

# Waste & Street Scene Policy Committee

---

**Wednesday 15 November 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**

---

Councillor Joe Otten  
Councillor Mark Jones  
Councillor Alexi Dimond  
Councillor Sue Alston  
Councillor Christine Gilligan  
Kubo  
Councillor Tim Huggan  
Councillor Mike Chaplin  
Councillor Sioned-Mair  
Richards  
Councillor Tony Damms

---

## PUBLIC ACCESS TO THE MEETING

---

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

- Highway maintenance and management
- Waste management
- Parking Services (management and enforcement)
- City Centre management
- Markets
- Regulatory licensing policy
- Statutory licensing policy development (to be referred to Strategy and Resources Policy Committee for decision on submission to Full Council as part of Budget and Policy Framework)
- Environmental Regulation

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).

---

## FACILITIES

---

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.

---

**WASTE & STREET SCENE POLICY COMMITTEE AGENDA  
15 NOVEMBER 2023**

**Order of Business**

---

**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 last meeting of the Committee held on 27 September 2023.

(Pages 11 - 30)

**5. 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 13 November 2023).

**6. Members' Questions**

To receive any questions from Members of the committee on issues which are not already the subject of an item of business on the Committee agenda – Council Procedure Rule 16.8.

(NOTE: a period of up to 10 minutes shall be allocated for Members' supplementary questions - one supplemental question on each question may be asked by the Member who had submitted the original question).

**7. Work Programme**

Report of the Director of Policy and Democratic Engagement

(Pages 31 - 46)

**Formal Decisions**

**8. Hackney Carriage Fares Review**

Report of the Executive Director, Neighbourhood Services

(Pages 47 - 106)

9. **Review of Crystal Peaks Market Service Charge** (Pages 107 - 128)  
Report of the Executive Director, Neighbourhood Services
10. **Waste and Street Scene Budget 2024/2025** (Pages 129 - 146)  
Report of the Executive Director, Neighbourhood Services
11. **Food Waste Collection Service Transitional Arrangement** (Pages 147 - 178)  
Report of the Executive Director, Neighbourhood Services
12. **Review of Annual Report Parking Services 2022/23**  
Report of the Executive Director, Neighbourhood Services

**NOTE: The next meeting of Waste & Street Scene Policy Committee will be held on Wednesday 20 December 2023 at 10.00 am**

\*(NOTE: Appendix 1 and 2 to the report at item 10 and Appendix 1 to the report at item 11 in the above agenda are not available to the public and press because they contain exempt information described in paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended)).

This page is intentionally left blank

---

## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

---

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, General Counsel by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

This page is intentionally left blank

Waste & Street Scene Policy Committee

Meeting held 27 September 2023

**PRESENT:** Councillors Joe Otten (Chair), Mark Jones (Deputy Chair), Alexi Dimond (Group Spokesperson), Sue Alston, Christine Gilligan Kubo, Tim Huggan, Sioned-Mair Richards, Mike Chaplin (Substitute Member) and Tony Downing (Substitute Member)

**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Dianne Hurst and Garry Weatherall, Councillors Mike Chaplin and Tony Downing attended as substitute members.

**2. EXCLUSION OF PRESS AND PUBLIC**

2.1 It was noted that Appendix 3 to the report at item 9 on the agenda was not available to the public or press because it contained exempt information under Section 100A of the Local Government Act 1972 [as amended]. If Members wished to discuss the exempt information, the Committee would ask the members of the public and press to kindly leave for that part of the meeting and the webcast would be paused.

**3. DECLARATIONS OF INTEREST**

3.1 There were no declarations of interest.

**4. MINUTES OF PREVIOUS MEETING**

4.1 The Minutes of the meeting of the Committee held on 21 June 2023 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

5.1 A petition had been received from Mohammed Faysal Ansar which had received 13 signatures:

“Amey to clean street properly or give back control to Sheffield Council

We the undersigned, petition the council to give back control with regard to the cleaning of Sheffield's streets to the City Council. Do you love going out for a walk in your local area, if the answer is yes you would expect to go out for a walk and enjoy the scenery around you? You would also expect it to be nice and clean, nice and tidy, but today around the streets of Sheffield you see streets full of litter and people going for a walk and walking in their local area which is a total mess. I could give one example of this, Page Hall. It was a nice and tidy and beautiful place to live, still is ,but what do we see instead on the streets of Page Hall and around, Sheffield residents cleaning the streets themselves because Amey, the

company that is employed to clean the streets, on behalf of Sheffield Council, take too long to respond to the mess people of Sheffield are concerned about in their local area?

Not forgetting back in 2012 Sheffield Council employed a company to refurbish Sheffield roads, the same roads that today you see full of litter, where ever you go.”

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

5.2 Andy Buck attended the meeting and asked the following questions:

“1. Will the Council:

- a) hold further discussions with Amey with a view to expediting the preparation and then implementation of plans to resurface Chippinghouse Road and neighbouring streets;
- b) guarantee that at the very latest these streets will be resurfaced by March 2025;
- c) confirm that the necessary work on each street will be undertaken in a single period, rather than split over two or more periods?

2. Will the Council guarantee that Amey will repair all the sections of Chippinghouse Road marked up for repair on 15 September 2023 before the yellow markings fade and disappear?

3. What is the Council doing to improve the handling of complaints about Streets Ahead? Will the Council ensure that my complaint of 24 March 2023 is responded to?”

The Chair responded with the following answers:

1. a) Yes, discussions are ongoing, and Amey are also committed to discussing these adjacent streets to achieve a joined-up solution to these areas that have waited a significant amount of time for resurfacing.

b) The target date is March 2025 and Amey are committed to using all reasonable efforts to undertake the work by then.

c) Amey have confirmed that they will target their programmes to maximise programme efficiency. Any mitigations related to the trees will tend to be delivered prior to resurfacing and there will be a natural short break between the differing workstreams.

2. Yes, Amey have confirmed that they will repair all sections marked up for repair.

3. Amey are preparing an action plan to deal with the long timescales associated with customer enquiries. With regard to the complaint of 24 March 2023 many of the points have been addressed in the Streets Ahead response dated 7<sup>th</sup> August. With regard to the ongoing remaining issues these will be responded to by October 2023, however the ponding issue will have to be addressed as result of the delivery of the surfacing programme when implemented.

5.3 Greg Hewitt, on behalf of Sheffield Action on Plastic, attended the meeting and asked the following question:

"A Sheffield City Councillor informed me that "The Plastic Free Resolution is something that all Councils should support and I am keen to help Sheffield achieve the Plastic Free Communities status and to develop a Plastic Free Action Plan."

The Councillor promised that if elected they would commit to the following points:

1. For Sheffield City Council to lead by example and remove single use plastic items from its premises and operations.
2. To encourage plastic free initiatives, promote the Sheffield Action on Plastic campaign and support events.
3. Name a representative of the council to sit on the Core Group of Sheffield Action on Plastic.

Can the Waste and Street Scene Policy Committee please add this as part of its workplan?"

The Chair responded with the following answer:

The Council does not currently have a specific policy on single use plastics, however we will be developing a new waste strategy which will set out how Sheffield's waste will be managed over the coming years. Whilst the scope and detail of this strategy will need to be agreed through the Committee system, it is expected that the new Waste Strategy will include consideration of Council waste as well as household waste, and potential measures to increase sustainability, through waste reduction and recycling.

The development of the waste strategy will begin once Government has provided its long-awaited confirmation of a number of key waste policies. This will ensure that Sheffield's future strategy meets legislative requirements.

A Climate Impact Assessment tool was introduced in 2022 to identify the potential climate impacts of Council projects, policies and programmes, and includes (among other things) consideration of resource use, use of products, and waste. The use of this tool will help to highlight opportunities to reduce or eliminate single-use plastics. Where opportunities to do this are identified, this can be carried through service delivery, or as a contract requirement in procurement.

This year, we established a working group to provide advice and support to businesses on the requirements of the Single Use Plastic ban. This new

legislation requires that from 1 October 2023 businesses must no longer supply, sell or offer certain single-use plastic items including plastic cutlery, plates and polystyrene coffee cups.

Messages to encourage the reduction and recycling of plastic items are included in our waste and recycling communications, and we would welcome a conversation with the Sheffield Action on Plastic group to explore the potential to include details of events and initiatives in future communications.

The Chair added that he would be attending a meeting of the Sheffield Action on Plastic Core Group in October.

- 5.4 Two questions had been received from David Cronshaw. David Cronshaw did not attend the meeting to ask their questions therefore a written response would be provided.
- 5.5 Geoff Cox attended the meeting to ask the following questions on behalf of Greener Greenhill:

“As a community based climate and nature group, we have experimented with collecting certain products that need specialist recycling if their materials are to be re-used. This has necessitated finding routes to return these products to appropriate re-processing facilities. Dental products (toothpaste tubes and toothbrushes) were original recycled via Terracycle but now via Boots Pharmacy, Heeley, and medicine blister packs were recycled via Superdrug (in Rotherham).

If we are to create a circular economy, and prepare our city options for a time when less waste will be incinerated, we need to pilot and test different mechanisms for collection, holding and dispatch. It was significant, for instance, that Superdrug in Rotherham needed to restrict its recycling offer to just the shop’s immediate customers when increased use from people like ourselves overwhelmed it. Capacity building, and proper resourcing, at these different stages is essential if a circular economy is to work in practice.

We recognise that city-wide solutions are needed, but feel that voluntary and community groups like ourselves have much to offer in terms of piloting approaches in different neighbourhoods and gathering close-to-the-ground feedback.

Will the Waste and Street Scene Policy Committee agree to setting up a ‘Recycling and Re-use Pilots’ working group which includes councillors, officers and representatives from the business, community and voluntary sectors to identify, scope and commission such pilots? Will Sheffield Council appropriately fund these pilots? Recognising the urgency of addressing these issues will Sheffield Council agree to start a programme of such pilots within three months with an agreed and appropriate timescale to make an initial report on their findings?”

The Chair responded with the following answer:

We acknowledge and appreciate the input of community groups in providing local solutions for some recycling schemes. It is important that when providing recycling collections across the whole city we ensure that there are reliable and secure recycling outlets available for the materials we collect. Our existing services, which provide collections of paper, cardboard, glass, cans and plastic bottles have long established recycling markets, which means that the materials we collect for recycling are then sent for recycling. There are a number of other materials that could theoretically be collected through our recycling services but many have limited or unreliable outlets or have long-distance disposal options, which means we have to carefully consider the environmental, and financial viability of collecting such materials. The Chair stressed the importance of ensuring that materials that are collected are recycled, particularly where these are shipped abroad, and that residents have confidence that they are recycled.

With numerous upcoming changes expected through the Environment Act we do expect to be taking more recyclable materials in the next few years, including plastic pots, tubs and trays, and potentially cartons and soft plastics. The exact detail and timing for these new requirements has been long awaited from Government, and once confirmed this will inform the development of a new waste strategy that will set out how Sheffield will manage its waste and recycling over the coming years. Government is also expected to provide clarity on what funding will be made available to Local Authorities to help pay for these new requirements and as we continue through periods of restricted funding and pressured budgets.

The Environment Act will have a major impact on the waste industry, not just in terms of new recycling collections, but because product manufacturers will be required to pay fees on the products they place on the market, based on how recyclable their products are. This is important because they will be incentivised to reduce packaging, and where packaging is needed the fees will make sure it is reusable or recyclable. This should mean that manufacturers using hard to recycle materials for their packaging will move to using materials that are recyclable, and this will help to provide more secure and sustainable recycling markets in the future.

5.6 One question had been received from Simon Geller on behalf of Sustrans, the Sustainable Transport Charity. Simon Geller did not attend the meeting to ask the question therefore a written response would be provided.

5.7 Geoff Palmer attended the meeting to ask the following questions:

“Who at Sheffield Council supervises/monitors the work AMEY Contractors do?

Why are the management team at Amey continually allowed to "BLOCK" and refuse to do the necessary Road Repairs, they are totally out of control and should be made to face the Committee in person to face their failures.

I do have numerous letters from AMEY management which I would be prepared to show you as evidence of their continuing refusal to do works, if this is permitted."

The Chair responded with the following answer:

The Streets Ahead Highways Maintenance contract is based on the principle of self-monitoring. Sheffield City Council carries out sample checks to validate the Amey self-monitoring regime and any areas of non-compliance are dealt with accordingly. Sheffield City Council robustly challenge Amey where poor working practices are identified, and outcomes include financial and technical sanctions.

The overall road condition in Sheffield continues to benchmark well against national figures. Each carriageway and footway is assessed on a two-year cycle. Carriageways and footways that fail to meet the required standards are rectified in the following year cycle.

As part of Streets Ahead there is a team of highway safety inspectors who conduct inspections of each area of Sheffield. The frequency of inspections depends on the hierarchy of the road, with principal roads being routinely inspected on a monthly basis, and local estate roads routinely inspected on an annual basis. Should there be any potholes that require attention then they will be noted on these inspections and repaired accordingly. Any road or footway that is deemed dangerous or unsafe as part of a risk-based inspection will be addressed. We also encourage members of the public to report any issues which give cause for concern.

Repairs to hazardous potholes have shown good performance throughout the year. These are potholes which are greater than 40mm in depth. It is notable that during quarter 4 of 2022/23 which is the winter seasonal peak Amey achieved 98.7% quarter average.

However we know performance around lower category defects (potholes less than 40mm deep in carriageways) isn't as good as it should be and further detail is set out in closed Appendix 3 of the Amey Performance Report (Waste and Street Scene Policy Committee, 27 September 2023) for Cllrs to debate.

5.8 One question had been received from Chloe Cheesman. Chloe Cheesman did not attend the meeting to ask their question therefore a written response would be provided.

5.9 A group from Extinction Rebellion attended the meeting to ask the following questions:

"1. This motion is weak because it has no timeline. Please amend the motion to set a date by which Glyphosate will no longer be sprayed on our streets and pavements? 2025 would seem reasonable.

2.The background in this motion gives very little detail about the harmful effects of Glyphosate to nature or to human health. Do you realise we are currently experiencing the 6th mass extinction of species, and insects are taking the biggest hit. UK's flying insects have declined by 60% in the last 20 years. In 2019, Biological Conservation reported that 40% of all insects species are declining globally and that a third of them are endangered. The first thing to do to reverse this trend is to stop poisoning them with herbicides, insecticides and pesticides.



As well as destroying their food sources Glyphosate has a direct health impact on bees. It alters the beneficial gut flora of bees making them more susceptible to disease and it harms the bees navigation abilities which endangers the hives' survival.

3. In 1.4 in the motion it is noted that Glyphosate is deemed to be safe and efficacious for use as a herbicide. This ignores the conclusions from the International Agency for Research on Cancer (IARC) which labelled glyphosate as “probably carcinogenic”. Independent scientific studies have revealed numerous acute and chronic effects of glyphosate-based herbicides. In addition, the ingredients added to glyphosate products may be toxic. Many of these chemicals are trade secrets and we rely on the manufacturers to ensure the products have been tested to be safe. Studies have found that glyphosate-based herbicides can interfere with various organs and biochemical pathways in mammals. It causes imbalances in gut bacteria and some studies have found that glyphosate appears to accumulate in human cells. At low concentrations it damages liver, kidney and skin cells and long term effects include cancer, infertility, pregnancy problems, birth defects and respiratory diseases. Please amend 1.4 accordingly.

4. Also in 1.4 the motion mentions current legislation but not that the EU may well be about to ban Glyphosate.

5. Do you realise Glyphosate is found as a residue in many of the food products we eat. It has also been found in water, wine and beer. Testing has revealed that glyphosate is present in people’s urine in Europe, and in urine and breast milk in the USA.

6. GMB represents around 630,000 workers including those most at risk from exposure to the chemical such as parks staff, gardeners and agricultural and forestry workers. Dan Shears, GMB National Officer, said: “GMB is clear the guidance from the World Health Organisation should be heeded and glyphosate must be treated as a severe health risk to the general public. In situations like this, surely it is better to be safe not sorry? Employers should stop using glyphosate immediately and replace it with safer alternatives – many of which have been trialled by councils in the UK.”

7. In 2.2 the motion mentions the report that was commissioned by Cardiff City Council. It is important that you realise that this report was written by Dr Daniel Jones. He is Managing Director of Advanced Invasives. Customers of Advanced Invasives include international herbicide producers like Bayer, the manufacturer of Glyphosate! Bayer have a long history of misleading the public and legislators about the safety of their products, notably Neonicotinoids which are now recognised as extremely harmful to bees and other insects.

8. In 2.5 it is stated “Annual usage figures of Glyphosate decreased from 140,000 litres of diluted product being used across this city in 2020 (pre-trial) to currently less than 50,000 litres of diluted product being used in 2023, representing a huge overall reduction in use of Glyphosate based products in the public realm.” But 2023 is not yet at an end. Is 50000 litres an estimate for the whole year, or is it the figure for just part of the year? If so what fraction of the year does it include?

9. In 3.1 it is proposed to continue spraying Glyphosate alternatives on soft surfaces. Does this include tree pits and areas surrounding trees? Is the Committee aware that Glyphosate damages the fungi on the tree roots that help the tree collect nutrients and water. It is very important for tree health not to spray Glyphosate near them.

10. In 3.3 you admit that the Glyphosate free trial was unsuccessful at evaluating the impact on the highway of not applying any chemical weed killers. This is a great shame. You have not identified what went wrong with the trial or how it could have been done better. Obviously you should not repeat the same mistakes, but surely further trials should be possible, on different terms, having learnt from previous mistakes.

11. In 3.7 it is stated “the Council are working with Amey to put in place a Contract Change Notice pursuant to the Contract which will enable a relaxation to some of Amey’s contractual obligations to manage weeds across the Council’s land”. Exactly what changes to the contract are being proposed?

12. In 7.2 it is noted that “the total potential cost implication of complete cessation in a worst-case scenario could be as high as £150 million of additional expenditure.” Has anyone costed the worst case scenario of continued use of Glyphosate? A court in the US which ruled that Roundup – which contains glyphosate as its key ingredient – was liable for a terminally ill man’s cancer and ordered the company to pay \$289 million in damages. This was the first case of its kind but there are another 8,000 similar cases pending in the US alone. Amey workers are regularly observed spraying Glyphosate without masks. When Graham Wroe asked one why he was doing this he said that masks are scary for the public. There is a big concern that in the future Sheffield Council could face massive compensation bills if workers ill from Glyphosate use take them to court. Apart from the possible legal costs, the worst case scenario for continued use of Glyphosate is the continued decline and possible extinction of many species of bees and other insects. Has anyone costed the implications of that?

13. a) In 8.1 the motion concludes that approval of the recommendations will allow “A continuous reduction in the use of glyphosate in highway areas across all of Sheffield.” You really need to set a timescale for this reduction.

b) Secondly the motion says it will allow “The opportunity to work with residents in various areas of the city to promote awareness and encourage action in line with the Nature Emergency outcomes. This will achieve an important step in the city’s response to the declared Nature Emergency. Working with residents on this is to be welcomed, but it is vital for the Council to take the lead. You have declared a Nature Emergency, so you must act on this now.

c) Thirdly it says it will allow “Alignment with the timescales for further central government guidance and/or legislation and future licensing of information on the future licensing of Glyphosate.” This Government is best friends with the Chemical and Oil industries. Sheffield can’t wait for them to take action. Sheffield needs to take the lead.”

The Chair responded with the following answers:

1. The Committee report opens with a clear recommendation that officers are to return to Committee as soon as central government guidance and/or legislation on the use of pesticides in the public realm has been published, with an update promised before the end of 2025.

At this time, given the Council's financial situation, the indicative £150 million cost of a complete cessation of Glyphosate to the Authority and a lack of licensing for alternative products for use on hard surfaces mean that this is realistically out of the Council's control and is a matter for Central Government and regulatory bodies to drive forward.

As soon as we get specific guidance we will be coming back to Committee for a decision on the best way forward.

2. The Committee report is clear that Glyphosate will not be used on soft surfaces, flowerbeds, shrub beds etc where bees and other insects would acquire their food source. As per the Health and Safety Executive publication, Glyphosate is not a neonicotinoid; these types of pesticides are insecticides and are used to treat crops against the actions of certain insects such as pollen beetles, this is not how we operate weed control in the public realm.

The report also cites at 1.5 Academic Studies such as Tarazona et al (2017) around concerns of the potential effect upon insects and bees so does recognise this school of thought.

Glyphosate will only be used on weeds which have already emerged in pavements on a "spot treatment" basis. The trials so far using this methodology have yielded reductions in usage down to around one-third of what it previously was.

The Committee report is clear that residents can help us further reduce usage by removing weeds from hard surfaces from pavements in their neighbourhoods. Put simply - when teams arrive at a street, if there are no weeds, no Glyphosate will be used.

3. As per Tarazona et al (2017), since Glyphosate was introduced in 1974, all regulatory assessments have established that glyphosate has low hazard potential to mammals.

We acknowledge that the IARC reported in 2015 that Glyphosate was "probably carcinogenic". The carcinogenic status from the IARC places Glyphosate in the same tier as red meat and night shift working.

The IARC conclusion was however **not** confirmed by the EU assessment nor by joint World Health Organisation (WHO) Food and Agriculture Organisation / FAO evaluation, both of which used additional information beyond that reviewed by the IARC in coming to their decision.

1.4 of the report paraphrases the Health and Safety Executive national regulatory stance, so this section is not the Opinion of the Authority, but that of the relevant regulatory body.

The Chair asked the questioner to send links to studies that had been referenced in the question.

4. Britain is no longer a member of the EU so this would be out of scope of the report.

On 19 September 2023, the Commission put forward to the Member States a revised Renewal Report and a draft Regulation which actually proposes the renewal of approval of Glyphosate's license, not the removal of it.

5. Yes, this is reflected in section 6.3.2 where the report recognises that Glyphosate is used in food production in the UK – it is routinely used in cereal crops such as wheat and barley hence why it appears in end-user food and drink products such as wine, beer and bread.

6. The IARC conclusion was **not** confirmed by the EU assessment or the recent joint World Health Organisation (WHO) Food and Agriculture Organisation / FAO evaluation, both of which used additional information beyond that reviewed by the IARC.

1.4 of the report paraphrases the Health and Safety Executive national regulatory stance, this is not the Opinion of the Authority but that of the relevant regulatory body.

7. The Health and Safety Executive as the regulatory body are clear that Glyphosate is not a neonicotinoid; these types of pesticides are insecticides and are used to treat crops against the actions of certain insects such as pollen beetles, this is not how we operate weed control in the public realm.

8. Figures reported were to just before the report was prepared, it is acknowledged a small further increase may be encountered, but given the incredibly rainy summer weather, spraying had substantively stopped by the time of writing as this product is not used in adverse weather conditions where the rainfastness time is unlikely to be achieved (i.e. if rain is forecasted).

9. As the question had been altered since it had been submitted, a written answer would be provided after the meeting.

10. The areas of the trial were subject to a large number of residents and 3<sup>rd</sup> parties spraying the highway. We have worked with Edinburgh Council (more detail in the report) and listened to our consultation outcomes and will work with residents and volunteering groups to embrace this willingness to help remove weeds on the highway and reduce the amount of chemical we have to use.

11. A temporary 2-year relaxation of Performance Requirements relating to weed

growth in grass verges, under hedgerows and in shrub beds to ensure that they are not penalised for alternative products being less efficacious.

12. Employees transferred under TUPE regulations from the Council into the private sector in 2012. Amey's manage any risks to their employees, which includes detailed risk assessments, COSHH assessments and appropriate controls and Personal Protective Equipment Policies as well as health surveillance for their staff.

13. a) With reference to earlier sections - timescales are outlined in the report which are aligned to likely forthcoming clarification from central government on the usage of Glyphosate prior to 2025.

b) Agree, we hope the volunteer sector and those who are actively engaged in wanting to help us reduce the use of Glyphosate will spread the word that if there are no weeds in the pavement, then no Glyphosate will be sprayed and encourage people to become more involved at community level as has been so successful for Edinburgh Council in their Pesticide Free Balerno campaign.

c) The Health and Safety Executive are the relevant licensing body for pesticides in England and once we get clarification we will be able to return to committee to seek a decision on the way forward.

5.10 Joel Gilbert attended the meeting to ask the following question:

"There is a feeling SCC has given up when it comes to supporting residents who have to walk in the city. Primarily, for me, this about pavement parking to such an extent the pavement becomes impassable, including having vehicles having all 4 wheels on the pavement sometimes for weeks at a time! As an example when walking my nephew to the park along Shirecliffe Lane last week I had to push the buggy (uphill) along the middle of the road to face oncoming traffic as both pavements were unpassable. This is not something that should need a consultation to remedy, walking a 15 month-old on a pavement s is not a nice to have, so what steps are the committee planning on introducing to make sure pavements are more accessible for humans?"

The Chair responded with the following answer:

There is no general legislation outside of London for an offence of pavement parking. A specific Traffic Regulation Order (TRO) must be written to prevent parking on pavements in any locations that the council would want to prohibit pavement parking. The TRO must be consulted on. Signs and lines also have to be installed to show where pavement parking begins or ends. The policy to introduce pavement parking restrictions has designated the city centre as the only location pavement parking enforcement will currently be introduced. The responsibility for transport policy and any amendments to this approach sit with the Transport, regeneration, and Climate Policy Committee. However, locations where double yellow lines are installed may also allow the enforcement of parking on the pavement. The double yellow line applies from the centre of the road up to the nearest barrier or wall, so may encompass a pavement in some

circumstances. Double yellow lines also need TRO's which must be consulted on. Requests for new parking restrictions are dealt with by the council's Strategic Transport and Infrastructure Service. They have a limited budget which is used to prioritise new measures in the areas of greatest risk. I would encourage any evidence of the risks posed in areas of the city be sent to [transport@sheffield.gov.uk](mailto:transport@sheffield.gov.uk)

In addition to raising concerns with the council's transport team to collate evidence, I would also encourage any instances of obstructive parking on the pavement as described in this incident to be reported to the police via the non-emergency number of 101 or online at [smartcontact.southyorkshire.police.uk](https://smartcontact.southyorkshire.police.uk) The police can enforce obstruction of the highway without there being a traffic regulation order present.

The Chair added that an operation by the Sheffield North West Neighbourhood Policing Team called Operation Parksafes was running in northwest Sheffield and there was a consultation on whether to extend the operation to the rest of the city. The Chair also noted that the Committee would be considering a review of the Council's Parking Enforcement Policy later in the meeting which would strengthen some of the enforcement powers that the Council has.

5.11 James Martin attended the meeting and asked the following questions in relation to item 11 on the agenda on behalf of Disability Sheffield:

"1. Noting 4.4.2, Disability Sheffield would welcome constructive and proactive engagement with SCC officers as the design of the reporting and feedback mechanism will be vital to help ensure this is accessible for the full breadth of the disabled community who are affected by issues such as parking across dropped kerbs and pavement parking. Will the committee require this?

2. Additionally, can the committee consider requiring that regular publication/reporting of the number of reports, final outcome/action taken, general geographic area should be built into reporting and enforcement systems to give suitable oversight (hopefully to seeing an improvement over the coming years)?

3. Finally, we would like to flag that the consultation period was run for a very short period, and we are concerned that all those negatively affected by pavement parking and parking across dropped kerbs were not able to make representations of trouble spots. Choosing which areas to prioritise or tackle first will be important to start unblocking access (some locations will have a longer distance to the next crossing point) and some areas of contravention will also create safety issues for pedestrians who can work around the obstruction. It would be helpful if officers were to take some time with the disabled community to understand what offences cause the most problems in order to give confidence on the approach being taken. Will the committee be interested in Officers using Access Liaison Group time to assist in this manner?

To note, there may be issues for disabled drivers which we have not had time to analyse."

The Chair responded with the following answers:

The committee would welcome Disability Sheffield's input into the designing of the reporting and feedback function.

The committee would like to see inclusion of the statistics requested in the annual parking report.

The committee would welcome the input of the access liaison group in helping shape the priority areas.

## **6. MEMBERS' QUESTIONS**

6.1 There were no questions from Members of the Committee.

## **7. WORK PROGRAMME**

7.1 The Principal Democratic Services Officer submitted a report containing the Committee's Work Programme which detailed all known, substantive agenda items for forthcoming meetings of the Committee to enable the Committee, other Committees, officers, partners and the public to plan their work with and for the Committee.

7.2 Members requested that additional items be added to the Work Programme on reducing the use of Single Use Plastics and reviewing Hackney Carriage Vehicle fares.

7.3 Members asked for clarification on the timescales for the Future Waste Collection Strategy and noted that this item related to public questions asked at the meeting. Officers agreed to provide a briefing for Members on the development of the new strategy.

7.4 In response to requests from Members, officers agreed to arrange a visit for Members to see the work being done and lessons learned from the Page Hall Waste Trials and to seek clarification on whether the flood strategy fell within the remit of this Committee. Officers also agreed to provide a briefing for Members on the proposals for the development of a policy for Sexual Entertainment Venues.

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

1. agrees the Committee's work programme, as set out in Appendix 1 be agreed, including any additions and amendments identified in Part 1;
2. considers the further additions or adjustments to the work programme presented at Part 2 of Appendix 1; and
3. considers 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.

## **8. QUARTER 1 BUDGET MONITORING (2023/24)**

8.1 The Head of Accounting presented a report which brought the Committee up to date with the Council's outturn position for the revenue budget for 2023/24 at the end of Quarter 1.

8.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee notes the updated information and management actions provided by this report on the Quarter 1 2023/24 Revenue Budget Outturn as described in this report.

### **8.3 Reasons for Decision**

8.3.1 To record formally changes to the Revenue Budget

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

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

## **9. REVIEW OF AMEY PERFORMANCE CHALLENGE**

9.1 The Interim Service Manager for Highway Maintenance introduced the report which provided an update on contract performance and notified the Committee of proposed new ways of working in relation to a Contract for Highways Maintenance between Sheffield City Council and Amey Hallam Highways (AHH) (subcontracted to Amey LG (Amey)). The Business Director for Amey attended the meeting via video link to answer Member's questions.

9.2 The Business Director for Amey agreed to follow up on specific cases raised by Members on behalf of residents and Members were asked to notify the Interim Service Manager of any further areas of concern so that these could be followed up with Amey.

9.3 In response to Member's questions regarding how the relationship between utility companies, Amey and the Council was managed to coordinate work that impacted roads, officers proposed to invite the Council's Network Management Team to a knowledge briefing session and noted that Yorkshire Water would be attending the Committee meeting in November.

9.4 The Business Director for Amey agreed to seek clarification on who had responsibility for maintaining heritage street furniture and how to report faults.

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

1. notes the Amey Contract Performance Report at closed Appendix 3 together



with the proposal for officers to continue to monitor Amey's performance of the Contract considering Appendix 3 and report back to Committee by February 2024 as to progress;

2. notes the trials on new ways of working for street cleansing, leafing and planned drainage programmes;
3. notes areas of improvement to strengthen monitoring and auditing function; and
4. notes full compliance on carriageway and footway surfacing and that Amey are no longer in default.

#### 9.6 **Reasons for Decision**

- 9.6.1 The reason for this report is for the Committee to note the points outlined above and in the closed Appendix 3 and note Officers proposed way forward.

#### 9.7 **Alternatives Considered and Rejected**

- 9.7.1 There were no alternatives considered and rejected.

### 10. **GLYPHOSATE REDUCTION TRIAL UPDATE: HIGHWAYS**

- 10.1 The Acting Service Manager (Highways) introduced a report that detailed the outcomes of the Council's trials in reducing the usage of Glyphosate.
- 10.2 Members requested that a report be brought to the Committee in six months' time that set out options for phasing out the use of Glyphosate by 2025.
- 10.3 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee:-

1. agrees to the continuation of the city-wide reduction in the use of Glyphosate where viable until December 2025, pending central government guidance and/or legislation on the use of pesticides in the public realm and to bring a further report to committee once that guidance and/or legislation has been published;
2. agrees to implement a suite of educational and informational measures as to what citizens can do to help the Council in delivering a weed free environment to be implemented when seasonally relevant, until December 2025; and
3. requests that a report be brought back to the Committee in February 2024

setting out options for phasing out the use of Glyphosate.

#### 10.4 **Reasons for Decision**

##### 10.4.1 Approval of the recommendations will allow:

- A continuous reduction in the use of glyphosate in highway areas across all of Sheffield.
- The opportunity to work with residents in various areas of the city to promote awareness and encourage action in line with the Nature Emergency outcomes. This will achieve an important step in the city's response to the declared Nature Emergency.
- Alignment with the timescales for further central government guidance and/or legislation and future licensing of information on the future licensing of Glyphosate.

#### 10.5 **Alternatives Considered and Rejected**

10.5.1 The option to 'do nothing' was considered and discounted considering both the declaration of a Nature Emergency and the support received for the petition against the use of Glyphosate.

10.5.2 The option to cease the use of Glyphosate on all land immediately was considered but discounted due to high level of cost/expenditure. Sheffield has 1,064,045.03 square metres of high usage footways and 8,77,757.67 square metres of lower use footways in the city.

Based on a "worst case scenario" of around 10% of the footway network failing between 2023 and 2037 due to weeds and vegetation this is estimated to cover around £116 million pounds in resurfacing.

Additional Street Cleansing Costs have also been modelled based on 42 additional operatives, additional road sweepers, and other vehicles, and plant machinery being brought into the operation to uplift street cleansing service to manually remove weeds has also been costed at around £2.4 million per year – circa £32 million over the remainder of the PFI contract.

Therefore, the total potential cost implication of complete cessation in a worst-case scenario could be as high as £150 million of additional expenditure. This may however be mitigated should there be a legislative change.

(NOTE: During the discussion of the above item, the Committee agreed, in accordance with Council Procedure rules, that, as the meeting was approaching the 2 hours and 30 minutes time limit, the meeting should be extended by a period

of 30 minutes.)

## **11. CIVIL PARKING AND BUS LANE ENFORCEMENT POLICY**

11.1 The Head of Street Scene Services and the Parking Services Manager introduced a report that sought approval for an updated Civil Parking and Bus Lane Enforcement Policy.

11.2 The policy would provide updated information and guidance on:

- national regulations and government guidance;
- how to carry out enforcement for parking and bus lane contraventions;
- service objectives for enforcement; and
- the appeals process that motorists must follow to dispute a parking or bus lane ticket and a guide to our cancellation policies.

The aim was to ensure that the policy reflected national regulations and guidance and provided transparency and consistency.

11.3 Members enquired about an online reporting tool that was being introduced for members of the public to report parking enforcement issues. Officers advised that it would be launched in the next few weeks and Members would be sent a link to the web-based tool.

11.4 Councillor Joe Otten proposed two amendments, seconded by Councillor Tim Huggan, which would alter the policy as follows:

1. retain the two-month period for Penalty Charge Notices issued by post for contraventions recorded by CCTV; and
2. retain the ten-minute observation period for Transits and other larger vehicles where street loading is permitted.

On being put to the vote, the amendments were lost.

(NOTE: The result of the vote was FOR – 3 Members; AGAINST – 6 Members; ABSTENTIONS – 0 Members. Councillors Sue Alston, Tim Huggan and Joe Otten asked for their votes for the amendments to be recorded.)

11.5 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee approves the updated Civil Parking and Bus Lane Enforcement Policy as amended and presented by officers at the meeting.

### **11.6 Reasons for Decision**

11.6.1 The Department for Transport sets out that civil enforcement policies should be consistent, fair and effective. The existing policies need updating to reflect current

regulations and enforcement options available to the local authority.

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

## **11.7 Alternatives Considered and Rejected**

- 11.7.1 Leave the observation period for restrictions where loading exemptions apply at 5 minutes but just reduce this to 3 minutes for yellow lines near schools. Initial patterns noted from observations carried out by CEOs suggest that most loading activity is spotted within the first few minutes. Applying 3 minutes generally is more consistent than doing so just at certain locations and would contribute to more efficient enforcement.

(NOTE: During the discussion of the above item, the Committee agreed, in accordance with Council Procedure rules, that the meeting should be extended by a further period of 30 minutes.)

## **12. CHRISTMAS PARKING OFFER**

- 12.1 The Head of Street Scene Services introduced a report that set out options for Member's consideration in terms of parking concessions in the City Centre, seeking to increase footfall to support the Christmas retail and hospitality offer.

- 12.2 The report contained three options for Members' consideration. Following discussion, Members agreed to discount option 2 (free all-day parking on Saturdays and Sundays in all council pay and display bays across the city between 2 & 3 December and 16 & 17 December 2023) and put option 1 (free all-day parking in the city centre on Sundays between 19th November and 24th December) and option 3 (do nothing) to a vote.

- 12.3 On being put to the vote, option 1 was lost.

(NOTE: The result of the vote was FOR – 3 Members; AGAINST – 6 Members; ABSTENTIONS – 0 Members. Councillors Sue Alston, Tim Huggan and Joe Otten requested that their votes for the recommendation be recorded. Councillors Mike Chaplin, Alexi Dimond, Tony Downing, Christine Gilligan Kubo, Mark Jones and Sioned-Mair Richards requested that their votes against the recommendation be recorded.)

- 12.5 On being put to the vote, option 3 was carried.

(NOTE: The result of the vote was FOR – 6 Members; AGAINST – 3 Members; ABSTENTIONS – 0 Members. Councillors Mike Chaplin, Alexi Dimond, Tony Downing, Christine Gilligan Kubo, Mark Jones and Sioned-Mair Richards requested that their votes for the recommendation be recorded. Councillors Sue Alston, Tim Huggan and Joe Otten requested that their votes against the recommendation be recorded.)

- 12.6 The second recommendation, as set out in the report, was then put to the vote and was carried.

(NOTE: The result of the vote was FOR – 5 Members; AGAINST – 4 Members; ABSTENTIONS – 0 Members. Councillors Sue Alston, Alexi Dimond, Christine Gilligan Kubo, Tim Huggan and Joe Otten requested that their votes for the recommendation be recorded. Councillors Mike Chaplin, Tony Downing, Mark Jones and Sioned-Mair Richards requested their votes against the recommendation be recorded.)

12.7 **RESOLVED:**

- 12.7.1 That the Waste and Street Scene Policy Committee agrees to option 3 as detailed in the report: that a Christmas parking offer will not be implemented in the city centre.

- 12.7.2 That the Waste and Street Scene Policy Committee notes that the Transport, Regeneration and Climate Policy Committee may authorise officers to liaise with the South Yorkshire Mayoral Combined Authority to identify potential measures to promote and / or incentivise the use of public transport over the Christmas period, and further recommend that it does so.

12.8 **Reasons for Decision**

- 12.8.1 This report sets out options for consideration in terms of parking concessions in the City Centre, seeking to increase footfall to support the Christmas retail and hospitality offer. Any decision to implement such an approach should be made in the context of the potential cost and impact on footfall of the proposed approach.

12.9 **Alternatives Considered and Rejected**

- 12.9.1 The Council could choose to support a public transport offer to promote the use of public transport and/or active travel in partnership with transport operators and the South Yorkshire Mayoral Combined Authority. It could alternately make a decision to invest in the cost of supporting offers to increase public transport take up.

It should however be noted that this would be a matter for the Transport, Regeneration and Climate Policy Committee. A decision from that committee would be required so as to take such a proposal forward.

On that basis, this Committee may therefore wish to consider making a recommendation to the Transport, Regeneration and Climate Policy Committee that it authorises officers to liaise with the South Yorkshire Mayoral Combined Authority to identify potential measures to promote and / or incentivise the use of public transport over the Christmas period.

This page is intentionally left blank



## Report to Waste and Street Scene Policy Committee

15<sup>th</sup> November 2023

---

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

---

**Subject:** Committee Work Programme

---

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

---

### 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.

---

### 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; and
4. That the referrals from Council (petition and resolutions) detailed in Section 2 of the report be noted and the proposed responses set out be agreed.

**Background Papers:** None

**Category of Report:** Open

## COMMITTEE WORK PROGRAMME

### 1.0 Prioritisation

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

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

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

### 2.0 References from Council or other Committees

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

<b>Issue</b>	Investing in Renewable Energy Projects
<b>Referred from</b>	Council Motion 4 October 2023
<b>Details</b>	“resolves to ask the relevant Policy Committees to consider placing on their work programmes consideration of every opportunity for investing in renewable energy projects on Council land and buildings to generate energy and income”
<b>Commentary/ Action Proposed</b>	It is proposed that an overarching Climate Statement, including a series of specific committee statements will be submitted to the December Strategy and Resources Policy Committee for approval. Informal work is ongoing with each Committee to develop these. The sections in respect of each Policy Committee will



	<p>set out what each Policy Committee will commit to undertake to take climate action – reduce emissions and adapt to a changing climate. The sections for each Committee will include a direct reference to the issues raised in this motion.</p> <p>In addition, officers are exploring how we can commission a specific renewable energy scoping strategy, that will then provide recommendations on the actions that the Council (and each committee) will need to take to deliver this.</p>
--	--

### 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.

#### 3.2 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	Completed
Street Scene & Regulation	Teams presentation on the services within SS&R and the lead officers	Completed
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	Completed
Parking Services	Walk round with a particular focus on one aspect e.g. street parking, match day parking.	Part completed
CCTV	Night-time visit to the CCTV control room.	Completed
Sheffield Street Tree Partnership	These sessions are being run specifically for elected members and will offer the opportunity to find out more about Sheffield Street Tree Partnership; who they are and their work to deliver the vision of a network of street trees that Sheffield can be proud of	Completed

	*book via Eventbrite (Email gone out to all Cllrs)	
Page Hall Waste Trials	Committee visit to see the work being done and lessons learned.	Completed

## 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> Hackney Carriage Fares Review	November 2023	Report requested by taxi trade and Members.
<b>MOVED:</b> Review of General Licensing Fees and Charges	March 2023	
<b>MOVED:</b> Food Waste Collection trial and future options	November 2023	

### 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>	Reducing the use of Single Use Plastic
<b>Description</b>	To prepare a report for the Committee to consider how to reduce the use of Single Use Plastic
<b>Lead Officer/s</b>	<i>TBC</i>
<b>Item suggested by</b>	Councillor Alexi Dimond and approval given by the Committee on 27.09.23 to add to the work programme.
<b>Type of item</b>	Pre-decision
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	<i>TBC</i>
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	<i>TBC</i>

<b>Lead Officer Commentary/Proposed Action(s)</b>	
---	--

**Part 3: Agenda Items for Forthcoming Meetings**

Meeting 3 23/24	15 November 2023	10am				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• <i>Decision</i></li> <li>• <i>Referral to decision-maker</i></li> <li>• <i>Pre-decision (policy development)</i></li> <li>• <i>Post-decision (service performance/ monitoring)</i></li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• <i>Public Questions/ Petitions</i></li> <li>• <i>Work Programme</i></li> <li>• <i>Any other committee-specific standing items eg finance or service monitoring</i></li> </ul>					
2024 to 2027 Revenue and Capital Budget	Budget papers setting out Members recommendations for mitigating the pressures plus any new/emerging pressures or investment choices	Philip Gregory / Richard Eyre	Decision			
Review of Annual Parking Report	The Annual Parking report 2022/23- containing finance	Sabia Hanif	Performance report	Written briefing for the committee or all members		This Cttee

	and performance figures – stat publication					
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 via the Traders Forum Meeting, online platforms and routine feedback.	This Cttee
<b>NEW:</b> Hackney Carriage Fares Review		Craig Harper	Decision			This Cttee
<b>MOVED:</b> Food Waste Collection trial and future options	Report detailing the requirement to introduce separate, weekly food waste recycling collections to Sheffield households, as required by the Environment Act (2021) and also sets out three options available to the Council to meet its statutory obligations for food collection services.	Neil Townrow	Decision	Food Waste Recycling Collection Trial report to Waste and Street Scene Policy Committee, 22nd June.	This report will be informed by feedback from the trial service	This Cttee

Meeting 4 23/24	<b>20 December 2023</b>	10am				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> • <i>Decision</i>	<i>(re: decisions)</i>	<i>(re: decisions)</i>	<b>Final decision-maker (&amp; date)</b>

			<ul style="list-style-type: none"> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul>	<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<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 / Philip Gregory	Decision			This Cttee
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
Moor Markets Service Charge Review	Awaiting details	Liam Pond / Ben Brailsford	Decision	Awaiting details	Awaiting details	This Cttee
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	Richard Eyre	Post-decision			This Cttee
Kennelling Project Update	Update report on the decision to outsource via Committee on the 23 <sup>rd</sup> November 2022	Ian Ashmore	Post Decision	Shared via knowledge briefing with Cllrs.	Staff and Cllrs	This Cttee

Connected by Water, assets and infrastructure and sewer management	Update from Yorkshire Water on their business plan. This will be for information-sharing and informal feedback to Yorkshire Water.	Tim Myatt (External) Facilitated by Richard Eyre	Post Decision	Consultation	Awaiting details	This Cttee
--	--	--	---------------	--------------	------------------	------------

Meeting 5 23/24	14 February 2024	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>					
Sexual Entertainment Venues	Report on developing a policy on Sexual Entertainment Venues		Decision			This Cttee
Review of the Graffiti and Fly tipping Project	Report to provide a review of the project and identify the impact of the work	Ian Ashmore	Post-Decision			This Cttee

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	Ben Brailsford	Pre-Decision			This Cttee
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.	Neil Townrow	Strategy/ policy development, feedback from the consultation will inform future decision.	Written briefing for the committee and/or all members.	Public consultation to include citywide online consultation via Have Your Say Sheffield, engagement through LACs, targeted discussions with Access Liaison Group, Universities and VCF partners.	This Cttee
Amey (Streets Ahead) Contract Performance	Report of ongoing performance. Requested in Septembers WSS Committee.	Davina Millership	Post Decision	Ongoing engagement via Knowledge Briefings		This Cttee
Use of Glyphosate via the Streets Ahead Contract	Report setting out options for phasing out Glyphosate on the highway network. Requested from September's committee	Davina Millership	Pre Decision	Ongoing engagement via Knowledge Briefings		This Cttee

Meeting 6	<b>13 March 2024</b>	10am				
-----------	----------------------	------	--	--	--	--



23/24						
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 3 Budget Monitoring		Jane Wilby / Philip Gregory	Decision			This Cttee
<b>MOVED:</b> Review of General Licensing Fees and Charges	Review of Licensing Fees and Charges	Ian Ashmore	Decision	Written briefing for the committee or all members	Public consultation on vehicle and operator fees	This Cttee
<b>MOVED:</b> Review of Taxi Licensing Fees and Charges	Review of Licensing Fees and Charges	Ben Brailsford	Decision	Written briefing for the committee or all members	The report will be informed by consultation with taxi trade bodies and the Taxi Trade Forum, as well as online consultation promoted via Gov.Delivery	This Cttee

Items which the committee have agreed to hold a committee briefing on or 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 (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>
Surface water flooding and climate mitigation	Requested by Committee in February 2023. 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
Pest Control	Review of approach to concessions for pest control and keeping private land free of infestations.	Ian Ashmore / Craig Bebbington	Referral to decision-maker	Yes – will need to share current demand and cost data and explore the pros and cons of changing the current approach. Will bring some outline discussion documents re. the	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.	

				issues to future briefings.		
Public engagement session	Requested by Committee in June 2023.Format and topic(s) to be confirmed.	Richard Eyre	Pre-decision		Public to be invited to make statements to the committee on a specific area(s) of the committee work programme.	This Cttee
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
Safety at Sports Grounds Policy	Requested by Committee	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
Review of District Energy Network and future opportunities	Progress update on how the plans for district heating are progressing, particularly in relation to connecting SCC assets.	Neil Townrow	Post-decision			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:**  
Craig Harper

**Report of:** Executive Director Operational Services  
**Report to:** Waste and Street Scene Regulation Committee  
**Date of Decision:** 15<sup>th</sup> November 2023  
**Subject:** Hackney Carriage Fares Review

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?	Ref: 2371			
Has appropriate consultation taken place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Has a Climate Impact Assessment (CIA) been undertaken?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Does the report contain confidential or exempt information?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below.				

**Purpose of Report:**

To consider a request from taxi trade representatives to review the maximum permissible fares for journeys in hackney carriage vehicles.

## Recommendations

That Members of the Committee consider the requests made by trade representatives and amend the fares according to information presented.

In addition, it is recommended that Members of the Committee remove the temporary fuel surcharge that was approved by the Waste and Street Urgency Sub-Committee in July 2022.

## 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: Adrian Hart
		Legal: Samantha Bond
		Equalities & Consultation: Ed Sexton
		Climate: N/A
	<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> Ben Brailsford	<b>Job Title:</b> Head of Street Scene Services
	<b>Date:</b> 15 <sup>th</sup> November 2023	



## **1. PROPOSAL**

- 1.1** Representatives of the taxi trade have requested a review of the maximum permissible fare for journeys undertaken in a hackney carriage vehicle.
- 1.2** Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 makes provision for the Council to fix the rates of fares for time, distance, and all other charges in connection with the hire of a hackney carriage.
- 1.3** Any agreed change in fares must be advertised publicly for a period of 14 days. If there are no objections, the fares come into effect at the end of the prescribed period for making objections. If objections are received, the Committee must consider those objections and set a date for any change to take effect no later than 2 months from the date of the original public notice.
- 1.4** The current table of fares was determined by the Licensing Committee in January 2022. A copy of the fares table can be found at Appendix A.
- 1.5** An urgent meeting of the Waste and Street Scene Committee was held 27<sup>th</sup> July 2022 to determine a request for a fuel surcharge, added to all journeys, dependent on the cost of fuel at the time. Details of the surcharge can be found at Appendix B.

## **2.0 HOW WILL THE DECISION CONTRIBUTE**

- 2.1** The decision will contribute to the strategic goals set out in 'Our Sheffield – Delivery Plan'. It will assist our local taxi trade to continue to provide an essential and reliable service to all Sheffield citizens and visitors to the city.

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

- 3.1** The Licensing Service has received two separate requests for a change to the current fares structure, these can be found at Appendix C.
- 3.2** The two requests have come via the Sheffield Taxi Trade Association (STTA), and joint request from GMB, App Drivers and Couriers Union (ADCU) & Sheffield Eagle Taxi Association (SETA).
- 3.3** The STTA have proposed the following changes to the current fares:
  - Additional 20p (6.45%) on Tariff 1 - £3.10 to £3.30
  - Additional 20p (6.06%) on Tariff 2 - £3.30 to £3.50
  - Additional 20p (4.65%) on Tariff 3 - £4.30 to £4.50
  - Waiting time increased from £15 to £16 per hour
  - Change in drops – 20p every 176 yards up to 17600 yards; then 20p per every 159 yards thereafter

- Increase of 20p on each bank holiday - £1.00 to £1.20
- Fouling charge increases from £50 to £80
- Additional £2 for carrying 5-8 passengers
- 2% surcharge on all business card payments
- Fuel surcharge as below, with a 20p increase with every 5p per litre increase at the forecourt

<b>Fuel price per litre</b>	<b>Surcharge</b>
£1.60	20p
£1.65	40p
£1.70	60p
£1.75	80p

**3.4** The GMB, ADCU and SETA have trade have proposed the following changes to the current fares:

- Additional 20p (6.45%) on Tariff 1 - £3.10 to £3.30
- Additional 20p (6.06%) on Tariff 2 - £3.30 to £3.50
- Additional 20p (4.65%) on Tariff 3 - £4.30 to £4.50
- Change in time for Tariff 1 and 2 - 7am to 7pm to 6am to 6pm
- Waiting time increased from £15 to £18 per hour
- Change in drops – 20p first 200 yards, followed by 20p per every 190 yards up to 17600 yards, then 20p per every 170 yards thereafter
- Fouling charge increases from £50 to £60
- Station surcharge of 40p per trip

**3.5** In making a request, trades are expected to provide information on the following items, as outlined in the Hackney Carriage Vehicle Policy:

- Changes to the Consumer Index rate since the last review
- The Service Provider Index rate since the last review
- Any changes to the National Living Wage since the last review
- Any change to licensing fees since the last review
- Hackney Carriage fares in neighbouring authorities
- The cost of alternative transport – bus, tram, private hire etc.
- Any other information that may be deemed relevant

**3.6** National hackney carriage fare tables for a 2 mile journey (tariff 1) show that Sheffield is ranked 209<sup>th</sup> most expensive. Information on neighbouring Councils can be found in the below table.

<b>Council</b>	<b>Ranking</b>	<b>Price</b>
Sheffield	209	£6.70
Doncaster	239	£6.48
Barnsley	258	£6.30
Rotherham	295	£6.00
North East Derbyshire	314	£5.75

## **4.0 RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality Implications**

- 4.1.1** Hackney Carriage fares apply equally to all users irrespective of their individual circumstances.

In the current economic climate any increase will impact users. There will be a slight disproportionate impact on younger and older people and disabled people, due to the proportion of users represented in these groups.

Hackney Carriage fares have not increased since January 2022.

Any agreed increase in fares will be monitored through complaints received to assess any detrimental impact on service. users.

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

- 4.2.1** Variations to fares must be advertised in a local newspaper. The cost of advertisement would be approximately £2000. Advertising costs are paid for by the Licensing Service.

- 4.2.2** There will be a small charge for drivers/owners of licensed Hackney Carriages to alter the meter to reflect any determined change. Meter calibration is carried out by an external company.

### **4.3 Legal Implications**

- 4.3.1** Section 58 of the Town Police Clauses Act 1847 makes it an offence for the driver of a Hackney Carriage to take as a fare a sum greater than authorised.

- 4.3.2** The Council fixes fares under s65 Local Government (Miscellaneous Provisions) Act 1976. The table of fares sets out the maximum amounts that may be recovered as a fare for the metered charge, and any additional charges authorised by the Council, which are displayed in the Hackney Carriage by way of notice.

### **4.4 Climate Implications**

- 4.4.1** There are no climate implications.

### **4.5 Other Implications**

- 4.5.1** There are no other implications.

**5. ALTERNATIVE OPTIONS CONSIDERED**

**5.1** Appendix C sets out the various requests and proposals from trade representatives.

**6. REASONS FOR RECOMMENDATIONS**

**6.1** Representatives of the trade have requested a review of fares, citing increase costs since fares were last reviewed and agreed in December 2021

**6.2** The temporary fuel surcharge be removed as no longer required due to a decrease in fuel prices and compensation by an agreed increase in fares.

# **Appendix A**

## **Table of Fares 2022**

# TABLE OF FARES

The fares detailed below are the **MAXIMUM** fares, which may be charged.

FIRST 100 YARDS (91.4 metres)

<b>Tariff 1</b>	(7.00 AM UNTIL 7.00 PM) <b>Day</b>	<b>£3.10</b>
<b>Tariff 2</b>	(7.00 PM UNTIL 7.00 AM) <b>Night</b>	<b>£3.30</b>
<b>Tariff 3</b>	(7.00 PM until 7.00AM (Weekend) Fri Sat Sun	<b>£4.30</b>

Then 20p for every 195 yards (178.3 meters) up to 17600 yards 10 miles (16093 metres). Then 20p for every 176 yards (160.93 meters) thereafter.

## Waiting time

For every 48 Seconds the cab is kept waiting **20p**  
Waiting time is calculated once the vehicle is stood or travelling at less than 8 miles per hour.  
(£15.00 per hour)

## Extras

Each hiring begun between 6.00 pm on 24th December and 6.00 am on 27th December and between 6.00 pm on 31st December and 6.00 am on 2nd January. **£2.50**

Each hiring on any other official government Bank Holiday. **£1.00**  
(07.00am to 07.00am)

Fouling the vehicle - MAXIMUM charge **£50**

## **Notes for passengers:**

**Any journey carried out in this vehicle whether pre booked (private hire) or hailed the driver must engage the meter for each journey.**

## Journeys that end outside of the district of Sheffield

Drivers may ask for you to agree a fare when the fare ends outside the district of Sheffield. If you agree this fare, then the driver **must still engage the meter.** If the metered fare at the end of your journey is less than that agreed then you may pay the metered fare only. (LGMP Act 1976 S66, Byelaw 19 (b) TPC ACT S54 & S55) If the meter fare is more than agreed you pay the agreed fare only.

The driver of this vehicle must produce a copy of the byelaws to you on request. The driver of this vehicle must display within the vehicle his identification and must always wear the badge as issued by Sheffield City Council.

Enquiries or complaints about taxis or their drivers should be made to:-Licensing Service  
Sheffield City Council, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD. Telephone 0114 2736937 Head of Licensing (January 2022)

# **Appendix B**

**Fuel Surcharge – July 2022**

# SHEFFIELD CITY COUNCIL

## POLICY COMMITTEE DECISION RECORD

The following decisions were taken on Wednesday 27 July 2022 by the Waste & Street Scene Urgency Sub-Committee.

### Item No

#### 6. HACKNEY CARRIAGE FUEL SURCHARGE

6.1 To consider a request from Hackney Carriage Trade Representatives for a fuel surcharge to be applied to each fare.

6.2 **UNANIMOUSLY AGREED:** That the Waste and Street Scene Urgency Sub-Committee:-

1. Approve the suggested fuel surcharge to be applied to all Hackney Carriage Fares with the addition of further 2 bands to the schedule set out in the Report, as outlined below:

When the price of diesel exceeds the following price per litre:	The additional surcharge on all journeys will be:
215.00	£1.40
225.00	£1.60

2. Agreed that the Chair should write to the Department for Transport to ask that they consider amending legislation to enable Local Authorities to implement such surcharges in an easier and more efficient way.

#### 6.3 Reasons for Decision

6.3.1 The average price of diesel in Yorkshire & Humberside has increased from 148.8 pence per litre when the fares were reviewed in January 2022 to 195.7 pence per litre in June (according to the fuel price reports published on the AA website).

6.3.2 Representatives of the Hackney Carriage trade have requested that a review of fares is considered urgently.

6.3.4 A surcharge that tracks the average price of diesel is recommended so that drivers have the certainty of being able to add a surcharge quickly as prices increase but that they can also alter when they decrease.

6.3.5 It was also recommended so that changes can be applied efficiently without the need to ask Committee for a decision each time.

#### 6.4 Alternatives Considered and Rejected

6.4.1 The option of a fixed surcharge amount was considered.

6.4.2 As can be seen at Appendix B of the report, trade representatives felt that a fixed



surcharge amount on each job would be appropriate.

- 6.4.3 Evidence from Department for Business, Energy & Industrial Strategy shows that weekly national average fuel prices are starting to show a downturn so it was considered better to have a surcharge that reflected the current diesel prices and the second consultation showed that the trade agreed.

# Appendix C

## Requests and Information for fare Increase – Trade Union Groups

### Joint request from GMB, ADCU and SETA

Please see below my proposals for hackney carriage in Sheffield.

I attach information from Sheffield cab company on the rising costs associated with hackney carriage vehicles and furthermore I can confirm the costs if changing or replacing current fleet in Sheffield has or is having real impact on costs to buy the vehicle which is either Euro6 eg Vw Caddy, Peugeot Partner, or Vito or LEVC all expensive to purchase.

The rising cost of living and everything around us is impacting the hackney carriage trade and we need this annual increase.

I have been part of the consultation working group set up to look at this increase as usual we agreed and disagreed on our approach but we all agreed we need an increase in hackney carriage fares.

The working invited all stakeholders Adcu, GMB, SetA and Stta, except stta everyone else engaged and other driver's across the trade took part in discussions and gave feedback very positively on all the Draft proposals set out.

I hope you can look into this request and take further.

Ibrar Hussain

Adcu/ NPHTA

Proposals:

I wish to submit my taxi fare increase proposals for 2023/24 as follows:

Tariff1 add 20p on the drop £3.10 to £3.30,

Tariff2 add 20p on the drop £3.30 to £3.50,

Weekend drop automatically add 20p to the drop. £4.30 to £4.50,

Change time from Tarrif1 from 7am to 7pm change to 6am to 6pm

Tarrif2 from 7pm to 7am To 6pm to 6am,

Waiting Time: Current £15. To £18 an hour,

All drops in 20p's

In yards first 100yards 20p then Second 100yards 20p, then thereafter every 190yards 20p drops upto 17600yards ( 10miles),

Then 20p for 170yards thereafter,

Bank Holiday and Xmas remain same,

Foul Charge Current £50 increase to £60,

Station Surcharge Only 40p, per job permit holder's only to recover Permit costs,

Technology and Admin costs of Card Reader be Considered,

Licensing Service to consider eg Manchester, Barnsley etc to allow driver's to agree outside Sheffield fares with the passenger's.

## Further Information Received from ADCU

Craig,

As you are aware the rate of inflation has been around 10.1% sometime now and real food prices as reported around 15% average.

For sometime it was hovering around 8%plus then went up to 10 1% sept/October 2022.

I dont have much information other than that,

Fuel prices did go down to £1.45 per litre diesel and further but once again rising its very unpredictable market and Ukraine is still affecting us all in all our daily lives.

It's not stable to predict inflation or prices as its a guess work I believe for now but prices will stay high.

Interest rates are going up to control inflation and we will see further affecting everyone on mortgages.

Caz implementation has effected taxi trade immensely especially cab trade as driver's having to upgrade from non compliant to euro6 compliant onward vehicle's.

This has been not easy for driver's and from 857 cabs we are down to around 500.

Many have left the trade or gone to phv.

I hope you can take this forward now and advise me of the process going forward please.

Ibrar Hussain

Adcu/NPHTA

---

Hi,

As part of my proposal for journey's ending outside Sheffield district, I have been looking into further and I believe its clear in the local government miscellaneous provisions act 1976 in Section 65 part 1 within the district & Section 66 & 67.

That before journey commencing outside the district in simple driver has 2 choices

- 1) simple engage taxi meter pay what's on the meter,
- 2) agree a fare with the passenger and can switch the meter off.

The councils current policy as set out on the fare table is contrary to lgmp act 1976.

I would welcome a proper legal advise and interpretation from a legal perspective in writing and be published.

See attached information contained about journeys ending outside district.

This needs to be seriously followed up as part of annual taxi fare increase 2023/24 submission.

In district's eg Manchester, Barnsley, waverley etc clearly allow as detailed above see fare table examples.

And Manchester allowing to charge for extra for railway station, airport taxi rank permits etc to recover costs of plying on these sites.

I hope this information helps

Ibrar Hussain

Adcu / NPHTA

Please see below my proposals for hackney carriage in Sheffield,

I attach information from Sheffield cab company on the rising costs associated with hackney carriage vehicles and furthermore I can confirm the costs if changing or replacing current fleet in Sheffield has or is having real impact on costs to buy the vehicle which is either Euro6 eg Vw Caddy, Peugeot Partner, or Vito or LEVC all expensive to purchase.

The rising cost of living and everything around us is impacting the hackney carriage trade and we need this annual increase.

I have been part of the consultation working group set up to look at this increase as usual we agreed and disagreed on our approach but we all agreed we need an increase in hackney carriage fares.

The working invited all stakeholders Adcu, GMB, SetA and Stta, except stta everyone else engaged and other driver's across the trade took part in discussions and gave feedback very positively on all the Draft proposals set out.

I hope you can look into this request and take further.

Ibrar Hussain

Adcu/ NPHTA

**Clarification Note: Hackney Carriage Meter**

**A Hackney Carriage meter must always be on. Within the district the fare must be charged on the meter.** It is an offence to charge more than the metered fare.

Hackney Carriages can carry passengers on journeys which end outside the district in which they are licenced. If such a hiring is accepted, it can be charged at a rate over the regulated fare provided the agreement is struck between the driver and the prospective passenger **before** the hiring commences. In practice, when the hirer states the destination, the driver will realise if the destination is outside of the district and should explain to the hirer that this will be an agreed fare, as opposed to a metered fare, but if this is not the case the driver is bound to charge the price shown on the meter. For example, you cannot charge each passenger £1.50 each if the final metered fare will be less.

If a Hackney Carriage Vehicle is used as a Private Hire Vehicle the meter **must** be used. As well as plying for hire and responding to hailing's, a Hackney Carriage can be used for pre-booked journeys. Such a booking can be made directly with the driver, or alternatively via a booking agent. Pre-booked Hackney Carriages can accept bookings for journeys which start outside the district in which the vehicle is licenced and such journeys do not have to pass through or end in the district in which the vehicle is licenced.

## Extras

- For each passenger additional to hirer - 20p
- Fouling charge - £50
- Piccadilly Station charge
  - For journeys through Piccadilly Station taxi rank barrier - 60p
- Manchester Airport charges
  - Pick up at Airport Rail Link – Barrier Charge - 60p
  - Drop off at any air terminal – Barrier Charge - £3
  - Pick up at any air terminal – Barrier Charge - £1.80

## Out of Area Journeys

These fares are normally negotiated with the driver, who may refer to a printed sheet of fares for 'out of area' destinations. This list of fares is not an official City Council document but can form the basis of a starting point for negotiation of a fare. Drivers may use the taximeter for these journeys but it is not compulsory.

## Complaints or Praise

Please complete the online forms [Make a complaint about a taxi](#) or [Compliments and Suggestions](#).

Alternatively, you can contact us by:

- **Email:** [taxicomplaints@manchester.gov.uk](mailto:taxicomplaints@manchester.gov.uk)
- **Telephone:** 0161 234 5004
- **Post:** Taxi Compliance, Licensing Unit, PO Box 532, Manchester M60 2LA

WAVERLEY BOROUGH HACKNEY CARRIAGE FARE CHART (effective from 17 June 2022)					
FARES FOR DISTANCE & TIME All distance and time charges include uncompleted parts thereof					
Tariff 1: DAYTIME RATES: (Basic fare) <small>(except where rates 2 or 3 apply) Rate for the first mile: £4.40 (Mon-Sat) and £5.00 (Sun) Rate for each mile thereafter: £1.76</small>		Tariff 2: EVENING AND BANK HOLIDAY RATE: <small>(Bank x 1.5) Rate for the first mile: £7.44 Rate for each mile thereafter: £4.13</small>	Tariff 3: CHRISTMAS AND NEW YEAR RATES: (Bank x 2) <small>Rate for the first mile: £8.81 Rate for each mile thereafter: £5.52</small>	4. EXTRA CHARGES:	
HIRINGS BETWEEN 7am and 11pm		HIRINGS BETWEEN 11PM AND 7AM AND NATIONAL PUBLIC HOLIDAYS (except where Double Day Rate applies) AND BETWEEN 6 pm and 11 pm on NEW YEARS EVE		HIRINGS BETWEEN:	
£2.40 <small>(Mon-Sat)</small>	Maximum charge up to 128 yards or 22 seconds	£3.60 <small>(Mon-Sun)</small>	Maximum charge up to 128 yards or 22 seconds	1) 11pm on Christmas Eve and 7am on 27 December; and	BOOKING FEE: For hirings made otherwise than with the driver of a hackney carriage standing or plying for hire at a rank or in a street, provided that this charge is made known to the person making the booking at the time the booking is made: <b>60p</b>
£3.00 <small>(Sun)</small>				2) 11pm on 31 December and 7am on 2 January	
20p	For each additional 128 yards or 22 seconds.	30p	For each additional 128 yards or 22 seconds	EXTRA PASSENGERS: For each passenger in excess of one: <b>30p</b>	
				SOILING CHARGE: Soiling the carriage leaving it unfit for immediate sub hiring: <b>£100</b>	
<b>ALL LUGGAGE CARRIED INSIDE OR OUTSIDE THE PASSENGER COMPARTMENT IS FREE OF CHARGE</b>					
If the journey takes the taxi outside the Waverley Borough area, the driver MUST still charge in accordance with the above scale unless he/she has agreed otherwise with the hirer before the journey has started. <b>These are the maximum fares chargeable.</b>					
Any complaints about a taxi or driver should be directed to: Licensing Team, Waverley Borough Council, The Bursys, Godalming, Surrey, GU7 1HR (01483 523219) quoting, if possible, the taxi plate number and/or the driver's badge number.					
Head of Environmental and Regulatory Services, Waverley Borough Council					

Please see below my proposals for hackney carriage in Sheffield,

I attach information from Sheffield cab company on the rising costs associated with hackney carriage vehicles and furthermore I can confirm the costs of changing or replacing current fleet in Sheffield has or is having a real impact on costs to buy the vehicle which is either Euro6 eg Vw Caddy, Peugeot Partner, or Vito or LEVC all expensive to purchase.

The rising cost of living and everything around us is impacting the hackney carriage trade and we need this annual increase.

I have been part of the consultation working group set up to look at this increase as usual we agreed and disagreed on our approach but we all agreed we need an increase in hackney carriage fares.

The working group invited all stakeholders Adcu, GMB, SetA and Stta, except Stta everyone else engaged and other drivers across the trade took part in discussions and gave feedback very positively on all the Draft proposals set out.

I hope you can look into this request and take further.

Ibrar Hussain

Intake manifold elbow £36.03

08/03/2023

Intake manifold elbow £159.19

22/07/2023

Tyres £65.00 02/02/2023

Tyres £72.00 22/07/2023

All prices shown are subject to VAT

Hopefully this helps in showing how  
Maintenance cost of vehicle is changing  
Yours faithfully

██████████



TX4 component costs Inbox



[Redacted] 22 Jul  
to me ▾



Good morning

Please see list of components for euro6 TX4 in reflection to increased Maintenance cost of vehicle.

TX4 Euro6

Oil filter £45.33 20/03/23  
Oil filter £48.50 22/07/23

Fuel filter £38.73 20/03/23  
Fuel filter £46.53 22/07/23

Front brake pads £30.00 04/12/2022  
Front brake pads £31.86 22/07/2023

Intake manifold £382.22 08/03/2023  
Intake manifold £625.41 22/07/2023

---

Please see attached fare table for Veezu (City Taxis) see attached document and Doncaster hackney carriage table of fare see the link below

This can also be viewed on website via this link:

Doncaster HC Fare 2023.pdf ([windows.net](#))

Ibrar Hussain

On Wed, 30 Aug 2023, 18:07 Ibrar Hussain, [Redacted] > wrote:

Hi,

As requested some information as follows:

Inflation Rate 6.80 percent Jul 2023,

Inflation Rate MoM -0.40 percent Jul 2023,

Consumer Price Index CPI 130.91 points Jul 2023,

Harmonised Consumer Prices 130.91 points Jul 2023,

Core Inflation Rate 6.90 percent Jul 2023,

Core Consumer Prices 126.74 points Jul 2023,  
GDP Deflator 118.24 points Jun 2023,  
Producer Prices Change -0.80 percent Jul 2023,  
Export Prices 113.40 points Apr 2018,  
Import Prices 111.40 points Apr 2018,  
( Food Inflation 14.80 percent Jul 2023, )  
Energy Inflation -7.80 percent Jul 2023  
Producer Price Inflation MoM 0.10 percent Jul 2023,  
Rent Inflation 6.50 percent Jul 2023,  
Services Inflation 7.40 percent Jul 2023,  
Retail Price Index 9.00 percent Jul 2023,  
Producer Prices 135.10 points Jul 2023,  
CPI Transportation 136.37 points Jul 2023  
CPI Housing Utilities 138.50 points Jul 2023,  
Core Producer Prices 134.40 points,

Source: Trading Economics

See attached documents for your reference and information.

Further to taxi forum meeting and discussions as I am aware gmb submitted its response which I have seen I agree with and support.

As for other authorities fare tables I will follow up.

I hope you can now progress this request as soon as possible.

And address the issue as highlighted driver agreeing price for going outside the district journey I have provided some information already.

Ibrar Hussain

Adcu/NPHTA

## City Taxis: Sheffield and Rotherham Tariff changes.

Dear Driver-partner,

Inflationary pressure over the past twelve months has seen most costs increasing for both driver-partners and Veezu.

To ensure competitiveness in the market for you, the driver-partners, and to keep you engaged with bookings, City Taxis have recently carried out a review of the private hire tariffs in your area. The following structure will be implemented to the private hire tariff with effect from Tuesday 29 August 2023.

Tariff Change				
	1st mile	2nd mile	3rd mile	4th mile+
Standard	£4.20	£2.00	£1.80	£1.70
Rush hour	£4.50	£2.40	£2.40	£1.70
Peak	£5.50	£2.40	£2.40	£1.70
Premium	£6.00	£2.50	£2.50	£2.50
Night	£4.70	£2.00	£1.80	£1.70

If you have any questions, please speak with a member your Driver-partner Experience Team or raise a support ticket on your Portal.

Kind Regards,

**Veezu Services**

## Proposal Questions and Answers

1. In your proposal, you proposed:

“In yards first 100yards 20p then Second 100yards 20p, then thereafter every 190yards 20p drops up to 17600yards (10miles).”

The current fares permit a charge for the first 100 yards, for example £3.10 on tariff 1. After the first 100 yards, there is a 20p charge per 195 yards up to 10 miles.

Can you please explain the reasoning behind the proposed separate 20p charge for the second 100 yards, instead of increasing the charge for the first 100 yards by 40p, given that the vast majority of passengers who travel 100 yards in a HC will also be travelling 200 yards in the same journey?

*I want to recover the increase in the shortest time possible by having 2 quick 100yard drops, as you mentioned why not have 200yards / 40p. We can do but it's to do it this way as we have 20p drops.*

2. Tariff 2 (evening tariff) is currently only 20p more expensive than tariff 1 (daytime tariff), regardless of the distance travelled. Is there a reason why you were not interested in increasing this amount further?

*The increase needs to be reasonable and competitive.*

3. What is the reasoning behind the proposed change to the timings of tariffs 1 and 2, as well as bank holidays?

*Vast majority of the driver's start their night shift 6pm it was felt its only right and proper we address this anomaly and be simple in starting at 6pm till 6am.*

*As for driver's working late our driver's coming out early in the morning, as consistent approach was needed in place.*

4. What is the reasoning behind the proposed railway station surcharge?

*Railway Station Rank drivers have to pay for a permit annually and its becoming expensive now, and its only to recover the cost of a permit, this is a norm in many major cities across England e.g. Birmingham, Manchester and Airports these ranks are not council owned ranks. Driver will or can have an option not charge too.*

5. What is the reasoning behind the proposed increase in waiting time charge from £15 to £18 per hour, as opposed to increasing the starting fare or reducing yards per drop further?

*Waiting time increase is reasonable and should be only paid by especially when vehicle is hired and is in hire mode at times its affects largely when drivers are waiting at e.g. McDonalds etc or a takeaway at an unreasonable hour.*

*The increase proposed is reasonable in different ways to address our costs on and we need to mindful competition too, I am very concerned how driver's work long hours and looking at per hour rate and numbers per week it's not acceptable.*

*It has to be a package to address the increase in many ways and understanding how hackney carriage trade really works in practice not just theory too. Our costs are ever increasing especially CAZ and costs of living really has it us hard.*

6. Can you please clarify if you would like to keep the current hackney carriage fuel surcharge in place or if you would like to see this removed as part of your proposal?

*I would keep the surcharge in place as the oil markets are very unpredictable, unstable and current situation in the world who knows where prices at the pumps will end up.*

*The prices at the pumps have started to go up again, so my request is we keep them in place still.*

---

In response to your email as follows:

I don't know exactly average for every driver but it's around £350 per week take home pay & hours worked per week 60plus, that's £5.80 per hour.

<b>ADCU - Approximate HC Driver Earnings and Expenditures</b>			
	<b>Weekly</b>	<b>Annually</b>	<b>Percentage of Income Spent Per item</b>
Income	£350.00	£18,200.00	
Fuel	-£175.00	-£9,100.00	50.0%
Vehicle Repairs/Maintenance	-£38.46	-£2,000.00	11.0%
Vehicle Finance Cost	-£161.00	-£8,372.00	46.0%
Vehicle Insurance	-£50.00	-£2,600.00	14.3%
Vehicle Licence Fee	-£3.13	-£163.00	0.9%
Vehicle Compliance Test (2 per year)	-£2.26	-£118.00	0.6%
Driver Licence Fee (2 year Licence)	-£1.50	-£78.00	0.4%
DBS Subscription	-£0.25	-£13.00	0.1%
Meter Tariff Charge	-£0.48	-£25.00	0.1%
Union Fee	-£1.85	-£96.00	0.5%
Breakdown Cover	-£3.65	-£190.00	1.0%
Railway Station Permit	-£13.69	-£712.00	3.9%
Car Wash	-£7.00	-£364.00	2.0%
	<b>-£108.27</b>	<b>-£5,631.00</b>	

Ibrar Hussain

Adcu / NPHTA

## Further Information Received from GMB

To Daniel-Licensing

As regards to our proposal (as you have pointed out), IT IS SIMILAR to ADCU, because GMB, alongside other HC drivers and SETTA, sat round a table inc Raf Maroof, to discuss this matter.

As trades we all had a little input and came to a similar conclusion, hence ADCU & GMB looked similar.

As to your recent email, asking specific questions, to justify a FARE INCREASE, FIRSTLY I believe common sense should prevail, insofar as EVERYTHING has gone up in price, from FUEL to the price of a LOAF of BREAD.

REF: The House of Commons Library.

.....The cost of living increased sharply across the UK during 2021 and 2022. The annual rate of inflation reached 11.1% in October 2022, a 41-year high, before easing in subsequent months. It was 6.8% in July 2023. High inflation affects the affordability of goods and services for households-(17th Aug 2023).....

As for wages accordingly to,  
REF: Office for National Statistics-UK

What was the average wage in 2020 UK?

Median annual earnings for full-time employees in the United Kingdom from 1999 to 2022 (in GBP)

Characteristic	Average earnings in GBP
2020	31,487
2019	30,378
2018	29,559
2017	28,75

The average wage today in UK is,  
REF: Office for National Statistics-UK  
REF: Forbes Business group.

The latest government data, published in August 2023, reveals that the mean average UK weekly wage, excluding bonuses, is £613 gross (that's the equivalent to an annual pre-tax salary of around £31,876) – an increase of 7.8% in the three months from April to June.4 days ago.

Yet the HACKNEY CARRIAGE has not had a fare/ (indirectly a wage), INCREASE SINCE JANUARY 2021.

YET, according to Government figures and statistics the whole of UK WORKFORCE from Supermarket Shelf fillers, to railway workers to NHS, are getting some sort of percentage rise in their earnings/wage, ANNUALLY.

Whilst by the same token TAXI DRIVERS INC PRIVATE-HIRE DRIVERS IN UK, DO NOT GET THIS SAME OR REAP THE SAME REWARDS AS OTHER PUBLIC SECTOR WORKERS.

As a Point of Observation,  
REF: MY MONEY YARD, (financial advisors UK).

,,,,,'State that overall, £25k is not a high salary in the UK. It is below the average salary in all areas of the UK. In particular, those earning a salary of £25k may struggle to live in London where the average salary is £17,000 higher',,,,,,

CAR PARTS:  
REF: GUARDIAN-19th OCT 2022.

...."A huge number of car components are affected by the hike in global material prices, whether that's steel that goes into a set of coil springs, or oil that goes into the engine, or the manufacture of tyres."

The latest figures from the Office for National Statistics show the cost of running and maintaining personal transport including cars has increased by 15% compared with a year ago, above the overall inflation rate of 10.1%.

The Motor Ombudsman has put rising costs down to a long list of challenges facing garages and dealerships. These include the significant jump in energy and fuel prices; a downturn in consumer spending on routine vehicle maintenance and repairs as households tighten their belts; staff recruitment and retention problems; and delays with getting hold of replacement parts".....

So why have the car parts gone up???

REF: James Gibson, (head of RAC, technical-19th Oct 2022).

,,,,,'We're unquestionably seeing the cost of vehicle parts rise as a result of RISING INFLATION and increased TRANSPORTATION COSTS',,,,,,

It is fair to say, that there are other CONTRIBUTORY FACTORS that have also given RISE, that has helped to push prices up, even on our FOOD ESSENTIALS, (bread, Milk, eggs).

IE: The Ukrainian/ Russian war.

IE: Price per oil barrel year ending 2020 was \$49

IE: Todays price per barrel is \$81.03.

PUBLIC TRANSPORT.

Even the PUBLIC TRANSPORT has a percentage rise each year.

IE: REF-'[TIMEOUT.UK](https://www.timeout.uk)'-(6th March 2023).

,,,,,'Regulated ticket prices are increasing by 5.9%, adding hundreds of pounds to the cost of many annual season tickets. It is the highest fare rise since 2012, when prices rose by 6%.4 Mar 2023',,,,,,

IE: ,,,,,,'On Sunday, March 5th 2023, train tickets increased by up to 5.9 percent, in what is thought to be the greatest leap in the cost of rail travel in a decade.6 Mar 2023',,,,,,

NOTE: That these are ANNUAL INCREASES.

BUSES.

REF: [GOV.UK](https://www.gov.uk)

,,,,,'17 May 2023 — £2 bus fare extended until 31 October to help passengers with cost of living and then £2.50 until November 2024',,,,,,



Whilst the GOVERNMENT did extend the cap on £2 bus fare, until October 2023, then it will RISE to £2.50, UNTIL NOVEMBER 2024.

THATS AN INCREASE OF 25%,,,, YES 25%..

,,,,,'In summary: A single ticket will increase from £2.40 to £2.70. An all day ticket is going up 50p from £4 to £4.50; still the cheapest day bus ticket of any city region in England. A week pass will be £17, up £2 from £15 currently-(19th June 2023)',,,,,

When the Bus service were asked to JUSTIFY their RISES/INCREASES by the Public/Media, the following statement was made by the 'Bus Transport Service'.

,,,,,'This will allow us to continue developing a sustainable bus network with effective services for our customers, to satisfy changing travel behaviours and to manage rising costs, which all businesses are facing',,,,,

SO NOW, let us/me play the DEVILS ADVOCATE,,,,!!!!!!

,,,,,'This will allow us to continue developing a sustainable HACKNEY CARRIAGE FLEET with EFFECTIVE SERVICES for our customers, to satisfy changing travel behaviours (through better upgraded vehicles), and to manage rising costs, WHICH ALL BUSINESSES ARE FACING',,,,,, (ps this statement sounds familiar-yes)..

Therefore to CONCLUDE, WE GMB, fully support a HACKNEY CARRIAGE FARE INCREASE (esp when taking into consideration, the last fare review was back in January 2021).

HOWEVER, we must also take into consideration that we do not 'PRICE OURSELVES OUT OF THE MARKET', and that a FAIR & AMICABLE decision can be agreed upon.

PS, NOTE: that on the 27th August 2023, 'VEESU SERVICES', have emailed all their drivers in SHEFFIELD & ROTHERHAM to in form of a FARE INCREASE, to commence on the Tuesday 29th August 2023.

---

Hi, Daniel

Thank you for getting back to us regarding the Hackney Carriage Fare increase.

Following discussions with other TRADES, We cannot give you the exact figures on some points, but an Approx average is set out below:-

<b>GMB Approximate HC Driver Earnings and Expenditures</b>			
	<b>Weekly</b>	<b>Annually</b>	<b>Percentage of Income Spent Per item</b>
Income	£450.00	£23,400.00	
Fuel	-£175.00	-£9,100.00	38.9%
Vehicle Repairs/Maintenance	-£67.00	-£3,484.00	14.9%
Vehicle Finance Cost	-£161.00	-£8,372.00	35.8%
Vehicle Insurance	-£51.92	-£2,699.84	11.5%
Vehicle Licence Fee	-£3.13	-£163.00	0.7%
Vehicle Compliance Test (2 per year)	-£2.26	-£118.00	0.5%
Driver Licence Fee (2 year)	-£1.50	-£78.00	0.3%
DBS Subscription	-£0.25	-£13.00	0.1%
Meter Tariff Charge	-£0.48	-£25.00	0.1%
Uniform	-£5.77	-£300.00	1.3%
Union Fee	-£2.77	-£144.00	0.6%
Breakdown Cover	-£3.65	-£190.00	0.8%
Railway Station Permit	-£13.69	-£712.00	3.0%
Car Wash	-£10.00	-£520.00	2.2%
	-£48.42	-£2,518.84	

Kind Regards

GMB UNION-S75 Branch of Sheffield.

***Please note that all 'Approximate HC Driver Earnings and Expenditure' breakdown tables have been collated by the Licensing Service based on information provided by the relevant Trade Union. Full copies of Trade Union emails, outlining approximate HC driver earnings and expenditures, are available to members upon request.***

## Request from STTA

# Sheffield Taxi Trade Association

## STTA Proposal for Hackney Carriage Fare Increase

STTA proposal is based on the average Rate of Inflation from August 2021 to August 2023, this averages at 8.30% plus 1% which equals to 9.30%, this percentage increase is based on similar principals to annual rail fare increase.

We are also proposing that all future annual fare increases are subject to Rate of Inflation plus 1%, this increase should be done so by reducing the yards and that Licensing should take a simple 'yes' or 'no' consultation with Hackney Carriage License holders to ascertain if they agree with any future fare increases proposals.

Current Tariff					
Tariff 1	Tariff 2	Tariff 3	Waiting Time	Distance Charge	Extras
£3.10	£3.30	£4.30	£0.20	£0.20 for every 195 yards	£2.50 Xmas
			Every 48 Secs	up to a maximum of	£1.00 Bank Holiday
				17,600 yards.	£50.00 Foul Charge
				Then £0.20 for every	
				176 yards.	

Proposed Tariff					
Tariff 1	Tariff 2	Tariff 3	Waiting Time	Distance Charge	Extras
£3.30	£3.50	£4.50	£0.20	£0.20 for every 176 yards	£2.50 Xmas
			Every 45 Secs	Up to a maximum of	£1.20 Bank Holiday
				17,600 yards.	£80.00 Foul Charge
				Then £0.20 for every	£2.00 for 5 -8 passengers
				159 yards.	

**\*\*We propose a 2% surcharge on all business card payments.**

### 10-mile example based on Tariff 1

	Current Tariff	Proposed Tariff
Flag	£3.10	£3.30
10 miles	£18.05	£20.00
Total Fare	£21.15	£23.30

<b>Mileage</b>	<b>Yardage</b>	<b>Start up Tariff 1 £3.30</b>	<b>Start up Tariff 2 £3.50</b>	<b>Start up Tariff 3 £4.50</b>
1	1760	£5.30	£5.50	£6.50
2	3520	£7.30	£7.50	£8.50
3	5280	£9.30	£9.50	£10.50
4	7040	£11.30	£11.50	£12.50
5	8800	£13.30	£13.50	£14.50
6	10560	£15.30	£15.50	£16.50
7	12320	£17.30	£17.50	£18.50
8	14080	£19.30	£19.50	£20.50
9	15840	£21.30	£21.50	£22.50
10	17600	£23.30	£23.50	£24.50
11	19360	£25.50	£25.70	£26.70
12	21120	£27.70	£27.90	£28.90
13	22880	£29.90	£30.10	£31.10
14	24640	£32.10	£32.30	£33.30
15	26400	£34.30	£34.50	£35.50
16	28160	£36.50	£36.70	£37.70
17	29920	£38.70	£38.90	£39.90
18	31680	£40.90	£41.10	£42.10
19	33440	£43.10	£43.30	£44.30
20	35200	£45.30	£45.50	£46.50

## Rate of Inflation

Year	Rate of Inflation
Sept 2021 – Aug 2022	9.90%
Sept 2022 – Aug 2023	6.70%
Average	<b>8.30%</b>

## Forecourt Fuel Price (Diesel) – All figures taken from the AA website

Aug 2021	136.7
Aug 2023	151.9
% Increase in fuel	<b>11.12%</b>

## Motoring Cost – Repairs and Insurance

<https://www.abi.org.uk/news/news-articles/2023/8/sustained-cost-pressures-on-insurers-push-the-average-price-of-motor-insurance-to-a-record-high/>

Association of British Insurers (ABI) reported on 11<sup>th</sup> August 2023 (see link above) that there has been a **33% rise in vehicle repair costs**. It has also reported the current **average insurance premium is 21% higher** compared to 2022.

## Other Local Authority – Table of Fares Leeds Local Authority

<https://www.leeds.gov.uk/licensing/taxi-and-private-hire/licensing/are-you-taxi-aware>

Leeds City Council is the closet Core City to Sheffield – Simple Table of Fare comparison.

Sheffield taxi fares are much cheaper than Leeds taxi fares as demonstrated in table below.

	Tariff 1	Tariff 2	£0.20 Every	£0.20 Every
Sheffield	£3.30	£3.50	176 yards	45 Seconds
Leeds	£3.60	£4.00	140 yards	36 Seconds
% Difference	8.33%	12.50%	20.45%	20.00%

Leeds Local Authority charge a extra £2.00 for all journey of 5 to 8 passengers,

## Card Payment Surcharge

<https://assets.publishing.service.gov.uk/media/5b2d09bae5274a55bb5790cb/payment-surcharges-guidance-update.pdf>

We are of the view that Regulation 4 applies to taxi service, surcharges for business to business card payments.

<https://www.citizensadvice.org.uk/debt-and-money/borrowing-money/credit-cards/the-costs-and-charges-of-credit-cards/>

On the Citizen Advice website (see link above), under the heading 'Charges by Sellars' states that you can still be charged if you're using a business card.

***If this is correct, then we propose a 2% surcharge on all fares paid by business cards.***

## Fuel Surcharge – Proposed Table

Fuel Price per litre	Surcharge
£1.60	£0.20
£1.65	£0.40
£1.70	£0.60
£1.75	£0.80

*If there is a situation where fuel prices increase beyond £1.75 per litre then surcharge should be £0.20 increase with every £0.05 per litre increase at forecourt.*

## Proposal Questions and Answers

1. Tariff 2 (evening tariff) is currently only 20p more expensive than tariff 1 (daytime tariff). Is there a reason why you were not interested in increasing this amount further?

*The difference between Tariff 1 and Tariff 2 has remained the same from the last fare increase BUT there is also Tariff 3 which adds a further £1 to the weekend night Tariff.*

2. The current charge for fouling is £50. What is the reasoning behind the proposed increase to £80?

*This increase in Fouling charges is similar to private hire operators' charges for fouling. The new vehicle specifications have allowed taxis that are similar in interior to private hire vehicles to be licensed as Hackney Carriages.*

3. What is the reasoning behind proposing an additional £2 for any journey carrying between 5 and 8 passengers?

*This has been requested by 5/6 seater taxi operators, this is similar to what is charged by Leeds taxi operators. This extra charge would only apply if 5 or more passengers share a taxi or passengers request a large taxi.*

4. What is the reasoning behind the proposed 2% surcharge on business debit/credit card payments? Do you think there is a risk some drivers may not understand the difference between a personal and business card and therefore attempt to charge all customers paying by card an additional 2%? Do many customers pay by business debit/credit card?

*2% is the fee charged by credit/debit card companies per transaction, we are simply recovering costs. Drivers should be made aware that the surcharge applies to Business cards only, this should also be reflected on the Table of Fares. We don't think it will be an issue if drivers are made aware.*

5. What is the reasoning behind the proposed increase for bank holidays?

*£0.20 increase on the Bank Holiday is in line with proposed Tariff increases.*



6. What is the reasoning behind the proposed increase in waiting time charge from £15 to £16, as oppose to increasing the starting fare or reducing yards per drop further?

*We have proposed an increase to the starting rates, we have also reduced yards per drop, and we proposed an increase in the waiting tariff to encourage drivers to accept jobs that may involve stopping off at locations on-route to the final destination such as McDonald's.*

# **Appendix D**

## **Policy Information**

## Part 19 - Fares

The Licensing Authority has the power to set fares for hackney carriage vehicles and does so under section 65 of the Local Government (Miscellaneous Provisions) Act 1976:

*“(1)A district council may fix the rates or fares within the district as well for time as distance, and all other charges in connection with the hire of a vehicle or with the arrangements for the hire of a vehicle, to be paid in respect of the hire of hackney carriages by means of a table (hereafter in this section referred to as a “table of fares”) made or varied in accordance with the provisions of this section.”*

A fares tariff is enforceable as a byelaw, and it is an offence for a driver to charge more than the metered fare.

The current table of fares must be displayed in the vehicle so that it is easily visible to all passengers. Licensees must, if requested by the passenger, provide written receipts for fares paid.

### Policy – Objective 12

#### Table of Fares

The Licensing Authority will usually review hackney carriage fares periodically and in line with any policy review. Where requested, additional reviews will be undertaken at the discretion of the Licensing Committee.

In considering a review, the Licensing Committee will pay attention to the following pieces of information. This list is not exhaustive, but an example of what will be taken in account when making a decision:

- Any change in vehicle running costs since the last review
- Changes to the Consumer Index rate since the last review
- The Service Provider Index rate since the last review
- Any changes to the National Living Wage since the last review
- Any change to licensing fees since the last review
- Hackney Carriage fares in neighbouring authorities
- The cost of alternative transport – bus, tram, private hire etc.
- Any other information that may be deemed relevant

Any information presented must be from reputable sources and in an easy-to-read format.

The Licensing Committee will also consider information supplied by licensees, stakeholders, and other interested parties as part of the review process.

A notice of any variation to the maximum fare shall be advertised by the Licensing Authority.

# **Appendix E**

## **Calculating Fares**

## How a meter works

Hackney Carriage vehicles use a meter to calculate fares.

The meter uses a transducer that converts vehicle movement to distance pulses – “drops”.

### Distance

Fares are calculated prior to distance travelled by each pulse. As an example:

If fares were calculated as 10 pence per 100 yards, and the vehicle travelled up to 100 yards the cost would be 10 pence.

If the vehicle travelled 101 yards, the cost would be 20 pence.

### Waiting Time

Waiting time is calculated by the meter and is engaged when the vehicle drops below 8mph.

The current waiting time equates to £15 per hour.

This is calculated as 20 pence for every 48 seconds the vehicle is moving slowly or is kept waiting.

	<b>Current</b>
<b>Seconds</b>	48
<b>Price</b>	£0.20
<b>Drops</b>	75
<b>Hourly</b>	£15.00

### Calculating Fares

Fares are currently calculated using 20 pence per drop at 195 yards (pre 17600 yards) and 176 yards (post 17600 yards) intervals, with a start-up rate (below 100 yards) of £3.10. If the vehicle was travelling 2 miles, the calculation would be:

The starting fare + The number of drops per mile x 0.2 (20p)

$$2 \text{ Mile T1 Fare} = 3.10 + (18 \times 0.2) = £6.70$$

## Appendix F

### Further Evidence and Comparisons

#### Consumer Price Index including owner occupiers' housing costs (CPIH)

CPIH Index: All CPIH Items (2015 = 100)								
Jan-22	Apr-22	Jul-22	Oct-22	Jan-23	Apr-23	Jul-23	Aug-23	Total Change
114.6	119	121.2	124.3	124.8	128.3	129	129.4	12.91%

CPIH Annual Rate (All CPIH items)							
Jan-22	Apr-22	Jul-22	Oct-22	Jan-23	Apr-23	Jul-23	Aug-23
4.9%	7.8%	8.8%	9.6%	8.8%	7.8%	6.4%	6.3%

CPIH Index: Transport Items (2015 = 100)									
ITEM	Jan-22	Apr-22	Jul-22	Oct-22	Jan-23	Apr-23	Jul-23	Aug-23	Total Change
New Motor Cars	122.3	125	127.6	128.8	130.5	132.4	133.3	133.3	8.99%
Second-Hand Motor Cars	127.4	122.6	118.4	119.6	118.3	124.1	121.1	118.9	- 6.67%
Spare Parts & Accessories	119.8	121.9	124	122.3	124.7	126.3	128.3	128.3	7.10%
Fuels & Lubricants	130.4	148.6	171.1	152.2	140.5	135.4	128.5	133.3	2.22%
Maintenance & Repairs	118.9	120.1	122.5	125.6	127.4	131.6	133.9	132.7	11.61%

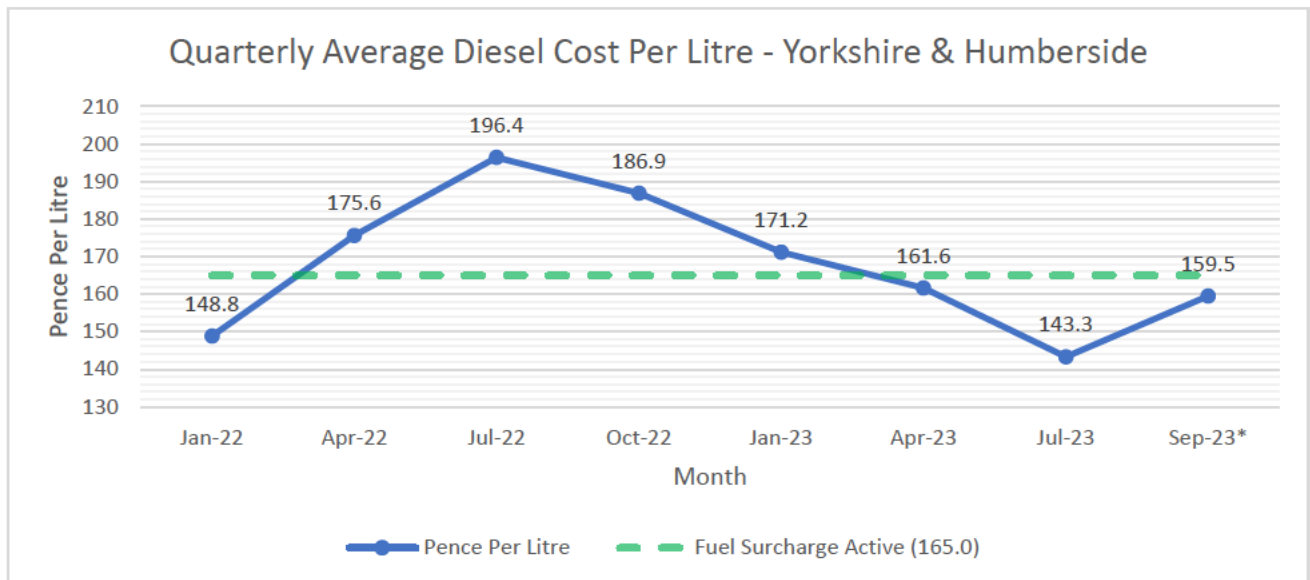
\*Data for September / October 2023 unavailable

<https://www.ons.gov.uk/datasets/cpih01/editions/time-series/versions/38> - Office for national Statistics

<https://www.ons.gov.uk/economy/inflationandpriceindices#timeseries> - Office for national Statistics

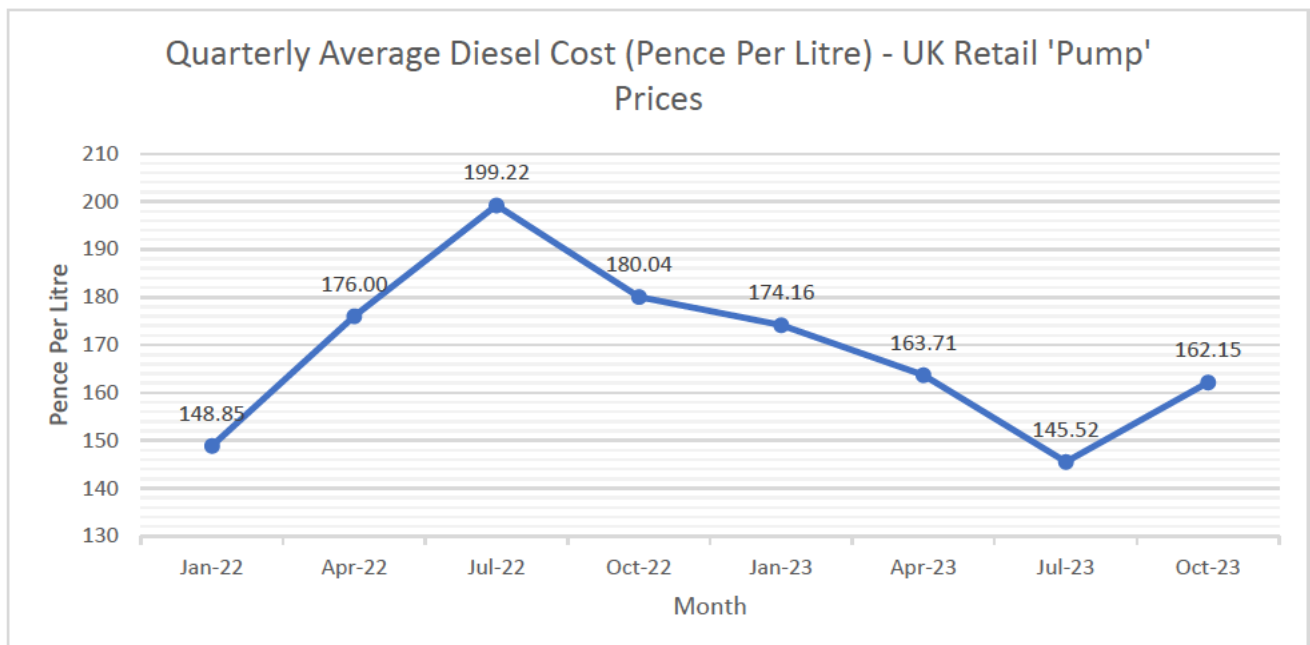
## Average Fuel Prices

Average Diesel Cost (Pence Per Litre) - Yorkshire & Humberside								
	Jan-22	Apr-22	Jul-22	Oct-22	Jan-23	Apr-23	Jul-23	Sep-23*
<b>Pence Per Litre</b>	148.8	175.6	196.4	186.9	171.2	161.6	143.3	159.5



\*Data for October 2023 unavailable

<https://www.theaa.com/driving-advice/driving-costs/fuel-prices> - The AA



<https://www.gov.uk/government/statistics/weekly-road-fuel-prices> - GOV.UK

## National Living Wage – October 2023

	Living Wage	Annual Increase (£)	Annual Increase (%)
April 2021 - March 2022	£8.91	N/A	N/A
April 2022 - March 2023	£9.50	£0.59	6.6%
April 2023 - March 2024	£10.42	£0.92	9.7%
*April 2024 - March 2025	£11.00	£0.58	5.6%

\* Exact wage unconfirmed but will rise to at least £11.00

16.9% increase in National Living Wage from last fare review to present day

[National Minimum Wage and National Living Wage rates - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/chancellor-announces-major-increase-to-national-living-wage) – GOV.UK

<https://www.gov.uk/government/news/chancellor-announces-major-increase-to-national-living-wage>  
- GOV.UK

## Current Licensing Fees – October 2023

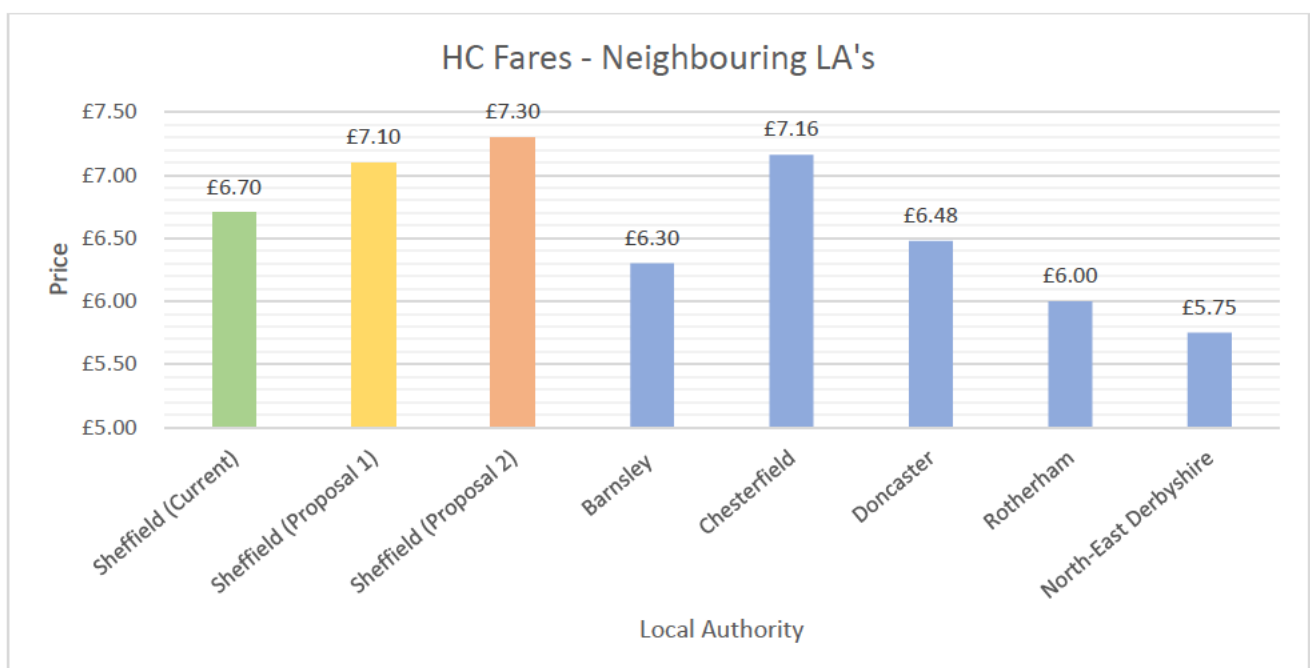
	Current Fee (2016)
Knowledge Test	£87
Driving Test	£72
New HC/PH Drivers Licence - 1 Year	£169
New HC/PH Drivers Licence - 2 Years	£229
New HC/PH Drivers Licence - 3 Years	£289
Renew HC/PH Drivers Licence - 1 Year	£97
Renew HC/PH Drivers Licence - 2 Years	£157
Renew HC/PH Drivers Licence - 3 Years	£217
Disclosure and Barring Service Certificate	£38
New Hackney Carriage Vehicle Licence	£218
Renew Hackney Carriage Vehicle Licence	£163
Transfer Vehicle Licence	£31
MOT / Compliance Test (inc. Meter Test)	£59

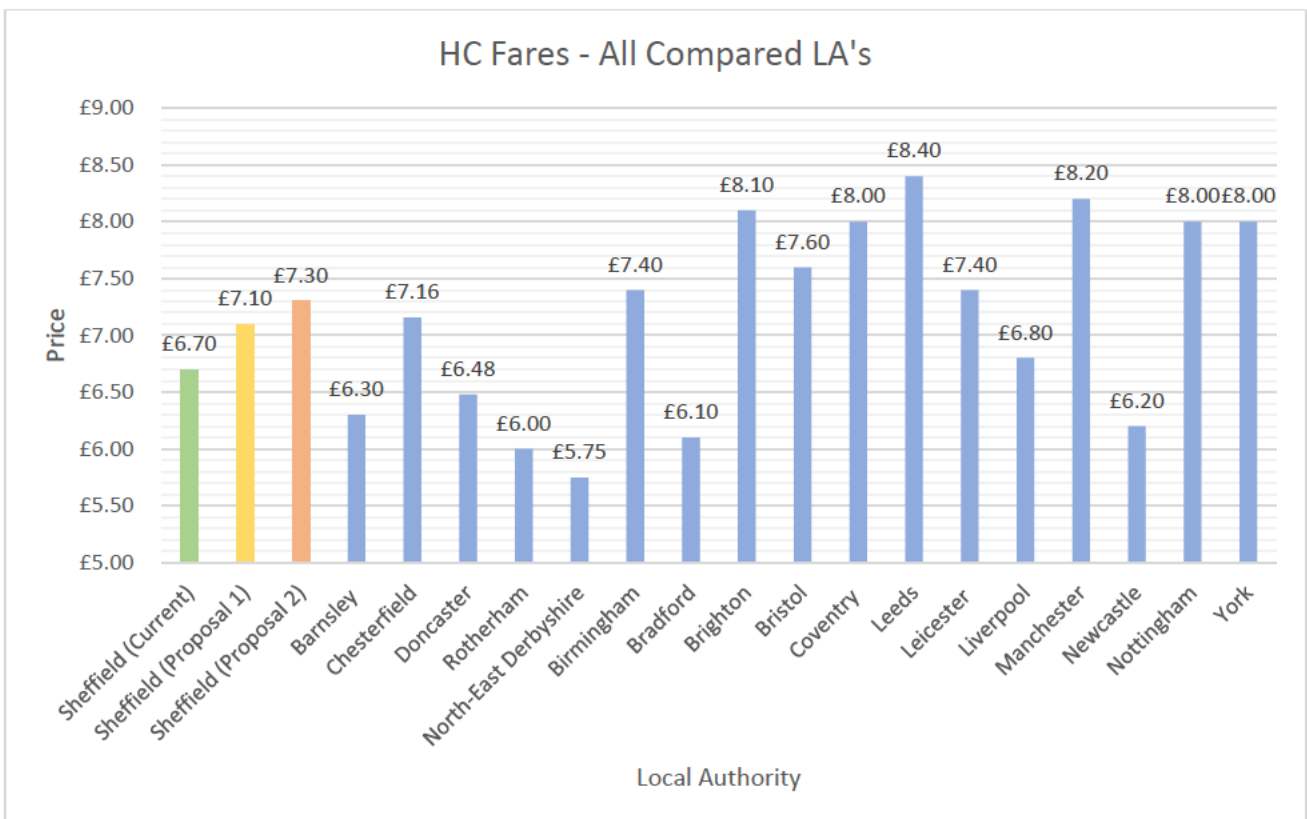
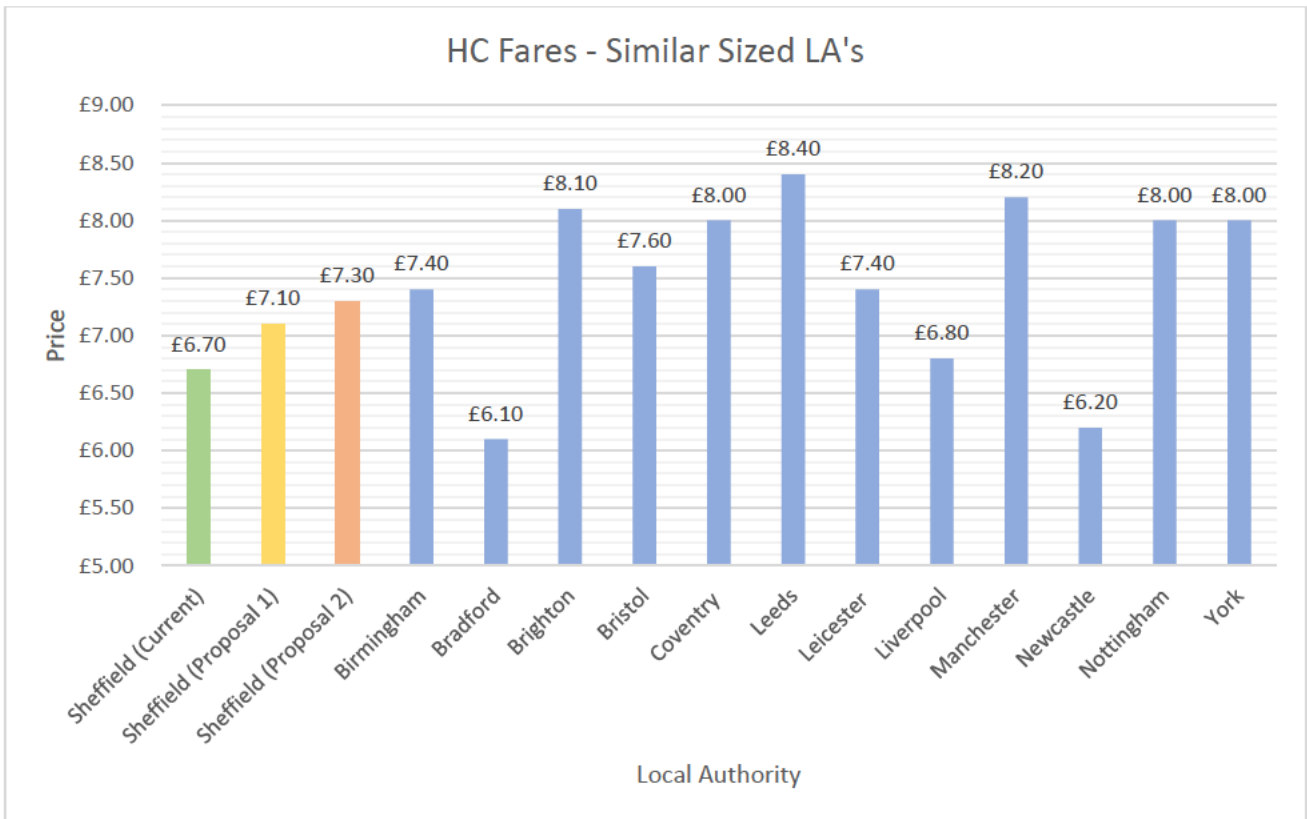


## Hackney Carriage Fare Comparison – October 2023

All Fares are for a distance of 2 miles using Tariff 1. Waiting time is not included.

LA	Price	Rank (out of 340)
Leeds	£8.40	22
Manchester	£8.20	36
Brighton	£8.10	42
Coventry	£8.00	49
Nottingham	£8.00	52
York	£8.00	56
Bristol	£7.60	79
Birmingham	£7.40	103
Leicester	£7.40	108
Sheffield (Proposal 2)	£7.30	117
Chesterfield	£7.16	140
Sheffield (Proposal 1)	£6.90	143
Liverpool	£6.80	188
Wolverhampton	£6.80	205
Sheffield (Current)	£6.70	216
Doncaster	£6.48	248
Barnsley	£6.30	266
Newcastle	£6.20	279
Bradford	£6.10	284
Rotherham	£6.00	302
North-East Derbyshire	£5.75	318





## Alternative Public Transport Costs – October 2023

	Bus (First)	Bus (Stagecoach)	Tram (Stagecoach)	Bus & Tram Combined
Single Ticket	£2.00*	£2.00*	£2.00*	N/A
Daily Ticket	£5.20	£5.30	£5.00	£5.90
Weekly Ticket	£17.90	£18.00**	£18.00**	£21.80
Monthly Ticket	£65.00	£72.00**	£56.00	£75.40

\*Capped until 31.12.2024

\*\* Includes travel on Stagecoach Buses and Trams

<https://www.gov.uk/guidance/2-bus-fare-cap> - GOV.UK

<https://www.travelsouthyorkshire.com/en-gb/ticketsandpasses> - Travel South Yorkshire

<https://www.stagecoachbus.com/tickets> - Stagecoach

<https://www.firstbus.co.uk/sheffield/tickets/ticket-prices> - First

## Portable Card Reader Costs – October 2023

Device/Hardware	Device/Hardware Cost	Charge per Transaction	Charge per £10.00 Fare
SumUp Air	£46.80	1.69%	£0.17
SumUp Air + Portable Charging Station	£58.80	1.69%	£0.17
Barclaycard Smartpay Anywhere	£34.80	1.60%	£0.16
Square Reader	£22.90	1.75%	£0.18
Zettle Reader	£34.80	1.75%	£0.18

<https://www.sumup.com> - SumUp

<https://www.barclaycard.co.uk/business/accepting-payments/card-readers/pay-as-you-go> - Barclaycard

<https://squareup.com> – Square

<https://www.zettle.com/gb/payments/card-reader> - Zettle

# **Appendix G**

## **Fare Increase Proposals**

## Current Fares

1760 Yards in a mile

### First 100 Yards

#### Current

		Start	End	Price	Notes
<b>Tariff 1</b>	Day	7am	7pm	£3.10	
<b>Tariff 2</b>	Night	7pm	7am	£3.30	
<b>Tariff 3</b>	Weekend	7pm	7am	£4.30	Friday 7pm - Sunday 7am

### Over 100 Yards

#### Current

	Yards	Per Drop	When	Yards	Notes
<b>Every</b>	195	£0.20	Up to	17600	
<b>Every</b>	176	£0.20	From	17600	

#### Current

Miles	Yards	Drops	Round Drops	T1	T2	T3
0.5	880	4.00	4	£3.90	£4.10	£5.10
1	1760	8.51	9	£4.90	£5.10	£6.10
2	3520	17.54	18	£6.70	£6.90	£7.90
3	5280	26.56	27	£8.50	£8.70	£9.70
4	7040	35.59	36	£10.30	£10.50	£11.50
5	8800	44.62	45	£12.10	£12.30	£13.30
6	10560	53.64	54	£13.90	£14.10	£15.10
7	12320	62.67	63	£15.70	£15.90	£16.90
8	14080	71.69	72	£17.50	£17.70	£18.70
9	15840	80.72	81	£19.30	£19.50	£20.50
10	17600	89.74	90	£21.10	£21.30	£22.30
11	19360	109.43	110	£25.10	£25.30	£26.30
12	21120	119.43	120	£27.10	£27.30	£28.30
13	22880	129.43	130	£29.10	£29.30	£30.30
14	24640	139.43	140	£31.10	£31.30	£32.30
15	26400	149.43	150	£33.10	£33.30	£34.30
16	28160	159.43	160	£35.10	£35.30	£36.30
17	29920	169.43	170	£37.10	£37.30	£38.30
18	31680	179.43	180	£39.10	£39.30	£40.30
19	33440	189.43	190	£41.10	£41.30	£42.30
20	35200	199.43	200	£43.10	£43.30	£44.30

### Waiting Time

	Current
Seconds	48
Price	£0.20
Drops	75
Hourly	£15.00

3600 seconds in an hour

### Extras

Each hiring between 6pm on 24th Decemeber and 6am on 27th December and between 6pm on 31st December and 6am on 2nd January	<b>£2.50</b>
Each hiring on any other offical Bank Holiday (7am - 7am)	<b>£1.00</b>
Fouling the Vehicle (Maximum Charge)	<b>£50</b>

## Proposal 1 - ADCU, GMB and SETA

### First 100 Yards

#### Proposal 1 - GMB, SETA & ADCU

		Start	End	Price	Notes
Tariff 1	Day	6am	6pm	£3.30	
Tariff 2	Night	6pm	6am	£3.50	
Tariff 3	Weekend	6pm	6am	£4.50	Friday 6pm - Sunday 6am

### Second 100 Yards

	Yards	Per Drop	When	Yards	Notes
Every	100	£0.20	Up to	200	

#### Proposed

	Yards	Per Drop	When	Yards	Notes
Every	190	£0.20	Up to	17600	
Every	170	£0.20	From	17600	

#### Proposed

Miles	Yards	Drops	Round Drops	T1	T2	T3
0.5	880	3.58	4	£4.30	£4.50	£5.50
1	1760	8.21	9	£5.30	£5.50	£6.50
2	3520	17.47	18	£7.10	£7.30	£8.30
3	5280	26.74	27	£8.90	£9.10	£10.10
4	7040	36.00	36	£10.70	£10.90	£11.90
5	8800	45.26	46	£12.70	£12.90	£13.90
6	10560	54.53	55	£14.50	£14.70	£15.70
7	12320	63.79	64	£16.30	£16.50	£17.50
8	14080	73.05	74	£18.30	£18.50	£19.50
9	15840	82.32	83	£20.10	£20.30	£21.30
10	17600	91.58	92	£21.90	£22.10	£23.10
11	19360	112.71	113	£26.10	£26.30	£27.30
12	21120	123.06	124	£28.30	£28.50	£29.50
13	22880	133.41	134	£30.30	£30.50	£31.50
14	24640	143.76	144	£32.30	£32.50	£33.50
15	26400	154.12	155	£34.50	£34.70	£35.70
16	28160	164.47	165	£36.50	£36.70	£37.70
17	29920	174.82	175	£38.50	£38.70	£39.70
18	31680	185.18	186	£40.70	£40.90	£41.90
19	33440	195.53	196	£42.70	£42.90	£43.90
20	35200	205.88	206	£44.70	£44.90	£45.90

### Waiting Time

	Current
Seconds	40
Price	£0.20
Drops	90
Hourly	<b>£18.00</b>

**3600** seconds in an hour

### Extras

Each hiring between 6pm on 24th Decemeber and 6am on 27th December and between 6pm on 31st December and 6am on 2nd January **£2.50**

Each hiring on any other offical Bank Holiday (6am - 6am) **£1.00**

Fouling the Vehicle (Maximum Charge) **£60**

**Railway Station Surcharge** **£0.40**



## Proposal 2 - STTA

### First 100 Yards

### Proposal 2 - STTA

		Start	End	Price	Notes
Tariff 1	Day	7am	7pm	£3.30	
Tariff 2	Night	7pm	7am	£3.50	
Tariff 3	Weekend	7pm	7am	£4.50	Friday 7pm - Sunday 7am

### Over 100 Yards

### Proposed

	Yards	Per Drop	When	Yards	Notes
Every	176	£0.20	Up to	17600	
Every	159	£0.20	From	17600	

### Proposed

Miles	Yards	Drops	Round Drops	T1	T2	T3
0.5	880	4.43	5	£4.30	£4.50	£5.50
1	1760	9.43	10	£5.30	£5.50	£6.50
2	3520	19.43	20	£7.30	£7.50	£8.50
3	5280	29.43	30	£9.30	£9.50	£10.50
4	7040	39.43	40	£11.30	£11.50	£12.50
5	8800	49.43	50	£13.30	£13.50	£14.50
6	10560	59.43	60	£15.30	£15.50	£16.50
7	12320	69.43	70	£17.30	£17.50	£18.50
8	14080	79.43	80	£19.30	£19.50	£20.50
9	15840	89.43	90	£21.30	£21.50	£22.50
10	17600	99.43	100	£23.30	£23.50	£24.50
11	19360	121.13	122	£27.70	£27.90	£28.90
12	21120	132.20	133	£29.90	£30.10	£31.10
13	22880	143.27	144	£32.10	£32.30	£33.30
14	24640	154.34	155	£34.30	£34.50	£35.50
15	26400	165.41	166	£36.50	£36.70	£37.70
16	28160	176.48	177	£38.70	£38.90	£39.90
17	29920	187.55	188	£40.90	£41.10	£42.10
18	31680	198.62	199	£43.10	£43.30	£44.30
19	33440	209.69	210	£45.30	£45.50	£46.50
20	35200	220.75	221	£47.50	£47.70	£48.70

## Waiting Time

	Current
Seconds	45
Price	£0.20
Drops	80
Hourly	£16.00

3600 seconds in an hour

## Extras

Each hiring between 6pm on 24th Decemeber and 6am on 27th December and between 6pm on 31st December and 6am on 2nd January **£2.50**

Each hiring on any other offical Bank Holiday (7am - 7am) **£1.20**

Fouling the Vehicle (Maximum Charge) **£80**

**For carrying between 5 and 8 passengers for whole journey irrespective of distance £2.00**

**Surcharge on all business card payments 2%**

# **Appendix - H**

## **Equality Impact Assessment**

# PART A - Initial Impact Assessment

**Proposal Name:** Hackney Carriage Fares Review

**EIA ID:** 2371

**EIA Author:** Craig Harper

---

**Proposal Outline:** The Taxi Licensing Service is responsible for the regulation (administration and enforcement) of hackney carriage and private hire drivers, private hire vehicles, hackney carriage vehicles and private hire operators in the district of Sheffield. Primary legislation regulates the industry, namely: • Town Police Clauses Act 1847 • Local Government (Miscellaneous Provisions) Act 1976 Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 makes provision for the Council to fix the rates of fares for time, distance, and all other charges in connection with the hire of a hackney carriage. Requests have been received from the taxi trade for a review of the maximum permissible fare for journeys undertaken in a hackney carriage vehicle. They have provided information to support their request which is included within the report. It is important to note that within this EIA the term 'customer' is not limited to those directly using hackney carriage and private hire services, but anybody and everybody who may be impacted – the public. The term 'staff' relates to licensees.

---

**Proposal Type:** Non-Budget

---

**Year Of Proposal:** 23/24

---

**Lead Director for proposal:** Richard Eyre

---

**Service Area:** Taxi Licensing

---

**EIA Start Date:**

---

Lead Equality Objective: Leading the city in celebrating and promoting inclusion

---

Equality Lead Officer: Ed Sexton

## Decision Type

Committees: Policy Committees

- Waste & Street Scene

## Portfolio

Primary Portfolio: Street Scene and Regulation

---

EIA is cross portfolio: No

---

EIA is joint with another organisation: No

---

## Overview of Impact

**Overview Summary:**

The taxi trade have requested an increase to the maximum permissible fare that can be charged in a hackney carriage vehicle. The proposed increase in fares range from 4.4% to 6.4% depending on the tariff. This equates to extra 20p on a 2-mile journey. Any fare increase will not disproportionately impact licensees, specifically those who drive a hackney carriage vehicle whose fares are fixed by the Council. However, disabled people are more reliant on public transport, taxis, and private hire vehicles to transport them to places of work education, and social/leisure activities may be disproportionately impacted; Hackney Carriage vehicles are 100% wheelchair accessible and may be the only form of suitable transport for some disabled passengers. Additionally, young people are more reliant on public transport, taxis, and private hire vehicles to transport them to places of work, education, and

social/leisure activities. This is of particular relevance at night where other transportation services cease, such as trams and buses. Therefore, young people may also be disproportionately impacted.

---

**Impacted characteristics:**

- Age
- Disability
- Carers
- Health
- Poverty & Financial Inclusion
- Sex
- Partners

**Consultation and other engagement**

**Cumulative Impact**

Does the proposal have a cumulative impact: No

---

**Impact areas:**

**Initial Sign-Off**

Full impact assessment required: Yes

---

Review Date: 31/05/2024

**PART B - Full Impact Assessment**

**Staff Impacted:** No

**Customers Impacted:** Yes

**Description of Impact:** The National Office of Statistics 2021 Census data shows 44.5% of Sheffield residents described their health as "very good", increasing from 43.0% in 2011. Those describing their health as "good" rose from 34.1% to 34.4%. These are age-standardised proportions. The Sheffield Joint Health & Wellbeing Strategy 2019-2024 details that those who live in poorer parts of Sheffield have worse health than those living in more affluent areas. Disabled people are more reliant on public transport, taxis, and PHVs to transport them to places of work education, and social/leisure activities; this may also be the case for those with poor health. Fares are charged equally across all groups; however, any increase in fares may impact people with poor health as they may be more reliant on public transport.

**Name of Lead Health Officer:**

**Comprehensive Assessment Being Completed:** No

**Public Health Lead signed off health impact(s):**

## Age

**Staff Impacted:** No

**Customers Impacted:** Yes

**Description of Impact:** The National Office of Statistics 2021 Census data shows that between the last two censuses (2011 and 2021), the average (median) age of Sheffield increased by one year, from 36 to 37 years of age. This area had a lower average (median) age than Yorkshire and The Humber as a whole in 2021 (40 years) and a lower average (median) age than England (40 years). The number of people aged 50 to 64 years rose by just over 11,800 (an increase of 13.4%), while the number of

residents between 35 and 49 years fell by just over 11,400 (10.3% decrease). The 20-24 age group stands out proud from this overall shape in Sheffield, as it represents the city's large student population. Young people are more reliant on public transport, taxis, and private hire vehicles to transport them to places of work, education, and social/leisure activities. This is of particular relevance at night where other transportation services cease, such as trams and buses. Older people are more reliant on public transport, taxis, and private hire vehicles to transport them to health services and to social and leisure activities. Fares are charged equally across all age groups; however, any increase in fares may impact younger people as they are more reliant on public transport.

## Carers

**Staff Impacted:**

**Customers Impacted:**

**Description of Impact:**

The 2021 Census showed that 20.7% of Sheffield residents have a disability which limits them either a little or a lot. Disabled people are more reliant on public transport, taxis, and PHVs to transport them to places of work education, and social/leisure activities. Taxi and Private Hire Vehicle Statistics, England: 2023 show that in 2021, average taxi or private hire usage accounted for 2% of all trips for those with mobility difficulties, compared to 1% for those without mobility difficulties. Between 2007 and 2019, people with mobility difficulties took between 16 and 23 trips per year, while those without difficulties took around 10 trips. Young people are more reliant on public transport, taxis, and private hire vehicles to transport them to places of work, education, and social/leisure activities. This is of particular relevance at night where other transportation services cease, such as trams and buses. Older people are more reliant on public transport, taxis, and private hire vehicles to transport them to health services and to social and leisure activities. Fares are charged equally across all groups; however, any increase in fares may impact carers who accompany disabled and older customers as they are more reliant on public transport.



**Staff Impacted:** No

**Customers Impacted:** Yes

**Description of Impact:** The 2021 Census showed that 20.7% of Sheffield residents have a disability which limits them either a little or a lot. Disabled people are more reliant on public transport, taxis, and PHVs to transport them to places of work education, and social/leisure activities. Taxi and Private Hire Vehicle Statistics, England: 2023 show that in 2021, average taxi or private hire usage accounted for 2% of all trips for those with mobility difficulties, compared to 1% for those without mobility difficulties. Between 2007 and 2019, people with mobility difficulties took between 16 and 23 trips per year, while those without difficulties took around 10 trips. Fares are charged equally across all groups; however, any increase in fares may impact disabled people as they are more reliant on public transport.

## Partners

**Staff Impacted:** Yes

**Customers Impacted:** No

**Description of Impact:** The proposed increase in fares, as requested, range from 4.4% to 6.4% depending on the tariff and the distance travelled. This equates to extra 20p on a 2-mile journey. Trade representatives were required to submit evidence to support their requests for an increase. Where information was received, this shows an increase all such costs associated with operating a hackney carriage, such as fuel, repair costs and insurance. The fare increase will help to fund these extra costs that are currently being borne by the licensee.

## Poverty & Financial Inclusion

**Staff Impacted:** No

**Customers Impacted:**

**Description of Impact:**

The proposed increase in fares, as requested, range from 4.4% to 6.4% depending on the tariff. This equates to extra 20p on a 2-mile journey. Taxi and Private Hire Vehicle Statistics, England: 2023 states that in 2021, on average, people in households without access to a car made around 8 times as many taxi or PHV trips as those with access to a car (23 trips per person compared to 3 trips per person respectively), and travelled roughly 3 times as far. In 2021, the average number of trips taken by taxi or PHV varied across income quintiles, but with no clear trend as income increases. Fares are charged equally across all groups; however, any increase in fares may impact those more reliant on public transport.

**Action Plan & Supporting Evidence**

**Outline of action plan:**

**Action plan evidence:**

The National Office of Statistics - 2021 Census Data  
Taxi and Private Hire Vehicle Statistics, England: 2023

**Changes made as a result of action plan:**

**Mitigation**

**Significant risk after mitigation measures:** No

**Outline of impact and risks:**

**Review Date**

**Review Date:** 31/05/2024



## Report to Policy Committee

### Author/Lead Officer of Report:

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

**Tel: 07732208846**

**Report of:** *Executive Director, Neighbourhood Services*

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

**Date of Decision:** *15<sup>th</sup> November 2023*

**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 recharged to traders at Crystal Peaks Marketplace. The Council are tenants of the Crystal Peaks market under a Lease made between Albany Courtyard Investments Limited and the Council which was commenced on 29th July 2005 (“the Superior Lease”). The Superior Lease provided that the Council’s landlord could recover a service charge from the Council for certain services that the provision of is managed by the landlord’s agent Workman LLP. Although the under leases made by the Council with market traders allows for this service charge to be recovered by the Council from the market traders there has not been an increase passed on to traders in several years. This is despite the operational cost of the market increasing substantially. There has also been increases to the Service Charge paid by Sheffield Council to Workman LLP that has never been passed on to the Traders within the Marketplace.

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

**Recommendations:**

The Waste & Street Scene Committee is recommended to:

- Approve an increase to the service charge currently charged to market traders to close the gap to eventual full cost recovery.
- Agree a period of 12 weeks from the decision being taken to the implementation of the new service charge.
- Agree that a review should take place annually for officers to make proposals to the Committee for moving towards full cost recovery or if necessary, proposals will be brought to reduce the service charge.

**Background Papers:**

*(Insert details of any background papers used in the compilation of the 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: Adrian Hart
		Legal: David Sellars
		Equalities & Consultation: Ed Sexton
		Climate: Liam Pond
<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 – Executive Director
3	<b>Committee Chair consulted:</b>	Cllr Joe Otten, Chair of Waste and Street Scene Committee
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> Liam Pond	<b>Job Title:</b> Interim Operations Manager City Centre Maintenance & Sheffield Markets
<b>Date:</b> 01/10/2023		

## **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.
- 1.1.6 A report was brought to a previous Waste and Street Scene Committee meeting in June 2023, which resulted in members deferring a decision requesting officers to revise figures to firm up proposals on a service charge increase.

### **1.2 INTRODUCTION**

- 1.2.1 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.
- 1.2.2 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.

### 1.3 CURRENT POSITION ON COSTS

1.3.1 The below table sets out the operational cost and amount attributable via the service charge in 2022/2023 financial year.

Crystal Peaks			2022/23
Service Provided			Actual Cost (£)
<b>MANAGEMENT</b>			
1	Site Management Resources		109,535
2	Site service charge		183,926
<b>Sub-total</b>			<b>293,461</b>
<b>CENTRAL UTILITIES</b> (not covered by direct utility recharge)			
3	Electricity		93,477
4	Gas		14,880
5	Water		7,862
<b>Sub-total</b>			<b>116,219</b>
<b>SOFT SERVICES</b>			
6	Security		93,963
7	Cleaning and environmental		93,839
8	Marketing and promotions		22,269
<b>Sub-total</b>			<b>210,071</b>
<b>HARD SERVICES</b>			
9	Mechanical and electrical services		13,400
10	Lifts		-
11	Fabric repairs and maintenance		78,021
<b>Sub-total</b>			<b>91,421</b>
<b>INSURANCE</b>			
12	Insurance		5,743
<b>Sub-total</b>			<b>5,743</b>
<b>TOTAL (a)</b>			<b>716,915</b>

*Actual Costs Crystal Peaks Service Charge 2022/2023*

1.3.2 Below is a table showing the amount per square metre that is attributable to service charge financial year 2022/23

Actual Square Metres	Sq Mtr
Non-Food	592.46
Food	119.68
Cafes	73.47
Meat and Fish	54.00
<b>TOTAL (b)</b>	<b>839.61</b>

*SQ M that collates Annual Service Charge – Actual 2022/2023*

### 1.4 Actual costs and recovery

1.4.1 In total for the financial year 2022/23 operational costs attributable to the Market Service Charge at Crystal Peaks was **£716,915**. The amount recharged to traders was **£453,389** showing an overall subsidy/deficit of **£263,526**.

1.4.2 The recovery rate for this financial year 2022/23 was approximately 63.24% of the actual costs.

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.

## 1.5 Mitigation

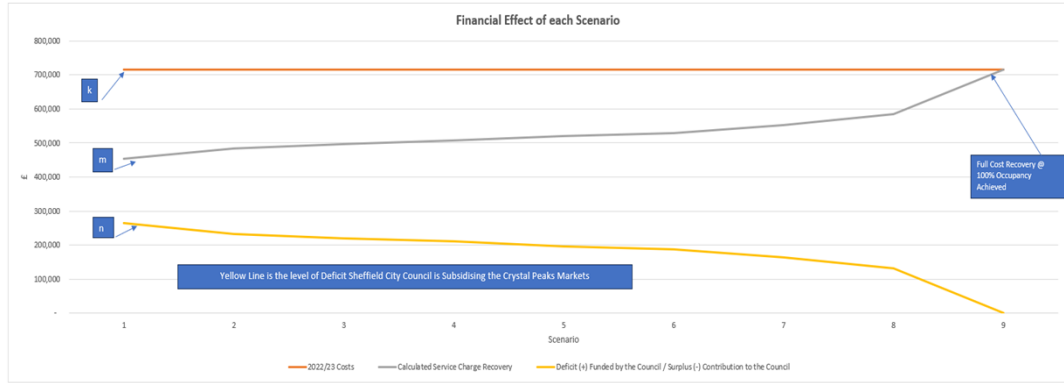
- 1.5.1 Several structural and operational changes over recent years have meant that the markets team is running as lean/and efficiently as possible. It is only through increased tenancies take up and reduction in external charges/costs that the service charge could be reduced. Current occupancy figures at Crystal Peaks Market are 79%.
- 1.5.2 Despite occupancy figures appearing quite low at 79%, national average for market occupancy stands at 72% (Figures from NABMA) which indicates the Market to be performing better on occupancy when compared to the UK average.
- 1.5.3 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.
- 1.5.4 There are no proposals to backdate any historic under recovery of charges.
- 1.5.5 Should a decision be taken to increase the service charge rate, but not fully recover cost, it is proposed that the impact is reviewed with a further performance report to committee on vacancy 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 PROPOSED OPTIONS FOR SERVICE CHARGE INCREASE

- 1.6.1 The below table sets out 9 options for a service charge increase. The below figures calculations have been taken from the information provided in appendix 7.1.4

Scenario	Reference / Calculation	Calculated % Increase	Deficit (+) Funded by the Council / Surplus (-) Contribution to the Council
		(f)	(n) = (k) - (m)
Scenario 1 - Do Nothing	Current Service Charge per Square Metre	0.00%	263,526
Scenario 2 - Add CPI to the Current Charge	CPI Table 4 Published 20/09/23 - % change over 12 months All Services	6.80%	232,695
Scenario 3 - Add CPI+3% to the Current Charge	CPI+3%	9.80%	219,093
Scenario 4 - Add CPI+5% to the Current Charge	CPI+5%	11.80%	210,026
Scenario 5 - Add CPI+8% to the Current Charge	CPI+8%	14.80%	196,424
Scenario 6 - Add CPI+10% to the Current Charge	CPI+10%	16.80%	187,356
Scenario 7 - Add CPI+15% to the Current Charge	CPI+15%	21.80%	164,687
Scenario 8 - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	CPI+22.20% - MID POINT between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	29.06%	131,774
Scenario 9 - Full Cost Recovery (Based on 100% Occupancy)	CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)	58.12%	14

1.6.2 The below graph illustrates the impact of each option on the amount under recovered by SCC.



1.6.3 Below is a table that shows a breakdown analysis of when each scenario will eventually reach full cost recovery

Service Charge per Nine Square Metre Unit									
Financial Year	Scenario 1 Do Nothing	Scenario 2 Add CPI to the Current Charge	Scenario 3 Add CPI+3% to the Current Charge	Scenario 4 Add CPI+5% to the Current Charge	Scenario 5 CPI+8% to the Current Charge	Scenario 6 Add CPI+10% to the Current Charge	Scenario 7 Add CPI+15% to the Current Charge	Scenario 8 CPI+22.26% - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	Scenario 9 CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)
2024/25	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	29.06%	58.12%
2025/26	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	29.06%	
2026/27	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%			
2027/28	0.00%	6.80%	9.80%	11.80%					
2028/29	0.00%	6.80%	9.80%						
2029/30	0.00%	6.80%							
2030/31	0.00%	6.80%							
2031/32	0.00%								
2032/33	0.00%								
2033/34	0.00%								
2034/35	0.00%								

1.6.4 The following table indicates price increase for traders annually per stall

Traders Annual Service Charge per Nine Square Metre Unit									
Financial Year	Scenario 1 Do Nothing	Scenario 2 Add CPI to the Current Charge	Scenario 3 Add CPI+3% to the Current Charge	Scenario 4 Add CPI+5% to the Current Charge	Scenario 5 CPI+8% to the Current Charge	Scenario 6 Add CPI+10% to the Current Charge	Scenario 7 Add CPI+15% to the Current Charge	Scenario 8 CPI+22.26% - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	Scenario 9 CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)
2024/25	4,860.00	5,193.00	5,337.00	5,436.00	5,580.00	5,679.00	5,922.00	6,273.00	7,686.00
2025/26	4,860.00	5,546.12	5,860.03	6,077.45	6,405.84	6,633.07	7,213.00	8,095.93	
2026/27	4,860.00	5,923.26	6,434.31	6,794.59	7,353.90	7,747.43			
2027/28	4,860.00	6,326.04	7,064.87	7,596.35					
2028/29	4,860.00	6,756.21	7,757.23						
2029/30	4,860.00	7,215.64							
2030/31	4,860.00	7,706.30							
2031/32	4,860.00								
2032/33	4,860.00								
2033/34	4,860.00								
2034/35	4,860.00								



- 1.6.5 Scenario 1 – Do nothing. This is not a viable option, although the team will actively manage costs as far as possible, there will inevitably be an increase in costs due to inflation, resulting in an overspend position for the Council to fund. In effect this will increase the ‘subsidy’ Sheffield City Council is giving to the Market Traders.
- 1.6.6 Scenarios 2 to 8 – Whilst these proposals increase the current service charge rate by varying degrees, they all still leave Sheffield City Council subsidising the Market Traders and means there continues to be an overspend that the Council needs to fund. However, it must be acknowledged that the greater the increase in the price there is potential for the occupancy level to reduce as Traders may struggle to absorb the additional price increase.
- 1.6.7 Scenario 9 – Whilst this is a significant increase and will result in a reduction to the occupancy level, as Traders will struggle to absorb this increase without increasing their own prices, it is based on recovering all the costs the Council incurs and therefore does not provide a ‘subsidy’ to the Market Traders
- 1.6.8 The recommended proposal is scenario 8 which would increase the current Service charge to the midpoint between current charge and full cost recovery (based on 100% occupancy)

## **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

**3.3** A meeting recently took place between traders, members of the committee and council officers where the service charge increase was discussed

#### **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 to the midpoint 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 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. The assessment identifies specific impacts in relation to the equality categories of age, cohesion, health, poverty/financial inclusion, and on small traders (partners). The proposal will need monitoring closely to consider and, where possible, mitigate actual impacts.

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**

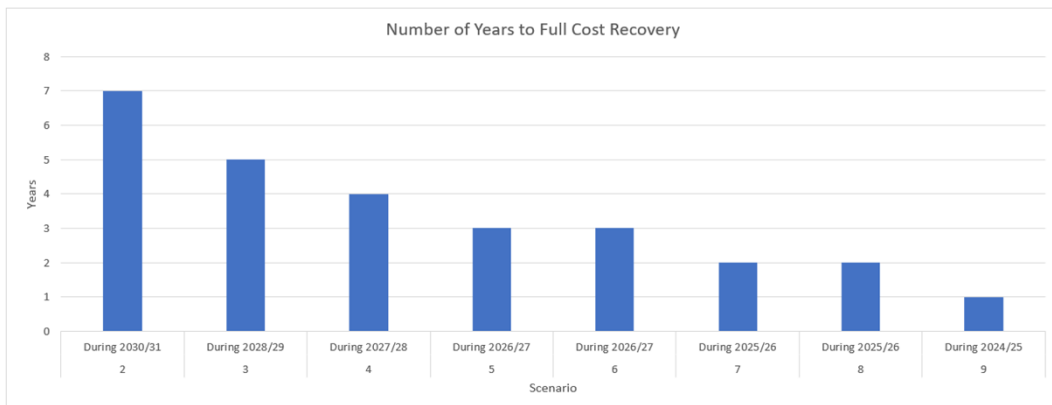
4.2.1 The Markets Service continues to face significant financial challenges and inflationary pressures, which will increase the subsidy the Council gives to Market Traders if full cost recovery is not adopted.

4.2.2 If full cost recovery is not adopted the Market Service in relation to Crystal

Peaks could face an unsustainable financial position the longer a subsidy is granted.

4.2.3 The number of years that each scenario will take to achieve full cost recovery is shown below in both a table and graph.

<i>Scenario</i>	<i>Full Cost Recovery Year</i>	<i>Number of Years to Full Cost Recovery</i>
<b>1</b>	<i>Never</i>	<i>Never</i>
<b>2</b>	<i>During 2030/31</i>	<i>7</i>
<b>3</b>	<i>During 2028/29</i>	<i>5</i>
<b>4</b>	<i>During 2027/28</i>	<i>4</i>
<b>5</b>	<i>During 2026/27</i>	<i>3</i>
<b>6</b>	<i>During 2026/27</i>	<i>3</i>
<b>7</b>	<i>During 2025/26</i>	<i>2</i>
<b>8</b>	<i>During 2025/26</i>	<i>2</i>
<b>9</b>	<i>During 2024/25</i>	<i>1</i>



4.2.4 The current service charge recovery from traders is £453k and the cost is £716k, this leaves the Council effectively subsidising £263k

4.2.5 The proposal to adopt scenario 8 (half way between the current charge and full cost recovery) will initially recover from traders £585k and the cost remains at £716k, leaving the Council effectively subsidising £131k. This scenario however will only take two financial years to reach full cost recovery.

4.2.6 The option of full cost recovery (Scenario 9) would reduce the subsidy to nil immediately.

4.2.7 The Markets Service have sought legal advice from our legal team regarding the implications of providing a subsidy and whether this falls within the Governments Subsidy Control regulations.

#### 4.3 Legal Implications

4.3.1 The proposed grants do appear to fall within the definition of a subsidy, however given the low value of the grants no Subsidy Control Act principles assessment is required to be undertaken.

4.3.2 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 (scenario 1) has been rejected by officers due to the unsustainable nature of the increasing subsidy required on operational costs.

5.2 The option to move straight to full cost recovery (scenario 9) 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.

5.3 Other models of recharging the service charge such as a service charge only tenancy agreement are options that require further work that has not been possible to complete in time to consider for this paper.

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

6.1 The option outlined in scenario 8 increasing the Service Charge to the midpoint 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 Table 7.1 shows the cost breakdown attributable to service charge financial year 2022/23

Crystal Peaks			2022/23
Service Provided			Actual Cost (£)
<b>MANAGEMENT</b>			
1	Site Management Resources		109,535
2	Site service charge		183,926
		<b>Sub-total</b>	<b>293,461</b>
<b>CENTRAL UTILITIES</b> (not covered by direct utility recharge)			
3	Electricity		93,477
4	Gas		14,880
5	Water		7,862
		<b>Sub-total</b>	<b>116,219</b>
<b>SOFT SERVICES</b>			
6	Security		93,963
7	Cleaning and environmental		93,839
8	Marketing and promotions		22,269
		<b>Sub-total</b>	<b>210,071</b>
<b>HARD SERVICES</b>			
9	Mechanical and electrical services		13,400
10	Lifts		-
11	Fabric repairs and maintenance		78,021
		<b>Sub-total</b>	<b>91,421</b>
<b>INSURANCE</b>			
12	Insurance		5,743
		<b>Sub-total</b>	<b>5,743</b>
		<b>TOTAL (a)</b>	<b>716,915</b>

- 7.2 Table 7.2 shows how the service charge is distributed in square metres across all retail units

Actual Square Metres		Sq Mtr
	Non-Food	592.46
	Food	119.68
	Cafes	73.47
	Meat and Fish	54.00
	<b>TOTAL (b)</b>	<b>839.61</b>

- 7.3 Table 7.3 demonstrates the calculations used to determine current charge, midpoint charge and full cost recovery

Charging Level	Calculation	£	% Inc on Current Charge
Current Charge	(c)	540.00	0.00%
Half way between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	$(d) = (c) + ((e) - (c)) / 2$	696.94	29.06%
Full Cost Recovery (Based on 100% Occupancy)	$(e) = (a) / (b)$	853.87	58.12%

- 7.4 Table 7.4 shows the calculations used to create each scenario for Service Charge uplift

Scenario	Reference / Calculation	Calculated % Increase (f)	Calculated £ Increase per Square Metre (g)	Charge per Square Metre (h) = (c) + ((c) x (f))	2022/23 Costs (k) = (a)	Calculated Service Charge Recovery (m) = (n) x (b)	Deficit (+) Funded by the Council / Surplus (-) Contribution to the Council (n) = (k) - (m)
Scenario 1 - Do Nothing	Current Service Charge per Square Metre	0.00%	-	540.00	716,915	453,389	263,526
Scenario 2 - Add CPI to the Current Charge	CPI Table 4 Published 20/09/23 - % change over 12 months All Services	6.80%	36.72	576.72	716,915	484,220	232,695
Scenario 3 - Add CPI+3% to the Current Charge	CPI+3%	9.80%	52.92	592.92	716,915	497,822	219,093
Scenario 4 - Add CPI+5% to the Current Charge	CPI+5%	11.80%	63.72	603.72	716,915	506,889	210,026
Scenario 5 - Add CPI+8% to the Current Charge	CPI+8%	14.80%	79.92	619.92	716,915	520,491	196,424
Scenario 6 - Add CPI+10% to the Current Charge	CPI+10%	16.80%	90.72	630.72	716,915	529,559	187,356
Scenario 7 - Add CPI+15% to the Current Charge	CPI+15%	21.80%	117.72	657.72	716,915	552,228	164,687
Scenario 8 - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	$\frac{540.00 + 657.72}{2}$ - Mid Point between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	29.06%	156.92	696.92	716,915	585,141	131,774
Scenario 9 - Full Cost Recovery (Based on 100% Occupancy)	CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)	58.12%	313.85	853.85	716,915	716,901	14

7.5 The graph in 7.5 demonstrates trend lines based on the effect of each scenario in relation to the subsidy paid by the council.

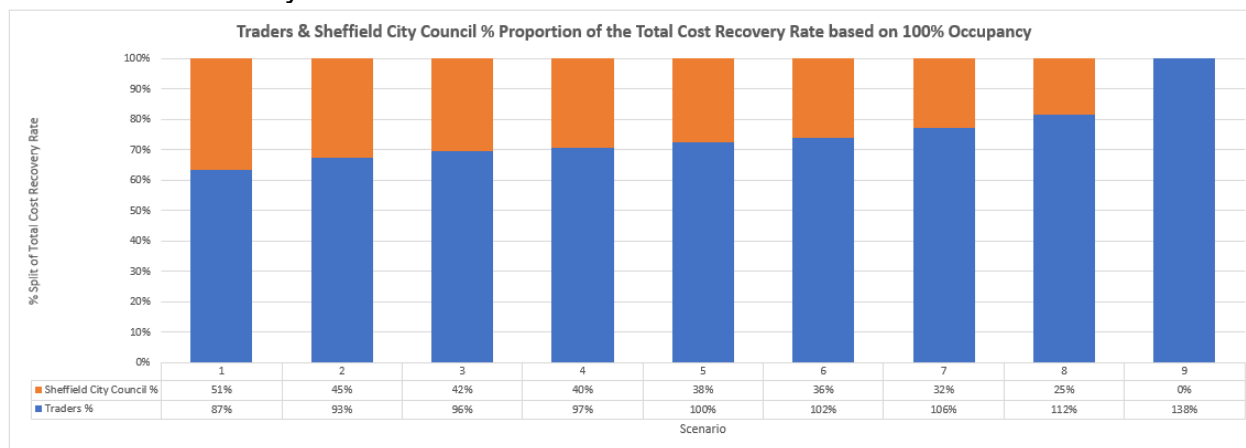


7.6 The service charge at Crystal Peaks Market has not seen an increase since 2009 when a 3% increase was implemented.

7.7 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.

Details (Based on a Standard Traders Unit of 9 Square Metres (3m x 3m))		Scenario								
		1	2	3	4	5	6	7	8	9
Base Data	Base Price	540.00								
	Price Increase %	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	29.06%	58.12%
	Price Increase £	-	36.72	52.92	63.72	79.92	90.72	117.72	156.92	313.85
	Will Sheffield City Council Subsidise the Traders with this Price	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Average Unit Area & Service Charge Rates (Trader & Sheffield City Council Subsidy)	Average Unit Area (3m x 3m = 9 Square Metres)	9	9	9	9	9	9	9	9	9
	Square Metre Unit Service Charge	540.00	576.72	592.92	603.72	619.92	630.72	657.72	696.92	853.85
	Rounded Square Metre Unit Service Charge	540.00	577.00	593.00	604.00	620.00	631.00	658.00	697.00	854.00
	Value of Subsidy per Square Metre Unit Service Charge	313.85	277.13	260.93	250.13	233.93	223.13	196.13	156.93	-
	Value of Rounded Subsidy per Square Metre Unit Service Charge	314.00	277.00	261.00	250.00	234.00	223.00	196.00	157.00	-
Traders Service Charges	Traders Total Annual Service Charge	4,860.00	5,193.00	5,337.00	5,436.00	5,580.00	5,679.00	5,922.00	6,273.00	7,686.00
	Traders Monthly Service Charge (12 Months)	405.00	432.75	444.75	453.00	465.00	473.25	493.50	522.75	640.50
	Traders Weekly Service Charge (52.143 Weeks)	93.21	99.59	102.35	104.25	107.01	108.91	113.57	120.30	147.40
Sheffield City Council Subsidy	Sheffield City Council Annual Subsidy	2,826.00	2,493.00	2,349.00	2,250.00	2,106.00	2,007.00	1,764.00	1,413.00	-
	Sheffield City Council Monthly Subsidy (12 Months)	235.50	207.75	195.75	187.50	175.50	167.25	147.00	117.75	-
	Sheffield City Council Weekly Subsidy (52.143 Weeks)	54.20	47.81	45.05	43.15	40.39	38.49	33.83	27.10	-
% Of Total Cost Recovery by Trader and Sheffield City Council	Traders Proportion of Total Cost Recovery @ 100% Occupancy	87%	93%	96%	97%	100%	102%	106%	112%	138%
	Sheffield City Council Proportion of Total Cost Recovery @ 100% Occupancy	51%	45%	42%	40%	38%	36%	32%	25%	0%
	Total Annual Service Charge	138%	138%	138%	138%	138%	138%	138%	138%	138%

## 7.8 Break even analysis

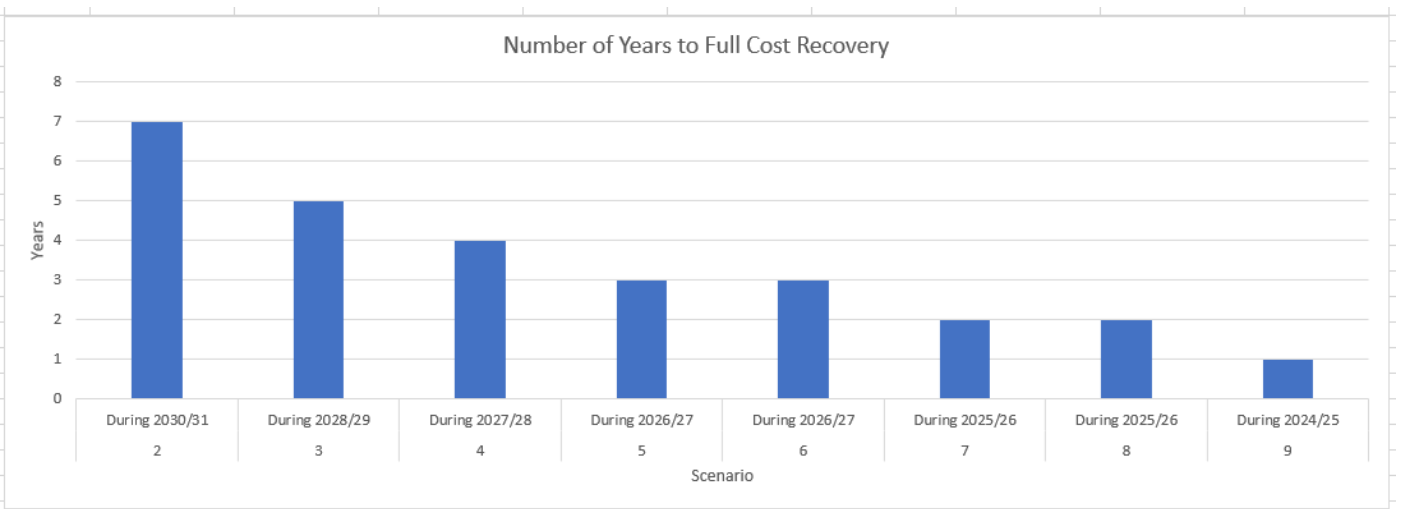


<b>Service Charge per Nine Square Metre Unit</b>									
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7	Scenario 8	Scenario 9
Financial Year	Do Nothing	Add CPI to the Current Charge	Add CPI+3% to the Current Charge	Add CPI+5% to the Current Charge	CPI+8% to the Current Charge	Add CPI+10% to the Current Charge	Add CPI+15% to the Current Charge	CPI+22.26% - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)
2024/25	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	29.06%	58.12%
2025/26	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	29.06%	
2026/27	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%			
2027/28	0.00%	6.80%	9.80%	11.80%					
2028/29	0.00%	6.80%	9.80%						
2029/30	0.00%	6.80%							
2030/31	0.00%	6.80%							
2031/32	0.00%								
2032/33	0.00%								
2033/34	0.00%								
2034/35	0.00%								
2035/36	0.00%								

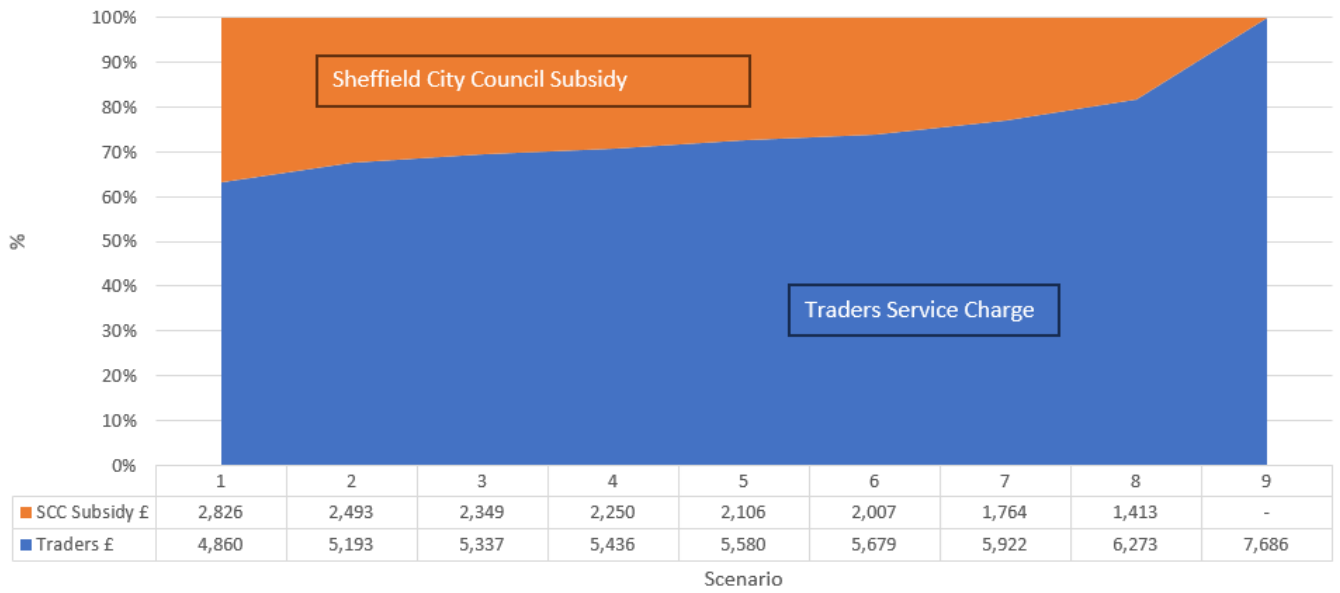
<b>Traders Annual Service Charge per Nine Square Metre Unit</b>									
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7	Scenario 8	Scenario 9
Financial Year	Do Nothing	Add CPI to the Current Charge	Add CPI+3% to the Current Charge	Add CPI+5% to the Current Charge	CPI+8% to the Current Charge	Add CPI+10% to the Current Charge	Add CPI+15% to the Current Charge	CPI+22.26% - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)
2024/25	4,860.00	5,193.00	5,337.00	5,436.00	5,580.00	5,679.00	5,922.00	6,273.00	7,686.00
2025/26	4,860.00	5,546.12	5,860.03	6,077.45	6,405.84	6,633.07	7,213.00	8,095.93	
2026/27	4,860.00	5,923.26	6,434.31	6,794.59	7,353.90	7,747.43			
2027/28	4,860.00	6,326.04	7,064.87	7,596.35					
2028/29	4,860.00	6,756.21	7,757.23						
2029/30	4,860.00	7,215.64							
2030/31	4,860.00	7,706.30							
2031/32	4,860.00								
2032/33	4,860.00								
2033/34	4,860.00								
2034/35	4,860.00								
2035/36	4,860.00								



Sheffield City Council Annual Subsidy per Nine Square Metre Unit									
Financial Year	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6	Scenario 7	Scenario 8	Scenario 9
	Do Nothing	Add CPI to the Current Charge	Add CPI+3% to the Current Charge	Add CPI+5% to the Current Charge	CPI+8% to the Current Charge	Add CPI+10% to the Current Charge	Add CPI+15% to the Current Charge	CPI+22.26% - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)
2024/25	2,826.00	2,493.00	2,349.00	2,250.00	2,106.00	2,007.00	1,764.00	1,413.00	-
2025/26	2,826.00	2,139.88	1,825.97	1,608.55	1,280.16	1,052.93	473.00	-	409.93
2026/27	2,826.00	1,762.74	1,251.69	891.41	332.10	-	61.43		
2027/28	2,826.00	1,359.96	621.13	89.65					
2028/29	2,826.00	929.79	-	71.23					
2029/30	2,826.00	470.36							
2030/31	2,826.00	-	20.30						
2031/32	2,826.00								
2032/33	2,826.00								
2033/34	2,826.00								
2034/35	2,826.00								
2035/36	2,826.00								



**Financial Split between Traders & Sheffield City Council based on the Full Cost Recover Rate for each Scenarion**



## PART A - Initial Impact Assessment

**Proposal Name:** Review of Service Charge - Crystal Peaks Market Traders

**EIA ID:** 2144

**EIA Author:** Liam Pond

---

**Proposal Outline:** To set out a range of options regarding the recovery of service charge related to Crystal Peaks Market tenants. Increases in service charges have not been passed through to tenants since 2009 and market operating costs have risen significantly in recent years. This has created a significant under recovery between the charge tenants pay and the cost to the council. 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

---

**Proposal Type:** Non-Budget

---

**Year Of Proposal:** 23/24

---

**Lead Director for proposal:** Richard Eyre

---

**Service Area:** Operational Services

---

**EIA Start Date:** 08/06/2023

---

**Lead Equality Objective:**

---

**Equality Lead Officer:** Ed Sexton

## Decision Type

### Committees:

Policy Committees

- Waste & Street Scene

## Portfolio

### Primary Portfolio:

Operational Services

---

### EIA is cross portfolio:

No

---

### EIA is joint with another organisation:

No

## Overview of Impact

### Overview Summery:

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 as risk of continuing. This could impact the business owners and any staff working for them. Part of a mitigation that is open to traders is to increase their prices to off set the additional costs. Markets are traditionally a low cost source of food and goods. Any increase in prices will potentially impact on some people who have with lower levels of income. The market is an important source of food and produce for older people, as promoting healthy eating of fresh produce and as a point of social cohesion and interaction. Any cost increases for traders, and passed onto customers, risks undermining these functions and exacerbating inequalities.

---

### Impacted characteristics:

- Poverty & Financial Inclusion
- Age
- Partners
- Cohesion
- Health

## Consultation and other engagement

### Cumulative Impact

Does the proposal have a cumulative impact:

Yes

The Tenancy Agreement that market traders enter into identifies that they will pay the service charge they are attributable to. However our management team have consulted in person to all traders that were present and an all trader email was sent out to inform any traders that were missed in this process.

---

Impact areas:

Year on Year

### Initial Sign-Off

Full impact assessment required:

Yes

---

Review Date:

08/12/2023

## PART B - Full Impact Assessment

### Health

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

Markets are traditionally a low cost source of food, including healthy and fresh produce. Any increase in

fees and prices will potentially impact on some people who have with lower levels of income and risk impacting further on health inequalities.

Name of Lead Health Officer:

Comprehensive Assessment  
Being Completed:

No

Public Health Lead signed off health  
impact(s):

## Age

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

Markets are traditionally a low cost source of food and goods. Older people are a significant part of the customer base, and families with young children children also rely on the market. Any increase in fees and prices will potentially impact on some people in different age groups.

## Cohesion

Staff Impacted:

No

Customers Impacted:

Yes

Description of Impact:

The market is, and aspires to be, a hub of social cohesion and interaction, promoting inclusion for population groups and smaller traders. Any increase in fees and prices that affects its business risks affecting this aspect of equality.

## Partners

Staff Impacted:

**Customers Impacted:** Yes

**Description of Impact:** The market is an important location for smaller traders, including those for whom the high street may no longer be an affordable option from which to trade. Any increase in fees risks the viability of some traders. The assessment is that proposed increase should not have a significantly detrimental affect on traders and occupancy rates.

## Poverty & Financial Inclusion

**Staff Impacted:** No

**Customers Impacted:** Yes

**Description of Impact:** Any increase in recovery of service charge costs 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. Part of a mitigation that is open to traders is to increase their prices to offset the additional costs. Markets are traditionally a low cost source of food and goods. Any increase in prices will potentially impact on some people who have with lower levels of income. The council need to raise the service charge charged to market traders in line with tenancy agreements, to offset escalating losses as operational costs of the markets increase, and the expectation is they will continue to do so. This would be the first overall increase since 2009. The recommended increase of 50% between the current service charges charged and actual operational cost will still be an ongoing loss to the council from the under-recovery. Following discussions at the monthly market traders forums, there is some awareness and expectation amongst traders that an increase would be due, in-line with tenancy agreements. 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 and changes and (c) stagger any future increases towards full cost recovery over a number of years. It's highly likely that increases in costs would be passed on to customers in many cases. A study in 2018 identified that market's customer demographic

suggests that the majority of customers may be working age adults but that younger adults (including students) and retired people may also be impacted – the research doesn't cover socio-economic factors.

## Action Plan & Supporting Evidence

**Outline of action plan:**

Monitoring of tenant vacancies, build up of debt and footfall in the market. Any fall across all three areas may indicate that the increase in service charge has been detrimental to the overall operation of the market and a different approach may be needed.

**Action plan evidence:**

Service Charge charged against actual operational costs. Footfall figures. Aged Debt figures

**Changes made as a result of action plan:**

## Mitigation

**Significant risk after mitigation measures:** No

**Outline of impact and risks:**

## Review Date

**Review Date:** 08/12/2023





## Report to Policy Committee

**Author/Lead Officer of Report:**

**Tel:** 0114 293 0253

**Report of:** Ajman Ali – Executive Director Neighbourhoods

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

**Date of Decision:** 15th November 2023

**Subject:** Waste & Street Scene Budget 2024/2025

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?				
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>Appendices 1 and 2 are not for publication because they contain exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).</i>				

### Purpose of Report:

The purpose of this report is to set out new financial pressures facing the Waste & Street Scene Committee in 2024/25, including fees, grant and other income available to the council to offset these pressures and proposals for how pressures may be addressed.

**Recommendations:**

It is recommended that the Waste & Street Scene Committee:

1. Notes the new financial pressures facing Waste & Street Scene for 24/25 and the new income available to help mitigate them
2. Notes that the proposals/mitigations will be presented to the Strategy and Resources Committee as part of the Council's budget for 2024/25.

**Background Papers:**

1. *Appendix 1: Waste & Street Scene Savings Proposals 24/25 (Closed)*

<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>Adrian Hart</i></p> <p>Legal: <i>Sarah Bennett</i></p> <p>Equalities &amp; Consultation: <i>Ed Sexton</i></p> <p>Climate: <i>Lead Officer</i></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>	
2	<p><b>SLB member who approved submission:</b> <i>Ajman Ali</i></p>
3	<p><b>Committee Chair consulted:</b> <i>Cllr Joe Otten</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 SLB 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> Richard Eyre</p> <p><b>Job Title:</b> Director, Street Scene &amp; Regulations</p>	
<b>Date: 18<sup>th</sup> October 2023</b>	

## 1.0 PROPOSAL

- 1.1 This report describes the new financial pressures facing the Waste & Street Scene Committee in 2024/25, the new income available to offset these pressures and the savings being proposed to bridge the gap between cost of service delivery and available resources to deliver a balanced budget.

## 2.0 BUDGET PRESSURES 2024/25

- 2.1 An updated medium term financial analysis was presented to Strategy & Resources committee in September to give members an early view of the forecast financial position for the Council for the next 4 years and to set the financial constraints within which the budgeting and business planning process will need to work to achieve a balanced budget position over the medium term. [MTFA & Committee Budget Savings Targets](#)

Over the 4 year period the forecast budget gap for the Council is estimated to be £61m. For 2024/25 the forecast budget gap is £18m that will need to be bridged by services in order to set a balanced budget for 2024/25.

For this committee the following assumptions have been made for 2024/25 within the MTFA.

### Waste & Street Scene

- Pressures of £7.7m the most significant of which include the RPIx uplifts for Waste and Streets Ahead Contracts
- Offset by
  - Funding allocated, as per the MTFA, to fund the 2024/5 pay award, £0.5m
  - Funding of RPIx contract uplifts, £6.4m
  - Assumed uplift by inflation of fees and charges £0.22m
  - Mix of Historically unused budgets
- This leaves a gap to find of £0.15m

The longer term look for the Committee is as follows:

	2023/24	2024/25	2025/26	2026/27	2027/28
	£m	£m	£m	£m	£m
Savings Target		2.5	0.1	0	0
Net Revenue Budget	64.4	71.8	76.4	79.4	82.6

## 3.0 SAVINGS PROPOSALS

- 3.1 The savings set out in the table below are proposals which have been updated and developed in line with SCC's agreed process.

### 3.2

Saving/ Pr Service		Description	Values
			Sum of Total 2425
Pressure	Street Scene & Regulation		-
		Pay Award	567,053
		Streets Ahead contract inflation	3,572,537
		Waste contract inflation	2,822,000
		Public realm - Pounds Park	258,658
		Other Pressures	510,000
<b>Street Scene &amp; Regulation Total</b>			<b>7,730,248</b>
<b>Pressure Total</b>			<b>7,730,248</b>
<b>Corporate Funding</b>			
		Major contracts corporately funded	-6,394,537
		Pay award corporately funded	-567,053
		Other corporate funding allocation	0
<b>Total corporate funding for WSS</b>			<b>-6,961,590</b>
<b>Net total</b>			<b>768,658</b>
		Services Mitigations	-603,727
<b>Total</b>			<b>-603,727</b>
<b>Target to find</b>			<b>164,931</b>

## 4.0 HOW DOES THIS DECISION CONTRIBUTE?

4.1 The proposals in this report are aimed at maximising financial resources to deliver Waste & Street Scene services outcomes to residents in Sheffield considering developments in national policy especially with the impending Environmental Act, the current economic climate, and that rightly, public expectations are still high for services that fall under WSS Policy Committee.

## 5.0 HAS THERE BEEN ANY CONSULTATION?

5.1 Briefings have been held with all WSS Cllrs including Cllr Otten, Cllr Dimond & Cllr Jones. Further consultation will be undertaken as detailed proposals develop.

## 6.0 RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

### 6.1 Equality Implications

6.1.1 Some of the options may have an equalities impact if accepted. Impact Assessments are being considered and detailed Impact Assessments will be completed once this Committee considers and agrees the proposals.

6.1.2 EIAs (Equality Impact Assessment) are live documents and will be kept up to date as proposals are further developed and, as appropriate, consulted upon. Further proposals will be required to balance the budget gap and EIAs will be undertaken for those as they are identified and brought forward.

### 6.2 Financial and Commercial Implications

6.2.1 Each Committee is required to deliver a cash standstill budget for 2024/25, which requires them to find mitigations for any Service pressures over and

above 2023/24 budget. The purpose of this is to allow the Council to achieve a balanced position for 2024/25 by the time the Strategy and Resources meets in December 2023.

**6.2.2** The pressures and savings proposals to address this are set out in this paper. Currently this Committee has met its financial target.

**6.2.3** All Committees savings proposals will be considered by the Strategy & Resources Committee before final sign off to ensure a balance 2024/25 budget for the Council as a whole.

### **6.3** Legal Implications

**6.3.1** By law, SCC (Sheffield City Council) must set and deliver a balanced budget, which is a financial plan based on sound assumptions. This can consider cost savings and/or local income growth strategies, as well as use of reserves. However, a budget will not be balanced where it reduces reserves to unacceptably low levels under section 25 of the Local Government Act 2003, which sets obligations of adequacy on controlled reserves.

**6.3.2** The recommendations in this Report contribute to the process of setting a budget but do not otherwise have any immediate legal implications.

**6.3.3** Implementation of the specific proposals outlined in this report may require further decisions in due course, which will need to be made in accordance with the council Constitution. It is important to note that in making these decisions, full consideration of the Council's legal duties and contractual obligations will be needed.

### **6.4** Climate Implications

Some of the options may have a climate impact if accepted. Climate Impact Assessments are being considered and detailed Impact Assessments will be completed once this Committee considers and agrees the proposals.

### **6.5** Other Implications

None

## **7.0 ALTERNATIVE OPTIONS CONSIDERED**

The Council is required to both set a balanced budget and to ensure that in-year income and expenditure are balanced. The options presented in this paper, if accepted, will negate the need to make any staff or resource cuts to the respective services and therefore, should allow the continuation of good quality customer services.

## **8.0 REASONS FOR RECOMMENDATIONS**

Members are asked to note the unsustainable financial position highlighted by the medium-term financial analysis presented to Strategy and Resources Committee in September 2023. This report and its recommendations, sets out

the scale of the challenge ahead, the limited resources available and some of the difficult decisions that will need to be taken.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



## Report to Policy Committee

**Author/Lead Officer of Report:** Neil Townrow  
(Waste Strategy Officer)

Email: neil.townrow@sheffield.gov.uk

**Report of:** *Ajman Ali, Executive Director Neighbourhood Services*

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

**Date of Decision:** *15<sup>th</sup> November 2023*

**Subject:** Food Waste Collection Service Transitional Arrangement

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? 2256				
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 checked="" type="checkbox"/>	No	<input 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>“Confidential Appendix 1 is not for publication because it contains exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).”</i>				

### Purpose of Report:

This report details the requirement to introduce separate, weekly food waste recycling collections to Sheffield households, as required by the Environment Act (2021).

This report also sets out three options available to the Council to meet its statutory obligations for food collection services:

Option 1: Introduction of a weekly food waste recycling service by 31 March 2026, and not apply for a Transitional Arrangement.

Option 2: Apply to Central Government for a Transitional Arrangement to defer the introduction of separate food waste collections for five years until 31 March 2031.

Option 3: Apply to Central Government for a Transitional Arrangement to defer the introduction of separate food waste collections until the end of the Veolia

Integrated Waste Management Contract in 2038.

This report recommends that Option 3 is best course of action for the Council based upon the reasons set out in this report.

**Recommendations:**

It is recommended that the Waste and Street Scene Committee:

Approves Option 3, as set out in paras 1.29 to 1.32 of this report, which proposes an application for a Transitional Arrangement to defer the requirement to introduce separate, weekly food waste collections until the end of the Veolia Integrated Waste Management contract in 2038, subject to Government Ministerial approval of the application for a Transitional Arrangement.

**Background Papers:**

- 2) Confidential Appendix 1
- 3) Appendix 2: Carbon saving projects

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: <i>Kerry Darlow</i>
		Legal: <i>Richard Marik</i>
		Equalities & Consultation: <i>Louise Nunn</i>
		Climate: <i>Andrew France</i>
	<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>	<i>Ajman Ali, Exec. Dir. Neighbourhood Services</i>
3	<b>Committee Chair consulted:</b>	<i>Cllr Joe Otten</i>
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> <i>Neil Townrow</i>	<b>Job Title:</b> <i>Waste Strategy Officer</i>
	<b>Date:</b> 06/11/23	

## 1. BACKGROUND

- 1.1 The duty of local authorities to collect and dispose of household waste is set out in Section 45 of the Environmental Protection Act 1990.
- 1.2 The Environment Act was enacted into UK Law in November 2021. This made a number of changes to the Environmental Protection Act 1990 and mandates that all local authorities in England provide a separate, weekly food waste recycling service to all households.
- 1.3 The scope of the food waste to be collected under the Environment Act 2021 includes *'all household food material that has become a waste, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be consumed by humans and including any substance, including water, intentionally incorporated into the food during its manufacture, preparation or treatment. This includes food scraps, tea bags, and coffee grounds.'*
- 1.4 The date by which local authorities must comply with the regulations and implement a separate, weekly food waste recycling service has been confirmed by Government as 31<sup>st</sup> March 2026.
- 1.5 Currently, all households in Sheffield are provided with separate bin collections for non-recyclable waste (black bin), and for the recycling of paper and card (blue bin) and glass, cans and plastic bottles (brown bin). Households can choose to recycle garden waste using the chargeable green bin service. The introduction of a food waste collection service would mean households receive an additional outside bin for the separation of food waste.
- 1.6 As a new statutory service, New Burdens Funding will be made available by Government to local authorities to contribute to the implementation and running costs of the service. However, New Burdens Funding will not be provided for any costs incurred due to the impact the introduction of separate food waste collections has on existing residual energy from waste collection contracts.
- 1.7 Government recognises that there are exceptional circumstances in which specific local authorities may need longer to introduce separate food waste collection services due to long-term waste disposal contracts, (which cover mechanical biological treatment and energy produced from food waste) that run beyond 31 March 2026.
- 1.8 Subject to Ministerial approval, local authorities that can evidence claims under existing, long-term residual waste collection contracts for the adverse effect that separate food waste collections will have on such contracts can apply for a Transitional Arrangement. A Transitional Arrangement will defer the requirement to introduce a food waste service until a later date, which can be no later than the end date of the existing

Integrated Waste Management Contract with Veolia in 2038 (Transitional Arrangement dates are linked to local authorities existing waste contracts).

- 1.9 Where approved, the specific Transitional Arrangement for a particular authority will be stipulated in the commencement regulations and the date, being the end of this Transitional Arrangement will be the date by which separate, weekly food waste collections need to be in place.
- 1.10 However, as the Government position is that collecting food waste for treatment by anaerobic digestion (AD) remains the preferred outcome, Government will contact local authorities with a Transitional Arrangement on an annual basis to discuss whether food waste collections can be introduced sooner than contract expiry dates.
- 1.11 DEFRA have advised that, subject to Government Ministerial approval (and Government funding), it may be possible to amend the date in the commencement regulations and/or bring the ongoing new burdens funding forward (in order to contribute to the implementation and running costs of the service) if:
- a local authority's residual waste collection contract ends sooner than expected (e.g. by termination) or,
  - a local authority can amend its existing residual waste contract to incorporate separate weekly food waste collections at an earlier date than the contract end date
- 1.12 Applications for a Transitional Arrangement are submitted to DEFRA and the Council has advised that any submission for a Transitional Arrangement will be made by 20 November 2023.

### **Option 1: No Application for a Transitional Arrangement**

- 1.13 Without a Transitional Arrangement in place, the Council will be mandated to provide separate, weekly food waste collections to all households by 31 March 2026.
- 1.14 All current household waste collection services are provided by Veolia on behalf of the Council through an Integrated Waste Management Contract that runs until 2038.
- 1.15 Should the Council commit to providing the separate food waste service by 31 March 2026, it would be delivered through the existing Integrated Waste Management contract with Veolia, and associated capital and revenue costs will be paid to Veolia.
- 1.16 The introduction of a new separate food waste collection service would require new diesel or electric refuse collection vehicles, additional staffing, infrastructure development and the need to secure sufficient food waste treatment capacity. Households would receive a small kitchen caddy and an outside food waste bin.

- 1.17 As a new statutory service, New Burdens Funding would be made available by Government to contribute to the implementation and running costs of the service.
- 1.18 DEFRA have stated that subject to Ministerial and Cabinet Collective Agreement, local authorities will receive New Burdens Funding to cover:
- Capital costs for the procurement of new vehicles and containers.
  - Ongoing funding to cover the ongoing costs incurred by local authorities to run services, subject to future spending reviews.
- 1.19 DEFRA have confirmed that £295m will be allocated across all local authorities to cover one-off capital funding for vehicles and containers, to be distributed via a funding formula with payments expected in 2023/24.
- 1.20 This funding formula will be subject to DEFRA internal governance, cross-government collective agreement and Ministerial agreement and issued through Section 31 grant letters and payments.
- 1.21 No details in relation to ongoing funding have been released.
- 1.22 Commercial discussions have taken place and an estimate of the implementation and ongoing costs associated with a separate food waste service have been provided. See Confidential Appendix 1 for further information.

**Options 2 and 3 to apply for a Transitional Arrangement:**

- 1.23 Due to the adverse impact the removal of food waste may have on the energy recovery facility under the current Integrated Waste Management Contract, the Council has the option to apply for a Transitional Arrangement.
- 1.24 DEFRA have confirmed that the Council meets the eligibility criteria to apply for a Transitional Arrangement having provided evidence of the adverse effect that separate food waste collections will have on the Council's Integrated Waste Management contract. (see Confidential Appendix 1 for further information)
- 1.25 However, the Transitional Arrangement is subject to Ministerial approval. If the Transitional Arrangement is rejected by Ministers, the Council would be mandated to provide a weekly food waste collection service by 31 March 2026 (Option 1).

**Option 2: Application for a Transitional Arrangement: 5 years**

- 1.26 The Council has the option to apply for a Transitional Arrangement to defer the introduction of separate food waste collections for five years

under 31 March 2031 (subject to Ministerial approval).

- 1.27 If the application for a 5-year Transitional Arrangement is approved, the Council's obligation to introduce separate food waste collections would be deferred for five years until 31 March 2031.
- 1.28 Under this option, the expiry date of the Transitional Arrangement would be included within the commencement regulations. The Council would be mandated to introduce separate, weekly food waste collections, at the end of the Transitional Arrangement.

**Option 3: Application for a Transitional Arrangement 2038**

- 1.29 The Council also has the option to apply for a Transitional Arrangement to defer the introduction of separate food waste collections until the end of the Integrated Waste Management contract with Veolia in 2038 (subject to Ministerial approval).
- 1.30 If the application for a Transitional Arrangement until the end of the Integrated Food Waste Management contract with Veolia is approved, the Council's obligation to introduce separate food waste collections would be deferred until 2038
- 1.31 Under this option, the expiry date of the Transitional Arrangement would be included within the commencement regulations. The Council would be mandated to introduce separate, weekly food waste collections, at the end of the Transitional Arrangement.
- 1.32 **Benefits and disbenefits of applying for a 5 year Transitional Arrangement, a Transitional Arrangement until 2038, and forgoing the opportunity to apply for a Transitional Arrangement**



	<b>Option 1: No application for a Transitional Arrangement, introduce separate food waste collections as per Government requirements</b>
Benefits	<p>The introduction of separate, weekly food waste collections would provide Sheffield residents with additional recycling opportunities. Residents would be able to recycle food waste from their home, in addition to the services already provided for paper, card, glass, cans, plastic bottles and garden waste.</p> <p>Independent modelling was carried out using the Waste and Resources Assessment Tool for the Environment (WRATE) and demonstrated that separate food waste collections would increase Sheffield's annual recycling performance by 6%, and achieve a carbon saving of 78 tonnes CO<sub>2</sub> equivalent per year.</p> <p>The Council would benefit from all available Government New Burdens funding to assist in the implementation and ongoing costs associated with providing the service. Although no announcement has been made as to the amount of revenue funding available or the funding formula, £295m of capital funding has been announced, and typically, Sheffield would expect to receive 1% of any funding available, amounting to £2.95m. This would be paid as a lump sum in 2023/24.</p> <p>The introduction of food waste recycling would align Sheffield with the services provided by all other local authorities that have also decided to forgo the Transitional Arrangement opportunity.</p> <p>The new collection service would provide over fifty new full-time jobs with Veolia in Sheffield.</p>
Disbenefits	<p>There is lack of clarity from Government as to the amount of New Burdens funding to be made available. There is a high risk that the New Burdens funding provided will not cover all of the revenue or capital costs associated with the service.</p> <p>Although the independent modelling demonstrated that the introduction of a separate, weekly food waste collection service would deliver a carbon saving of 78 tonnes CO<sub>2</sub> equivalent per year, this is a high cost, marginal carbon saving due to the increased traffic movements associated with the introduction of a new, weekly collection service, and the high efficiency of the energy recovery facility. It should also be noted that the modelling assumed an anaerobic digestion facility being located within 20 miles of Sheffield, and any carbon saving would be reduced if the distance travelled was further afield.</p> <p>Based on the estimate of costs provided by Veolia and estimate of New Burdens funding, £3m was included in the Council's Medium Term Financial Analysis for ongoing service costs from 2025/26. Given the uncertainty</p>

	<p>regarding the amount of ongoing New Burdens funding available, there is a high risk that the £3m included in the Medium Term Financial Analysis will not be sufficient to cover the service costs.</p> <p>All other South Yorkshire Authorities have secured a Transitional Arrangement until 2040.</p> <p>The Government has confirmed that New Burdens Funding will not be provided for any costs incurred due to the impact of separate food waste collections on existing residual energy from waste collection contracts. The Government position is that this would not represent good value for money given the carbon benefits achieved by moving to separate food waste collections may be marginal when compared to far greater carbon savings per pound spent on other government projects.</p> <p>See section 1, Closed Appendix 1, for further disbenefits.</p>
	<p><b>Option 2: Apply for a Transitional Arrangement to delay the introduction of separate food waste collections until 31 March 2031</b></p>
Benefits	<p>Option 2 would defer the requirement to introduce separate, weekly food waste collections in Sheffield by five years until 2031.</p> <p>The deferment would provide opportunities to use the £3m per annum earmarked for food waste from 2025/26 (total of £15m) included within the Medium Term Financial Analysis to instead support other Council wide revenue pressures or initiatives, including the delivery of alternative climate change projects that could deliver additional carbon savings than could be achieved from a separate food waste collection service. (See Appendix 2 for more information). Please note, the £3m included in the Medium Term Financial Analysis is currently an unfunded corporate pressure.</p> <p>A Transitional Arrangement until 2031 would mean that the Council does not have to wait until the end of the arrangement to introduce separate food waste collections and nor would it prevent the Council from accessing New Burdens funding in future. DEFRA have advised that, subject to Government Ministerial approval (and Government funding), it may be possible to amend the date in the commencement regulations and/or bring the new burdens funding forward (in order to contribute to the implementation and running costs of the service) if a local authority residual waste collection contract ends sooner than expected (e.g. by termination) or if a local authority can amend the existing waste contract to incorporate separate weekly food waste collections at an</p>

	<p>earlier date than the contract end date. The Government will remain in contact with local authorities with a Transitional Arrangement on an annual basis to assess if this date can be brought forward.</p> <p>A deferment until 2031 would provide sufficient time for the Government to confirm the amount of New Burdens funding available, and provide some flexibility for the Council to consider the financial and environmental impact of separate food waste collections. The Council would be able to decide when to introduce the service (provided it was introduced before 2031), and this decision would be informed by the amount of New Burdens funding available to the Council each year and any budgetary pressures associated with the ongoing provision of the service.</p> <p>See Closed Appendix 1, for further benefits.</p>
Disbenefits	<p>Sheffield residents will not be able to take advantage of the additional food waste recycling opportunities until 2031.</p> <p>The Council would not receive New Burdens funding until the end of the Transitional Arrangement in 2031. Furthermore, although DEFRA have stated that the Council would be eligible to receive New Burdens funding once the separate food waste service has been introduced, it would be subject to ministerial agreement and funding available at the time.</p> <p>The shorter duration of the Transitional Arrangement means the Council would have less flexibility to consider the financial and environmental impact of separate food waste collections in comparison to option 3.</p> <p>Notwithstanding the flexibility afforded by the 2031 implementation date, the Council would be mandated to introduce separate, weekly food waste collections in 2031 regardless of the Council's budgetary position at that time.</p> <p>See Closed Appendix 1, for further disbenefits.</p>
	<p><b>Option 3: Apply for a Transitional Arrangement to delay the introduction of separate food waste collections until 2038</b></p>
Benefits	<p>Option 3 would defer the requirement to introduce separate, weekly food waste collections in Sheffield until the end of the Veolia Integrated Waste Management contract in 2038.</p>

	<p>The deferment would provide opportunities to use the £3m per annum earmarked for food waste from 2025/26 (total of £65m) included within the Medium Term Financial Analysis to instead support other Council wide revenue pressures or initiatives, including the delivery of alternative climate change projects that could deliver additional carbon savings than could be achieved from a separate food waste collection service. (See Appendix 2 for more information). Please note, the £3m included in the Medium Term Financial Analysis is currently an unfunded corporate pressure.</p> <p>As with Option 2, a Transitional Arrangement until 2038 would mean that the Council does not have to wait until the end of the arrangement to introduce separate food waste collections and nor would it prevent the Council from accessing New Burdens funding in future. DEFRA have advised that, subject to Government Ministerial approval (and Government funding), it may be possible to amend the date in the commencement regulations and/or bring the new burdens funding forward (in order to contribute to the implementation and running costs of the service) if a local authority residual waste collection contract ends sooner than expected (e.g. by termination) or if a local authority can amend the existing waste contract to incorporate separate weekly food waste collections at an earlier date than the contract end date. The Government will remain in contact with local authorities with a Transitional Arrangement on an annual basis to assess if this date can be brought forward.</p> <p>A deferment until the end of the Veolia Integrated Waste Management contract (2038) would provide maximum flexibility to consider the financial and environmental impact of separate food waste collections. The Council would be able to decide when to introduce the service (provided it was introduced before 2038), and this decision would be informed by the amount of New Burdens funding available to the Council each year and any budgetary pressures associated with the ongoing provision of the service.</p> <p>Whilst it would not be the intention of the Council to wait until the end of the Transitional Arrangement, the introduction of a new food waste service at the end of the Veolia Integrated Waste Management contract in 2038 would ensure the service is introduced as part of the competitive tendering process associated with a new waste contract, which could deliver the service at a lower cost than could be achieved through the existing Integrated Waste Management contract.</p>
Disbenefits	Sheffield residents will not be able to take advantage of the additional food waste recycling opportunities until the

expiry of the Transitional Arrangement.

The Council would not receive New Burdens funding until the end of the Transitional Arrangement in 2038. Furthermore, although DEFRA have stated that the Council would be eligible to receive New Burdens funding once the service has been introduced, it would be subject to ministerial agreement and funding available at the time. The longer duration of the Transitional Arrangement (in comparison to Option 2) would increase the risk that New Burdens funding may not be available when the Transitional Arrangement expires at the end of the Veolia Integrated Waste Management contract in 2038.

Notwithstanding the flexibility afforded by the 2038 implementation date, the Council would be mandated to introduce separate, weekly food waste collections in 2038 regardless of the Council's budgetary position at that time.

See Closed Appendix 1, for further disbenefits.

## **Recommendation**

- 1.32 This report seeks approval for Option 3 as set out in para 1.29. The proposed option will see the Council submit an application to DEFRA for a Transitional Arrangement until the end of the Veolia Integrated Waste Management contract in 2038 and will be subject to Ministerial approval.
- 1.33 Whilst the proposed option is to seek a Transitional Arrangement until 2038, the Council will engage with Government, who have committed to making contact with local authorities in receipt of a Transitional Arrangement on an annual basis, to determine whether the implementation date of a food waste collection service can be brought forwards.
- 1.34 The proposed option will provide sufficient time for the Council to consider the timing of the introduction of a food waste collection service on an annual basis. This decision process will be informed by the amount of New Burdens funding available from Government and any budgetary pressures associated with the provision of the service.
- 1.35 If the application for a Transitional Arrangement until 2038 is not approved by Government Ministers, the Council would be mandated to provide a weekly food waste collection service by 31 March 2026 (Option 1) and a separate report setting out the commissioning strategy for a food waste collection service would be brought to the Waste and Street Scene Committee.

## **Going forward**

- 1.36 Subject to approval of the proposal in this report, (and subject to Ministerial approval), annual updates will be brought to the Waste and Street Scene Committee following discussions with Government. It is expected that the first update will be in 2026/27.
- 1.37 This approach will enable a regular review to determine whether the implementation date of a food waste collection service can be brought forwards. Each update will set out the known position in respect to the availability of New Burdens funding, and the costs associated with providing a food waste service.

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

- 2.1 The Council's delivery plan sets out the need to ensure financial stability and sustainability. The flexibility introduced by a Transitional Arrangement until 2038 (Option 3) will deliver financial stability and sustainability, by affording the Council sufficient time to decide when to introduce the service (i.e. during the most favourable financial conditions), rather than being mandated to do so by 31 March 2026,

when financial conditions may not be so favourable.

- 2.2 The Transitional Arrangement will mitigate the uncertainties around the amount of New Burdens funding to be made available. This will allow future decisions to be made on the basis of a more certain understanding of the amount of New Burdens funding available. This will also allow future decisions to be made on the basis of an informed position of any budgetary pressures associated with the ongoing provision of the service.
- 2.3 The future roll out of a new city-wide food waste collection service at the end of the Transitional Arrangement will contribute to two of our strategic goals set out in the Our Sheffield Delivery Plan 2022-23; strong and connected neighbourhoods which people are happy to call home and clean economic growth, whilst protecting financial stability and sustainability.
- 2.4 The proposal to approve Option 3 will provide opportunities to use the £3m set aside in the Medium Term Financial Analysis from 2025/26 for the food waste service. The deferment would provide opportunities to use the £3m per annum earmarked for food waste from 2025/26 included within the Medium Term Financial Analysis to be used instead for the delivery of alternative climate change projects that could deliver additional carbon savings. This will help to support the Council's target of being a net zero carbon city by 2030.

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

- 3.1 There is no statutory requirement to consult on this proposal.
- 3.2 In 2022/23 the annual online customer satisfaction survey for recycling bin collections included a question which asked residents to indicate how important it was to them to have food waste collected for recycling. 57% of the 5,086 responses stated that having food waste collected for recycling was important.
- 3.3 In June 2022, the Waste and Street Scene Committee approved the delivery of a 12-week food waste recycling collection trial. 8,200 households took part in the trial between September and November. At the end of the trial an online and paper based consultation exercise took place. 556 responses from the 8,200 households were received and 96% stated that they would use the service if introduced as a permanent service.

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

- 4.1 Equality Implications
  - 4.1.1 An Equality Impact Assessment has been carried out and this identified

that overall, there are no significant differential, positive or negative, equality impacts from this proposal.

#### 4.2 Financial and Commercial Implications

4.2.1 The financial and commercial implication are set out in Closed Appendix 1.

4.2.2 Please note, the £3m included in the Medium Term Financial Analysis is currently an unfunded corporate pressure.

#### 4.3 Legal Implications

4.3.1 The Environment Act was enacted into UK law in 2021, and amends section 45A of the Environmental Protection Act 1990 to include the separate collection of food waste for recycling, at least once a week.

4.3.2 When section 45A of the Environmental Act 1990 comes into force, the Council will have a duty to collect food waste for recycling at least once a week unless the Council has a successful deferment under the Transitional Arrangement.

4.3.3 This report sets out the Council's options which are to introduce and implement the food collection service by 31 March 2026 (option 1), apply for a Transitional Arrangement until 31 March 2031 (option 2), and apply for a Transitional Arrangement until the end of the Veolia Integrated Waste Management contract in 2038 (option 3). This report recommends that Option 3 be approved for the reasons set out in this report.

4.3.4 Further legal implications are set out in Confidential Appendix 1.

#### 4.4 Climate Implications

4.4.1 An initial Climate Change Impact Assessment has been carried out using the tool. As the proposed option is to apply for a Transitional Arrangement until 2038, there would not be any positive or negative impacts until such a time as the food waste service is introduced. The key findings of the assessment for the introduction of food waste collections at the expiry of the Transitional Arrangement are:

4.4.2 Estimates suggest that the introduction of a separate food waste recycling service would divert 12,000 tonnes of food waste from Sheffield's energy recovery facility to an anaerobic digestion treatment facility.

4.4.3 Independent modelling carried out by Local Partnerships, using the Waste and Resources Assessment Tool for the Environment (WRATE), estimated that a citywide food waste collection service would achieve an annual 78 tonne CO<sub>2</sub> equivalent saving when compared to the current service.



4.4.4 Sheffield's current recycling rate (2022/23) is 33.35%. The modelling estimated the introduction of a separate food waste collection service would increase recycling performance by 6%.

4.5 Other Implications

## 5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 Option 1 would forgo the opportunity to apply for a Transitional Arrangement, and the Council would be mandated to proceed with the implementation of a weekly food waste collection service by 31 March 2026.

5.2 This option has been discounted for the following reasons:

- The lack of clarity from Government as to the amount of New Burdens funding to be made available. There is a high risk that the New Burdens funding provided would not cover all of the revenue or capital costs associated with the service, and this may exceed the £3m included in the Council's Medium Term Financial Analysis from 2025/26.
- Confirmation from Government that New Burdens funding will not be provided to cover any costs incurred under existing residual energy from waste collection contracts for the impact the introduction of separate food waste collection.
- Marginal carbon savings (78 tonnes CO<sub>2</sub> equivalent per year) that would be achieved following the introduction of weekly food waste collections, when compared to the current disposal route via energy recovery.
- The opportunity to use the £3m included in the Medium Term Financial Analysis from 2025/26 for the food waste service, to be used for the delivery of alternative climate change projects that could deliver additional carbon savings. (See Appendix 2 for more information).

5.3 Option 2 would see the Council apply for a Transitional Arrangement, which, subject to Ministerial approval, would defer the requirement to provide separate, weekly food waste collections in Sheffield for 5 years until 31 March 31.

5.4 This option has been discounted for the following reasons:

- the shorter duration of the Transitional Arrangement associated

with option 2 (up to 5 years) when compared to option 3 (up to 12 years) means the Council would be mandated to introduce weekly food waste collections in 2031 regardless of the Council's budgetary position at that time.

- Option 2 will provide less flexibility than Option 3 and will deny the Council maximum opportunity to take an informed decision as to when to introduce the food waste collection service.

## **6. REASONS FOR RECOMMENDATIONS**

6.1 The proposed Option 3 will see the Council submit an application to DEFRA for a Transitional Arrangement until the end of the Veolia Integrated Waste Management contract in 2038.

6.2 The proposed option will provide the following benefits to the Council for the duration of the Transitional Arrangement:

- Protect the Council from costs for any negative commercial impacts the diversion of the food waste has on the Energy Recovery Facility for the duration of the integrated waste management contract
- Protect the Council from the ongoing budgetary pressure associated with the high risk that the New Burdens Funding will not cover all of the revenue or capital costs associated with the service.
- Provide maximum flexibility for the Council. Government have confirmed they will be in contact with local authorities in receipt of a Transitional Arrangement on an annual basis to determine whether the implementation date of separate food waste collections can be brought forwards. The Council will be able to review when to introduce a food waste service on an annual basis, and this decision process will be informed by the amount of New Burdens funding available from Government to provide an informed position of any budgetary pressures associated with the provision of the service.
- Recognises only marginal carbon savings associated with the provision of a food waste collection service when compared to disposal via energy recovery, and provides the opportunity to use the £3m included in the Medium Term Financial Analysis from 2025/26 for the food waste service, for the delivery of alternative climate change projects that could deliver additional carbon savings. Please note, the £3m included in the Medium Term Financial Analysis is currently an unfunded corporate pressure.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

## **Appendix 2: Ideas/opportunities for Carbon reduction and sustainability projects and Initiatives**

The following are potential ideas and opportunities to deliver carbon reduction and sustainability projects which could be funded using the funding earmarked for separate food waste collections included in the Medium Term Financial Analysis for food waste collections from 2025/26.

Further work will be needed to develop fully costed programmes.

### **Transport**

- SCC Members and officers are pushing the case for the rapid transition to Zero Emission buses in the city. We know that compliance with our clean air directives, coupled with need to significantly improve our aging bus fleet in the city, means that expanding EV bus provision in the city is critical. Although buses are owned and operated by the private sector in South Yorkshire (and the network is managed by SYMCA) the funding could be used to purchase approx. 35 EV buses. Arrangements would need to be put in place to structure an agreement with operators and SYMCA on how the money would be used, how charging and other garaging infrastructure would be delivered and how ongoing maintenance would be managed.

As set out in [Bus Back Better: national bus strategy for England](#), each zero emission bus reduces carbon emissions by about 70% (46 tonnes) annually compared to a diesel bus and also avoids the 23kg of nitrogen oxides (NOx) emitted by a diesel bus each year. Using these figures for Sheffield, and extrapolating over the 5 years of the funding allocation, the introduction of 35 Zero Emission buses could reduce CO2 emissions in the city by approximately 8,000 tonnes.

- E-bikes. The council's recently adopted Decarbonisation Route Map 'The Way We Travel', sets out SCC policy around modal shift and the need to promote active travel as part of efforts to reduce emissions, ease congestion, save carbon, create a safer and more resilient transport network and enable healthier lifestyles. Given Sheffield's topography, e-bikes are a good way for people to travel around the city but are sometimes more expensive than non-powered bikes. The higher cost of entry may put e-bikes out of the reach of significant numbers of citizens in Sheffield. A programme to develop a low cost/zero cost e-bike ownership programme for the city would go a significant way in addressing some of the objectives set out in the city's transport, climate and public health strategies.
- Subsidised/free public transport. Part of the allocation could be used to promote Sheffield's public transport networks through promotional offers of free or heavily subsidised transport on certain days (e.g. one weekend a month) or over specific periods public holidays/festive periods etc.
- Many of Sheffield's anchor institutions and businesses carry the post of travel planner/transport planner as part of their organisations. Funding the post of a council wide travel planner, to work with Members, committees and staff networks to promote modal shift, embed decarbonisation through committee decision making and encourage and facilitate a move to more sustainable modes, will assist the organisation in its moves towards Net Zero, a cross party objective.

## Climate change

- Climate Hub. Part of the challenge in adapting to and mitigating the impacts of climate change, and the need for us all to live more sustainably, is the difficulty in accessing information. Working closely with Sheffield's universities, the college, the VaC sector and business community, a 'Climate Hub' would provide opportunities for the following:
  - Members of the public to see demonstrations of new technology, seek information on products and services and information on available grants and packages to upgrade heating/energy systems.
  - Opportunities for the SME sector to promote products and services in order to develop the green tech market and support the pipeline of jobs in renewables and retrofit.
  - Event space to run workshops on technologies/sustainable living, urban agriculture, school events, community local renewable projects, etc.
  - A space for students/graduates/ people looking for work and/or a career change to learn about the employment opportunities associated with the transition to Net Zero and a more sustainable Sheffield.
  - A facility for college/Unis to deliver information on courses and other learning and training opportunities.

Combination of capital (set up costs, fit out, rent if non council owned building) and revenue (staffing, community outreach, business outreach, event management, demonstrations, training programme).

- Local industrial decarbonisation programme. Programme of funding/grant support/information and expertise for Sheffield's businesses to learn about and install carbon saving technologies or working practises at the local level. Peer to peer business support to support objectives under SCC's Business Decarbonisation Routemap. Could be a combination of revenue support (training, audit, carbon analysis, business impact review, carbon/energy saving audit) and capital (grants for new technology/retrofit/EV vehicles).
- Community energy/travel based programme. Opportunity to co-create and fund a package of community-based programmes as a model for neighbourhood sustainability, e.g. working with community based enterprises like Heeley Development Trust on active travel/community renewable energy projects/community growing programmes. Developing a replicable sustainable model for community transition to low carbon living could allow model to be implemented across the city, based on the needs of each community.

## Waste Management

- Part of the allocation could be used to introduce a small number of electric refuse collection vehicles into the Veolia fleet. Currently Sheffield does not operate any eRCVs and this could provide an opportunity to test this new technology on Sheffield hills and assess reliability, maintenance costs, and battery life to inform future fleet replenishment decisions. The cost of replenishing diesel vehicles (7 year cycle) is included in the Veolia contract and the cost would be the additional amount required to procure an electric vehicle. Discussions would have to take place with Veolia to assess maintenance and fuelling costs.
- Household Waste Recycling Centre Supersite. Sheffield has 5 small HWRCs which provides waste disposal for household waste only, with limited space for recycling, level access at

only one site, and unlike in other Council areas, no reuse centre. A Members working group will be established to inform the development of a business case for investing in a new waste and recycling supersite. Subject to finding a suitable location, the allocation could be used to establish a new supersite which provides:

- An improved customer experience with level access
- A potential reuse shop
- Ability to accept waste and recycling from SMEs on a charged for basis

This page is intentionally left blank



## PART A - Initial Impact Assessment

**Proposal Name:** Food Waste Recycling Collection Service

**EIA ID:** 2256

**EIA Author:** Neil Townrow

---

**Proposal Outline:**

The Environment Act was enacted into UK law in 2021 and sets out the mandatory requirement to introduce separate, weekly food waste collections. The purpose of this report is to gain approval for the service parameters associated with a citywide roll out of separate, weekly food waste recycling collections. Once agreed, the council can fully negotiate the commercial terms and service costs with Veolia, source the containers needed, and Veolia can progress securing the collection vehicles (minimum 12 month delivery time) and treatment route for the food waste collected. This will ensure the council is well placed to introduce the service by in accordance with timescales to be confirmed by Government, and expected after October 2025. The report follows the delivery of a 12-week separate food waste collection trial for 8,000 households between September and December 2022, as approved at the Waste and Street Scene Committee meeting on 23rd June (EIA: 1198). The reports recognises the complexity of the commercial negotiations required, and need to procure vehicles, containers and secure treatment capacity in order to meet the March 2025 timescales. The report includes provision to carry out further consultation, delegating to the Dir. of Street Scene & Regulations for finalising the Equality Impact Assessment and any amends to the service parameters arising from this.

---

**Proposal Type:** Non-Budget

---

**Year Of Proposal:** 25/26

---

**Lead Director for proposal:** Richard Eyre

Service Area: Waste Management

---

EIA Start Date: 24/07/2023

---

Lead Equality Objective: Understanding Communities

---

Equality Lead Officer: Louise Nunn

## Decision Type

Committees: Policy Committees

- Waste & Street Scene

## Portfolio

Primary Portfolio: Neighbourhood Services

---

EIA is cross portfolio: No

---

EIA is joint with another organisation: No

## Overview of Impact

### Overview Summery:

Overall there are no significant differential, positive or negative, equality impacts from this proposal. The service should have a positive impact by providing an improved recycling service for customers. As is the case for the existing black and recycling wheeled bin collection services, the standard food waste collection service provided will require customers to move their outdoor food waste bin to the pavement from their property for collection, and then return their bin after collection has been carried out. Assisted collections are available to customers on application, who due to an

age related, medical, or disability reason or due to being pregnant are unable to present their wheeled bins for collection. An assisted collection service will also be made available for customers requiring assistance with their food waste collection. Once an application for an assisted collection has been approved, the collection crew will collect and then return the outside food waste bin from the customer's property boundary after collection. We are aware that the food waste caddies are smaller than the wheeled bins used for the existing waste and recycling collections. The extra container placed out for collection on the pavement, alongside the smaller nature of the outside food waste bin which may make them more difficult to see, may present an increased issue for people with visual impairments, using wheelchairs and pushchairs, when using the pavement. 10% of respondents to the food waste trial survey indicated that their food waste bin had blown down the street when presenting their bin on the pavement, and the report recommends that the presentation point be changed to the property curtilage (within the property boundary) to reduce the risk of bins blowing down the street. Following approval of the recommendations in the report, further citywide consultation will take place, and this will be made available to public groups and organisations. The report seeks approval to delegate responsibility to the Dir. of Street Scene & Regulations for finalising the Equality Impact Assessment and any amends to the service parameters arising from this.

---

**Impacted characteristics:**

- Age
- Disability
- Pregnancy/Maternity

**Consultation and other engagement**

**Cumulative Impact**

**Does the proposal have a cumulative impact:**

No

---

Impact areas:

## Initial Sign-Off

Full impact assessment required: No

---

Review Date: 24/07/2023

## Action Plan & Supporting Evidence

Outline of action plan:

Action plan evidence:

Changes made as a result of action plan:

## Mitigation

Significant risk after mitigation measures:

Outline of impact and risks:

## Review Date

Review Date: 24/07/2023

### Climate Change Impact Assessment Summary

<b>Project/Proposal Name</b>	Food Waste Collection Service Transitional Arrangement	<b>Portfolio</b>	Operational Services
<b>Committee</b>	Waste and Street Scene	<b>Lead Member</b>	Joe Offen
<b>Strategic Priority</b>	Strong and Connected Neighbourhoods	<b>Lead Officer</b>	Neil Townrow
<b>Date CIA Completed</b>	23/10/23	<b>CIA Author</b>	Andrew France
		<b>Sign Off/Date</b>	23/10/23

**Project Description and CIA Assessment Summary**

This report details the requirement to introduce separate, weekly food waste recycling collections to Sheffield households, as required by the Environment Act (2021). Two options are available to the Council to ensure it meet its statutory obligations:

Option 1: Choose to go ahead with the introduction of a weekly food waste recycling service in line with the timescales to be set by Government, and not apply for a Transitional Arrangement

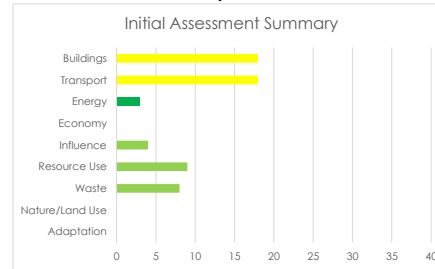
Option 2: Apply to Central Government for a Transitional Arrangement to defer the introduction of separate food waste collections to an agreed later date, prescribed in legislation.

The report recommends the Council applies for a Transitional Arrangement until 2038, for the reasons set out in the report. This assessment identifies the climate impact of introducing a food waste service at the end of the Transitional Arrangement.

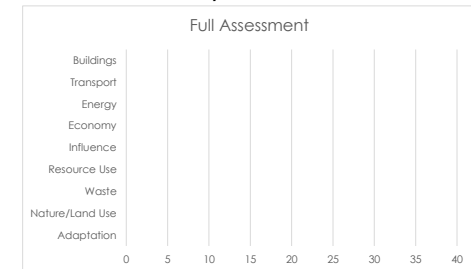
Estimates suggest that 12,000 tonnes of food waste will be diverted from the black bin (energy recovery) to a separate

<b>Rapid Assessment</b>	Does the project or proposal have an impact in the following areas? Select all those that apply. Only complete the sections you have selected here in the assessment.		
<b>Buildings and Infrastructure</b>	Yes	<b>Influence</b>	Yes
<b>Transport</b>	Yes	<b>Resource Use</b>	Yes
<b>Energy</b>	Yes	<b>Waste</b>	Yes
<b>Economy</b>	No	<b>Nature/Land Use</b>	No
		<b>Adaptation</b>	No

### Initial Assessment Summary



### Full Assessment Summary



<b>&gt;=27</b>	The project will increase the amount of CO2e released compared to before.
<b>21-26</b>	The project will maintain similar levels of CO2e emissions compared to before.
<b>12-20</b>	The project will achieve a moderate decrease in CO2e emissions compared to before.
<b>3-11</b>	The project will achieve a significant decrease in CO2e emissions compared to before.
<b>0-2</b>	The project can be considered to achieve net zero CO2e emissions.

Initial Assessment

Category	Impact	Description of Project Impact	Score
Buildings and infrastructure	Construction	Current vehicle storage depot is not big enough for the additional 20 plus vehicles required for the food waste collection service. Adjacent land to the Veolia, Lumley Street depot is likely to need developing to provide additional vehicle storage.	9
	Use	NA	NA
	Land use in development	Current vehicle storage depot is not big enough for the additional 20 plus vehicles required for the food waste collection service. Adjacent land to the Veolia, Lumley Street depot is likely to need developing to provide additional vehicle storage.	9
Transport	Demand Reduction	The new weekly collection service will require over 20 new vehicles. Given the relatively small amount of material collected each week, the service can utilise much smaller vehicles (either 7.5 or 12 tonnes) compared to standard refuse collection vehicles (which in Sheffield are typically 26 tonnes).	9
	Decarbonisation of Transport	If the decision is to forgo the opportunity to apply for a transitional arrangement to defer the introduction of separate food waste collections, a separate report will be brought to the Waste and Street Scene Committee with a commissioning strategy. This will provide options for utilising electric vehicles or diesel for the new food waste collection service. The use of electric vehicles will have a significantly lower carbon footprint when compared to diesel vehicles.	9
	Public Transport	NA	NA
	Increasing Active Travel	NA	NA
Energy	Decarbonisation of Fuel	If it is anticipated that the food waste collected would be sent for anaerobic digestion, the process releases biogas which can be used to provide heat, power and/or transport fuel.	3
	Demand Reduction/Efficiency Improvements	NA	NA
	Increasing Infrastructure for renewables generation	NA	NA
Economy	Development of low carbon businesses	NA	NA
	Increase in low carbon skills/training	NA	NA
	Improved business sustainability	NA	NA
Influence	Awareness Raising	Communications associated with the food waste service will raise awareness of food waste and the environmental benefits of recycling.	4
	Climate Leadership	NA	NA
	Working with Stakeholders	NA	NA
Resource Use	Water Use	NA	NA
	Food and Drink Products	All households will require a plastic kitchen caddy and an outside caddy (houses)/ shared 240 litre wheeled bin (flats), and a roll of liners. This will total around 750,000 additional containers/liners to implement the service. Discussions with Veolia will include the need to include recycled content in the plastic containers and the use of biodegradable liners/liners with recycled content.	9
	Services	NA	NA
Waste	Waste Reduction	Usage of a food waste recycling service raises awareness of the amount of food wasted in a household, leading to a conscious effort to reduce wastage/save money.	5
	Waste Hierarchy	Estimates suggest that 12k tonnes of food waste will be diverted for recycling from the black bin. This will move waste up the waste hierarchy by increasing the amount of waste sent for recycling, and reduce the amount of waste in the black bin and sent to Sheffield's energy recovery facility (recovery).  Independent modelling by Local Partnerships and using the Carbon Waste and Resources Metric developed by the Waste and Resources Action Programme (WRAP) estimates that 12,000 tonnes of food waste will achieve an annual 78 tonne CO2 equivalent saving when compared to energy recovery.  Sheffield's current recycling rate (2022/23) is 33.35%. The modelling estimated the introduction of a separate food waste collection service would increase recycling performance by 6%.	3
	Circular Economy	NA	NA
Nature/Land Use	Biodiversity	NA	NA
	Carbon Storage	NA	NA
	Flood Management	NA	NA
Adaptation	Exposure to climate change impacts	NA	NA
	Vulnerable Groups	NA	NA
	Just Transition	NA	NA

10	The project will significantly increase the amount of CO2e released compared to before.
9	The project will increase the amount of CO2e released compared to before.
8	The project will maintain similar levels of CO2e emissions compared to before.
7	
6	
5	The project will achieve a moderate decrease in CO2e emissions compared to before.
4	
3	The project will achieve a significant decrease in CO2e emissions compared to before.
2	
1	
0	The project can be considered to achieve net zero CO2e emissions.
Carbon Negative	The project is actively removing CO2e from the atmosphere.

