

# Waste & Street Scene Policy Committee

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Wednesday 14 February 2024 at 10.00  
am

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

The Press and Public are Welcome to Attend

## Membership

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

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## PUBLIC ACCESS TO THE MEETING

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

- 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).

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## FACILITIES

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

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**WASTE & STREET SCENE POLICY COMMITTEE AGENDA  
14 FEBRUARY 2024**

**Order of Business**

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**Welcome and Housekeeping**

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

**1. Apologies for Absence**

**2. Exclusion of Press and Public**

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

**3. Declarations of Interest**

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

(Pages 7 - 10)

**4. Minutes of Previous Meeting**

To approve the minutes of the last meeting of the Committee held on 20 December 2023.

(Pages 11 - 16)

**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 12 February 2024.)

**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 17 - 30)

**8. Review of the Moor Market Service Charge**

Report of the Executive Director, Neighbourhood Services

(Pages 31 - 52)

**9. Parking Fees and Charges**

Report of the Executive Director, Neighbourhood Services

(To Follow)

10. **Waste and Street Scene Capital Strategy 2024/25** (Pages 53 - 64)  
Report of the Executive Director, Neighbourhood Services
11. **Use of Glyphosate via the Streets Ahead Contract** (Pages 65 - 80)  
Report of the Executive Director, Neighbourhood Services

**NOTE: The next meeting of Waste & Street Scene Policy Committee will be held on Wednesday 13 March 2024 at 10.00 am**

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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

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

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

You **must**:

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

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

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

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

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

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

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

You have a personal interest where –

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



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

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

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

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

Further advice can be obtained from David Hollis, General Counsel by emailing [david.hollis@sheffield.gov.uk](mailto:david.hollis@sheffield.gov.uk).

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Waste & Street Scene Policy Committee

Meeting held 20 December 2023

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

**1. APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Tony Damms and Mark Jones. Councillor Talib Hussain attended as a substitute member.

**2. EXCLUSION OF PRESS AND PUBLIC**

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

**3. DECLARATIONS OF INTEREST**

3.1 There were no declarations of interest.

**4. MINUTES OF PREVIOUS MEETING**

4.1 The Minutes of the meeting of the Committee held on 15 November 2023 were approved as a correct record.

**5. PUBLIC QUESTIONS AND PETITIONS**

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

“1. My complaint of 24 March 2023

On 24 March I emailed Streets Ahead, thus:

“On Wednesday 22 March, one of your staff visited Chippinghouse Road. He marked one pothole with yellow paint. He then looked at and walked past several other potholes and left. Yesterday, 23 March, the one pothole he marked was filled, which is of course good - see attached photo.

At least some of the potholes he did not mark are hazardous, in particular to cyclists. See attached photos for three examples.

Why weren't these other potholes marked for repair? Could this now be done, please.”

This complaint was acknowledged on 28 March 2023. I have since been told on seven occasions that owing to ongoing investigations it has not been possible to respond to my concern. At the Committee on 27 September I was told that “many

of the points have been addressed in the Streets Ahead response dated 7 August” and that “the ongoing remaining issues ... will be responded to by October 2023”.

My concern was simple: why didn't the Streets Ahead member of staff mark up the other, hazardous potholes for repair?

Will the Council please ensure that I receive a response to this concern, and tell me by when I will receive this?

## 2. Shorter term maintenance of Chippinghouse Road

At the Committee on 27 September I asked “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.” The answer was unequivocal: “Yes, Amey have confirmed that they will repair all the sections marked up for repair.”

I have appended a page of photographs of the marked up sections of the street.

Three months have passed. The yellow markings are no more. No work has been done.

Will the Council please explain why the commitment made on 27 September has not been fulfilled, what steps you are taking to ensure that Amey does so, and by when the repairs will be completed.

## 3. Resurfacing of Chippinghouse Road and neighbouring streets

I am pleased to see that Chippinghouse Road is in phase 3 of the CIP design programme.

Will the Council please confirm that:

- a) The design process will be completed by 31 March 2024?
- b) Amey will definitely complete the required works by 31 March 2025?”

The Chair responded with the following answers:

1. A draft response has been compiled and provided to SCC, which will now be checked for SCC comments and sign off.

A condition survey was undertaken on 18 January 2022 and a routine safety inspection was undertaken on 2 December 2022.

Ad-hoc inspections were also undertaken on 19 January 2023, 22 March 2023, 3 May 2023 and 16 June 2023, following receipt of reports from members of the public.

The inspector carrying out the inspection on 22 March 2023 will have identified

defects requiring immediate intervention. Lesser defects would be left to be picked up as part of planned works.

During the condition surveys, issues identified are added to our bespoke software system which creates a condition score. The condition survey undertaken on 18 January 2022, identified overall failures on the section of carriageway from Abbeydale Road to Crescent Road.

Under the Streets Ahead contract the condition scores mean that when the average condition of a given road or section of road falls below these pre-set condition scores, any failures must be addressed.

As the data is run once a year, however, and the condition survey interval is every two years, there is often a delay before roads or sections of roads are eligible for works to be undertaken.

This is often why interim repairs are carried out to ensure that the road remains in a safe condition for all road users.

2. All category 1 defects have now been repaired and follow up works completed.

There have been delays due to this street being part of the outstanding CIP programme and an initial view that any non-urgent works should wait until the CIP programme has been completed however this has rightly been challenged as unacceptable and Amey will be carrying out an interim treatment to eliminate further defects until the fully designed scheme is completed by December 2025. This treatment will be carried out by March 2024.

Works were held in abeyance until the CIP programme was developed and pending an intermediate treatment solution being agreed.

3. It has been confirmed with Amey that the design process will be completed by 31 March 2024 and the required works will be completed by 31 March 2025.

## **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 The Committee were notified of proposed changes to the Work Programme since the agenda had been published including a reference to the Committee from the South Local Area Committee, detailed in the Addendum to the report, regarding the green bin collection service. In addition, it was proposed to receive items on the

Safety at Sports Grounds and Parking Fees and Charges at the February meeting, and Hostile Vehicle Management and Sexual Entertainment Venues at the March meeting.

7.3 Members agreed the proposed responses to the two references to the Committee and noted that a large consultation was due on the Waste Strategy therefore the green bin collection service would be considered as part of that consultation.

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

1. approves the Committee's work programme, as set out in Appendix 1, including any additions and amendments identified in Part 1 and the amendments reported in the meeting;
2. gives 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
3. notes any referrals from Council or other Committees detailed in Section 2 of the report and agrees the proposed responses.

## **8. CONNECTED BY WATER - ASSETS, INFRASTRUCTURE AND SEWER MANAGEMENT**

8.1 Representatives from Yorkshire Water attended the meeting to provide the Committee with an overview of Yorkshire Water's Corporate Strategy and business planning, the Connected by Water partnership alliance and the water network's resilience and renewal.

8.2 In response to Members' questions, officers and the representatives from Yorkshire Water agreed to provide additional information on the sewage discharge into the Meers Brook and contact details for Member's to use to improve communication with residents regarding work affecting their wards.

8.3 Members made a reference to the Transport, Regeneration and Climate Policy Committee requesting that the Committee consider amending planning policy to include Yorkshire Water as a consultee on developments that have a significant impact on the sewer system, such as student accommodation, and that a list of these types of developments be drawn up.

## **9. 2023/24 QUARTER 2 BUDGET MONITORING**

9.1 The Head of Accounting presented a report that brought the Committee up to date with the Council's General Fund Revenue outturn position for 2023/24 as at Quarter 2.

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

**9.3 Reasons for Decision**

9.3.1 To record formally changes to the Revenue Budget.

**9.4 Alternatives Considered and Rejected**

9.4.4 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.

**10. REVIEW OF THE MOOR MARKET SERVICE CHARGE**

10.1 The Director of Street Scene and Regulation submitted a report that set out a proposal to review the service charge recharged to traders at the Moor Market.

10.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee agree to defer the consideration of this item to the next meeting of the Committee on 14 February 2024.

**10.3 Reasons for Decision**

10.3.1 The Traders on the Moor Market had requested further consultation with the Council prior to any decisions on the service charge.

**10.4 Alternatives Considered and Rejected**

10.4.1 None.

**11. RESPONSE TO THE STREET TREE INQUIRY - UPDATE ON IMPLEMENTING RECOMMENDATIONS WITHIN THE WASTE AND STREET SCENE POLICY COMMITTEE'S REMIT**

11.1 The Director of Street Scene and Regulation, Business Manager for Street Scene and Regulation and the Acting Service Manager (Highways) presented a report that provided an update on progress in implementing the actions from recommendations 5-7 from the report "Learning from the Past and Moving Ahead – response to the Sheffield Street Tree Inquiry" that were agreed by the Strategy and Resources Policy Committee on 19 June 2023. Actions in recommendations 5-7 from the response to the Street Trees Inquiry, relating to the Sheffield Street Tree Partnership and Managing Streets Ahead, sat within the area of responsibility of the Waste and Street Scene Policy Committee.

11.2 **RESOLVED UNANIMOUSLY:** That the Waste and Street Scene Policy Committee notes the update on delivering the actions relating to recommendations 5-7 of the response to the Sheffield Street Tree Inquiry.

**11.3 Reasons for Decision**

11.3.1 This report sets out progress on delivering recommendations 5-7 of the response

to the Street Tree Inquiry. The Waste & Street Scene Policy Committee is recommended to note the update.

**11.4 Alternatives Considered and Rejected**

- 11.4.1 The Waste and Street Scene Policy Committee requested a progress report on the implementation of the recommendations from the Street Tree Inquiry response that fall within its remit. No alternative options were therefore considered.





## Report to Waste and Street Scene Policy Committee

14 February 2024

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

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**Subject:** Committee Work Programme

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

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### Summary:

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

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

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

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

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

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### Recommendations:

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

2. That 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
3. That any 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:

Issue	
Referred from	
<i>Details</i>	
<i>Commentary/ Action Proposed</i>	

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

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

### 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  *book via Eventbrite (Email gone out to all Cllrs)	Completed
Page Hall Waste Trials	Committee visit to see the work being done and lessons learned.	Completed
Sheffield Food Partnership	Committee to meet with the partnership to learn about what they do and explore ways to work together.	TBC

## Appendix 1 – Work Programme

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

New Items	Proposed Date	Note
<b>NEW:</b> Waste and Street Scene Committee Capital Strategy	February 2024	
<b>NEW:</b> Committee Climate Statement	March 2024	Awaiting details.
<b>NEW:</b> Enforcement Policy for Moving Traffic Offences	March 2024	Awaiting details.
Amended Items	Proposed Date	Note
<b>MOVED:</b> Safety at Sports Grounds Policy	March 2024	
<b>MOVED:</b> Amey (Streets Ahead) Contract Performance	March 2024	To allow more time for data collection.
<b>MOVED:</b> Future Waste Collection Service Options for Consultation	Meeting 1, 2024/25	
<b>MOVED:</b> Market Strategy	TBC	Member briefings required to inform the scope.
<b>MOVED:</b> Sexual Entertainment Venues	TBC	Further cross-council conversations required.
<b>REMOVED:</b> Review of the Graffiti and Fly tipping Project	N/A	Changed to knowledge briefing for Members.
<b>REMOVED:</b> Review of Market Energy Charges	N/A	Changed to knowledge briefing for Members.

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

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

<b>Topic</b>	
<b>Description</b>	
<b>Lead Officer/s</b>	

<b>Item suggested by</b>	
<b>Type of item</b>	
<b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 2)</i>	
<b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 3)</i>	
<b>Lead Officer Commentary/Proposed Action(s)</b>	

### Part 3: Agenda Items for Forthcoming Meetings

Meeting 5 23/24	14 February 2024	10am				
Topic	Description	Lead Officer/s	Type of item	<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> • This Cttee • Another Cttee (eg S&R) • Full Council • Officer
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>		<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>			

Moor Markets Service Charge Review	Deferred from December 2023 to allow for further consultation with traders.	Liam Pond / Ben Brailsford	Decision		Consultation with traders.	This Cttee
Parking Fees and Charges	A review of fees and charges for parking including zoning.	Sabia Hanif / Ben Brailsford	Decision			This Cttee
<b>NEW:</b> Waste and Street Scene Committee Capital Strategy	This report sets out the key priority areas for capital investment for the Waste & Street Scene Policy Committee and provides an overview of potential projects and priorities for the years 2024 to 2029, together with an overview of anticipated developments and challenges up to 2052.	Richard Eyre	Decision	<ul style="list-style-type: none"> <li>Briefing to committee chair at S&amp;R strategic briefing.</li> <li>Written briefing and draft for review and comments provided 19-1-24</li> <li>Further review by committee members by email and teams channel document.</li> </ul> Item will be taken to S&R Committee Meeting 22/02/2024.	N/A	This Cttee
Use of Glyphosate via the Streets Ahead Contract	Report setting out options for phasing out Glyphosate on the highway network including fully costed options. Requested from September's Committee.	David Wain / Mohamed Edroos	Pre-Decision	Ongoing engagement via Knowledge Briefings		This Cttee

Meeting 6 23/24	<b>13 March 2024</b>	10am				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>Decision</li> <li>Referral to decision-maker</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b>	<i>(re: decisions)</i> <b>Public Participation/</b>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>This Cttee</li> </ul>

			<ul style="list-style-type: none"> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul>	(with reference to options in Appendix 1)	<b>Engagement approach</b> (with reference to toolkit in Appendix 2)	<ul style="list-style-type: none"> <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
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
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
Review of Hostile Vehicle Mitigation (HVM) measures	Progress on HVM measures, update on temporary proposals and approach to Carver Street.	Ben Brailsford	Decision	Consult with TRC Policy Cttee members due to impact on road network.		This Cttee

<b>MOVED:</b> Safety at Sports Grounds Policy	Requested by Committee	Ben Brailsford / Matt Proctor	Decision	Written briefing for the committee or all members  Consultation with Sheffield Sport Ground operators	Consultation with Sheffield Sport Ground operators	This Cttee
<b>MOVED:</b> Amey (Streets Ahead) Contract Performance	Report of ongoing performance. Requested in Septembers WSS Committee	Davine Millership / David Wain	Post-Decision	Ongoing engagement via Knowledge Briefings.		This Cttee
<b>NEW:</b> Committee Climate Statement	Awaiting details	Richard Eyre	Decision	Awaiting details	Awaiting details	This Cttee
<b>NEW:</b> Enforcement Policy for Moving Traffic Offences	Awaiting details	Sabia Hanif / Ben Brailsford	Decision	Awaiting details	Awaiting details	This Cttee

Meeting 1 24/25	Date TBC	TBC				
<b>Topic</b>	<b>Description</b>	<b>Lead Officer/s</b>	<b>Type of item</b> <ul style="list-style-type: none"> <li>• Decision</li> <li>• Referral to decision-maker</li> <li>• Pre-decision (policy development)</li> <li>• Post-decision (service performance/ monitoring)</li> </ul>	<i>(re: decisions)</i> <b>Prior member engagement/ development required</b> <i>(with reference to options in Appendix 1)</i>	<i>(re: decisions)</i> <b>Public Participation/ Engagement approach</b> <i>(with reference to toolkit in Appendix 2)</i>	<b>Final decision-maker (&amp; date)</b> <ul style="list-style-type: none"> <li>• This Cttee</li> <li>• Another Cttee (eg S&amp;R)</li> <li>• Full Council</li> <li>• Officer</li> </ul>
Standing items	<ul style="list-style-type: none"> <li>• Public Questions/ Petitions</li> <li>• Work Programme</li> </ul>					



	<ul style="list-style-type: none"> <li>•Any other committee-specific standing items eg finance or service monitoring</li> </ul>					
<b>MOVED:</b> 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

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	(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)
Surface water flooding and	Requested by Committee in February 2023. Briefing on		Briefing		Crossover with TRC Policy Committee	This Cttee

climate mitigation	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.					
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 issues to future briefings.	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.	
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 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

Reducing the use of Single Use Plastic	To prepare a report for the Committee to consider how to reduce the use of Single Use Plastic. Item suggested following public question to the Committee on 27.09.23.		Pre-decision			This Cttee
<b>MOVED:</b> Market Strategy	Review of current Market Strategy, discussion on Markets development options for indoor and outdoor and proposals to address outdoor market reduced trading days and future options for indoor market improvements	Ben Brailsford / Liam Pond	Decision	Member briefings		This Cttee
<b>MOVED:</b> Sexual Entertainment Venues	Report on developing a policy on Sexual Entertainment Venues	Ian Ashmore	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 **Page 28**

## **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.**

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## Report to Policy Committee

### Author/Lead Officer of Report:

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

**Tel: 07732208846**

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

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

**Date of Decision:** *14<sup>th</sup> February 2024*

**Subject:** Review of the Moor 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"/>

### Purpose of Report:

To set out a proposal to review the service charge recharged to traders at the Moor Market and the reasons why officers consider this needs to be implemented.

**Recommendations:**

The Waste & Street Scene Committee is recommended to:

- Approve an increase to the service charge adopting scenario 8 which would increase the current Service charge to the midpoint between current charge and full cost recovery (based on 100% occupancy).
- If committee approves the recommended increase or any variation on this agree a period of 12 weeks from the decision being taken to the implementation of the new service charge.
- Agree further service charge reviews 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 maintain the service charge at that rate at the time of the report or reduce the service charge.

**Background Papers:**

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

Lead Officer to complete: -						
1	<table border="1"> <tr> <td rowspan="4">I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.</td> <td>Finance: Adrian Hart</td> </tr> <tr> <td>Legal: David Sellars</td> </tr> <tr> <td>Equalities &amp; Consultation: Ed Sexton</td> </tr> <tr> <td>Climate: Liam Pond</td> </tr> </table>	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Adrian Hart	Legal: David Sellars	Equalities & Consultation: Ed Sexton	Climate: Liam Pond
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	<table border="1"> <tr> <td><b>SLB member who approved submission:</b></td> <td>Ajman Ali – Executive Director</td> </tr> </table>	<b>SLB member who approved submission:</b>	Ajman Ali – Executive Director			
<b>SLB member who approved submission:</b>	Ajman Ali – Executive Director					
3	<table border="1"> <tr> <td><b>Committee Chair consulted:</b></td> <td>Cllr Joe Otten, Chair of Waste and Street Scene Committee</td> </tr> </table>	<b>Committee Chair consulted:</b>	Cllr Joe Otten, Chair of Waste and Street Scene Committee			
<b>Committee Chair consulted:</b>	Cllr Joe Otten, Chair of Waste and Street Scene Committee					
4	<table border="1"> <tr> <td colspan="2">I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.</td> </tr> <tr> <td><b>Lead Officer Name:</b> Liam Pond</td> <td><b>Job Title:</b> Interim Operations Manager City Centre Maintenance &amp; Sheffield Markets</td> </tr> </table>	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the SLB member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.		<b>Lead Officer Name:</b> Liam Pond	<b>Job Title:</b> Interim Operations Manager City Centre Maintenance & Sheffield Markets	
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					



## **1. PROPOSAL**

### **1.1 BACKGROUND**

- 1.1.1 Market traders pay three separate charges in The Moor 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 represents the costs incurred by the Landlord (Sheffield Council) 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 set out the current rent position and proposals for going forward and review the impact of the recent Committee decision to increase the utility charges by 50%.
- 1.1.3 As a consequence of various support measures agreed by 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 an under recovery for all tenant's services attributable to the service charges over this period. Additionally, the service charge payable by all tenants is calculable on the basis that all traders contribute to one third of the utility charges for the common areas (public space outside their immediate stall area). This for the reasons given in paragraph 1.1.3 has also seen no increase in recent years.
- 1.1.5 The market traders are categorised into 4 key trading areas, Non-Food, Food, Café, and Meat & Fish. There is also non-trading storage and prep areas within the market that also falls under service charges regime.

### **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 due to the energy crisis/cost of living are already feeling the impact of other price rises in goods and services, 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 2021/2022 financial year.

Moor Market			2021/22
Service Provided			Actual Cost (£)
<b>MANAGEMENT</b>			
1	Site Management Resources		292,357
2	Site service charge		133,597
	<b>Sub-total</b>		<b>425,954</b>
<b>CENTRAL UTILITIES</b> (not covered by direct utility recharge)			
3	Electricity		209,115
4	Gas		36,900
5	Water		30,121
	<b>Sub-total</b>		<b>276,136</b>
<b>SOFT SERVICES</b>			
6	Security		61,681
7	Cleaning and environmental		307,493
8	Marketing and promotions		7,921
	<b>Sub-total</b>		<b>377,095</b>
<b>HARD SERVICES</b>			
9	Mechanical and electrical services		32,814
10	Lifts		2,763
11	Fabric repairs and maintenance		170,073
	<b>Sub-total</b>		<b>205,650</b>
<b>INSURANCE</b>			
12	Insurance		5,179
	<b>Sub-total</b>		<b>5,179</b>
	<b>TOTAL (a)</b>		<b>1,290,014</b>

*Actual Costs Moor Market Service Charge 2021/2022*

1.3.2 Below is a table showing the amount per square metre that is attributable to service charge financial year 2021/22

Actual Square Metres	Sq Mtr	Sq Feet
Non-Food	743.23	8,000.00
Food	613.16	6,600.00
Cafes	171.87	1,850.00
Meat and Fish	232.26	2,500.00
Prep Space Meat & Fish	246.19	2,650.00
Storage Meat & Fish	9.29	100.00
Storage	662.49	7,131.00
<b>TOTAL (b)</b>	<b>2,678.49</b>	<b>28,831.00</b>

*SQ M that collates Annual Service Charge – Actual 2021/2022*

### 1.4 Actual costs and recovery

1.4.1 In total for the financial year 2021/22 operational costs attributable to the Market Service Charge the Moor Market was **£1,290,014**. The amount recharged to traders was **£841,903** showing an overall subsidy/deficit of **£448,111**.

1.4.2 The recovery rate for this financial year 2021/22 was approximately 65.3% 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

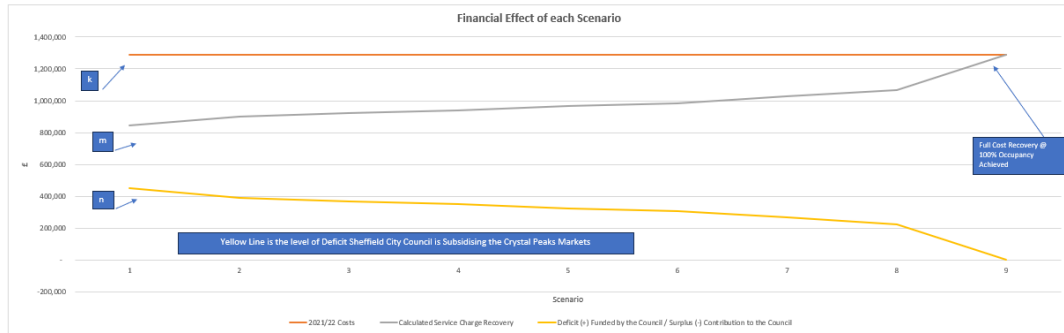
- 1.5.1 Several structural and operational changes over recent years have meant that the markets team is running as lean/and efficiently as possible. It is only through increased tenancies take up and reduction in external charges/costs that the service charge could be reduced. Current occupancy figures at The Moor Market are 81%.
- 1.5.2 Despite occupancy figures appearing quite low at 81%, 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%	448,111
Scenario 2 - Add CPI to the Current Charge	CPI Table 4 Published 20/09/23 - % change over 12 months All Services	6.80%	390,872
Scenario 3 - Add CPI+3% to the Current Charge	CPI+3%	9.80%	365,613
Scenario 4 - Add CPI+5% to the Current Charge	CPI+5%	11.80%	348,766
Scenario 5 - Add CPI+8% to the Current Charge	CPI+8%	14.80%	323,508
Scenario 6 - Add CPI+10% to the Current Charge	CPI+10%	16.80%	306,660
Scenario 7 - Add CPI+15% to the Current Charge	CPI+15%	21.80%	264,581
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)	26.61%	224,082
Scenario 9 - Full Cost Recovery (Based on 100% Occupancy)	CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)	53.23%	27

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%	26.61%	53.23%
2025/26	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	26.61%	
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%								

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	2,826.00	3,024.00	3,105.00	3,159.00	3,249.00	3,303.00	3,447.00	3,582.00	4,338.00
2025/26	2,826.00	3,229.63	3,409.29	3,531.76	3,729.85	3,857.90	4,198.45	4,535.17	
2026/27	2,826.00	3,449.25	3,743.40	3,948.51	4,281.87	4,506.03			
2027/28	2,826.00	3,683.80	4,110.25	4,414.43					
2028/29	2,826.00	3,934.29	4,513.06						
2029/30	2,826.00	4,201.83							
2030/31	2,826.00	4,487.55							
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								

- 1.6.5 Scenario 1 – Do nothing. This is not a viable option, although officers 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). However due to the recent committee decision (15/11/2023) to increase the Crystal Peaks Service charge by CPI + 8% (scenario 5), officers recommendations would add that this should fall in line as a minimum increase proposed for this decision.

## **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 A meeting was held between Market Management and several traders on December 1<sup>st</sup> in the Moor Market Conference Room.
- 3.2 A you ‘.gov’ email has been sent to all traders in the Moor market to make them aware that a service charge review is to be discussed at the

## December Waste & Street Scene Committee

- 3.3 Traders requested a deferment of the decision at December's committee to allow further consultation. The committee agreed and a meeting was held on 19 January 2024. In attendance were Moor Market traders, the Chair and Deputy Chair of the Waste and Street Scene Policy Committee, as well as the Head of Street Scene Services. Apologies were received from the two group spokespersons from the committee.

## 4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

### 4.1 Equality Implications

- 4.1.1 This would be the first increase to the service charge in 10 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.

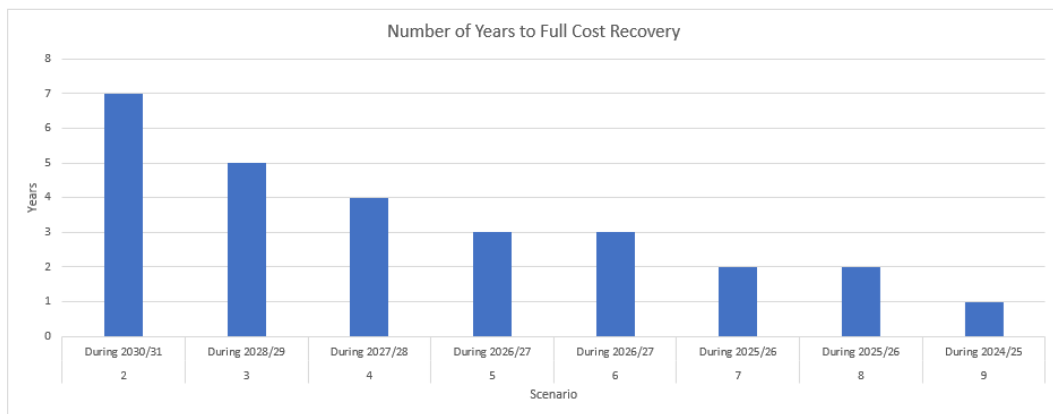
4.2 Financial and Commercial Implications

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 Moor Market 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 £841,903 and the cost is £1,290,014, this leaves the Council effectively subsidising £448,111

4.2.5 The proposal to adopt scenario 8 (half way between the current charge and full cost recovery) will initially recover from traders £1,065,932 and the cost remains at £1,290,014k, leaving the Council effectively subsidising £224,082k. 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. (see 4.3.1 below)

#### 4.3 Legal Implications

4.3.1 The given the amounts involved the proposed grants do not require a subsidy control assessment .

4.3.2 There are no significant legal implications that govern the relationship between the Council and its tenants save that the tenant is required 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. However, the recent committee decision to increase Crystal Peaks Service Charge by CPI +8% (scenario 5) should be the minimum increase proposed for consistency.
- 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 2021/22

Moor Market			2021/22
Service Provided			Actual Cost (£)
<b>MANAGEMENT</b>			
1	Site Management Resources		292,357
2	Site service charge		133,597
		<b>Sub-total</b>	<b>425,954</b>
<b>CENTRAL UTILITIES (not covered by direct utility recharge)</b>			
3	Electricity		209,115
4	Gas		36,900
5	Water		30,121
		<b>Sub-total</b>	<b>276,136</b>
<b>SOFT SERVICES</b>			
6	Security		61,681
7	Cleaning and environmental		307,493
8	Marketing and promotions		7,921
		<b>Sub-total</b>	<b>377,095</b>
<b>HARD SERVICES</b>			
9	Mechanical and electrical services		32,814
10	Lifts		2,763
11	Fabric repairs and maintenance		170,073
		<b>Sub-total</b>	<b>205,650</b>
<b>INSURANCE</b>			
12	Insurance		5,179
		<b>Sub-total</b>	<b>5,179</b>
		<b>TOTAL (a)</b>	<b>1,290,014</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	Sq Feet
Non-Food	743.23	8,000.00
Food	613.16	6,600.00
Cafes	171.87	1,850.00
Meat and Fish	232.26	2,500.00
Prep Space Meat & Fish	246.19	2,650.00
Storage Meat & Fish	9.29	100.00
Storage	662.49	7,131.00
<b>TOTAL (b)</b>	<b>2,678.49</b>	<b>28,831.00</b>

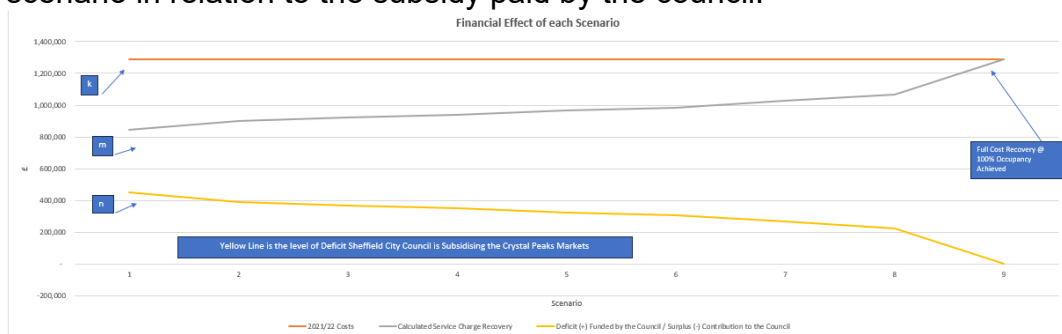
- 7.3** Table 7.3 demonstrates the calculations used to determine current charge, midpoint charge and full cost recovery

Charging Level	Calculation	£	% Inc on Current Charge
Averaged Current Charge	(c)	314.32	0.00%
Half way between Averaged Current Charge and Averaged Full Cost Recovery (Based on 100% Occupancy)	(d) = (c) + ((e) - (c)) / 2	397.97	26.61%
Averaged Full Cost Recovery (Based on 100% Occupancy)	(e) = (a) / (b)	481.62	53.23%

**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) * ((f) / (b))	2021/22 Costs (k) = (a)	Calculated Service Charge Recovery (m) = (h) * (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%	-	314.32	1,230,014	841,903	448,111
Scenario 2 - Add CPI to the Current Charge	CPI Table 4 Published 2009/23 - % change over 12 months All Services	6.80%	21.37	335.69	1,230,014	899,142	390,872
Scenario 3 - Add CPI+3% to the Current Charge	CPI+3%	9.80%	30.80	345.12	1,230,014	924,401	365,613
Scenario 4 - Add CPI+5% to the Current Charge	CPI+5%	11.80%	37.09	351.41	1,230,014	941,248	348,766
Scenario 5 - Add CPI+8% to the Current Charge	CPI+8%	14.80%	46.52	360.84	1,230,014	966,506	323,508
Scenario 6 - Add CPI+10% to the Current Charge	CPI+10%	16.80%	52.81	367.13	1,230,014	983,354	306,660
Scenario 7 - Add CPI+15% to the Current Charge	CPI+15%	21.80%	68.52	382.84	1,230,014	1,025,433	284,581
Scenario 8 - Mid Point Charge between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	LHMULLUDY - Mid Point between Current Charge and Full Cost Recovery (Based on 100% Occupancy)	26.61%	83.64	397.96	1,230,014	1,065,932	224,082
Scenario 9 - Full Cost Recovery (Based on 100% Occupancy)	CPI+51.32% - Full Cost Recovery (Based on 100% Occupancy)	53.23%	167.31	481.63	1,230,014	1,230,041	27

**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.

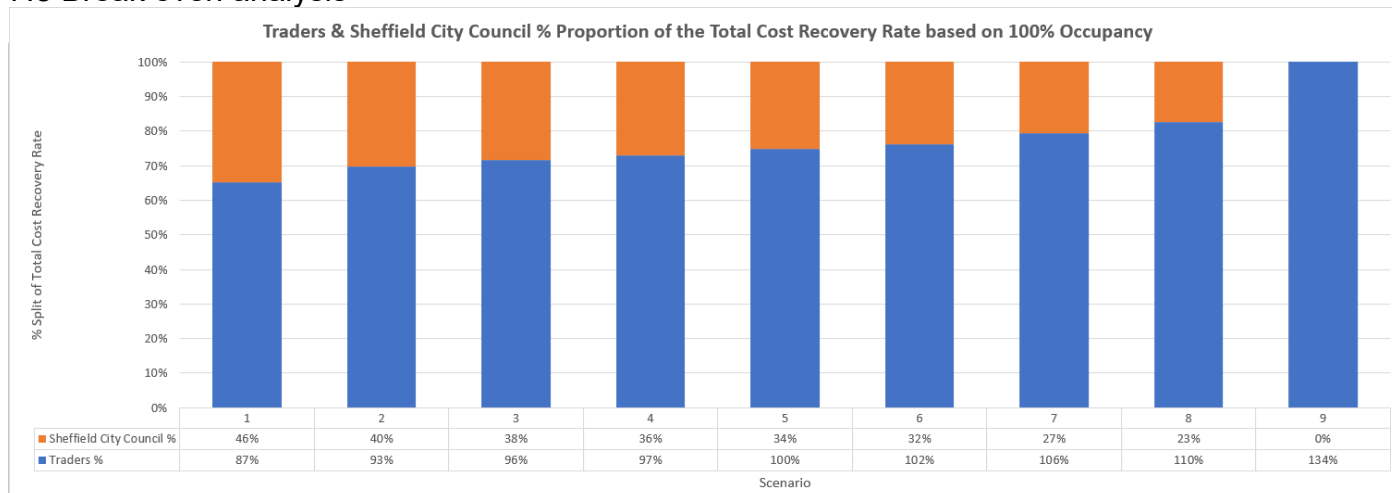


**7.6** The service charge at The Moor Market has not seen an increase since the building opened in 2013

**7.7** In addition to the rent and service charge, utility charges are also recharged to traders and individually metered. 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 January 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	314.32								
	Price Increase %	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	26.61%	53.23%
	Price Increase £	-	21.37	30.80	37.09	46.52	52.81	68.52	83.64	167.31
	Will Sheffield City Council Subsidise the Traders with this Price	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Square Metres & 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	314.32	335.69	345.12	351.41	360.84	367.13	382.84	397.96	481.63
	Rounded Square Metre Unit Service Charge	314.00	336.00	345.00	351.00	361.00	367.00	383.00	398.00	482.00
	Value of Subsidy per Square Metre Unit Service Charge	167.31	145.94	136.51	130.22	120.79	114.50	98.79	83.67	-
	Value of Rounded Subsidy per Square Metre Unit Service Charge	167.00	146.00	137.00	130.00	121.00	115.00	99.00	84.00	-
Traders Service Charges	Traders Total Annual Service Charge	2,826.00	3,024.00	3,105.00	3,159.00	3,249.00	3,303.00	3,447.00	3,582.00	4,338.00
	Traders Monthly Service Charge (12 Months)	235.50	252.00	258.75	263.25	270.75	275.25	287.25	298.50	361.50
	Traders Weekly Service Charge (52.143 Weeks)	54.20	57.99	59.55	60.58	62.31	63.35	66.11	68.70	83.19
Sheffield City Councils Subsidy	Sheffield City Council Annual Subsidy	1,503.00	1,314.00	1,233.00	1,170.00	1,089.00	1,035.00	891.00	756.00	-
	Sheffield City Council Monthly Subsidy (12 Months)	125.25	109.50	102.75	97.50	90.75	86.25	74.25	63.00	-
	Sheffield City Council Weekly Subsidy (52.143 Weeks)	28.82	25.20	23.65	22.44	20.88	19.85	17.09	14.50	-
% 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%	110%	134%
	Sheffield City Council Proportion of Total Cost Recovery @ 100% Occupancy	46%	40%	38%	36%	34%	32%	27%	23%	0%
	Total Annual Service Charge	133%	134%	134%	133%	134%	134%	134%	134%	134%

## 7.8 Break even analysis



<b>Service Charge per Nine Square Metre Unit</b>									
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	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	26.61%	53.23%
2025/26	0.00%	6.80%	9.80%	11.80%	14.80%	16.80%	21.80%	26.61%	
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>									
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	3,024.00	3,105.00	3,159.00	3,249.00	3,303.00	3,447.00	3,582.00	4,338.00
2025/26	2,826.00	3,229.63	3,409.29	3,531.76	3,729.85	3,857.90	4,198.45	4,535.17	
2026/27	2,826.00	3,449.25	3,743.40	3,948.51	4,281.87	4,506.03			
2027/28	2,826.00	3,683.80	4,110.25	4,414.43					
2028/29	2,826.00	3,934.29	4,513.06						
2029/30	2,826.00	4,201.83							
2030/31	2,826.00	4,487.55							
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								

<b>Sheffield City Council Annual Subsidy per Nine Square Metre Unit</b>									
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)

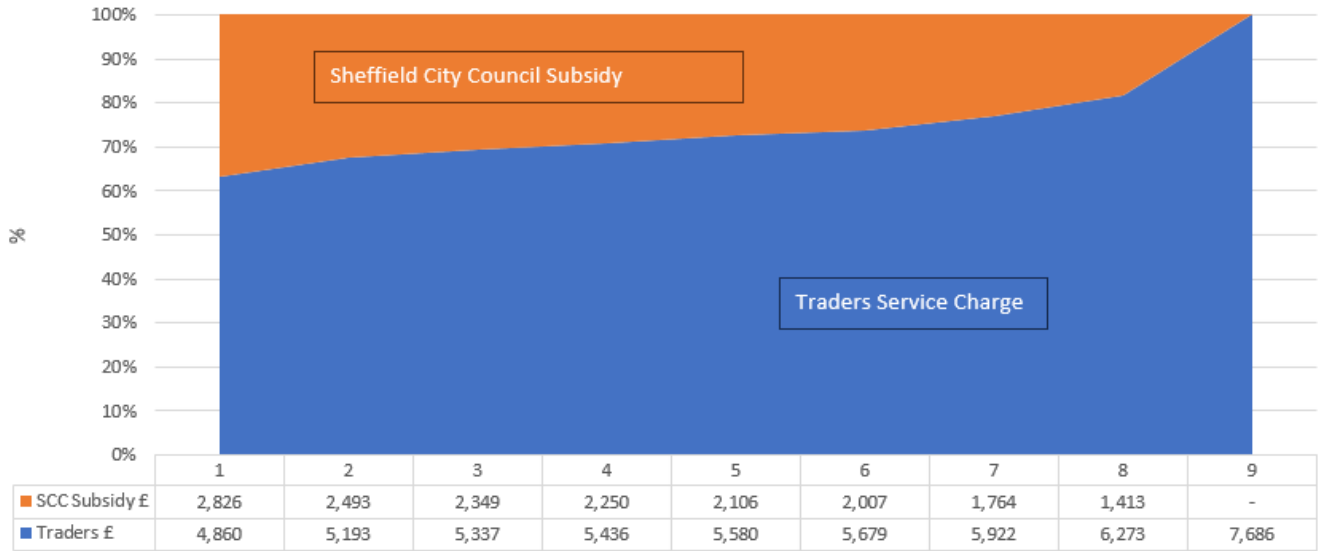
2024/25	1,503.00	1,314.00	1,233.00	1,170.00	1,089.00	1,035.00	891.00	756.00	-
2025/26	1,503.00	1,108.37	928.71	797.24	608.15	480.10	139.55	-	197.17
2026/27	1,503.00	888.75	594.60	380.49	56.13	-	168.03		
2027/28	1,503.00	654.20	227.75	-	85.43				
2028/29	1,503.00	403.71	-	175.06					
2029/30	1,503.00	136.17							
2030/31	1,503.00	-	149.55						
2031/32	1,503.00								
2032/33	1,503.00								
2033/34	1,503.00								
2034/35	1,503.00								
2035/36	1,503.00								

<b>Check Totals</b>									
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	4,329.00	4,338.00	4,338.00	4,329.00	4,338.00	4,338.00	4,338.00	4,338.00	4,338.00
2025/26	4,329.00	4,338.00	4,338.00	4,329.00	4,338.00	4,338.00	4,338.00	4,338.00	-
2026/27	4,329.00	4,338.00	4,338.00	4,329.00	4,338.00	4,338.00	-	-	-
2027/28	4,329.00	4,338.00	4,338.00	4,329.00	-	-	-	-	-
2028/29	4,329.00	4,338.00	4,338.00	-	-	-	-	-	-
2029/30	4,329.00	4,338.00	-	-	-	-	-	-	-
2030/31	4,329.00	4,338.00	-	-	-	-	-	-	-
2031/32	4,329.00	-	-	-	-	-	-	-	-
2032/33	4,329.00	-	-	-	-	-	-	-	-
2033/34	4,329.00	-	-	-	-	-	-	-	-
2034/35	4,329.00	-	-	-	-	-	-	-	-
2035/36	4,329.00	-	-	-	-	-	-	-	-

Scenario (based on 9 squared metres)	1	2	3	4	5	6	7	8	9
Traders £	4,860	5,193	5,337	5,436	5,580	5,679	5,922	6,273	7,686
SCC Subsidy £	2,826	2,493	2,349	2,250	2,106	2,007	1,764	1,413	-
<b>Total</b>	<b>7,686</b>	<b>7,686</b>	<b>7,686</b>	<b>7,686</b>	<b>7,686</b>	<b>7,686</b>	<b>7,686</b>	<b>7,686</b>	<b>7,686</b>

**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 and Moor Market Traders

**EIA ID:** 2144

**EIA Author:** Liam Pond

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**Proposal Outline:** This EIA was initially developed to inform a proposal to review and increase service charges at Crystal Peaks Market. The EIA has now been reviewed and updated to consider a similar proposal for Moor Market. The broad assessment is the same for both markets in terms of potential impacts for traders and members of the public. (Subject to the policy committee's decision, any differences in service charge increases between the markets has not been factored in at this stage and would need more detailed analysis as appropriate). The EIA sets out a range of options regarding the recovery of service charge related to Crystal Peaks and Moor 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.

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**Proposal Type:** Non-Budget

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**Year Of Proposal:** 23/24

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**Lead Director for proposal:** Richard Eyre

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**Service Area:** Operational Services

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

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Lead Equality Objective:

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Equality Lead Officer: Ed Sexton

## Decision Type

Committees: Policy Committees  
• Waste & Street Scene

## Portfolio

Primary Portfolio: Operational Services

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EIA is cross portfolio: No

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EIA is joint with another organisation: No

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## 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.



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**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

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**Review Date:**

08/12/2023

**PART B - Full Impact Assessment**

**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:** No

**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 onto 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:**  
Richard Eyre

**Tel:** 0114 2734704

**Report of:** Ajman Ali  
**Report to:** Waste & Street Scene Policy Committee  
**Date of Decision:** 14<sup>th</sup> February 2024  
**Subject:** Proposed Capital Programme for 2024/25

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

**Purpose of Report:**

This report sets out the key priority areas for capital investment for the Waste & Street Scene Policy Committee and provides an overview of potential projects and priorities for the years 2024 to 2029, together with an overview of anticipated developments and challenges up to 2052.

The Committee is asked to endorse the general approach to inform the Council’s overarching Capital Strategy.

**Recommendations:**

The Waste & Street Scene Policy Committee is recommended to:

1. Endorse the proposals set out in this report.
2. Note that the proposals will be included in the draft Capital Strategy to be submitted by the Strategy and Resources Policy Committee to Full Council for approval in March 2024
3. Note that, if approved at Full Council:
  - a) Officers will prepare for and conduct consultation with relevant stakeholders (including with partners, staff, trades unions [if required] and in respect of equalities and climate change) on the proposals in this report in order to determine the final project proposals;
  - b) Officers will work to develop any necessary detailed implementation plans for the proposals in this report so that the proposals can be implemented as planned; and
  - c) Approval for detailed proposals will be sought as part of the monthly capital approval cycle by the Finance Committee.

**Background Papers:**

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

- Appendix 1

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: Phil Moorcroft
		Legal: Robert Parkin – Sarah Bennett has already signed off on the generic content of this report
		Equalities & Consultation: N/A – see report
		Climate: N/A – see report
	<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>	Cllr 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> Richard Eyre	<b>Job Title:</b> Director of Street Scene & Regulations
	<b>Date:</b> 19-1-24	



## **1 BACKGROUND**

- 1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance, which the Council must by law have regard to, includes the requirement for a Capital Strategy which:
- sets out a high-level view of how capital investment, capital financing and treasury management activities contribute to the provision of services; and
  - provides an overview of how the associated risks are managed.
- 1.2 This Council's Capital Strategy takes a 30-year view of capital investment, with a detailed 5-year Capital Programme. This includes a 10-year investment pipeline, setting out potential projects which we should prioritise for external funding.
- 1.3 This report sets out recommendations in relation to the element of that Capital Strategy related to the functions of the Council that are the responsibility of the Waste & Street Scene Policy Committee.

## **2 PROPOSAL**

- 2.1 Capital investment in the Waste & Street Scene Policy Committee area is focused on ensuring our waste and street scene services receive the investment they need to deliver high quality and efficient services to the communities we serve.

The Sheffield Delivery Plan strategic objectives include 'strong and connected neighbourhoods which people are happy to call home'. Having efficient waste services is a key element to keeping our neighbourhoods clean and attractive; and appropriate safety measures in our public realm is a key element to people feeling safe. The Energy Recovery Facility, Recycling Centre and District Energy Network investment reflect the further objective of 'clean economic growth'

- 2.2 This Report provides an opportunity for the Waste & Street Scene Committee to comment upon and develop the proposed Capital Strategy for its areas of responsibility. This will then form part of the Council's overarching Capital Strategy for the year ahead.
- 2.3 It is important that the Council moves towards a 'rolling' Capital Strategy which does not simply reflect a fixed point in time. It is therefore proposed that the Waste & Street Scene Policy Committee reviews its Capital Strategy regularly over the course of the year, so it considers emerging pressures and funding streams.

Officers will ensure it is updated and brought back for endorsement as the year progresses.

- 2.4 The proposed projects for the coming year and the long-term forward look are set out in Appendix 1.

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

- 3.1 The proposals in this report are aimed at maximising financial resources to deliver Waste & Street Scene outcomes to residents in Sheffield. By delivering this investment, the Council seeks to improve the quality of life for the people of Sheffield.



- 3.2 **Carbon Net Zero** - Our role as a council is to reduce our own emissions and to do what we can to enable change across the city. Every potential project will have a Climate Impact Assessment completed before it is brought to Finance Committee for formal approval and we will seek to minimise the negative and maximise the positive sustainability outcomes from all our projects.
- 3.3 **Equality, diversity and inclusion** – The council is committed to promoting equality, diversity and inclusion. Every potential project will have an Equality Impact Assessment completed before it is brought to Finance Committee for formal approval.
- 3.4 As the new **Corporate Plan** emerges, we will continue to ensure that our committee and service capital priorities link and feed into the broader corporate priorities. We'll also align our capital projects with the **Sheffield City Goals** framework which aims to deliver a city where everyone, no matter who they are or where they come from, can live well and be part of Sheffield's story on terms that make sense to them.

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

- 3.1 Any required consultation will be carried out prior to formal capital approval of the schemes being brought forward to Finance Committee.

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

### **4.1 Equality Implications**

- 4.1.1 Equality Impact Assessments (EIA) will be conducted for all the endorsed proposals within this report as they are brought forward through the usual Capital Approvals Process.
- 4.1.2 EIAs (Equality Impact Assessment) are live documents and will be kept up to date as proposals are further developed and, as appropriate, consulted upon.

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

- 4.2.1 There are no financial or commercial implications arising directly from this report as this report is not approving any individual schemes. Financial and commercial considerations will be considered for each individual project as they are brought forward through the standard Capital Approvals Process.

### **4.3 Legal Implications**

- 4.3.1 The Local Government Act 2003 sets out a framework for the financing of capital investments in local authorities. In accordance with the provision of the Act, and regulations thereunder, local authorities must have regard to the requirements set out in the Prudential Code for Capital Finance produced by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Prudential Code is a professional code of practice to support local authorities' decision making in the areas of capital investment and financing. One of the requirements of the Code is a Capital Strategy.

- 4.3.2 The recommendations in this Report contribute to the process of setting a Capital

Strategy but do not otherwise have any immediate legal implications.

- 4.3.3 Implementation of the specific proposals outlined in this report will 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.

#### **4.4 Climate Implications**

- 4.4.1 Climate Impact Assessments (CIA) will be developed for all endorsed projects within this report as they are brought forward through the usual Capital Approvals Process.

- 4.4.2 CIAs are live documents and will be kept up to date as proposals are further developed and, as appropriate, consulted upon.

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

- 5.1 The Council is required to both set a balanced budget and to ensure that in-year income and expenditure are balanced. Committee is invited to comment upon and endorse the current proposals to form part of the Council's wider Capital Strategy for 2024/25.

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

- 6.1 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.
- 6.2 This report and its recommendations set out how capital projects can continue to be developed and delivered, despite the limited resources available and continue to deliver quality infrastructure for the people of Sheffield.

## **Appendix 1**

Proposed Capital Strategy submission for Waste & Street Scene Policy Committee for 2024/25



# B8 WASTE & STREET SCENE

Ensuring our waste and street scene services receive the investment they need to deliver high quality and efficient services to the communities we serve.

The Sheffield Delivery Plan strategic objectives include ‘strong and connected neighbourhoods which people are happy to call home’. Having efficient waste services is a key element to keeping our neighbourhoods clean and attractive; and appropriate safety measures in our public realm is a key element to people feeling safe. The Energy Recovery Facility, Recycling Centre and District Energy Network investment reflect the further objective of ‘clean economic growth’.

Director: Richard Eyre | Director of Street Scene and Regulation

Leads: Ben Brailsford, Head of Streetscene Services | Neil Townrow - Waste Strategy Officer

## 1 Background and context

The projects for future investment straddle the Waste and Street Scene Policy Committee (changes to the Energy Recovery Facility, waste collection and household waste recycling centre, hostile vehicle mitigation, CCTV improvement) and the Transport, Regeneration and Climate Change Committee (District Energy Network development).

Three of the projects (Energy Recovery Facility, Waste Collection Changes and Hostile Vehicle Mitigation) are driven by legislative changes so we have a clear mandate to implement. The Recycling Centre and District Energy Network projects reflect investments in the city’s infrastructure to reduce our carbon impact. CCTV equipment investment reflects our ambitions to maintain a safe city centre for residents.

## 2 How do these activities contribute to ‘net zero’?

The changes to waste collection services will contribute to increasing recycling and reducing the carbon impact from our waste.

The Household Waste Recycling Centre development will also contribute to increasing recycling and with the new reuse offer will actively prevent waste maximising resource/ material use. The investment in District Energy is to reduce dependency on gas and

electric for heating. Whilst the National Grid continues to de-carbonise with our investment in the Energy Recovery Facility it is the most efficient heat source for the city. The network provides the opportunity for other heat sources to be added and can be future proofed in this way.

### 3 Projects completed in 2023/24

	Project and value	Impact
1	Musical Pocket Park (£63k)	12 Musical instruments available for public use
2	Fly Tipping & Graffiti prevention (£100k)	Improved fencing, barriers and landscaping at sites across the city to reduce incidences of fly tipping.

### 4 Current projects already in delivery

	Project	Budget (£) (all years)	Year(s)	Outputs
1	City Centre Safety	£2m	2018-25	Installation of barriers to increase pedestrian safety

### 5 Potential investment pipeline over the next 10 years

	Priority / Project	Impacts	Potential funding source(s)
1	New Legislation: Changes to Emissions permitted from Energy Recovery Facility	Veolia are required to reduce the daily average levels of SOx (sulphur oxides) emissions from the Energy Recovery Facility. The Environment Agency has issued a new permit for the plant from December 2023. Veolia will need to retro fit the plant with the technology to neutralise the Sox emissions to the permitted levels.	Veolia capital – but borrowing costs may be higher than SCC
2	New Legislation: Changes to Waste Collection to meet new Environment Act (date to be confirmed by Government, but after Oct 2025)	Introduction of new weekly food waste collections (new collection vehicles and containers needed)  Increase materials collected for recycling may mean changes to existing containers and collection vehicles.	New burdens funding from Government (but unlikely to meet full costs).  Veolia can capitalise some

		Awaiting confirmation if required to provide free garden waste collections, requiring new collection vehicles and containers.	costs – but borrowing costs may be higher than SCC
3	New Legislation: Hostile Vehicle Mitigation. Martyn's Law and the Protect Duty requires us to install physical safety measures outside buildings to ensure public safety.	We have identified areas of risk in the City centre. Some measures have been implemented as part of existing capital schemes (eg Future High Street Fund, Connecting Sheffield), However there remain sites where we have temporary measures in place. Replacing these with permanent measures would have a positive impact on our revenue budget – as the temporary measures are hired in; and enable us to design appropriate measures that are in keeping with our ambitions for the City centre streetscene.	Funding sources have not been identified.
4	New Waste Recycling Centre offering reuse opportunities and pay as you go for commercial waste	New waste recycling centre as we do not have space on our existing sites to offer the full range of materials we need to separate for recycling. We also do not have space for reuse, preventing waste or for offering services for commercial waste. We are also seeking to handle the Council's waste through this site, such as Parks and Repairs and Maintenance again providing increased opportunity for recycling and resilience for our services.	Veolia can capitalise some costs – but borrowing costs may be higher than SCC
5	District Energy Resilience and Development	Thermal storage would offer the opportunity to increase the number of customers on the network reducing the city's carbon footprint and resilience from gas and electric networks for heat. Further investment in pipe network would also contribute to this.	Veolia can capitalise some costs – but borrowing costs may be higher than SCC  Grant Funding – but will be a max of 33% of cost
6	CCTV Camera Improvement	Our CCTV camera network is ageing and in some cases the technology is becoming obsolete. Replacing these cameras with newer technology would enable better quality imaging which will result in more effective services, and a safer City centre.	We will bid for funds through the Safer Streets Project (South Yorkshire Police) but this will not cover the full costs.

## 6 Our forward look to the 2050s

Our Highways Maintenance PFI Contract culminates in 2037. Capital investment is likely to be needed for depot refurbishment, including the salt dome, future schemes and operational delivery such as investment in fleet.

Our Veolia Integrated Waste Contract culminates in 2038. Capital investment is likely to be needed for exit costs of buy-back of facilities, equipment, and fleet. We may also need to invest in either a new treatment / recycling facility or alternatively require capital monies for the refurbishment of the existing facilities.

## 7 Key challenges and how we are addressing them

	Challenge	Actions to address
1	Energy Recovery Emissions Legislation Change	Veolia are testing a range of solutions to reduce the SOx (sulphur oxides) emissions. Meetings to take place with Veolia from September to understand options to ensure compliance with the new requirements post December 23.
2	Environment Act changes to Waste Collection	Modelling options with Veolia and externally with Local Partnerships (a government agency).





## Report to Policy Committee

**Author/Lead Officer of Report:** David Wain,  
Acting Service Manager, Highways Maintenance

**Email:** [david.wain@sheffield.gov.uk](mailto:david.wain@sheffield.gov.uk)

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

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

**Date of Decision:** 14<sup>th</sup> February 2024

**Subject:** Glyphosate Reduction Trial Update: Highways

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: 2340					
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"/>

**Purpose of Report:**

As per section 10.2, subsection 3 of the decision taken by the Waste and Street Scene Committee on 27<sup>th</sup> September 2023, it was resolved unanimously that a report should be brought back to the Committee in February 2024 setting out next steps for the Authority in phasing out the use of Glyphosate in highway areas.

## **Recommendations:**

That the Waste and Street Scene Policy Committee agrees:

- to the continuation of the city-wide reduction in the use of Glyphosate as was agreed unanimously on 27<sup>th</sup> September 2023.
- Officers to supplement efforts to reduce the use of Glyphosate by carrying out limited operational trials of the FoamStream system during 2024.
- Officers to use the FoamStream trials as the basis to calculate both cost and environmental implications of the system and present this to Committee in December 2025.
- that the Waste and Street Scene Committee shall retain the option in December 2025, to instruct the commencement of a further three-year trial of maintaining trial areas of the highway using alternative measures which are Glyphosate free from 1<sup>st</sup> January 2026 to 1<sup>st</sup> January 2029.
- that if the legislative position on Glyphosate changes in the intervening period, officers commit to return to Committee within 3 months of any legislative change announcement with a revised position for the Committee to consider.
- that, regardless of the legislative position, officers will return to Committee by December 2025 to advise on the total usage of Glyphosate products throughout the current trial of reduction measures, alongside detailed cost implications to enable the Committee to decide whether they wish to progress to the next phase of trials.

## **Background Papers:**

Committee Decision of 27<sup>th</sup> September 2023:

<https://democracy.sheffield.gov.uk/documents/g8812/Decisions%20Wednesday%2027-Sep-2023%2010.00%20Waste%20Street%20Scene%20Policy%20Committee.pdf?T=2>

Committee report of 27<sup>th</sup> September 2023:

<https://democracy.sheffield.gov.uk/documents/s63337/Glyphosate%20Highways%20Report%20FINAL%20SENT.pdf>

Report to Co-operative Executive, September 2021

Reduction in use of Glyphosate pesticide on land managed by Sheffield City Council:

<https://democracy.sheffield.gov.uk/documents/s46368/6%20-%20Form%202%20-%20Executive%20Report%20Glyphosate.pdf>

<https://www.wildlifetrusts.org/community-driven-action-pesticide-free-balerno-edinburgh>

[Item 3 - Appendix A.pdf \(moderngov.co.uk\)](#)

<https://pubmed.ncbi.nlm.nih.gov/28374158/>

<https://www.metoffice.gov.uk/about-us/press-office/news/weather-and-climate/2023/2023-was-second-warmest-year-on-record-for-uk#:~:text=The%20five%20warmest%20years%20in,have%20all%20occurred%20since%202003.>

<https://www.localgov.co.uk/Second-council-U-turns-on-pesticide-use/58779>

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: Rita Collins
		Equalities: <i>Louise Nunn – EIA Completed</i>
		Climate: Davina Millership (Head of Service)
<i>Legal, financial/commercial, equalities &amp; climate implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>EMT member who approved submission:</b>	<i>Ajman Ali</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 Decision Maker by the EMT 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>David Wain</i>	<b>Job Title:</b>  <b>Acting Service Manager (Highways)</b>
	<b>Date: 14<sup>th</sup> February 2024.</b>	

## 1. PROPOSAL

### Background

- 1.1 Glyphosate is used to control weed growth as weeds rupture highway surfaces making them unsafe and grow over structures such as signs and benches making them unusable or impede visibility.
- 1.2 The management of the Council's highway network is undertaken by a contractor, Amey, as part of a PFI (Private Finance Initiative) contract (the **Contract**) which runs from 2012 to 2037. The contract includes an initial 5-year intensive construction and repair phase to deliver an uplift in quality of the highway network (known as the Core Investment Period), followed by a 20 year maintenance phase, (known as the Lifecycle Investment Period) where the highway network is required to be maintained in a manner which is it retained at that higher standard before being handed back to the Council in 2037.
- 1.3 Sheffield City Council declared a Nature Emergency in June 2021 part of which concerned the use of Glyphosate. Following this, a petition was presented to Full Council in July 2021 to ask Sheffield City Council to ban the use of Glyphosate on Council land. The petition triggered a debate on the plan to reduce and remove use of Glyphosate where possible and received cross party support.
- 1.4 Despite significant media publications about Glyphosate, the current stance in legislation and guidance from the UK's relevant regulatory bodies is that the product is deemed to be safe and efficacious for use as a herbicide and is licensed in the UK until December 2025 for both food production and treatment of broad-leaved weeds in the public realm.
- 1.5 However, academic studies such as Tarazona et al (2017) suggest that the positive implications of reducing Glyphosate could include benefits such as healthier populations of invertebrates, birds and mammals including bees (and other pollinators) which are fundamental to the health of ecosystems.
- 1.6 Therefore, the Council is recommending a continuing effort to decrease the use of Glyphosate where viable.

## 2. TRIALS

### Previous trials relating to reduction of use of Glyphosate on non-hard surfaces

- 2.1 To further understand the impact of reducing Glyphosate use across the city, a two-phase plan was agreed at the September 2021 Policy Committee for roll out in 2022.

- i) The first phase of the plan was the planned cessation of use of Glyphosate across the city in shrub beds, rose beds, planted areas as well as in the formation of “mowing strips”.

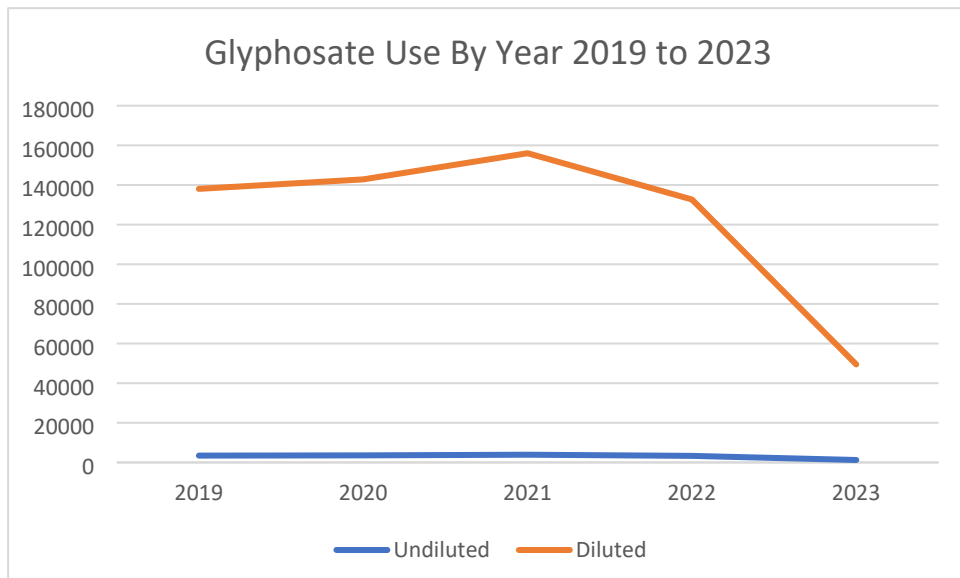
*Mowing strips are areas around obstacles such as trees, street signs, street furniture such as benches as well as along the edge of grass verges to reduce the amount of strimming required as part of the grass cutting operation on residential streets.*

- ii) The second phase was to implement a “Weed Killer Free Neighbourhood” which was undertaken in a defined area of Brincliffe for a full year in 2022.

2.2 The trials relating to the cessation of the use of Glyphosate in 2022 were also rolled over into 2023.

2.3 The outcome of the above phase 1 plans concluded that complete cessation was not economically viable but reduction of the use of Glyphosate was possible.

2.4 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. See graph below:



	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Undiluted	3451.5	3570.95	3901	3317.5	1236.5
Diluted	138060	142838	156040	132700	49460

- 2.5 In relation to phase 2 of the plans, unfortunately, the 2022 trial in Brincliffe was inconclusive. It is believed that the area was likely to be subject to active third-party intervention. Our monitoring would strongly indicate that regular mechanical or chemical removal of weeds was deployed by residents and or business owners given the immaculate aesthetic achieved outside some premises.
- 2.6 At Waste and Street Scene Committee on 27<sup>th</sup> September 2023, it was unanimously resolved that a further 2-year trial until December 2025 be implemented. Given this decision was timed in a way which rolled into Autumn time, no further spraying activities of note have been undertaken since that decision was taken, hence officers are unable to comment on the impact of that decision and continuation of the trials at present.
- 2.7 Furthermore, at the same Committee on 27<sup>th</sup> September 2023, it was resolved that officers should go away and consider further concepts for reducing Glyphosate usage with a view as to how the Council can continue phasing out - and return in February 2024 to present this.
- 2.8 Very high-level indicative costings for a complete cessation in the use of Glyphosate were presented in September 2023 to the Committee. Although further trials and a number of procurement exercises will need to be run before the full extent of cost implications are understood.

### **3. RECOMMENDED ACTIONS**

#### **3.1 The continuation of the city-wide reduction in the use of Glyphosate as was agreed unanimously on 27<sup>th</sup> September 2023.**

Given the significant reductions in Glyphosate usage attained to date as shown in the table at point 2.4, the Committee is recommended to approve a continuation of the Glyphosate reduction strategy agreed as was agreed on 27<sup>th</sup> September 2023.

#### **3.2 Officers to supplement this strategy by carrying out limited operational trials of the FoamStream system during 2024.**

It is also recommended that a limited trial of the FoamStream system be undertaken during 2024 season to in order for officers to be able to fully ascertain realistic daily work outputs, efficacy as well as calculating the environmental and climate impacts of the system.

#### **3.3 Officers to use these trials as the basis to calculate both cost and environmental implications of the system and return to present this to Committee in December 2025.**

As work outputs in published national studies by peer Local Authorities cite wildly different cost implications, work outputs for teams, environmental impacts and efficacies of the use of such Glyphosate-free alternatives, it is important that officers have sufficient time to fully understand the full suite of implications of a transition from our present Glyphosate reduction strategy to greater reliance on alternative technologies before presenting this to Committee in December 2025.

3.4 **The Waste and Street Scene Committee shall retain the option in December 2025, to instruct the commencement a further three-year trial of maintaining areas of the highway using alternative measures which are Glyphosate free from 1<sup>st</sup> January 2026 to 1<sup>st</sup> January 2029.**

3.5 Subject to the financial, environment, and operational work outputs and quality attained by the trial being satisfactorily reported back to Committee in December 2025, the concepts and principles to underpin a further three-year trial have been agreed with Amey as follows:

- i) Glyphosate would no longer be used for routine maintenance of the highway and footpaths in these areas.
- ii) Officers will undertake procurement exercises seeking to pull together a scheme of weed management by alternative means, such as mechanical weed ripping, hot foam application and/or additional road sweeping. This which will be costed over the coming months and provided to Committee in December 2024.
- iii) Glyphosate based weed killers will continue to be used during construction of new footways and resurfacing / microasphalting schemes to manage the risk of emergent weeds within these surfacing materials causing damage to newly installed or repaired highway infrastructure.
- iv) A contract change notice would be negotiated with Amey, moving to an input specification (i.e. scheduled number of visits per street, per year) for manual weed interventions rather than a general aspiration to attain weed free highways and footways.
- v) A relaxation of the contractual requirements around FNS surveys (Footway Network Surveys) and general footway condition is likely to also need to be explored to facilitate an acceptance of low-level damage (bumps, lumps and cracking below the defined intervention / defect level) to footway surfaces through weed growth and the more aggressive removal techniques being employed.

- vi) Structures such as bridges will continue to be treated with Glyphosate so as not to endanger their structural stability, as vegetation such as small trees and buddleia can very quickly establish in small cracks or gaps in the pointing of bridges or their supporting elements and cause issues as their roots expand. Glyphosate will not be used in elements of bridges which are either underwater or in contact with watercourses.
- 3.6 A period of three years is being suggested for these trials based on the variability in climate we have seen over the last few years making it very difficult to get firm data on the wider impacts.
- 3.7 2023 was the second warmest year on record in the UK and was exceptionally wet - the Met office records show it to be one of the wettest years on record, with many areas of the UK recording one-third more rainfall than normal.
- 3.8 Conversely 2022 was the warmest year since records began and sixth driest summer, with drought conditions experienced across many areas of the UK.
- 3.9 These kinds of dramatic shifts from very dry and arid conditions to very wet and warm conditions have a significant impact upon weed growth in the highway, and this juxtaposition of weather extremes means we simply cannot get firm enough data on the longer-term condition impacts to highway infrastructure through short trials.
- 3.10 Other Authorities such as Brighton and Cambridgeshire who were early adopters of Glyphosate free strategies have recently returned to their previous operating models. Although officers fully appreciate the desire to stop using Glyphosate altogether, a phased reduction and ongoing trials to develop a holistic strategy and approach and fully understand all of the impacts arising from this decision is deemed to be more effective than a complete cessation and then having to reverse the decision down the line.
- 3.11 Outside of the large trial area, works will still continue on the basis of the current trial methodology to ensure that Glyphosate use is still minimised in those areas.
- 3.12 **Should the legislative position on Glyphosate change in the intervening period, officers commit to return to Committee within 3 months of any announcement with a revised position for the Committee to consider.**
- 3.13 This will provide surety that the Authority continues to operate in a way which meets all relevant legislative requirements.
- 3.14 **Irrespective of legislative position, officers will return to Committee by December 2025 to advise on total usage of Glyphosate products throughout the current trial of reduction**



measures, alongside detailed cost implications to enable the Committee to decide whether they wish to progress to the next phase of trials.

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

- 4.1 The declaration of a Nature Emergency (alongside the Climate Change Emergency) is a key priority in the Council's One Year Plan.

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

- 5.1 Consultation on the reduction of Glyphosate and the Glyphosate free zone was undertaken by Citizenspace throughout all of 2022.

- 5.2 Consultee feedback indicated that the financial and staffing challenges faced by the Council were understood and there was an appetite for action at a neighbourhood level, on a voluntary basis, to help reduce the amount of Glyphosate the Council uses even further.

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

##### 6.1 Equality of Opportunity Implications

- 6.1.1 An Equality Impact Assessment was carried out as part of the overarching 'Reduction in use of Glyphosate on land managed by Sheffield City Council' report as approved by the Cooperative Executive in September 2021.

- 6.1.2 This has been updated in September 2023 under EIA reference 2340. This will be updated further in December 2025 prior to Committee once the full implications of any contract and/or methodology change are fully agreed and understood.

##### 6.2 Financial and Commercial Implications

- 6.2.1 Following the Committee Decision in September 2023, a contract variation has agreed and put in place until December 2025 with no financial implications as a result of the variation. The variations have a Performance Requirement relief in order to achieve this cost neutrality.

Looking to the concepts being proposed to be presented in December 2025, although all parties are comfortable that this can be delivered operationally, there will clearly be purchasing costs as well as a likely uplift in operational staffing numbers which will be calculated following the proposed 2024 trials should these be agreed by the Committee.

### 6.3 Legal Implications

- 6.3.1 Glyphosate was approved for use in the EU until 15 December 2022 (Commission Implementing Regulation (EU) 2017/2324).
- 6.3.2 Following the UK leaving the European Union, the Health and Safety Executive now regulate pesticides in the UK and the licence has been extended until December 2025 for both food production and treatment of broad-leaved weeds in the public realm.
- 6.3.3 A Contract Change Notice has been negotiated for the 2024 and 2025 elements of the trial under the guidance of Commercial Services and has no financial impact. These changes are made in accordance with the terms of the Contract and comply with the Public Contracts Regulations 2015.
- 6.3.4 Under the **Weeds Act 1959**, instances may occur where Amey, on behalf of the Council may legally have to deviate from the above proposals to manage specific dangerous or invasive species or injurious weeds which have the potential to cause harm (for example instances of Japanese Knotweed, Himalayan Balsam or Giant Hogweed). The Council will mitigate this risk by agreeing the use of Glyphosate by Amey on a case-by-case basis with appropriately qualified Technical Officers from within the Authority.
- 6.3.5 As the Highway Authority, the Council have a legal duty under **Section 41(1) of the Highways Act 1980**, to maintain the highway. This requires the Council to keep the fabric of the highway in such good repair as to render its condition safe for ordinary traffic to pass at all seasons of the year. Weeds growing through the surface of the highway or between paving slabs may create highway defects which need to be acted upon in the interests of public safety and fulfilling this duty. Across the rest of the city, the continued use of Glyphosate in “spot treatment” of weeds which have already emerged is deemed to be sufficient to manage this risk.

### 6.4 Climate Implications

- 6.4.1 A Climate Impact Assessment has been completed and approved by the Head of Service
- 6.4.2 A reduction in the total number of treatments using chemical weed killers will in turn yield a net reduction in vehicle travel, water usage, and the amount of herbicide produced and delivered to Amey’s depot in the first place – all of which will achieve an overall reduction in carbon footprint for this element of the operation.

## **7. ALTERNATIVE OPTIONS CONSIDERED**

- 7.1 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.
- 7.2 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.

## **8. REASONS FOR RECOMMENDATIONS**

- 8.1 Approval of the recommendations will allow:
- A continuing reduction in the use of glyphosate in highway areas across all of Sheffield.
  - Establishing better baseline data around longer-term impacts of cessation.

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## PART A - Initial Impact Assessment

**Proposal Name:** Glyphosate Reduction Trial Update - Highways

**EIA ID:** 2340

**EIA Author:** David Wain

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**Proposal Outline:** On 22nd September 2021 in response to a public petition, the Cooperative Executive agreed a suite of trial changes to operations across both Parks and Highways teams with a view to reducing the overall amount of the weed killer Glyphosate used by Sheffield City Council. Point 8 of this initial decision was for highways to report back after the trial period and lay out a forward looking plan for continual reduction in Glyphosate use. As the trial projects have yielded significant reductions in the use of this weed killer, the update is that the projects will continue in the same manner through until 2025 at which point the license of Glyphosate is up for review and a further paper will be submitted if required

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**Proposal Type:** Non-Budget

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**Year Of Proposal:** 23/24

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**Lead Director for proposal:** Richard Eyre

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**Service Area:** Waste and Streetscene

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**EIA Start Date:** 9/12/2023

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**Lead Equality Objective:** Understanding Communities

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**Equality Lead Officer:**

## Decision Type

**Committees:**

Policy Committees

- Waste & Street Scene

## Portfolio

**Primary Portfolio:**

Neighbourhood Services

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**EIA is cross portfolio:**

No

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**EIA is joint with another organisation:**

No

## Overview of Impact

**Overview Summery:**

Glyphosate based weed killers will still be used on hard surfaces (i.e. pavements and roads) As such no impact is expected upon the usability of the general public realm - i.e. paths, roadways and parking spaces. The change only applies to verges where a non-glyphosate based chemical will be used. There is a risk of additional weed growth or larger weeds establishing which may cause minor discomfort to some people who are unable to see them clearly (such as those with visual impairments) if they were diverting from the formal footpath network and taking short cuts across verges etc if the weeds they were encountering were particularly spiky or pernicious (such as thistles).

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**Impacted characteristics:**

- Disability

## Consultation and other engagement

## Cumulative Impact

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

Yes

Full public consultation on Glyphosate use was undertaken throughout the entirety of 2022 via Citizenspace - the overwhelming result was in support of maintaining reduction in the use of Glyphosate. The secondary "ask" was that the Council do more to educate the community on what they can do to help the Council further reduce our reliance upon chemical weed killers - which is covered in the report by means of a communications / press package.

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**Impact areas:**

Year on Year

## Initial Sign-Off

**Full impact assessment required:**

No

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**Review Date:**

9/12/2023

## Action Plan & Supporting Evidence

**Outline of action plan:**

Mitigation will include community education programme as to how the public can help us manage weeds without chemical control Mitigation will also include Amey's routine grass cutting cycle to verges to manage the growth and size of weeds in areas which are not on footpaths.

**Action plan evidence:**

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

## Mitigation

Significant risk after mitigation measures: No

Outline of impact and risks:

## Review Date

Review Date: 9/12/2023