine regional sampling programmes to allow the team to concentrate on the highest risk interventions. We do however use sampling as an educational tool in assisting non-compliant businesses, during outbreaks of infectious diseases, and in response to complaints.

**Figure 8 Sampling results**

Column Labels		
SATISFACTORY	UNSATISFACTORY	Grand Total
2		2
2		2
5		5
	1	1
5		5
4		4
10		10
31	3	34
	1	1
<b>59</b>	<b>5</b>	<b>64</b>

64 food and environmental swab samples were taken during the year. 5 of which were unsatisfactory.

## 8.0 Food Safety Incidents

The authority receives Food Alerts & Allergy Alerts from the Food Standards Agency, via an electronic e-mail system, to inform of warnings being put on the system. Appropriate action is taken in accordance with the guidance contained in the Alert. A call out system which operates 24 hours a day is the initial response to any food issue out of hours. This may involve a visit to an individual premises or setting up an incident response to contact a large number of food outlets that may have the suspect food on their shelves.

## 9.0 Liaison with other Organisations

The team is represented on a number of bodies as listed below:

- \* Sheffield takes a leading role in the South Yorkshire Food Group, which works on consistency issues in the area. This group operates as the Local Government Regulation liaison group and has links into the national liaison groups.

- \* The Yorkshire and Humber and South Yorkshire groups chaired by the Consultant in Communicable Diseases Control.
- \* Yorkshire and Humber Enforcement Group
- \* Food Standards Agency Enforcement Stakeholder Forum.
- \* IPC Local Liaison Group (to 31/3/2023)

The membership of these groups allows for the sharing and dissemination of good practice and joint training initiatives as well as ensuring a positive contribution to national debate and policy development.

## **10.0 Training and Workforce Development**

Workforce development is carried out in accordance with training needs identified through Performance and Development Reviews of all staff that also include priorities for delivery. There is a routine training programme and regular updates of staff through cascade training. Courses are assessed and if found to fit into the training needs, staff will be allocated accordingly. All staff are assisted to achieve the 20 hours of Continuing Professional Development training each year as required by the relevant Codes of Practice.

## **11.0 Quality Assessment**

The quality of inspections is checked regularly with both internal and peer authority audits of the work carried out. In addition to this, routine checks are carried out on the work of inspectors to ensure consistency of enforcement. Quarterly and monthly reports against the Food Plan are produced to enable monitoring of progress against targets.

## **12.0 Consultation**

The plan is largely governed by the type of premises in the City and the reactive work. Consultation will take place with the Waste and Street Scene Policy Committee

## **13.0 CONCLUSION**

The Covid-19 pandemic has had a significant impact on the ability of the service to undertake interventions in food businesses, both because of restrictions on certain businesses having to remain closed for significant periods and officer risk assessments restricting the number of visits possible. Contractors, who previously undertook the bulk of our lower risk inspection programme, failed to return post Pandemic. This is a Nationally recognised difficulty. We will allocate all the backlog to our contractors but realistically they will be unlikely to complete them. We have taken a range of mitigation actions outlined above and it is worth reiterating the success of the previous model for hygiene prior to the pandemic.

However times have changed and to deliver the programme this year with reduced contractor availability we have already committed to recruiting 1 fte extra and we are now proposing that will increase to 3 to ensure the full programme can be delivered this year and beyond as well as using all flexibilities and creative behaviour change interventions.

The risks involved in large backlogs are understood, and mitigations are in place to reduce the overall risk. The anticipated changes in the FSA delivery model, is likely to offer flexibilities from 2025 onwards. The training and succession plans we have in place are expected to provide further resilience going forward.

There is a considerable amount of additional work conducted by the in-house team, including high risk infectious disease investigations which have a significant public health implication.

Education and promotion are seen as vital elements in the range of tools the service uses to improve the quality and safety of food produced and consumed within the city and we will increase our education element in 2023/4 with revamped social media approaches. At the other end of the enforcement spectrum, when significant failures in a business have led to a risk to public health, the service has acted in an appropriate and timely manner, to ensure the business ceases trading until the standards have improved.

V5 June 2023





## Draft Report to Policy Committee

**Author/Lead Officer of Report:**  
**Craig Bebbington Environmental Services**  
**Manager/Ian Ashmore Head of Service**  
**Environmental Regulation and Licensing**

**Tel: MS teams call or**  
**craig.bebbington@sheffield.gov.uk**

**Report of:** Richard Eyre – Director of Street Scene and Regulation  
**Report to:** Waste and Street Scene Policy Committee  
**Date of Decision:** June 2023  
**Subject:** Pest Control and Clearance charges 23/24.

Has an Equality Impact Assessment (EIA) been undertaken? Yes  No

If YES, what EIA reference number has it been given? 2150

Has appropriate consultation taken place? Yes  Y

Has a Climate Impact Assessment (CIA) been undertaken? Yes  No

Does the report contain confidential or exempt information? Yes  No

If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below: -

*“The (**report/appendix**) is not for publication because it contains exempt information under Paragraph (**insert relevant paragraph number**) of Schedule 12A of the Local Government Act 1972 (as amended).”*

**Purpose of Report:**

**To recommend an increase to the current fees and charges structure.**

**Recommendations:**

The Waste and Street Scene Policy Committee is recommended to:

- 1) Approve the changes to the fees and charges set out in the appendices to this report.

**Background Papers:**

None

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 Lyons
		Legal: Patrick Chisolm / Louise Bate
		Equalities & Consultation: Louise Nunn/Ed Sexton
		Climate: Louise Nunn/Ed Sexton
<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>	<b>Cllr Joe Otten</b>
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 and Licensing
	<b>Date: 21-06-23</b>	

**1. PROPOSAL**

- 1.1** To agree revised Fees and Charges uplift for the financial year 2023-24
- 1.2** Environmental Services Pest Control Service is based at Staniforth Rd and provides services to domestic and business premises and other Council Departments. The Pest Control Service helps fulfil the City Council's statutory powers and obligations to investigate nuisance from rodent & public health pests and to carry out enforcement activity to ensure prescribed remedial action is taken.
- 1.3** We provide a professional service to deal with public health & nuisance pests such as rats, mice, fleas, wasps, cockroaches, bed bugs, ants & feral pigeons. Income generated from commercial pest control and clearance activity charged at full commercial rates subsidises the cost of providing free eradication of rats & other discounted services to customers in receipt of qualifying benefits.
- 1.4** We also provide a commercial service to remove & dispose of accumulations of public health significance such as filthy & verminous articles, dumped syringes & other noxious matter and we aid accommodation and NHS providers with house and flat cleans.
- 1.5** The team consists of a manager and 26 trained professional and technical personnel with administrative support being shared with the Environmental Protection Service.
- 1.6** There is high demand for our pest control and clearance service and the team regularly wins contracts competitively against the private sector due to the quality of our work and our competitive fees. We have seen significant increases over the last year in pests such as bed bugs and cockroaches and the team is having to service many tens of abatement notices to ensure these are tackled by landlords.
- 1.7** Chief objectives are to satisfy demand within target response times, to generate income and to eliminate health risks, especially to disadvantaged groups. This is achieved through a structured charging policy, the development of a portfolio of business contract customers and the setting of performance standards for service delivery.

- 1.8** Service links are established with other Council Departments and the wider community via input into working groups, Public and residents' association meetings and meetings with the local business community.
- 1.9** The service operates across the public and private sector with a range of major clients.
- 1.10** The fees this year have been uplifted by 10% to ensure we cover our costs due to inflation.
- 1.11** We have highlighted to avoid confusion that although there is are concessionary services for people on low income, if we identify a problem and have to serve legal notices on landlords requiring them to clear their house(s), flats or land of pests , then the landlord has to pay the relevant commercial rate, they cannot get their tenants to book a free or subsidised service on their behalf. For clarity, if we are obliged to serve legal notices to ensure pest control is carried out at rented properties, then the landlord will be expected to pay commercial rate if they wish us to do the work.

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

- 2.1** The corporate plan has the ambition that 'every community in Sheffield should be a great place to live, with excellent local services. Our pest control and clearance service are an integral part in helping achieve that.
- 2.2** 'We want all people in Sheffield to feel safe, happy, healthy and independent: to love living here. Reducing environmental detriments wherever you live in the city is a fundamental part of how people feel about their area and their life.
- 2.3** 'A more effective council, focused on the performance of our services and delivering the improvements the people of Sheffield deserve'. Our expert teams provide a wide range of specialist services, which are constantly evolving. In particular, our specialist extreme clearance service has grown considerably over recent years and provides invaluable help in helping accommodation come back into use and to allow patients to be discharged from hospital quickly once their flat or house has been made fit for habitation again.
- 2.4** Businesses and domestic customers have struggled to recover from post pandemic issues, and cost of living rises.

This is evident in the scale of the number of pest control and clearance requests. Our teams understand the pressures on businesses and strive to educate and support their efforts to comply with legislation. We offer subsidised and free treatments and free advice where financial difficulties are identified.

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

**3.1** No formal consultation however we do receive feedback from customers on our work. We also receive service requests from customers, the NHS and LACS concerning pest infestations and there is high demand for our service. Land owners and businesses in receipt of legal notices do have the right to challenge those on appeal.

**3.2** The British Pest Control Association scrutinises our plans and performance quarterly and provides feedback which is shared.

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

#### Equality Implications

**4.1** The service is proactive in tackling infestations across the city and working to prevent environmental inequality. For many people in rented accommodation, we will ensure their accommodation is brought up to standard via the service of legal notices and we will carry out works in default if necessary. As such we help protect vulnerable and low income residents.

**4.2** We continue to offer subsidised services to people on low income to ensure they can tackle public health significant pests and receive professional treatments. This helps alleviate potentially serious health inequalities.

#### Financial and Commercial Implications

**4.3** This is an inflationary update with fees being raised by 10%. The work will be delivered and managed within the existing budgets (plus these inflationary increases).

### Legal Implications

- 4.4** The provision of pest control treatment services is a discretionary service for which there is a general power to charge under section 93 of the Local Government Act 2003.
- 4.5** For enforcement purposes the local authority has a power to recover any expenses reasonably incurred in abating, or preventing the recurrence of a statutory nuisance from the person by whose act or default caused the nuisance under section 81 of the Environmental Protection Act 1990.
- 4.6** The council has statutory duties to keep our own land free of pests and ensure by legal notice if necessary that others do the same. The provision of a discretionary pest control service is both incidental to and implied within these main duties which arise under various Public Health Acts, the Environmental Protection Act 1990, and the Prevention of Damage by Pests Act 1949 and other associated legislation. The provision of such a service also means that the Council meets its responsibilities for enforcement.
- 4.7** The aim of discretionary charging is to allow local authorities to recover the costs of providing services or improvements to services that they might not otherwise have been able to justify providing or been in a position to provide. Local authorities are under a general duty to secure that, from one financial year to the next, the income from charges for services does not exceed the costs of provision.
- 4.8** However, a local authority does not have to recover the full costs of providing the service if there are policy reasons for limiting the charges in relation to a particular user of the service.

### Climate Implications

- 4.9** These inflationary fees uplifts have little or no climate impact however on a broader note we are exploring how emissions from our vehicle fleet can be reduced.

### Other Implications

- 4.10** We continue to tackle very significant pest control issues in some parts of the city. To be able to respond to that, we need to be doing adequate cost recovery and ensure we have the capacity within the service and training pathways to achieve that.

## **ALTERNATIVE OPTIONS CONSIDERED**

- 5.** This continues a principle of subsidised public health significant pest control for people on low income, however SCC is not obliged to offer that. However without some subsidised pest control and or a major increase in enforcement, it is hard to see how SCC can meet its equalities, public health and cost of living ambitions.
- 5.1** These proposals continue to provide some concession to allow short or long term tenants to proactively request and pay for where required some pest services. An alternative approach could be to put the onus back on landowners to keep their land free of public health significant pests like rodents, cockroaches, and bedbugs and if the land or property is rented there is no concession available as there is an income for the owner for the land which should help pay for the treatment.
- 5.2** We will bring proposals on the cost benefits of such a proposal to a future committee in 2023. Such proposals would also consider the cost benefits of whether an entirely free service should be maintained and whether some contribution should be expected even for concessionary rat treatment which is currently free.
- 5.3** Previous project reviews have considered the cost benefits of the use of inhouse v contracted out pest control services and concluded that the inhouse model provides best value for money in that a well run inhouse commercial service can help reduce the cost of subsidised / free services and reduce enforcement costs.

## **6 REASONS FOR RECOMMENDATIONS- FINANCE**

- 6.1** We believe these proposals will allow the service to cover the cost increases it is facing on materials, salaries, and transport. The service also has to cover the cost of free, subsidised and statutory obligations. Appendix 1 shows current proposal for Fees and Income uplift. Appendix 2 shows fees and charges from previous year. Appendix 3 the full year income was 908K. the estimated income @ approx. 10% increase over a full year is 998k

## APPENDIX 1

### Environmental Services Pest Control 2023/24 Fees & Charges From 1.4.23

		<b>Level of Fee/Charge</b> Up to 10% increase in some areas
<b>Description of Service</b>	<b>Full Charge</b>	<b>Benefits</b> <b>Must show proof of qualifying benefit (housing benefit; income based job seekers allowance; income support; pension credit and Income Related Employment Support Allowance)- Universal Credit customer should confirm what was their previous benefit called.</b>
Weekday collection of dead birds Hours Mon- Fri 8-4pm	<b>£150.00 including vat</b> (up to a max. of 2 hours). Price inc specialist PPE and disposal costs <b>Min payment of 2 hours per call out</b>	Location specific to Parks and Woodlands Parks
Weekday collection of dead birds Hours Fri 5pm- Sun 5pm	<b>£225.00 including vat</b> (up to a max. of 2 hours). Price inc specialist PPE and disposal costs <b>Min payment of 2 hours per call out</b>	Location specific to Parks and Woodlands Parks
Weekend Stanby cost	<b>£150.00 (per weekend standby x 2 men)</b>  Total 6 months cover:£3900	
Wasps/Bumble Bees/ Garden Ants 10%	<b>£71.50 including vat</b> (£59.58exc vat x 1 nest) + Additional <b>£37.00 inc vat</b> (£30.83 exc vat) for each extra nest treated at the time of treatment of 1 <sup>st</sup> nest on the original visit. Any Access Equipment requirements would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead	<b>£55.00 including vat</b> (£45.83 exc vat) Additional nest <b>£37.00 inc vat</b> (£30.83exc vat) for each extra nest treated at the time of treatment of 1 <sup>st</sup> nest on the original visit.  Any Access Equipment requirements would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead
Honey Bees	<b>Refers to Technical or Team Leader.</b> Honey Bees only treated as a last resort & when a threat to health. Price includes site visits, one to treat and to block access holes. It is possible that access equipment may be required in which case the job would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead	<b>Refers to Technical or Team Leader.</b> Honey Bees only treated as a last resort & when a threat to health. Price includes site visits, one to treat and to block access holes. It is possible that access equipment may be required in which case the job would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead



Rats 10%	<b>£112.00 including vat</b> (up to a max. of 3 visits). ( <b>£99.33 exc vat</b> ) <b>£37.00 (inc vat )</b> per visit thereafter ( <b>£30.83 exc vat</b> )	<b>Free of Charge</b>
Mice 10%	<b>£112.00.00 including vat</b> (up to a max. of 3 visits). ( <b>£99.33 exc vat</b> ) <b>£37.00 (inc vat )</b> per visit thereafter ( <b>£30.83.17 exc vat</b> )	<b>£55.00 including vat (up to a max. of 3 visits).</b> ( <b>£55.83exc vat</b> ) <b>£37.00 (inc vat )</b> per visit thereafter ( <b>£30.83 exc vat</b> )
Bed Bugs 10%	<b>£313.50.00 including vat</b> ( <b>£260.83 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refers to back office.(2 man team for 2 visits) <b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )	<b>£92.00 including vat</b> ( <b>£76.67) exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. (2 man team for 2 visits) <b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )
Fleas Carpet Beetles Moths 10%	<b>£125.00 including vat</b> ( <b>£104.17)exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. <b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )	<b>£66.00 including vat</b> ( <b>£55.00 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office.  <b>£37.00 inc vat</b> per extra room ( <b>£30.83exc vat</b> )
Cockroaches & Pharaoh's ants 10%	<b>313.50.00 including vat</b> ( <b>£260.83 exc vat</b> ) per treatment standard 3 bed semi (see plan). Anything above refers to back office.  <b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )	<b>£92.00 including vat</b> ( <b>£76.67) exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office.  <b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )
all other insect pests – Biscuit Beetles, Hide/Larder Beetles etc 10%	<b>£104.50 including vat</b> per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. ( <b>£87.08 exc vat</b> ) <b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )	<b>£66.00 including vat</b> ( <b>55.00 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. <b>£37.00inc vat</b> per extra room ( <b>£30.83 exc vat</b> )
Squirrels 10%	<b>£299.00 including vat</b> ( <b>£249.17 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan)Anything above refers to back office. Treatment includes up to maximum of 5 visits. <b>£60.00 (Inc. VAT)</b> ( <b>£50.00exc vat</b> ) per visit thereafter	<b>£94.00 including vat</b> ( <b>£78.33 exc vat</b> ) per treatment up to a standard 3 bed Treatment includes up to maximum of 5 visits. <b>£60.00 (Inc. VAT)</b> ( <b>£50.00exc vat</b> ) per visit thereafter semi (see plan). No reduction
Bird control;  Mole control	Bird Control- Refer to Tech for quote  Moles- <b>£327.00 including vat</b> ( <b>£272.50 exc vat</b> ) per external treatment up to a standard garden of a 3 bed semi (see plan). Anything above refers to back office. Treatment includes up to maximum of 5 visits. <b>£60.00inc.VAT)</b> ( <b>£50.00exc vat</b> ) per visit thereafter .  All enquiries to tech	
All services include a <b>£37.00 inc vat</b> ( <b>£30.83 exc vat</b> ) call-out fee which would be payable if the customer has made an appointment and decides not to proceed with a treatment, has not prepared for the treatment sufficiently or is not in at the time of visit. If the customer has paid in advance then a partial refund maybe issued i.e.. Full fee minus call-out charge		
<b>Notes on Landlord Properties:</b>		
Domestic Customer rates are not available to landlords of “houses in multiple occupation” (HIMO's), such as bed-sits i.e. where the tenant does not have rights of access to all parts of the property. <b>Commercial rates will apply</b> and tenants are advised to contact their landlord or letting agent.		

Decisions as to the application of this are at the discretion of the Customer Services Hub, Pest Control Manager or Team Leader
Landlords of properties in <b>single household occupation</b> will pay the standard domestic customer rates (pay in advance) but no reduced charge will be available.

<b>Commercial/non-domestic Customers</b>	<b>Level of Fee/Charge</b>
Rats & Mice in Landlord Properties HIMO's	<b>£247.00 including vat</b> fixed per treatment (up to a max. of 3 visits) ( <b>£205.83 exc vat</b> ) or refers to Technical or Team Leaders for annual contract approximately for 6 visits per year covering rats- inside/outside and mice inside- Per treatment up to a standard 3 bed semi(see plan). Any property larger than a standard 3 x bed semi refer to Technical or Team Leaders E.g. <b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )
Wasps	<b>£104.00 including vat</b> ( <b>£86.67 exc vat</b> ) fixed per treatment if pre-paid + additional <b>£37.00 inc vat</b> ( <b>£30.83 exc vat</b> ) for each extra nest treated at the time of treatment of 1 <sup>st</sup> nest on the original visit. No call out fee for existing contract customers. If a one off treatment for a non-contract customer that is to be invoiced then <b>"All other pests"</b> charges apply
All other pests "One off" job treatments and miscellaneous jobs.	<b>£71.50 per hour + £49.50 call out fee per visit + materials + VAT.</b> Charge based on total time spent on site. Min. charge of 1hr applied. Max of 2 call-out fees applied. No call out fee for existing contract customers
<b>Quotations for Contract customers – must refer to Technician for quote</b>	<b>£71.50 per hour + £49.50 call out fee + materials + VAT.</b> One call out fee to be applied per 7 hour block per job.
Removal of accumulations; clearance, and disinfection of filthy & verminous premises. Including Garden Maintenance	<b>£79.00 per hour + £49.50 call out fee + materials + tipping charges + VAT.</b> Min. charge of 1hr applied unless stated otherwise One call out fee to be applied per 6 hour block per job. <b>OR</b> refer to Technician for individual quotation. <b>Hourly rate can be sub-divided into 20 minute slots if required for small jobs.</b>
"One off" jobs to remove & dispose of sharps/needles	<b>£125.00 including vat</b> (£104.17 exc vat)
"One off" jobs to remove & dispose of dead animals	<b>£130.00 including vat</b> (£104.17 exc vat)
Cleaning of property	Refers to Technician/Team Leader for quote
Technical Survey (any job)	<b>£71.50 per hour + £49.50 call out fee per visit + materials + VAT.</b> Charge based on total time spent on site. No call-out charge if carrying out work at the time of treatment. Min. charge of 1hr applied. Max. of 2 call-out fees applied. No call out fee for existing contract customers
CCTV Drain Survey	Refer to District Team Technician <b>£99.00 including vat</b> ( <b>£82.50 exc vat</b> )
Domestic Contract, Rats- inside/outside and mice inside	<b>£247.00 including vat</b> fixed per contract treatment (up to a max. of 6 visits per year) ( <b>£205.83 exc vat</b> ) or refers to Technical or Team Leaders for annual contract approximately for 6 visits per year covering rats- inside/outside and mice inside- Per treatment up to a standard 3 bed semi(see plan). Any property larger than a standard 3 x bed semi refer to Technical or Team Leaders E.g.

	<b>£37.00 inc vat</b> per extra room ( <b>£30.83 exc vat</b> )
Proofing- including basic smoke test on drain.	Refer to Technician, Team Leader or ESO to give a price based on <b>£71.50 per hour + materials + vat + call out £49.50 if applicable</b> No call-out charge if the officer is carrying out work at the time of treatment or it is an existing contract customer. <b>Hourly rate can be sub-divided into 20 minute slots.</b>
Vehicle Treatment	<b>£108.00 inc vat</b> (81.67 exc vat) Standard car or van. Any larger vehicles refers to back office
Insect Monitoring	<b>£71.50 inc vat</b> ( <b>£59.58 exc vat</b> ) max 2 x visits

All services carry increases in line with approximately up to 10% on the previous year  
Environmental services will still have to withstand increasing operating costs. i.e.

- Uplift in material costs
- Increased transport and fuel costs
- Salary uplift
- Free and Subsidised costs inc PH
- Increased visit times due to legislation
- Increased treatment times due to new recommended methods

## APPENDIX 2

### Environmental Services Pest Control

#### 2022/23 Fees & Charges From 1.4.22

		Level of Fee/Charge
<u>Description of Service</u>	<u>Full Charge</u>	<u>Benefits/concession rate</u>
		<b>Must show proof of qualifying benefit (housing benefit; income based job seekers allowance; income support; pension credit and Income Related Employment Support Allowance)- Universal Credit customer should confirm what was their previous benefit called if applicable.</b>
Weekday collection of dead birds Hours Mon- Fri 8-4pm	<b>£150.00 including vat</b> (up to a max. of 2 hours).  Price inc specialist PPE and disposal costs  <b>Min payment of 2 hours per call out</b>	Location specific to Parks and Woodlands Parks

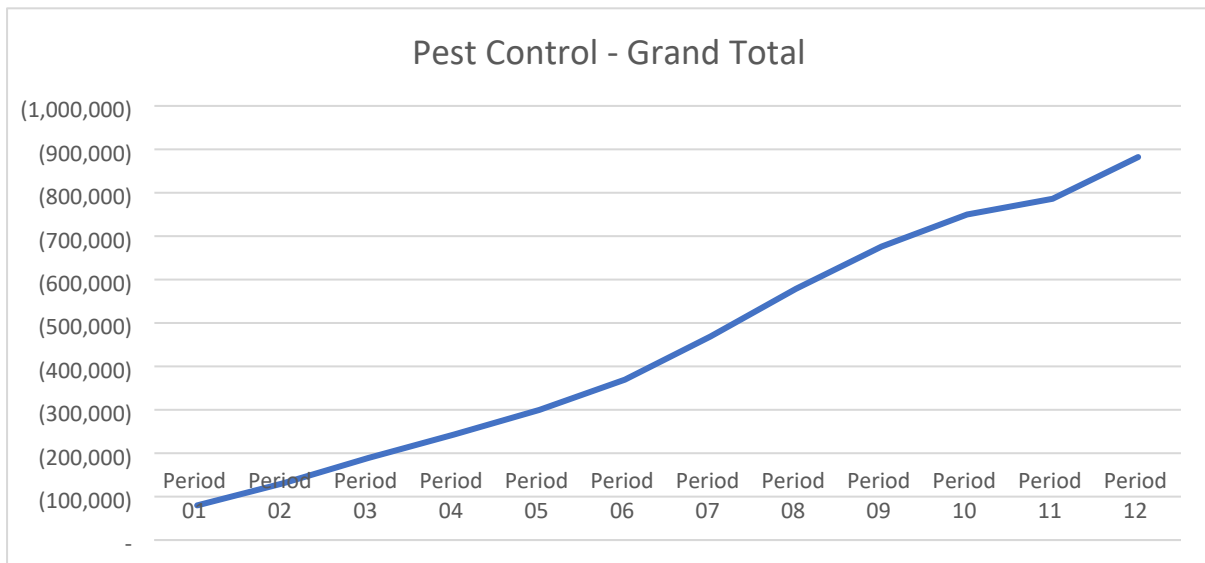
<p>Weekday collection of dead birds</p> <p>Hours Fri 5pm- Sun 5pm</p>	<p><b>£225.00 including vat</b> (up to a max. of 2 hours).</p> <p>Price inc specialist PPE and disposal costs</p> <p><b>Min payment of 2 hours per call out</b></p>	<p>Location specific to Parks and Woodlands Parks</p>
<p>Weekend Standby cost 14-01-22 to 14-0707-22</p>	<p><b>£150.00 (per weekend standby x 2 officers)</b></p> <p>Total 6 months cover:£3900</p>	
<p>Wasps/Bumble Bees/ Garden Ants</p>	<p><b>£65.00 including vat</b> (£54.17 exc vat x 1 nest) + Additional <b>£35.00 inc vat</b> (£29.17 exc vat) for each extra nest treated at the time of treatment of 1<sup>st</sup> nest on the original visit.</p> <p>Any Access Equipment requirements would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead</p>	<p><b>£52.00 including vat</b> (£43.33 exc vat) Additional nest <b>£35.00 inc vat</b> (£29.17 exc vat) for each extra nest treated at the time of treatment of 1<sup>st</sup> nest on the original visit.</p> <p>Any Access Equipment requirements would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead</p>
<p>Honey Bees</p>	<p><b>Refers to Technical or Team Leader.</b> Honey Bees only treated as a last resort &amp; when a threat to health. Price includes site visits, one to treat and to block access holes. It is possible that access equipment may be required in which case the job would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead</p>	<p><b>Refers to Technical or Team Leader.</b> Honey Bees only treated as a last resort &amp; when a threat to health. Price includes site visits, one to treat and to block access holes. It is possible that access equipment may be required in which case the job would be referred to Tech/team Leaders but added costs will be incurred if the treatment goes ahead</p>
<p>Rats</p>	<p><b>£102.00 including vat</b> (up to a max. of 3 visits). (£85.00 exc vat)</p> <p><b>£35.00 (inc vat )</b> per visit thereafter</p> <p>(£29.17 exc vat)</p>	<p><b>Free of Charge</b></p>

Mice	<b>£102.00.00 including vat</b> (up to a max. of 3 visits). ( <b>£85.00 exc vat</b> ) <b>£35.00 (inc vat )</b> per visit thereafter ( <b>£29.17 exc vat</b> )	<b>£52.00 including vat (up to a max. of 3 visits).</b> ( <b>£43.33exc vat</b> ) <b>£35.00 (inc vat )</b> per visit thereafter ( <b>£29.17 exc vat</b> )
Bed Bugs	<b>£285.00 including vat</b> ( <b>£237.50 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refers to back office.(2 person team for 2 visits) <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )	<b>£86.00 including vat</b> ( <b>£71.67 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. (2 person team for 2 visits) <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )
Fleas Carpet Beetles Moths	<b>£115.00 including vat</b> ( <b>£95.83 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )	<b>£60.00 including vat</b> ( <b>£50.00 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )
Cockroaches & Pharaoh's ants	<b>£285.00 including vat</b> ( <b>£237.50 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refers to back office.(2 person team for 2 visits) <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )	<b>£86.00 including vat</b> ( <b>£71.67 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. (2 person team for 2 visits) <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )
all other insect pests – Biscuit Beetles, Hide/Larder Beetles etc	<b>£95.00 including vat</b> per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. ( <b>£79.17 exc vat</b> ) <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )	<b>£60.00 including vat</b> ( <b>£50.00 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan). Anything above refer to back office. <b>£35.00 inc vat</b> per extra room ( <b>£29.17 exc vat</b> )
Squirrels	<b>£285.00 including vat</b> ( <b>£237.50 exc vat</b> ) per treatment up to a standard 3 bed semi (see plan)Anything above refers to back office.	<b>£86.00 including vat</b> ( <b>£71.67 exc vat</b> ) per treatment up to a standard 3 bed Treatment includes up to maximum of 5 visits. <b>£55.00 (Inc. VAT)</b> ( <b>£45.83exc vat</b> )

	Treatment includes up to maximum of 5 visits. <b>£55.00 (Inc. VAT) (£45.83exc vat)</b> per visit thereafter	per visit thereafter semi (see plan). No reduction
Bird control;  Mole control	Bird Control- Refer to Tech.  Moles- <b>£285.00 including vat (£237.50 exc vat)</b> per external treatment up to a standard garden of a 3 bed semi (see plan). Anything above refers to back office. Treatment includes up to maximum of 5 visits. <b>£55.00 (Inc. VAT) (£45.83exc vat)</b> per visit thereafter .  All enquiries to tech	

Expense Code	Transaction Analysis	FY Outturr	FY Budget	FY Variance.	Increase based On 10%
4080000, INCOME - FEES AND CHARGES		-	-	-	-
	A0000000 / 01	(319)	-	(319)	(351)
4130000, PEST & DISEASE FEES		(3,780)	-	(3,780)	(4,158)
4130001, INSECT DISINFESTATION FEES		(30,527)	(32,560)	2,033	(33,579)
4130002, PEST CONTROL IN HOSPITALS FEES		-	-	-	-
4130003, RATS		(23,813)	(27,100)	3,287	(26,194)
4130004, MICE		(9,660)	(13,160)	3,500	(10,626)
4130005, INSECTS		-	-	-	-
	A0000000 / 01	(8,156)	(2,625)	(5,531)	(8,972)
	PESTOTHC / 01	-	-	-	-
	PESTSOTH / 01	-	-	-	-
	PESTSPHP / 01	(1,710)	-	(1,710)	(1,881)
4130007, COMMERCIAL RATS		-	-	-	-
	A0000000 / 01	(5,542)	(4,100)	(1,442)	(6,096)
	PESTOTHC / 01	-	-	-	-
	PESTSCOL / 01	-	-	-	-
	PESTSOTH / 01	(150)	-	(150)	(165)
	PESTSPOL / 01	-	-	-	-
	PESTSSCH / 01	-	-	-	-
	PESTSSCL / 01	-	-	-	-
	PESTSSTH / 01	-	-	-	-
4130008, RODENTS SUBSIDISED		-	-	-	-
4130009, COMMERCIAL RODENTS		-	-	-	-
	A0000000 / 01	(2,486)	(2,400)	(86)	(2,734)
	PESTSPOL / 01	-	-	-	-
	PESTSSCL / 01	-	-	-	-
	PESTSSIV / 01	-	-	-	-
4130010, INSECTS SUBSIDISED		-	-	-	-
4130011, BEES & WASPS		-	(27,800)	27,800	-
4130012, BEES & WASPS REDUCED FEES		-	-	-	-
4130013, COMMERCIAL BEES & WASPS		-	-	-	-
	A0000000 / 01	(379)	(2,100)	1,721	(417)
	PESTSOTH / 01	-	-	-	-
	PESTSPOL / 01	-	-	-	-
	PESTSSCH / 01	-	-	-	-
	PESTSSCL / 01	(73)	(1,000)	927	(81)
	PESTSSTH / 01	-	-	-	-
4130014, CLEARANCE		-	-	-	-
	A0000000 / 01	(28,725)	(39,900)	11,175	(31,597)
	ABANDONO / 01	(2,182)	-	(2,182)	(2,400)
	PESTOTHC / 01	-	-	-	-
	PESTSOTH / 01	(1,168)	-	(1,168)	(1,284)
	PESTSSCH / 01	-	-	-	-
	PESTSSCL / 01	(194)	-	(194)	(213)
	PESTSSTH / 01	-	-	-	-
4130015, CONTRACT FEE		-	-	-	-
	A0000000 / 01	(1,934)	-	(1,934)	(2,128)
	ACCRUALS / 01	-	-	-	-
	INFEST00 / 01	(303)	-	(303)	(333)
	INFEST01 / 01	-	-	-	-
	PESTOTHC / 01	-	-	-	-
	PESTSCOL / 01	(6,098)	(4,080)	(2,018)	(6,708)
	PESTSOTH / 01	(143,162)	(133,525)	(9,637)	(157,479)
	PESTSPOL / 01	-	-	-	-
	PESTSSCH / 01	(18,856)	(9,060)	(9,796)	(20,742)
	PESTSSCL / 01	(22,981)	(8,600)	(14,381)	(25,279)
	PESTSSIV / 01	(9,599)	(17,650)	8,051	(10,559)
	PESTSSTH / 01	(41,632)	(33,300)	(8,332)	(45,795)
	PESTSVEO / 01	-	(6,000)	6,000	-
	RATSINTO / 01	(510)	-	(510)	(560)
	RODENTSO / 01	(120)	-	(120)	(132)
	WASPS000 / 01	(169)	-	(169)	(186)
4260000, COSTS RECOVERED		-	-	-	-
	A0000000 / 01	-	-	-	-
	Z9999999 / 01	-	-	-	-
4390000, OTHER RENT INCOME		-	-	-	-
	A0000000 / 01	-	-	-	-
	Z9999999 / 01	-	-	-	-
4460000, RECHARGES		-	-	-	-
	00000001 / 01	-	-	-	-
	A0000000 / 01	(30,606)	-	(30,606)	(33,667)
	ABANDONO / 01	(84,852)	(72,000)	(12,852)	(93,337)
	ABANDON1 / 01	(140,883)	(84,000)	(56,883)	(154,972)
	ABANDON2 / 01	(89,976)	(87,200)	(2,776)	(98,973)
	ABANDON3 / 01	(4,910)	(14,400)	9,490	(5,401)
	INFEST00 / 01	(4,164)	(9,200)	5,036	(4,580)
	INFEST01 / 01	(23,959)	(11,000)	(12,959)	(26,355)
	MISCREPO / 01	(232)	-	(232)	(255)
	OTH00000 / 01	-	-	-	-
	PESTOTHC / 01	-	-	-	-
	PESTSOTH / 01	(57,860)	-	(57,860)	(63,646)
	RATSHRA1 / 01	(55,366)	(26,000)	(29,366)	(60,903)
	RATSINTO / 01	(15,432)	(24,000)	8,568	(16,975)
	RODENTSO / 01	(1,455)	(25,800)	24,345	(1,600)
	RODENTS1 / 01	(25,802)	(7,500)	(18,302)	(28,382)
	WASPS000 / 01	(4,103)	(2,600)	(1,503)	(4,513)
	WASPSHRA / 01	(4,309)	(8,000)	3,691	(4,740)
	Z9999999 / 01	-	-	-	-
Grand Total		(908,134)	(736,660)	(171,475)	(998,948)

## Income Generation 2022-2023







## Report to Policy Committee

### Author/Lead Officer of Report:

Liam Pond (Interim Operations Manager City Centre Maintenance & Sheffield Markets)

**Tel: 07732208846**

**Report of:** *Richard Eyre: Director Street Scene & Regulations*

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

**Date of Decision:**

**Subject:** Review of Crystal Peaks Market Service Charge

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? 2144				
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input checked="" type="checkbox"/>	No	<input 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:

This paper sets out a proposal to review the service charge paid by traders at Crystal Peaks Market Place. There has not been an increase passed on to traders in several years despite the operational cost of the market increasing.

This report sets-out the impact of under-recovery and proposes options in relation to service charges going forward.

**Recommendations:**

The Waste and Street Scene Policy Committee is recommended to:

- 1) Approve the increases to the service charge set out in paragraph 1.6.3 of the report, to be implemented 12 weeks from the date of approval;
- 2) Note that a review will take place 6 months following implementation to assess the impact of the changes and note that following this review proposals will be made to the Committee in respect of changes to the service charge.

**Background Papers:**

*(Insert details of any background papers used in the compilation of the report.)*

Lead Officer to complete:-									
1	<table border="1" style="width: 100%;"> <tr> <td style="width: 45%;">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.</td> <td>Finance: <b>James Lyon</b></td> </tr> <tr> <td></td> <td>Legal: <b>David Sellars</b></td> </tr> <tr> <td></td> <td>Equalities &amp; Consultation: <b>Ed Sexton</b></td> </tr> <tr> <td></td> <td>Climate:</td> </tr> </table>	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: <b>James Lyon</b>		Legal: <b>David Sellars</b>		Equalities & Consultation: <b>Ed Sexton</b>		Climate:
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: <b>James Lyon</b>								
	Legal: <b>David Sellars</b>								
	Equalities & Consultation: <b>Ed Sexton</b>								
	Climate:								
	<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	<table border="1" style="width: 100%;"> <tr> <td style="width: 45%;"><b>SLB member who approved submission:</b></td> <td>Ajman Ali – Executive Director</td> </tr> </table>	<b>SLB member who approved submission:</b>	Ajman Ali – Executive Director						
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3	<table border="1" style="width: 100%;"> <tr> <td style="width: 45%;"><b>Committee Chair consulted:</b></td> <td>Cllr Joe Otten, Chair of Waste and Street Scene Committee</td> </tr> </table>	<b>Committee Chair consulted:</b>	Cllr Joe Otten, Chair of Waste and Street Scene Committee						
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4	<table border="1" style="width: 100%;"> <tr> <td colspan="2">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.</td> </tr> <tr> <td style="width: 45%;"><b>Lead Officer Name:</b> Liam Pond</td> <td><b>Job Title:</b> Interim Operations Manager City Centre Maintenance &amp; Sheffield Markets</td> </tr> <tr> <td colspan="2"><b>Date:</b> 12.06.2023</td> </tr> </table>	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> Liam Pond	<b>Job Title:</b> Interim Operations Manager City Centre Maintenance & Sheffield Markets	<b>Date:</b> 12.06.2023			
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> Liam Pond	<b>Job Title:</b> Interim Operations Manager City Centre Maintenance & Sheffield Markets								
<b>Date:</b> 12.06.2023									

## **1. PROPOSAL**

### **1.1 BACKGROUND**

- 1.1.1 Market traders pay three separate charges in Crystal Peaks Market. There is a rent for the market stall, a utility charge, and a service charge that is designed to recover the cost of providing the general services of the markets used by all (which includes items such as market staffing costs, cleansing etc.). Due to the pandemic the Service Charge has not been reviewed and we are significantly under recovering.
- 1.1.2 The service charge is devised from the costs incurred by the Landlord for running and maintaining shared parts of the building or estate, which legally the landlord can charge back to tenants. This report only deals with the costs for the service charge; however the intention is to bring a future report to committee which will outline the rent position and review the impact of the recent Committee decision to increase the utility charges by 50%.
- 1.1.3 As part of various support measures agreed by Cabinet Members to help market traders through challenging economic times, such as the Covid-19 pandemic, the service charge hasn't increased since 2009 where it saw a 3% increase.
- 1.1.4 This has led to a under charge in the recovery for all tenant's services attributable to the service charges over this period. Additionally, the service charge payable by all tenants works on the principle that all traders contribute to one third of the utility charges for the common areas (public space outside their immediate stall area). This has also seen no increase in recent years.
- 1.1.5 The market traders are categorised on their stalls set out into 4 key areas, Non-Food, Food, Café and Meat & Fish.

### **1.2 INTRODUCTION**

- The purpose of this report is to outline the financial implications that the under recovery of service charge from Council tenants has created and provide some options on addressing this unsustainable situation.
- 1.2.1

- The options set out in the report consider the impact that increasing cost recovery could have on market traders, who are already feeling the impact of other price rises in goods and services due to the energy crisis/cost of living, without impacting their overall business sustainability.
- 1.2.2

The figures used in this report are from the financial year 2021/22. This is because the service charge reconciliation is procedurally issued to traders

1.2.3 three months after the end of the financial year. The figures for 2022/23 will be published before the end of June.

1.3 This report had to use the figures available to officers at the time otherwise there is a risk of missing committee until September, when it would be too late to make any changes to the service charge recovery this year.

1.3.1

### CURRENT POSITION ON COSTS

The below table sets out the operational cost and amount attributable via the service charge in 2021/2022 financial year

Service Provided		Actual Cost	Non-Food	Food	Cafes	Meat & Fish
<b>MANAGEMENT</b>						
1	Site Management Resources	106,028.49	74,817.64	15,113.55	9,278.01	6,819.28
2	Site service charge	155,844.07	109,969.36	22,214.38	13,637.12	10,023.20
		<b>261,872.56</b>	<b>184,787.01</b>	<b>37,327.94</b>	<b>22,915.14</b>	<b>16,842.48</b>
<b>UTILITIES</b>						
3	Electricity	58,854.98	41,530.26	8,389.33	5,150.10	3,785.29
4	Gas	9,127.64	6,440.80	1,301.08	798.71	587.05
5	Water	6,112.49	-	2,959.91	1,817.05	1,335.52
	Sub-total	<b>74,095.11</b>	<b>47,971.06</b>	<b>12,650.32</b>	<b>7,765.87</b>	<b>5,707.86</b>
<b>SOFT SERVICES</b>						
6	Security	21,643.17	15,272.22	3,085.07	1,893.88	1,391.99
7	Cleaning and environmental	152,590.53	106,846.54	21,583.56	13,249.87	10,910.57
8	Marketing and promotions	15,791.35	11,142.96	2,250.94	1,381.82	1,015.63
	Sub-total	<b>190,025.05</b>	<b>133,261.73</b>	<b>26,919.56</b>	<b>16,525.57</b>	<b>13,318.19</b>
<b>HARD SERVICES</b>						
9	Mechanical and electrical services	14,062.68	9,923.15	2,004.53	1,230.55	904.45
10	Lifts	-	-	-	-	-
11	Fabric repairs and maintenance	87,734.91	61,909.01	12,505.94	7,677.24	5,642.72
	Sub-total	<b>101,797.59</b>	<b>71,832.16</b>	<b>14,510.47</b>	<b>8,907.79</b>	<b>6,547.17</b>
<b>INSURANCE</b>						
12	Insurance	5,947.09	4,196.49	847.71	520.40	382.49
	<b>TOTAL</b>	<b>633,737.40</b>	<b>442,048.44</b>	<b>92,256.00</b>	<b>56,634.76</b>	<b>42,798.20</b>

1.3.2

*Actual Costs Crystal Peaks Service Charge 2021/2022*

Below is a key of the amount per square metre that is attributable to service charge financial year 2021/22

<b>Sq Foot Key</b>		Annual Cost	<b>ACTUAL Annual</b>
<b>Category</b>	<b>Sq Metres</b>	<b>Charged per Sq M</b>	<b>cost per Sq M</b>
<b>Non-Food</b>	592.46	£540.00	£767.91
<b>Food</b>	119.68	£540.00	£785.06
	712.14		
<b>Cafes</b>	73.47	£540.00	£785.06
<b>Meat and Fish</b>	54.00	£540.00	£800.99
	839.61		
<b>Prep Space M&amp;F</b>	-	£0.00	£0.00
<b>Storage M&amp;F</b>	-	£0.00	£0.00
<b>Storage</b>	-	£0.00	£0.00
	839.61		

*SQ M Annual Service Charge – Charged & Actual 2021/2022*

## Actual costs and recovery

Using the figures from 1.3.2 on service charge per square metre generates the overall table below showing the under recovery in financial year 2021/2022.

1.4.1

Stall Type	Square Meters	Charged	Actual	Under Recovery
Non-Food	592.46	(@£540) £319,928.40	(@£767.91) £454,955.95	<b>£135,027</b>
Food	119.68	(@£540) £64,627.20	(@£785.06) £93,955.98	<b>£29,328.78</b>
Cafe	73.47	(@£540) £39,673.80	(@£785.06) £57,678.58	<b>£18,004.56</b>
Meat & Fish	54.00	(@£540) £29,160.00	(@800.99) £43,253.46	<b>£14,093.46</b>

**Total Amount Under recovered = £196,454.57**

The recovery rate for this financial year 2021/22 was approximately 69.8% of the actual costs.

1.4.2

1.4.3 Cost recovery will never be at 100% of the operational costs for the markets, as there are some elements of the markets running costs that are not directly attributable to individual traders, either through the service charge, rent or direct utilities costs. These nonrecoverable costs are budgeted for separately, however not withstanding this the above table demonstrates how low recovery now is.

1.4.4

## Mitigation

1.51.

5.1

A number of structural and operational changes over recent years has meant that the markets team is running as lean/and efficiently as possible. It is only through increased tenancies take up and reduction in external charges/costs that the service charge could be reduced. Current occupancy figures at Crystal Peaks Market are 79%.

1.5.2

Changes to the Service Charge would not be implemented immediately. There will be a period of 12 weeks between any decision to change the charge and the charge being implemented. This gives the tenants a reasonable grace period to prepare for any increases.

1.5.3

1.5.4

There are no proposals to backdate any historic under recovery of charges.

Should a decision be taken to increase the service charge rate, but not fully recover cost, as is recommended, it is proposed that the impact is reviewed at 6 months with a further performance report to committee on vacancy

1.6 rates, aged debt and budget position with a view to agreeing a plan on increasing service charge cost recovery until reaching full cost recovery.

1.6.1 **PROPOSED OPTIONS FOR SERVICE CHARGE INCREASE**

**No increase to service charge recharged to trader.**

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• No impact on tenants</li> <li>• Reduces risk of traders needing to leaving market due to affordability.</li> </ul>	<ul style="list-style-type: none"> <li>• In 23/24 approximately 197k service charge costs will be under recovered</li> <li>• Unsustainable financial position which could lead to further cuts in quality and level of service provision to tenants and public to attempt to mitigate costs.</li> <li>• Operational costs of the Market continue to increase for the Council which in turn is not passed on to traders</li> </ul>

1.6.2

**50% Increase to the deficit between current service charge charged and actual cost**

Stall Type	Amount Currently Charged	50 % Difference between Charged/Actual	Proposed New Charge Per SqM
Non-Food	£540 (Actual Cost £767.91)	£113.95	£653.95
Food	£540 (Actual Cost £785.06)	£122.53	£662.53
Café	£540 (Actual Cost £785.06)	£122.53	£662.53
Meat & Fish	£540 (Actual Cost £800.99)	£130.49	£670.49

Examples of financial impact on traders

Stall type	Example Square Metres	Current Charge Per Square Meter	Annual Service Charge	Proposed Increase Charge	Annual Service Charge	Difference Annually
Non -Food	18	£540	£9720	£653.95	£11,771	£2051
Food	20	£540	£10,800	£662.53	£13,250	£2450

Café	27	£540	£14,580	£662.53	£17,888	£3308
Meat & Fish	18	£540	£9720	£670.49	£12,068	£2348

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Will improve the budget position compared to the “do nothing” option in 1.6.1 by approximately £98k</li> <li>Minor financial impact on tenants</li> <li>Slight increase in risk of some traders leaving markets due to financial position</li> <li>Still significantly cheaper than other commercial retails spaces in the city and Crystal Peaks Mall</li> </ul>	<ul style="list-style-type: none"> <li>Still leaves overall deficit of full cost recovery by approximately 98k</li> </ul>

1.6.3

### Full Cost recovery

Stall Type	Amount Currently Charged	Difference between Charged/Actual	Proposed New Charge Per SqM
Non-Food	£540	£227.91	£767.91
Food	£540	£245.06	£785.06
Café	£540	£245.06	£785.06
Meat & Fish	£540	£260.99	£800.99

Examples of financial impact on traders

Stall type	Example Square Metres	Current Charge Per Square Meter	Annual Service Charge	Proposed Increase Charge	Annual Service Charge	Difference Annually
Non -Food	18	£540	£9720	£767.91	£13,822	£4102
Food	20	£540	£10,800	£785.06	£15,701	£4901
Café	27	£540	£14,580	£785.06	£21,196	£6616
Meat & Fish	18	£540	£9720	£800.99	£14,417	£4697

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>No under recovery</li> <li>More sustainable position</li> </ul>	<ul style="list-style-type: none"> <li>Likely to see a larger increase in traders leaving the</li> </ul>

for markets budget <ul style="list-style-type: none"> <li>• No subsidy required.</li> </ul> Reduces need to make further savings maintaining standards <ul style="list-style-type: none"> <li>• Reduced risk to markets operation</li> </ul>	markets as it becomes unaffordable. <ul style="list-style-type: none"> <li>• Increase in costs passes on to markets customers</li> <li>• Significant reduction in rent and service charge income due to higher vacancy rates</li> </ul>
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1.6.4 The recommended proposal is 1.6.2 which would increase the current Service charge by 50% on the difference between the current charge and actual costs

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

2.1 The council’s delivery plan sets out that the council needs to ensure its financial stability and sustainability. Reducing the large subsidy currently being provided on service charges, helps to support this outcome.

2.2 Post pandemic the markets are returning to being thriving and vibrant places to shop, eat and socialise. Maintaining markets that offer a wide variety of quality goods and services at reasonable prices contributes towards our strategic goals of tackling inequalities and supporting people through the cost of living crisis. By keeping vacancy rates low in the market we’re supporting small local businesses to contribute towards our ambition for clean economic growth, and continue supporting footfall not only in the markets, but also in the city centre.

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

3.1 Market Management have consulted the traders individually to make them aware that a committee report has been submitted regarding the service charge.

3.2 A you ‘.gov’ email has been sent to all traders in Crystal Peaks market to make them aware that a service charge review is to be discussed at the Waste & Street Scene Committee

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

4.1 Equality Implications

4.1.1 This would be the first increase to the service charge in 14 years therefore the impact may be more significant.



- 4.1.2 The recommended increase of 50% between the current charge and actual cost would still see a competitive service charge when compared to other retail outlets, and there will still be an ongoing loss to the council from the under-recovery.
- 4.1.3 Discussions have highlighted that some of the traders believe they may struggle with the service charge increase. As mitigations, the council is proposing to (a) not immediately pursue full cost recovery, (b) give a reasonable period of time before implementing the new service charges and (c) stagger any future increases towards full cost recovery over a number of years
- 4.1.4 It's highly likely that increases in costs would be passed onto customers in many cases
- 4.1.5 The desired outcome is to make the markets budget more sustainable while minimising the risk to traders of becoming unprofitable, and to minimise impact on cost being passed through to customers.
- 4.1.6 Any increase in recovery of service charge will affect the profitability of traders. As small business owners changes in profitability can put the overall business at risk of continuing. This could impact the business owners and any staff working for them.
- 4.1.7 The proposed increase is likely to compound other cost increases (e.g. wholesale prices) that traders seem likely to have been experiencing. The costs will continue to increase in line with inflation and the cost of living crisis.

## 4.2 Financial and Commercial Implications

- 4.2.1 The Council continues to face significant financial challenges and inflationary pressures, all of which contribute negatively to the Council's budget position.
- 4.2.2 Without actions to address these costs and reduce overspends an unsustainable financial position could be reached.
- 4.2.3 The current service charge recovery from traders is £453k and the cost is £650k, this leaves the Council effectively subsidising £197k.
- 4.2.4 The proposal of a 50% uplift would increase recovery to £552k, therefore reducing the subsidy to £98k.
- 4.2.5 The option of full cost recovery would reduce the subsidy to nil.

## 4.3 Legal Implications

- 4.3.1 There are no significant legal implications arising out of the legal

agreements that govern the relationship between the Council and its landlord under the Superior Lease or the leases between the Council and its tenants as both require the tenant to pay a proportion of the service charges properly incurred by their landlord.

#### 4.4 Climate Implications

There are no significant climate implications arising from this report. The initial CIA indicates that the emissions level from the operation of the market will remain the same as before.

#### 4.5 Other Implications

4.5.1 There are no other implications

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

5.1 The option to do nothing (1.6.1) has been rejected due to the unsustainable nature of the increasing subsidy required on operational costs.

5.2 The option to move straight to full cost recovery (1.6.3) will be too much of an impact on the tenants. It's likely to create significant cost pressures that are too large to pass straight on to customers and may increase the markets vacancy rate, which will negatively financially impact the budgets for service charges and rents. Overall it could undermine the financial position rather than improve it.

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

6.1 The option outlined in 1.6.2 of increasing the Service charge by 50% on the deficit between the current charge and the actual cost. The principle of full cost recovery of Service charge, while allowing for some subsidy to support tenants to adjust to the increases, which will better allow them to manage costs and charges required to offset the impact on their businesses. This will reduce the potential of businesses needing to leave the market, which in turn reduced financial risk from lost rent or service charges on the overall financial position.

6.2 The overall outcome should be a more sustainable market, maintaining its quality and service levels, and a high occupancy rate to continue the vibrant feel to the markets post pandemic.

### **7 APPENDIX**

7.1 Below is a table that illustrates current, proposed and full/actual service charge cost recovered across Crystal Peaks Market Place.

Stall Type	Sq Mtrs	Current Service Charge Recovered	Proposed Service Charge Recovered	Actual/Full Service Charge Cost
Non – Food	592.46	£319,928.40	£387,439.21	£454,955.95
Food	119.68	£64,627.20	£79,411.27	£93,955.98
Cafe	73.47	£39,673.80	£48,676.08	£57,678.58
Meat & Fish	54	£29,160.00	£36,206.46	£43,253.46
<b>Total</b>	<b>839.61</b>	<b>£453,389.40</b>	<b>£551,733.02</b>	<b>£649,843.97</b>

7.2 Rent paid by traders at Crystal Peaks is all charged at the same base value of £236.72 per individual stall (9mtrs Sq). Rent at Crystal Peaks was increased last by 2.5% 1st June 2014.

7.3 The service charge at Crystal Peaks Market has not seen an increase since 2009 when a 3% increase was implemented.

7.4 In addition to the rent and service charge, utility charges are also recharged to traders and individually metered. At Crystal Peaks it is only electricity that is billed separately as no current traders use gas as a commodity. A recent decision to increase the utility tariffs by 50% was implemented by the Waste & Street Scene Committee 22/3/23. This was agreed with a 12 week grace period which allowed the first quarter of the new financial year to be billed at old tariff rates. A review is planned to present to committee in December after two quarters of the new tariff have been recharged to traders.

7.5 The table below shows the average monthly cost to traders before an increase to proposed service charge.

Stall Type	Sq Mtr	Rent	Service Charge	Utility Billing (New tariff)	Total
Non-Food	9	£236.72	£404.96	£21.72	£663.40
Food	9	£236.72	£404.96	£74.89	£716.57
Café	18	£473.44	£809.92	£343.02	£1,626.38
Meat & Fish	18	£473.44	£809.92	£253.47	£1,536.83

**7.6** The table below indicates an average monthly cost to traders with the proposed uplift in service charge.

<b>Stall Type</b>	<b>Sq Mtr</b>	<b>Rent</b>	<b>Service Charge</b>	<b>Utility Billing (New tariff)</b>	<b>Total</b>
Non-Food	9	£236.72	£490.46	£21.72	£748.90
Food	9	£236.72	£496.89	£74.89	£808.50
Café	18	£473.44	£993.79	£343.02	£1,810.25
Meat & Fish	18	£473.44	£1,005.74	£253.47	£1,732.65