

Agenda for a meeting of the Environment and Waste Management Overview & Scrutiny Committee to be held on Tuesday, 28 February 2017 at 5.30 pm in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	GREEN
Gibbons Riaz	A Ahmed Berry Thornton Watson	Stubbs	Love Warnes

Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	GREEN
Ellis Rickard	Duffy Iqbal H Khan Nazir	R Sunderland	H Hussain

NON VOTING CO-OPTED MEMBERS

Nicola Hoggart
Julia Pearson

Environment Agency
Bradford Environmental Forum

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.
- There will be a briefing for Members at 1700 hours in Committee Room 2.

From:

Parveen Akhtar
City Solicitor

To:

Agenda Contact: Jane Lythgow / Tracey Sugden
Phone: 01274 432270 / 434287

E-Mail: jane.lythgow@bradford.gov.uk / tracey.sugden@bradford.gov.uk



A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

2. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) *Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) *Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.



Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jane Lythgow/Tracey Sugden – 01274 432270/434287)

4. REFERRALS TO THE OVERVIEW AND SCRUTINY COMMITTEE

None

B. OVERVIEW AND SCRUTINY ACTIVITIES

5. WOODLAND STRATEGY

Previous reference: Minute 56 (2015/16)

The Strategic Director, Place, will present a report, (**Document “X”**) in response to a request for an annual progress report on the work programme for the approved Woodland Strategy for Bradford District.

Members are requested to note the detail contained in Document “X” and the actions taken to deliver the Woodland Strategy for the Bradford District during 2016/17.

(Phil Barker – 01274 432616)

6. ALTERNATE REFUSE COLLECTION TRIALS IN THE WYKE WARD

The Assistant Director, Waste, Fleet and Transport Services, will provide a verbal update on the results of the alternate refuse collection trials in the Wyke Ward.

(John Major – 01274 433996)

7. PROCUREMENT - WASTE TREATMENT SERVICES

Previous reference: Minute 14 (2016/17)

The report of the Strategic Director, Place, (**Document “Y”**) provides an update on the progress of the waste treatment services for the Council’s residual waste. The item was last discussed at the meeting on 26 July 2016.



Recommended –

That the information provided in the Document “Y” be considered and a further progress report be requested at key stages of the procurement process.

(Richard Longcake – 01274 432855)

8. EXCLUSION OF THE PUBLIC

Recommended –

That the public be excluded from the meeting during the discussion of the Appendices relating to the Trade Waste Service report on the grounds that it is likely, in view of the nature of the proceedings, that if they were present, exempt information within Paragraph 3 (Financial or Business Affairs) of Schedule 12A of the Local Government Act 1972 (as amended) would be disclosed and it is considered that, in all the circumstances, the public interest in allowing the public to remain is outweighed by the public interest in excluding public access to the relevant part of the proceeding for the following reasons:

It is in the public interest in maintaining the exemption because it is in the overriding interest of proper administration that Members are made fully aware of the financial implications of any decision without prejudicing the financial position of the Authority.

(Jane Lythgow - 01274
432270)

9. TRADE WASTE SERVICE UPDATE

Previous reference: Minute 19 (2015/16)

The report of the Strategic Director, Place (**Document “Z” including NFP appendices 1 & 2**) provides an update on the position of the Trade Waste Service improvements following an initial report to the Committee in September 2015.

Recommended –

That the information contained in Document “Z” be considered and a further report be requested in 12 months time on the progress of service improvements, particularly the ability for the domestic refuse service to undertake certain trade waste collections during 2017.

(Richard Longcake – 01274 432855)



10. **THE COLLECTION OF BULKY WASTE AND HOUSEHOLD WASTE RECYCLING CENTRE PERMITS**

Previous reference: Minute 70 2015/16)

The Strategic Director, Place, will present a report (**Document “AA”**) in response to a request that Members be updated on a review of arrangements to increase the items collected by the Bulky Waste Service and changes to Household Waste Recycling Centre Permits.

Recommended –

- (1) That the information contained in Document “AA”, particularly in relation to the inclusion of fixtures in the scope of bulky waste collections, be considered.**
- (2) The Strategic Director, Place be requested to seek a conclusion on the operational considerations to collect bulky waste and, in any event, provide a progress report to this Committee no later than June 2017.**

(Richard Longcake – 01274 432855)

11. **EXCLUSION OF THE PUBLIC**

Recommended –

That the public be excluded from the meeting during the discussion of the Appendix relating to the Civic Quarter District Heat report on the grounds that it is likely, in view of the nature of the proceedings, that if they were present, exempt information within Paragraph 3 (Financial or Business Affairs) of Schedule 12A of the Local Government Act 1972 (as amended) would be disclosed and it is considered that, in all the circumstances, the public interest in allowing the public to remain is outweighed by the public interest in excluding public access to the relevant part of the proceeding for the following reasons:

It is in the public interest in maintaining the exemption because it is in the overriding interest of proper administration that Members are made fully aware of the financial implications of any decision without prejudicing the financial position of the Authority.

(Jane Lythgow - 01274
432270)

12. **CIVIC QUARTER DISTRICT HEAT**

The report of the Strategic Director, Corporate Services (**Document “AB” including NFP appendix 1**) sets out the progress made towards achieving the Council’s ambition to develop a City Centre based



District Energy Network supplying low carbon heat and electricity on commercial terms to City Centre civic buildings, other public sector buildings and commercial properties.

Recommended –

That the progress made on the development of the scheme, its technical scope and currently delivery timetable be noted.

(Neill Morrison – 01274 434003)

13. ENVIRONMENT AND WASTE MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE - WORK PROGRAMME 2016/17

Document “AC” presents the Committee’s work programme 2016/17.

Recommended –

- (1) That Members consider and comment on the areas of work included in the 2016-17 work programme for the Committee.**
- (2) That Members consider any detailed scrutiny reviews that they may wish to conduct.**
- (3) That the work programme 2016-17 continues to be reviewed regularly during the year.**

(Mustansir Butt – 01274 432574)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



Report of the Strategic Director of Environment and Sport to the meeting of Environment and Waste Management Overview and Scrutiny Committee to be held on 28th February 2017

X

Subject:

Woodland Strategy

Summary statement:

Environment and Waste Management Overview and Scrutiny Committee requested an annual progress report on the work programme for the approved Woodland Strategy for Bradford District.

Steven Hartley Strategic Director Place	Portfolio: Environment, Sport and Culture
Report Contact: Phil Barker, Assistant Director Sport & Culture Phone: (01274) 432616 E-mail: phil.barker@bradford.gov.uk	Overview & Scrutiny Area: Environment & Waste Management

1 SUMMARY

- 1.1 Environment and Waste Management Overview and Scrutiny Committee (EWMOSC) requested an annual progress report on the work programme for the approved Woodland Strategy for Bradford District.

2 BACKGROUND

- 2.1 At its meeting on 31st March 2009 the EWMOSC resolved that the Council's Woodland Strategy be considered for inclusion in the work programme for the 2009/10 municipal year.
- 2.2 During December 2011 and January 2012 a consultation process was carried out and the strategy drafted. This was presented to EWMOSC in April 2012 and recommended to the Executive. A Woodland Strategy for Bradford District was formally adopted on 22nd June 2012.
- 2.3 The Committee requested an annual progress report
- 2.4 The Woodland Strategies five yearly review falls in 2017.

3 OTHER CONSIDERATIONS - DELIVERING THE STRATEGY

3.1 Underpinning Policy

The strategy identifies Planning, Resource Management and Participation as three key areas of work or approaches to secure the aspiration and aims as set out in the strategy. Ten policy areas were identified and these informed the ongoing projects and work streams

Policy Areas

1. Woodland Creation
2. Access
3. Landscape
4. Biodiversity
5. Climate Change
6. Participation
7. Wealth
8. Education
9. Recreation
10. Right Tree, Right Place

3.2 Headline Achievements

In 2016 a shift in operational focus from Woodland management to Tree management has necessarily been implemented. During 2017-18 and through to 2020 in response to resource constraints the focus is set to remain on Tree management in terms of safety inspection, recording and risk minimisation. However, woodland management continues. The overall balance between tree removal and tree planting remains heavily in favour of tree planting, despite the requirement to remove unsafe highway trees, which can attract a disproportionate amount of attention.

3.2.1 Woodland Creation

Woodland creation over the past year has been concentrated at the 11ha Dealburn Road site, Low Moor and 3ha of reinforcement planting and habitat protection at Railway Terrace/Bolland Street, Low Moor. Following the surrender of Riddlesden Golf Club lease, the land was registered for a "Woodland for Water" planting grant aimed at improving flood resilience, should no alternative use be forthcoming.

Running total of woodlands created will be 24ha by March 2017.

3.2.2 Woodland Management and Funding

Woodland Management Grant FSC Certification: The Council retained its Forestry Steward Ship Certification status and continues to manage its woodlands to the United Kingdom Woodland Assurance Standard criteria. A further contribution of £14,888 towards management costs was received from the Forestry Commission.

Phytophthora ramorum, rhododendron clearance, St Ives: *P. ramorum* is the fungal blight causing widespread death in larch (a commercial crop), some oaks, sweet and horse chestnut and beech. The majority of outbreaks are to the north east of the district, however, Bradford falls in to Zone 1 (high) of the Forestry Commissions risk mapping. Evidence of infection has been found in rhododendron in St Ives. The Forestry Commission have agreed a grant of £115k to continue and complete the eradication of rhododendron ponticum across the estate over the next 2 years.

Tree and Woodland Development Fund: A capital account is being established to assemble funds for management and development of both trees and woodlands. For several years we have informally worked with individuals and groups to plant memorial trees and woodlands. A more formal scheme that includes commemorative trees and sponsorship of veteran trees and woodlands is being investigated.

3.2.3 Tree Management: Cyclical Inspection

2017 will be the third year of district wide cyclical safety inspections of the Councils tree and woodland estate. This now includes 18,000 highway trees on approximately 1,880 of streets and trees on 133 parks and recreation grounds, 24 cemeteries, 44 closed graveyards and 111 woodland sites.

Analysis of Highway tree works shows that, since 2010, 350 instructions to remove highway trees, estimated to be 400 individual trees, mainly due to poor condition have been issued at a total cost of £173,508. In approximately 30 cases it was possible to replant in the highway. Many more trees have been planted through section106 planning agreements, City Centre landscaping (City Park and Broadway) and in new woodlands (24ha hectares).

Reactive inspections and Emergency call out: In a 15 hour period beginning at 3:00am Wednesday 11th January Trees and Woodlands service with assistance from Area Parks staff, Countryside of way and local contractors responded to 125

tree failure incidents, including blocked roads, damage to buildings and vehicles. The post-storm clean up took 2 additional weeks.

Ash dieback, Chalara (*Hymenoscyphus fraxineus*): reports of Chalara have been made across the majority of the district. The fungal agent which causes Chalara affects ash (*Fraxinus* spp.) and is treated as a quarantine organism under national emergency measure and any suspected sighting must be reported via <http://www.forestry.gov.uk/treealert> . However, the Council has not been served to date with any statutory Plant Health Notices requiring action, such as, removal. The main area of concern for the authority at present is the likely deterioration in condition and increased safety risk of infected trees as the disease reduces the vigour of the host.

3.2.4 **Community Collaboration:**

People Can: under the current funding settlement and budgets, community collaboration continues to play an increasingly important part in service provision and funding. Services now brought together in the Department of Place (Parks, Bereavement, Trees and Woodland, Countryside and Rights of Way, Neighbourhood Services) have collaborated with individuals and formal and informal community groups to manage and maintain both woodlands and other greenspaces. The effort during 2016-17 was largely carried out as part of the People Can initiative: a year long events driven campaign to develop collaborative practice. .

Community Asset Transfer: another strand to community participation and collaboration has started to emerge around greenspaces, including woodland. In some respects this is not an entirely new phenomenon as some woodland sites have been leased or managed by agreement for many years e.g. Low Wood - Yorkshire Wildlife Trust and Keighley Area Scouts; Ben Rhydding Gravel Pits - Wharfedale Naturalists. Some greenspace is now being disposed of through the formal Community Asset Transfer process, for example, Burley in Wharfedale Parish Council will manage green spaces within the parish from April 2017, with the exception of the tree stock at the present time. Community interest has been shown in Riddlesden Golf Club - Keighley Area Scouts and Buck Wood Cottages and Buck Wood - Inspired Neighbourhoods.

4. **FINANCIAL & RESOURCE APPRAISAL**

By focusing on “core-business” and managing down customer service expectations, past budgets have been sufficient to sustain the service. 2017-18 budgets may require the service to absorb a saving of £40,000 or 10% of net budget. This undoubtedly presents a challenge to the service in terms of both reducing costs, managing down service provision and increasing revenue (charges, sales and grants).

5. **RISK MANAGEMENT AND GOVERNANCE ISSUES**

Care needs to be exercised in ensuring that the level of budgetary savings offered up by the service do not prejudice the ability:-

- i) to maintain an adequate system of inspection and remedial action across the entire tree stock.
- ii) to deal with extreme weather conditions such as winter gales or floods

6. LEGAL APPRAISAL

There are no legal issues specifically relating to this progress report.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

There are no Equality & Diversity Implications arising from this report

7.2 SUSTAINABILITY IMPLICATIONS

Sustainability informs and underpins the entire Woodland Strategy

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

Trees within woodlands, parks and recreation grounds provide communities with 'green lungs' which can naturally assist with the filtering of polluted air. Proactive maintenance of existing stock together with additional tree planting sequesters carbon as the woodlands matures.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no Community Safety Implications arising from this report

7.5 HUMAN RIGHTS ACT

There are no Human Rights Act implications arising from this report

7.6 TRADE UNION

There are no Trade Union implications.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

This report is for information only

10. RECOMMENDATIONS

Members are requested to note the detail of the report and the actions taken to deliver the strategy during 2016-17.

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Report of the Strategic Director Place to the meeting of Environment and Waste Management Overview and Scrutiny Committee to be held on 28th February 2017.

Y

Subject:

Procurement – Waste Treatment Services.

Summary statement:

This report provides a further update to the committee on the progress of the procurement for waste treatment services for the Council's residual waste. The last update was on 26th July 2016.

Steve Hartley
Place Strategic Director

Portfolio:

Environment, Sport and Culture

Report Contact: Richard Longcake
Principal Officer Waste Services

Phone: (01274) 432855

E-mail: richard.longcake@bradford.gov.uk

Overview & Scrutiny Area:

Environment & Waste



1. SUMMARY

This report provides a further update to the committee on the progress of the procurement for waste treatment services for the Council's residual waste. The last update was on 26th July 2016. To assist members this report should be read in conjunction with the July 2016 report.

2. BACKGROUND

The present contracts for treatment of the Council's residual waste terminate on 30th September 2017, although there is a 6 month extension option to 31st March 2018 at the Council's discretion, subject to 3 months notice i.e., before 30th June 2017. No decision on exercising this option or otherwise has yet been made.

3. PROCUREMENT PROCESS

The procurement details as provided to members on 26th July 2016 remain substantially unchanged, however a brief summary is provided below.

The initiation to undertake this procurement was contained within the Municipal Waste Minimisation and Management Strategy which was approved by Executive on 13th January 2015.

The Procurement Team

The procurement commenced on April 2015 with the assembly of a small team consisting of 1 x Project Manager, 1 x Executive Officer, both of whom sit with Waste Services, and supported by internal specialists from Legal, Human Resources, Procurement, Finance, Health & Safety, Planning and Communications. Further support is provided by external Technical, Financial and Legal Advisors (Jacobs, Grant Thornton and DLA Piper respectively).

Governance

The procurement team report to a Project Board chaired by the Strategic Director of Place, where key project decisions are made.

Contract for Services

The contract being procured is for treatment and disposal of the Council's residual waste being provided by private sector service providers using existing merchant facilities. As such it is a service contract.

The contract term is for 12 years with an option to extend by up to a further 3 years. All evaluation of bids will be based on 12 years as this is only what is being guaranteed by the Council.



The amounts of residual waste has been modelled for each of the contract years, taking account of waste growth factors such as housing and population, and waste minimisation measures such as kerbside recycling, the Domestic Waste and Recycling Policy (aka the Bin Policy), and impact of Alternative Weekly Collections (due to be implemented from May this year).

The minimum guaranteed annual tonnage under the contract which the Council will be obliged to deliver is 120,000 tonnes per annum, the maximum the contractor is obliged to take is 164,000 tonnes per annum.

The total value of the contract (over 12 years) is estimated at £165 million.

Procurement Vehicle

The procurement vehicle being used for this type of contract is Competitive Dialogue, and in this case we have a 2 stage process, 1. Call for Initial Solutions (CIS) and 2 Call for Final Tenders (CFT).

The procurement is now within the CFT stage, where we are down to 2 Bidders. The procurement timetable has changed slightly since the July 2016 update, the latest version is contained in Appendix 1 and shows a Contract Award date of 24th April 2017.

Evaluation Methodology

The evaluation methodology and criteria must remain consistent throughout the formal procurement process, thus they remain as detailed in the July 2016 update (July report Appendix 3).

OUTCOME OF CIS STAGE

The CIS stage saw the production of a set of documents to Bidders as shown in the July 2016 update, and two rounds of dialogue with Bidders took place in August and September 2016. Evaluation of bids received was made in October/November, resulting in two Bidders being invited to participate in the next (final) stage, CFT.

Those involved in the evaluation process, and the areas of the bid for which they were responsible for evaluating is shown in Appendix 2.

CFT STAGE

The CFT stage largely repeats the CIS stage process. A revised (updated) set of documents were issued to the two remaining Bidders in December, these are listed below:

Schedule	Document
A	CFT - Tender Doc – Overarching Information Document v3.0
B	CFT - Tender Doc – Waste – v3.0
C	CFT – Tender Doc- Information Memorandum v3.0
D	Output Specification v3.0
E	Performance Framework v3.0



F	Payment Mechanism v3.0
G	Waste Acceptance Protocol v1.0
H	Waste Flow Model Output v3.0
I	WRATE Modelling – Instructions for Bidders
J	Reporting Schedule v3.0
K	Pricing Schedule v3.1
L	Financial Robustness & Transparency Narrative Response – v3.0
M	Bidder Cashflows v3.0
N	Project Agreement – Final
O	Evaluation Approach v3.1
P	Definitions List All Documents
Q	Bidder Representatives at Dialogue Meetings v3.0
R	Topics to be Addressed during Dialogue Session v3.0

The main difference for Bidders is to produce at CFT (1) a full legal contract and insurance mark up; and (2) a WRATE assessment of their proposed solution. This requirement follows previous feedback from members of this committee to evaluate the environmental benefits of the Bidders solutions in terms of global warming potential.

WRATE is an Environment Agency assessment tool which is well used within the waste industry, and thus deemed the most appropriate way for Bidders to demonstrate the environmental impacts (benefits) of their solution, details of what WRATE will cover is given in Appendix 4.

Again there are two rounds of dialogue at the CFT stage, in January and February, with bids due back at the end of February 2017. Bids received will be evaluated by the same bid team as at the CIS stage, covering the same areas, during March 2017.

Any slippage to the timetable as detailed in Appendix 1 is expected to be minimal, if at all, thus by the end of April the procurement should be at contract award following acceptance by Project Board of the outcome of the evaluation followed by approval of Executive.

EVALUATION WEIGHTINGS

The evaluation is structured with a set of overarching criteria, as shown below, and as can be seen the emphasis (award of points) changes between CIS and CFT, where at CFT greater emphasis is placed on Cost at the expense of Technical

Summary Evaluation criteria	CIS	CFT
Cost	30	35
Financial Robustness, Transparency and Payment Mechanism	15	10
Technical and Sustainability	45	45
Insurance	Pass/Fail	Pass/Fail
Legal	10	10
Total Points	100.00	100.00



EVALUATION CRITERIA

The criteria for evaluating Cost and Financial Robustness remains unchanged as per July Report. The only Technical change sees the requirement for Bidders at CFT to produce a WRATE model which is evaluated in T1.5. (see Appendix 3) The reason for a WRATE model is explained earlier in this report.

The Insurance and Legal at CFT are now dealing with the detail of the contract, a well worked up version of the contract is provided, and Bidders respond with their mark up of the contract, a good deal of engagement between the lawyers is currently taking place ahead of the final CFT submission.

In order to provide a flavour of the contract structure, a list of the chapters to the contract is provided in Appendix 5.

PERFORMANCE MANAGEMENT

The Bidders are required to bid back a number of Key Performance Indicators, namely:

- Landfill Diversion Performance
- Recycling Performance
- Recovery Performance

The above form part of an overall Performance Framework, this document (forming part of the suite of documents issued at CFT is reproduced in full in Appendix 6, and illustrates all of the performance criteria against which the successful Bidder when in contract, will be measured.

Where the measurement of performance shows poor contractor performance taking place, financial deductions will be applied, and failure points accrued. Should the level of poor performance reach a trigger point, the Council will be required to produce a Rectification Plan stating how the poor performance is to be rectified. However should poor performance continue, ultimately the Council will have the “right to place the contractor in default”, which can lead to termination of the contract.

Absent from the 3 bullet points above, is perhaps the most fundamental requirement of the contractor, namely to “accept all of our contract waste for the whole of the contract period”, this is because this element, being so fundamental is dealt with specifically under the contract itself. Failure to accept our waste will result in a contractor default, which can trigger termination.

In respect of other performance requirements contained in the Performance Framework (see Appendix 6) members will be interested to note Ref No. 5, the requirement to produce an Annual Report. It is anticipated that this Annual Report detailing the performance of the contractor, and thus the performance of the contract, will be brought to this Environment & Waste Overview & Scrutiny Committee on an annual basis for discussion and comment.

CONTRACTOR'S PROPOSALS

All the performance requirements of the Bidder when in contract, and how they will be delivered are contained within a series of Plan Documents, which will make up the CFT submission by the Bidder.



The list of Plans required is shown below:

Name	Comment
Employment & Staffing Plan	Details management structures, staffing levels, training and any TUPE issues
Health & Safety Plan	Details all H&S activities
Schedule of Guaranteed Performance	Relates to the bid backs and the Performance Framework
Marketing Plan	How outputs (eg recyclates and energy) will be marketed
Contingency Plan	Should the Contractor's primary facility fail, this details the alternative options
Waste Acceptance Plan	How and what arrangements there are for the Contractor accepting our waste at their facilities
Waste Reception Facility Plan	Details all relevant permissions and consents to operate their facilities
Service Reports	Monthly (invoice), Quarterly and Annual submission on contract performance
Maintenance Plan	Details maintenance arrangements of their facilities
Contract Management Plan	Identifies how the Contractor will manage this contract with the Council
Environmental Management Plan	Includes the WRATE outputs and other environmental control systems
Added Value Statement	Details any benefits to the local community in and around Bradford
Waste Treatment Plan	Details the waste treatment solution, its technology and process stages

CONCLUSION

As can be seen from the timetabling in Appendix 1, a decision on the preferred Bidder should be known by end April. At that point a report will be drafted for inclusion in the next available Environment & Waste Overview & Scrutiny Committee (probably June 2017).

4. FINANCIAL & RESOURCE APPRAISAL

The procurement for waste treatment and disposal services will produce a new gate fee which the Council will pay to the successful contractor. We cannot anticipate yet what the outcome (in financial terms) will be until the evaluation of final tenders has been made which will take place during March 2017.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

The procurement for waste treatment services is a major project which has its own governance structure in line with Council policy for major projects.



6. LEGAL APPRAISAL

The procurement will generate a new legal contract for the treatment and disposal of the Council's residual waste. There are no legal issues arising from this report

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

N/A

7.2 SUSTAINABILITY IMPLICATIONS

The management and operation of waste treatment services has sustainability implications. Sustainability is a key evaluation criteria for the project, an example of this is given in Appendix 4.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The treatment and disposal of waste will create greenhouse gas emissions, it is important to minimise these, or mitigate their impact. The procurement key criteria is to reduce deposit of waste to landfill in favour of more sustainable means, which will have positive impacts over alternatives, again Appendix 4 is an example of how impacts are to be assessed and measured and thus evaluated..

7.4 COMMUNITY SAFETY IMPLICATIONS

N/A

7.5 HUMAN RIGHTS ACT

N/A

7.6 TRADE UNION

N/A

7.7 WARD IMPLICATIONS

N/A

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS

N/A



8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

N/A

10. RECOMMENDATIONS

That Environment and Waste Management Overview & Scrutiny Committee consider the information presented in this report and request further progress reports at key stages of the procurement.

11. APPENDICES

Appendix 1 – Procurement Timetable

Appendix 2 – Evaluation Matrix

Appendix 3 – Evaluation Criteria (as per Appendix 3 of 26th July 2016 report

Appendix 4 – WRATE - extract of instructions

Appendix 5 – Contents page for the Project Agreement

Appendix 6 – Performance Framework

12. BACKGROUND DOCUMENTS

1. Exec Report 4th Feb 2014 Waste PFI
2. O&S Report 2nd September 2014 part 2 “Waste Strategy”
3. Exec Report Jan 2015 new MWM&MS
4. O&S Report 28th July 2015 Section 2.3.3 “Procurement of a Waste Treatment Solution”
5. O&S Report 3rd November 2015 “Procurement of the new Waste Treatment Contract for treatment of kerbside residual waste”
6. O&S Report 26th July 2016 “Procurement of the new Waste Treatment Contract for treatment of kerbside residual waste”



City of Bradford Metropolitan District Council
Tender for Waste Treatment and Disposal Services
Tender Reference: A8HG-SXAG39

Timetable v1.5 – Revised and current as at 18th November 2016.

Please note this timetable should be referred to as the current timetable. You will be notified if this timetable is revised in future.

Matter	Date(s)
Issue of PQQ to Bidders	6 th April 2016
Deadline for PQQ clarification questions	27 th April 2016
PQQ Response Deadline	6 th May 2016
Evaluation of PQQ Responses	9 th May 2016
Notification of outcome of PQQ evaluation	14 th June 2016
Issue of CIS Stage documentation	22 nd July 2016
CIS stage clarification questions	28 th July 2016 – 12 th October
1 st CIS Stage Dialogue Meetings	17 th -19 th August 2016
2 nd CIS Stage Dialogue Meetings	20 th – 2 ^{1st} September 2016
Return of CIS stage solutions	26 th October 2016
Completion of evaluation of Initial Solutions	18 th November 2016
Select and notify shortlist of Bidders to Submit Final Tenders	25 th November 2016
CIS feedback session to successful Bidders	7 th December 2016
Issue of CFT Stage documentation	16 th December
CFT stage clarification questions	19 th December 2016 - 24 th February
1 st CFT Stage dialogue meetings	16 th – 20 th January 2017
2 nd CFT Stage dialogue meetings	13 th – 17 th February 2017
Return of CFT stage Tenders	28 th February 2017
Completion of evaluation of Final Tenders	22 nd March 2017
Internal approvals process	27 th March to 7 th April 2017
Notification of intention to award the Contract, standstill period begins	10 th – 20 th April 2017
Contract Award	24 th April 2017
Meetings with Successful Bidder to fine tune and clarify the terms of the Contract	1 st May 2017
Contract commencement	1 st October 2017

Evaluation Matrix

Evaluation - CFT Stage (Last Updated: 31 January 2017)

Section	Title	RL	DP	AC	SN	DG	AB	CH	AP	JACOBS	DLA	GT
T - Technical and Sustainability												
T1	Performance											
T1.1	Waste treatment solution accepts the whole Contract Waste tonnage over the entire contract period	X	X							X		
T1.2	Landfill Diversion Performance	X	X							X		
T1.3	Recycling Performance	X	X							X		
T1.4	Recovery of Contract Waste	X	X							X		
T1.5	Environmental Impacts	X				X				X		
	WRATE									X		
T2	Deliverability of Proposed Solution											
T2.1.1	Planning and Consents of Reception Facility	X								X		
T2.1.2	Waste Acceptance Plan	X								X		
T2.2.1	Planning and Consents of Treatment Facility	X								X		
T2.2.2	Waste Treatment Plan	X								X		
T3	Service Delivery and Contract Management											
T3.1	Health & Safety Plan	X						X		X		
T3.2	Contract and Service Management	X				X	X		X	X		
T3.3	Added Value	X				X				X		
C - Cost												
C1	Whole System Cost			X								X
F - Financial Robustness												
F1	Financial Robustness and Transparency			X								X
F2	Payment Mechanism			X								X
L - Legal												
L1	Risk Matrix				X						X	
L2	Insurance				X						X	

KEY

RL – Richard Longcake, Principal Waste Management Officer (Project Manager)
 DP – Dawn Priestley, Executive Project Officer
 AC – Andrew Cross, Business Advisor – Management Accounting
 SH – Shahid Nazir, Interim Assistant Director Commissioning & Procurement
 DG – David Greenwood, (Service Improvement) – Programme Lead
 AB – Angela Brown – HR Business Partner

CH – Chris Hardaker, Occupational Safety Manager
 AP – Alan Parsons, Commissioning and Category Manager
 Jacobs – Technical Advisors
 DLA – Legal Advisors
 GT – Grant Thornton Financial Advisors

Evaluation Criteria as per Appendix 3 of the July report

Overall Evaluation Position

Summary Evaluation criteria	CIS	CFT
Cost	30	35
Financial Robustness, Transparency and Payment Mechanism	15	10
Technical and Sustainability	45	45
Insurance	Pass/Fail	Pass/Fail
Legal	10	10
Total Points	100.00	100.00

Cost Evaluation

Cost Evaluation is the “whole system cost” of the submission.

The whole system cost is the aggregate cost value of the bid submission plus any additional haulage costs that the Council may have in relation to the submission. The whole system cost will be evaluated on a net present value basis.

Financial Robustness Evaluation

The financial robustness evaluation will assess the quality of the bid in terms of being able to demonstrate the process by which the bid costs have been developed. This will require the bidders to produce a Financial Model, plus a qualitative assessment of the extent to which the Payment Mechanism (produced by the Council) is accepted by the bidder.

Technical Evaluation

Given below are the technical criteria.

Ref. No.	Headline Criteria	Sub Reference	Technical Sub-Criterion	Overall weighting	Relevant Submission Documents
T1	Performance	T1.1	Waste treatment solution accepts the whole contract waste tonnage over the entire contract period	PASS/FAIL	<ul style="list-style-type: none"> Waste Flow Model (for the entire contract period of 12 years)
		T1.2	Landfill Diversion Performance	[20%]	<ul style="list-style-type: none"> Schedule of Guaranteed Performance Levels Waste Flow Model
		T1.3	Recycling Performance	[10%]	<ul style="list-style-type: none"> Schedule of Guaranteed Performance Levels Waste Flow Model
		T1.4	Value Recovery Performance	[10%]	<ul style="list-style-type: none"> Schedule of Guaranteed Performance Levels Waste Flow Model
		T1.5	Environmental Impacts	[5%]	<ul style="list-style-type: none"> Environmental Management Plan WRATE submission (Proforma and model for verification) (CFT)

Ref. No.	Headline Criteria	Sub Reference	Technical Sub-Criterion	Overall weighting	Relevant Submission Documents
					Stage Only)
T2	Deliverability of Proposed Solution	T2.1	Waste Reception Proposals	[15%]	• Waste Reception Facility – Planning and Consents
					• Waste Reception Plan
		T2.2	Waste Treatment Proposals	[15%]	• Waste Treatment Facility – Planning and Consents
					• Waste Treatment Plan
T3	Service Delivery and Contract Management	T3.1	Health & Safety	[5%]	Health and Safety Plan
		T3.2	Contract and Service Delivery	[10%]	• Contract Management Plan
					• Employment and Staffing Plan
					• Marketing Plan
					• Maintenance Plan
T3.3	Added Value	[10%]	• Added Value Statement		
Total				100.00%	

Insurance

The evaluation will assess the extent to which the bidder submission demonstrates compliance with drafting requirements.

Legal Evaluation

Legal evaluation is based on an assessment of the acceptance by the bidder of the legal principles and contract drafting by the Council.

WRATE - EXTRACT FROM INSTRUCTIONS TO BIDDERS

Waste and Resources Assessment Tool for the Environment (WRATE) is the Environment Agency's approved Life Cycle Assessment (LCA) tool for evaluating the environmental aspects of waste management activities. It is considered by the Authority to be the most appropriate tool for undertaking assessment of global warming potential (GWP) for this Contract.

This document details the assumption that should be used and provided as guidance for Bidders when developing the WRATE model to accurately represent the proposed solution.

The WRATE modelling for the proposed solution, including any User Defined Processes, should be exported in a WRATE (.lca) file and submitted along with all supporting tables as part of the submission.

Modelling Assumptions

To ensure a consistent approach the assumptions on the project year, electricity mix, waste tonnages and composition must be modelled as shown below.

Project Year

The Project Year must be modelled as 2020/21.

Electricity Mix

The electricity mix used within the WRATE model must be the UK mix for the year 2020.

Waste Tonnage

The eight Contract Waste streams and tonnages (for 2020/21), as shown in table 1 below, should be entered as separate waste streams in the WRATE model.

Table of Contract Waste Tonnages

Contract Waste Stream	Contract Waste Tonnage (2020/21)
Kerbside - Collection round household waste	113,051
HWRC - Residual	11,760
Other - Collected non-household waste (Trade)	20,106
Other - Flytipped	1,005
Other - Litter	3,160
Other - Bulks	1,073
Other - Not currently classified (Direct Trade)	2,003
Other - Charities	440
Total	152,598

Waste Composition

The waste is Local Authority Collected Waste (LACW - formerly known as MSW) as modelled for Bradford.

Transport Model

For the purpose of WRATE modelling the Bidders should model each waste stream connected directly to the Council's Keighley and Bradford waste delivery points, waste is therefore assumed to arise at these delivery points. Therefore no transport impacts are modelled prior to these delivery points. If the Bidder proposes a delivery point within the boundary for direct delivery of waste then this will need to be shown as arising directly at the appropriate proposed delivery facility.

Bidders are required to provide transport assumptions for waste movements from the Council's Keighley and Bradford waste delivery points (and any direct delivery points) to all treatment and disposal points.

Technology/Solution Process

Bidders can chose 1 of 3 types of WRATE process to represent their proposed technical solutions. These are:

- "Default Process" – a process contained within the WRATE software that has been developed and peer reviewed by the Environment Agency.
- "User-Defined Process" – a process developed by the Bidder by making amendments to a Default Process.
- "Bespoke Process" – a process that the Bidder has developed from first principles.

Process Outputs

Outputs from the WRATE models will be used as part of the bid evaluation process. It is the responsibility of the Bidder to ensure that the models fairly and accurately represent their proposed solutions. The Authority will review the submissions to ensure that the assumptions contained within the models are reasonable and consistent with the information provided elsewhere in the submission.

Table of process details

Data type	Parameter	Unit	Value	Notes
Process information:	Process name	Text		
	Operational life span of plant	Years		
	Operational status of process	Text	Operational/in-commissioning/pilot/in design	
	Process annual capacity (annual)	t		
	Maximum process capacity (annual)	t		
waste composition:		t		
Site inputs:	Electricity purchased for site	KWh		
	Heat purchased for site	KWh		
	Natural gas used as fuel	M3		
	Diesel oil as fuel	Litres		
	Other fuel 1 (please specify)	Litres		
	Other fuel 2 (please specify)	Litres		
	Mains water use	M3		
	Other water use	M3		
	Activated carbon	t		
	Urea	t		
	Ammonia	t		
	Lime	t		
	Wood for biofilter	t		
	Other pollution abatement material 1 (please describe)	t		

Data type	Parameter	Unit	Value	Notes
	Other pollution abatement material 2 (please describe)	t		
	Sodium hydroxide	t		
	Hydrochloric acid	t		
	Other water treatment chemicals 1 (please describe)	t		
	Other water treatment chemicals 2 (please describe)	t		
Materials recycling:	Non ferrous metal	t		
	Ferrous metal	t		
	Mixed glass	t		
	Plastic film	t		
	Mixed dense plastic	t		
	RDF	t		
	Autoclave fibre	t		
	Standard grade compost or digestate)	t		
	Non-standard grade compost or digestate)	t		
	Incinerator bottom ash for recycling	t		
	Other recovered material 1 (please describe)	t		
	Other recovered material 2 (please describe)	t		
Energy recovery:	Electricity sold to grid	Efficiency %		
	Heat exported for sale	Efficiency %		
Process wastes:	Incinerator bottom ash for Landfill disposal	t		
	APC residues	t		
	Other inert waste (please describe)	t		
	Other biodegradable waste (please describe)	t		
	Other mixed waste (please describe)	t		
Emissions to air:	Total CO2 total, of which:	kg		
	CO2 fossil	kg		
	CO2 biogenic	kg		
	Water vapour	kg		
	Total CO, of which:	kg		
	CO fossil	kg		
	CO biogenic	kg		
	SOx	kg		
	NOx	kg		
	N2O	kg		
	NH3	kg		
	HCL	kg		
	CH4	kg		
	Dioxins, Furans - ITEQ	ng		
	Cadmium	kg		
	Chromium VI	kg		
	Mercury	kg		
	Thallium	kg		
	Benzo[a]pyrene	kg		
	PCB's	kg		
	PM10	kg		
Emissions to water:	Water discharge (please specify)	M3		open water/sewer/groundwater
	Phosphate	kg		
	Nitrogen	kg		
	NH3	kg		
	Barium	kg		
	Cadmium	kg		
	Copper	kg		
	Molybdenum	kg		
	Other emission to water 1 (please specify)	kg		
	Other emission to water 2 (please specify)	kg		

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Extract from the Performance Framework Version 3.1

Performance Failures

- 1.4 Each of the A or B Targets shall be measured in respect of the relevant Monitoring Period using the Basis of Measurement (in each case) as set out in **Table 1a** and **1b**.
- 1.5 A Performance Failure in respect of any A or B Target must be rectified within the applicable rectification period set out in Table 1a and 1b“**Rectification Period**”.
- 1.7 A Performance Failure in respect of an A or B Target which has not been rectified within the Rectification Period shall entitle the Authority to apply Performance Failure Deductions (financial deduction as set out Paragraph 1.17).
- 1.9 The whole of this Performance Framework will apply during the Services Period.

A Target Performance Failures – Right of Termination

- 1.11 In addition to the above, accruing more than the relevant number of Performance Failure Points shown in Column A, B or C of the table in Paragraph 1.14 below for the relevant A Targets listed in any single Contract Year shall entitle the Authority to terminate the contract. Although points will be recorded for the first and second Contract Years, the right to terminate the contract shall not be exercised in or at the end of the first or second Contract Years, but may be exercised with reference to Performance Failure points accrued from the commencement of the third Contract Year onwards.

1.14 Performance Failure Point Thresholds

Target Failure	Column A	Column B	Column C
A1	40,000	70,000	100,000
A2	60,000	100,000	150,000
A3	35,000	60,000	80,000

Rectification Plan

- 1.15 In the event of an accumulation by the Contractor of points in excess of 25% of the points identified for any of the Performance Failure Points Thresholds identified in Column A of the table in Paragraph 1.14 above in any Contract Year (including the first year), the Contractor shall provide an action plan (**Rectification Plan**) to the Authority within one week of the accumulation of this number of points explaining the reasons for the accumulation of this number of points and setting out the Contractor's proposals and a timescale to remedy the underperformance. In addition the Authority may direct the Contractor to attend a special contract co-ordination meeting at which the Contractor's underperformance and action plan will be discussed”.

Calculation of Performance Deductions

1.17 For each Contract Month, the Performance Deduction (PD) and accumulation of Performance Failure Points for the relevant Contract Month shall be calculated as follows:

$$PD = PFP_t \times VP \times CPI_y / CPI_B$$

Where:

PD = Performance Deduction;

PFP_t = The total number of Performance Failure Points in respect of the Services which the Contractor accumulated during the relevant Payment Period;

VP = £1;

CPI_y = the value of CPI as published in April of the relevant Contract Year;
and

CPI_B = the value of CPI as published in [April 2017]

Table 1a: A Targets

A Target	A Target Requirement	Performance Failure Points	Rectification Period	Monitoring Period	Basis of Measurement
A1	<p>Each Refuse Collection Vehicle (RCV) has been turned around within 15 minutes</p> <p>Where the average daily turn around time for any individual RCV exceeds 15 minutes, subject to any exclusions identified in the Waste Acceptance Plan, Performance Failure Points shall be applied per vehicle</p>	100	None	Daily Average per Vehicle	<p>Difference between time of departure and time of arrival at the Delivery Point as measured by the inward and outward weighbridge(s)</p> <p>Points per vehicle per day</p>
A2	<p>Each other Authorised Vehicle delivering Contract Waste (excluding RCVs) is turned around within 20 minutes.</p> <p>Where the turn around time for any individual Authority vehicle delivering Contract Waste (excluding RCVs) exceeds 20 minutes, subject to any exclusions identified in the Waste Acceptance Plan, Performance Failure Points shall be applied per occurrence</p>	100	None	Per Occurrence	<p>Difference between time of departure and time of arrival at the Delivery Point as measured by the inward and outward weighbridge(s)</p> <p>Points per occurrence</p>
A3	Meeting the guaranteed Contract Waste Landfill Diversion Rate of [bid back] % in any Contract Year	10	None	Annual	Points per tonne, or part thereof, by which the Contractor fails to meet the Contract Waste Landfill Diversion Rate in any Contract Year

Table 1b : B Targets

B Target	B Target Requirement	Performance Failure Points	Rectification Period	Monitoring Period	Basis of Measurement
B1	Meeting the Guaranteed Recycling Rate of [<i>bid back</i>]% in any Contract Year	10	N/A	Annual	Points per tonne, or part thereof, by which the Contractor fails to meet the Guaranteed Recycling Rate in any Contract Year e.g, if Contract Waste Accepted = 100,000t; and Guaranteed Recycling Rate = 10%, and Recycling Rate achieved = 8.6%; Deduction = (10% - 8.6%) x 100,000t x 10 failure points = 14,000 points
B2	Meeting the Guaranteed Contract Waste Recovery Rate of [<i>bid back</i>]% in any Contract Year	10	N/A	Annual	Points per tonne, or part thereof, by which the Contractor fails to meet the Guaranteed Contract Waste Recovery Rate in any Contract Year as calculated in accordance with Schedule 3 – Reporting Schedule
B3	The Contractor has complied with the following commitments in the Contractor's Waste Acceptance Plan [agreed commitments to be listed here based on the Contractor's commitments detailed in the Contractor's Waste Acceptance Plan]	500 per occurrence	4hours	Daily	Compliance with the Waste Acceptance Plan commitments listed
B4	The Contractor has complied with the following commitments in the Contractor's Contingency Plan [agreed commitments to be listed here based on the Contractor's commitments detailed in the Contractor's Contingency Plan]	5000 per occurrence	4 hours	Daily	Compliance with the Contingency Plan commitments listed.
B5	The Contractor has provided the Authority with an acceptable Annual Service Report	5000 per occurrence	1 month	Annually	Annual Service Report submitted and accepted by the Authority (acceptance means the report is complete and accurate)
B6	The Contractor shall provide data or information requested by the Authority within the timescale set out in clause 5.3 of the Output Specification	100 per occurrence	24 hours	Per request	Per request for data or information

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Report of the Strategic Director Place to the meeting of Environment & Waste Management Overview & Scrutiny Committee to be held on 28th February 2017.

Z

Subject:

Trade Waste Service Update.

Summary statement:

This report provides an update on the position of the Trade Waste Service improvements following the initial report to Overview and Scrutiny Committee in September 2015.

Steve Hartley
Strategic Director of Place

Portfolio:

Environment, Sport & Sustainability

Report Contact: Richard Longcake
Principal Officer Waste Services
Phone 01274432855
richard.longcake@bradford.gov.uk

Overview & Scrutiny Area:

Environment & Waste Management



1. SUMMARY

This report provides an update on the position of the Trade Waste Service improvements following the initial report to scrutiny committee in September 2015. As part of this improvement process, a thorough review of trade waste charges has been undertaken, a schedule of increase in charges to take effect from April 2017 is provided in the not for publication Appendix 1. As the new charges represent an above inflation increase, as required by financial regulations, Executive approval had been sought.

2. BACKGROUND

Under the Environmental Protection Act (EPA) 1990, the Council is empowered to make arrangements for the collection of trade waste (Commercial Waste) if requested to do so by the occupier of premises. The Council has provided an in-house trade waste collection service for many years to the local businesses within the district, and does so on a commercial basis levying a charge for the provision of this service.

The Council's Municipal Waste Minimisation and Management Strategy as approved by the Executive on the 13th January 2015, included the continued provision of a Trade Waste Service to the local business community.

The service believes it can make improvements to its existing service delivery which will improve its efficiency and financial contribution to the council.

3. INTERNAL REVIEW OF TRADE WASTE SERVICES

The service has undertaken an internal service review, and recommends the following service improvements:

1. Revision of the existing charging policy
2. Move to cashless payment systems
3. Pay as you go terms to avoid the accumulation of bad debt
4. Consideration of how the domestic refuse collection can further support the trade waste service

4. CURRENT POSITION ON OPTIONS IDENTIFIED BY THE REVIEW

4.1 Revision of the existing charging policy

Under the EPA 1990 the Council is to levy a "reasonable charge " for the collection and disposal of such commercial waste, and has the power to review and increase those reasonable charges from time to time. The last detailed review of trade waste charges took place in 2011, and thus there is a need to re base charges to reflect changed circumstances and current service collection and waste treatment costs, and ensure financial targets are met.



This review of charges has taken into account all current costs, including costs of collection employees, fleet costs (vehicles), supplies and depot costs. These costs have moved broadly in line with inflation since the last service review of charges in 2011, however this was not the case for the costs of treating and disposing of the collected waste from trade customers. The waste treatment and disposal costs which the service has to pay are influenced by the levels of landfill tax. The Government's landfill tax in 2011 stood at £56 per tonne of waste, this has progressively risen to currently stand at £84.40 (2016), a rise of 50%.

The trade waste service has recalculated its costs based on 2017/18 values for each of the range of trade waste container types offered by the service to its customers (eg 240 Litre wheelie bin to 1100 Litre container).

The proposed revised charges are detailed in the Table in the not for publication Appendix 1. The Table shows the proposed 2017/18 increase on current 2016/17 charges for a single emptying of each individual container provided by the service.

The service historically has a price increase each April, and invoices customers on an annual basis. The prices are fixed for the financial year, and represent what the business customer pays for a container, no matter where the business is located within the district, or the weight contained therein. The only variable is the frequency of emptying. Clearly, where a customer requires a container to be emptied more than once per week, the charge is multiplied up accordingly.

4. OTHER CONSIDERATIONS

4.1 Local Market

The local trade market is a competitive one, with several local and national players. The trade waste service is in competition with the private sector but believes that the price increases as detailed in the not for publication Appendix 1 will not adversely affect our market position as the increases are skewed towards the smaller containers, which are less attractive to the larger trade waste operators than larger containers, where our price increases are less.

Given the larger price increase to the smaller containers, the Executive (7th February 2017) were asked to consider if they wished to bring in the charges incrementally over two years, which would ease the pressure on the existing smaller businesses who are traditionally the users of the smaller containers. The decision was to approve Proposal 2 as shown here in Appendix 1.

4.2 Move to cashless payments system

The vast majority of trade waste charging is by the annual invoicing run (April 1st- March 31st). A small number of customers utilise the pre-paid blue bag system, the payment process for this service has now been included in the council's online payments system to avoid taking cash payments therefore reducing cash handling costs and office administration.



Cash payments are no longer accepted within the trade waste service.

The service is currently exploring alternative ways of providing invoice and bill payments by utilising possible electronic means and in-service (Trade Waste) billing systems to reduce costs.

4.3 Pay as you go terms to avoid the accumulation of bad debt

All trade waste customers are offered a variety of payment methods in line with council policies.

All new customers are now encouraged to set up direct debits for payment and this is closely monitored for adherence to payment schedule in liaison with the debt recovery section, for example the Debt Recovery section now inform trade waste when customers stop direct debit payments, this alerts the service and the service ceases collection until payments are resumed

Regular meetings are now being held between trade waste service, finance and debt recovery to effectively manage the payment process and reduce levels of bad debt. The service's bad debt is currently around £70k (2012-16).

It should be noted that the levels of bad debt within the service are minimal. To put this into context, we have a £2.8m business, with bad debt representing only 2.5% of turnover.

The majority of bad debt is as a result of business failures and not through failure to chase debt, or poor service. An analysis of this for 2016 is given in the not for publication Appendix 2 and shows the level over the year contracts gained and lost, and where lost the reasons why.

4.4 Consideration of how the domestic refuse collection can further support the trade waste service.

The service review and subsequent management discussions agree that the domestic collection service could further support the trade waste service by collecting from some trade waste sites.

This can be particularly useful where businesses are located in outlying areas where only a small number of trade customers are situated, making it less economical for a trade waste vehicle to service as a separate service. However such locations are visited by the domestic refuse service as part of statutory refuse collection, and thus could provide the collection service on behalf of trade waste.

The proposed move by the domestic collection service to Alternate Weekly Collections (AWC) in 2017 will require a review of the refuse round resource needed to undertake AWC. It is intended that once AWC has been implemented, an examination of the prospect of collecting certain trade contracts via the domestic round will be made.



Further such a review will also consider how the domestic recycling collection Service particularly if it adopts a dry recycling service incorporating a fully co-mingled recycling offering of paper, card, glass, cans and plastic collections, could enhance the offer to the council's trade waste customers at an attractive price.

This review is yet to take place, the outcome of which will be a further report back to this committee in approximately 12 months time.

As stated in the initial report on the trade waste service (Sept 2015) and its review findings:

'This will protect small businesses and protect the current level of income to the Council. Further consideration of the review findings will be undertaken when all of the improvements to the domestic refuse and recycling collection (AWC) have been implemented'.

5. FINANCIAL & RESOURCE APPRAISAL

Taking costs out of the service will improve its efficiency and contribution to the council, if the collection of some trade bins can be absorbed onto the domestic rounds, the reduction of one trade collection round would remove £120,000 of costs per year.

6. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks arising from this report which is for information and discussion only.

7. LEGAL APPRAISAL

There are no legal issues arising from this report which is for information and discussion

8. OTHER IMPLICATIONS

N/A

8.1 EQUALITY & DIVERSITY

N/A

8.2 SUSTAINABILITY IMPLICATIONS

The correct management of trade waste, its storage, collection, recycling and treatment are key items for the district's sustainability agenda.



8.3 GREENHOUSE GAS EMISSIONS IMPACTS

The Council's trade waste service, being a locally based operator, provides a concentrated and thus efficient collection service with local disposal outlets, resulting in reduced waste miles travelled compared to national and regional operators. Reduced waste miles means less consumption of fuel and production of green house gases and NOx. Should greater efficiencies be achieved via collecting more trade on the domestic rounds, this will reduce further waste miles with corresponding emissions benefits.

8.4 COMMUNITY SAFETY IMPLICATIONS

N/A

8.5 HUMAN RIGHTS ACT

N/A

8.6 TRADE UNION

N/A

8.7 WARD IMPLICATIONS

N/A

8.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

N/A

9. NOT FOR PUBLICATION DOCUMENTS

Appendix 1 and Appendix 2

10. OPTIONS

N/A

10. RECOMMENDATIONS

That Environment and Waste Management Overview & Scrutiny Committee consider the information presented in this report and request a further report in 12 months time on the progress of service improvements, particularly the ability for the domestic refuse service to undertake certain trade waste collections during 2017.



11. APPENDICES

See Appendix 1 – Table of Trade Waste Price Increase Calculations 2017-18
Appendix 2 – Analysis of Trade Contracts 2016

12. BACKGROUND DOCUMENTS

Report of the Strategic Director (Environment & Sport) to the meeting of Environment & Waste Management Overview & Scrutiny Committee held on 15 September 2015.

Subject: Trade Waste Service Update

Report of the Strategic Director (Environment & Sport) to the meeting of the Executive held on 13th January 2015.

Subject: Municipal Waste Minimisation and Management Strategy



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Report of the Strategic Director Place to the meeting of Environment and Waste Management Overview and Scrutiny Committee to be held on 28th February 2017.

AA

Subject:

Update on policy relating to the collection of bulky waste and Household Waste Recycling Centre Permits.

Summary statement:

Members of Environment & Waste Management Overview and Scrutiny Committee require an update on a review of arrangements to increase the items collected by the bulky waste service, and changes to Household Waste Recycling Centre Permits

Steve Hartley
Place Strategic Director

Portfolio:

Environment, Sport & Culture

Report Contact: Richard Longcake
Principal Officer Waste Services
Phone: (01274) 432855
E-mail: richard.longcake@bradford.gov.uk

Overview & Scrutiny Area:

Environment & Waste Management



1. SUMMARY

Members of Environment & Waste Management Overview and Scrutiny Committee require an update on a policy review of arrangements to increase the items collected by the bulky waste service, and the issuing of Household Waste Recycling Centre Permits.

2. BACKGROUND

Following a report to E&WMO&S Committee in April 2016, into the policies for bulky waste collection and Household Waste Recycling Centres (HWRC), members, being concerned whether such policies might be adding to fly tipping within the district, requested to see if there was scope to improve policy, specifically the increase in scope of bulky waste collections to include certain fixtures and fittings (which are not currently in scope) and improve accessibility of resident only permits to use HWRCs.

3. HWRC RESIDENT ONLY PERMITS

The resident only permits for Bradford residents to use any of our 8 HWRC's, was introduced in April 2013. In order to obtain a permit, residents are required to visit (usually their nearest) HWRC, bring proof of identity and residency, a permit similar to a vehicle tax disc is then issued for residents to display in their car windscreen in order to identify themselves to site staff when using their HWRC. To date some 90,000 permits have been issued.

Members noted that the total number of residences in Bradford district is circa 215,000, clearly not every household has a permit, the present coverage being around 40%.

Outcome

Other Councils that have introduced similar permit schemes have adopted differing ways of issuing them. In reviewing these, and looking forward also to the introduction of Alternate Weekly Collections (AWC) later this year, the present system is to be replaced by the issue of a new and different designed permit (though again to be displayed in the car windscreen) to every household in the district via the annual council tax bill due to be delivered in the next few weeks following the budget setting process. This will ensure all 215,000 households will have a resident only permit to use any of our HWRC's, thus providing 100% coverage.

4. BULKY COLLECTIONS

The longstanding basis for items which would be removed as part of a bulky collection, is only to remove those items that a resident would take if they moved house, therefore fixtures and fittings would not fall within the scope of a bulk and would not be removed. At the April 2016 E&WO&S Committee members



challenged this basis, in particular in relation to kitchen, bedroom and bathroom fixtures.

Issues

Removal

The ability to remove fixtures from kitchens, bedrooms and bathrooms has been considered by operational managers. The staff and collection vehicles involved can successfully collect this material, provided the scope doesn't include building or dangerous materials, e.g., hardcore from knocking down walls, or items likely to shatter and become projectiles given that we collect using a compaction vehicle. Therefore getting the scope right is important.

Scope

The suggested scope for such fixtures be limited to the actual fitments themselves (e.g., kitchen base/wall units, bedroom cabinets, wardrobes, vanity and bedside table units, bathroom shower cubicle, toilet, wash basins, bath and cabinets), with no building rubble, mirrors or glass. Presentation of the fixture in terms of manual handling to load the material would need to comply with our present policy requirements, in order to protect the health and safety of our employees.

Lack of any clear scope could lead us into the realms of general site/yard clearance – this is to be avoided.

Charge

In reviewing possible scale of charge, consideration has been given to what is on offer in the market place to residents. The current rate for the popular 4 cu metre skip from private skip operators is typically £130 per lift.

However the charges levied by Councils for bulky collection can only cover the collection costs, and not the disposal costs, therefore charges must be based on an average time for collection of fixtures if we are to retain the up front payment method, which is clearly desirable. Were each bulk requiring removal of fixtures to be priced individually, in order to retain an upfront payment arrangement, this would require an officer to visit the household to give a price prior to removal, an exercise which is costly in itself. Removing the fixture as a bulk and charging afterwards on an actual time basis is not favoured (residents would not know up front cost, with possible disputes and bad debts ensuing).

Clearly a standard charge per fixture is preferable. For example assuming that to remove a fixture would take the equivalent time for the current maximum number of bulky items under the present policy (21-25 items), then the same charge of £35 would be levied per fixture or part thereof. Thus if a resident had both a kitchen and bathroom fixture the charge would be $£35 \times 2 = £70$, and if fixtures included kitchen, bedroom and bathroom, it would be $£35 \times 3 = £105$.



However there is a word of caution. As stated above, cost of disposal are not part of the bulky waste charge, thus if we were to significantly undercut the charge for a skip, and the service proved popular, we could be taking on increased disposal costs (circa £90/tonne), at a time when budgets are severely stretched, and which is not recovered in the charge.

Capacity

Currently all bulky collections are serviced by a single crew of two operatives and vehicle working a 4 day week Tuesday to Friday. The maximum number of bulk jobs undertaken per day is circa 50.

Since the introduction of charging for bulks in September 2013, the number of service requests (cases) is as follows:

Year	Cases	Tonnes
2014	10,683	1,088
2015	10,408	1,060
2016	10,655	1,113

It can be seen that the above is consistent and equates to 200 jobs per week or around 50 per day. Since the introduction of charges, the resident is given a set day for collection. As a paid for service residents expect us to turn up on the day stipulated. Failure to achieve this would see complaints rise.

Clearly the bulk crew is working at capacity under the present service demand. The service is indeed working very well under the present arrangements, with few complaints being logged, most complaints arising from residents placing out unlisted items for collection or not presenting the waste as per instructions given to them at the time of service request.

Introduction of further jobs which take longer to load than the common 1-5 jobs (£15 charge) which accounts for 90% of cases could jeopardise the ability of the crew to meet demand and collect the bulk on the day advised to the resident. This would be a backward step.

It may be possible to relegate all such collections of fixtures to overtime say on Saturdays, this creates a problem of charges when premium rates would be paid (x 1.5), and any crew working a Saturday would require a minimum of 4 hours work. Currently it is not known what the level of demand for removal of fixtures would be, if there was only 1 job, it would be costly to employ a crew for 4 hours. Alternatively jobs could be accumulated to provide 4 hours worth of work, but then we may be unable to say in advance which Saturday such a bulk would be collected. It may also mean a resident waiting a number of Saturdays for collection. Working the crew longer days during the week to accommodate the collection of fixtures is also difficult as this starts to infringe on drivers hours regulations.



Again not knowing the level of demand, it would clearly not be economical to set on another crew during the week, as there would not be sufficient work from fixtures to justify this.

Alternative Collection

Officers are currently exploring other areas of the service, to see if it is possible to remove fixtures without disrupting the current operational arrangements, and some discussions have taken place with operational managers in other areas to see if capacity can be freed up and collection made without the downside issues noted above.

5. FINANCIAL & RESOURCE APPRAISAL

As stated in the April 2016 report maintaining a residents only permit prevents Bradford from paying for the management and disposal of non residents waste (£150,000 per annum). Though difficult to quantify, a permit for every household may lead to increased inputs into HWRC's and thus costs, however a 75% recycling performance at these sites will negate much of this, and ultimately could be a cheaper option to the Council then if any extra waste was otherwise disposed of via spurious means.

The level of charge for collection of fixtures is difficult to quantify, and the possible danger of increasing disposal costs is very real. It is therefore possible that should such a step to collect fixtures be taken, that costs of collection are closely monitored, with a view to reviewing the position after a period of time, say 6-9 months.

6. RISK MANAGEMENT AND GOVERNANCE ISSUES

There is a risk to increasing the Council's waste disposal costs.

7. LEGAL APPRAISAL

There are no legal issues arising from this report which is for information and discussion only.

8. OTHER IMPLICATIONS

8.1 EQUALITY & DIVERSITY

There are no negative equality and diversity implications apparent within the context of the report, providing resident permits to all households can only have a positive equality and diversity impact.



8.2 SUSTAINABILITY IMPLICATIONS

The correct management of household waste and reducing disposal of waste via spurious means can contribute positively towards the sustainable agenda.

8.3 GREENHOUSE GAS EMISSIONS IMPACTS

The content of the report does not have a negative climate change impact, should incidence of fly tipping be reduced there will be a carbon saving from less vehicle and miles needed to remove fly tipped waste.

8.4 COMMUNITY SAFETY IMPLICATIONS

There are no community safety implications.

8.5 HUMAN RIGHTS ACT

There are no known Human Rights Act implications.

8.6 TRADE UNION

There are no staffing implications arising from this report.

8.7 WARD IMPLICATIONS

There are no individual Ward implications.

9. NOT FOR PUBLICATION DOCUMENTS

None

10. OPTIONS

N/A

11. RECOMMENDATIONS

That Environment and Waste Management Overview & Scrutiny Committee consider the information presented in this report, particularly in relation to the inclusion of fixtures in the scope of bulky waste collections. The committee asks officers to seek a conclusion on the operational considerations to collect these or otherwise as soon as possible, and in any event to be reported back to this committee no later than June 2017.



12. APPENDICES

None.

13. BACKGROUND DOCUMENTS

Report to the E&WMO&S Committee 4th April 2016.



Report of the Strategic Director Corporate Services to the meeting of the Environment and Waste Overview and Scrutiny Committee to be held on 28 February 2017.

AB

Subject:

Civic Quarter District Heat

Summary statement:

This report sets out the progress made towards achieving the councils ambition to develop a City Centre based District Energy Network supplying low carbon heat and electricity on commercial terms to City Centre civic buildings, other public sector buildings and commercial properties.

Stuart McKinnon Evans
Strategic Director Corporate Services
Report Contact: Neill Morrison
Phone: (01274) 434003
E-mail: neill.morrison@bradford.gov.uk

Portfolio: Environment, Sport and Culture
Cllr Sarah Ferriby

Overview & Scrutiny Area:
Environment and Waste Management



1. SUMMARY

This report sets out the progress made on achieving the councils ambition to develop a City Centre based District Heat Network supplying low carbon heat on commercial terms to City Centre civic buildings, other public sector buildings and commercial properties. The report summarises the progress made so far, changes to the network from the initial proposals, next steps and likely delivery timelines (A glossary of technical terms is included in Appendix 1).

2.0 BACKGROUND

District Heat Networks (DHN) offer an opportunity to create significant new long term secure income streams and contribute to corporate cost reductions.

UK government has identified DHN as a significant contributor to reducing UK GHG emissions and as a component in the transition to low carbon energy. BEIS (Formally DECC) is playing an enabling role and making financial and technical resources available to support project development.

In 2010 Bradford Council agreed to reduce its carbon emission from its own activities and for the District by 40% by 2020. The Council also agreed a target of 20% for energy for delivery of its own functions to come from renewable sources (Council March 2010)

Executive considered a renewable energy report on 3 May 2013. This presented a discussion of the Link Member Report Bradford Power 2020 and Beyond, Renewables Future for Bradford Council and set out the Councils approach to deploying a range of renewable electricity and heat projects. The Report set out progress to date on a number of renewable technology projects deployed across Council assets and includes the case for use of biomass systems. Executive endorsed this approach.

Funding from the Heat Networks Delivery Unit (Part of BEIS) has allowed us to commission consultants to undertake a technical and economic feasibility of a number of DHN scenarios using Civic Quarter as an anchor estate for the scheme and complete the current level of design work. We have also been successful in bidding for funding that will help us to develop the legal and commercial structure and documentation and the detailed financial case.



2.1 Network extent and Future proofing

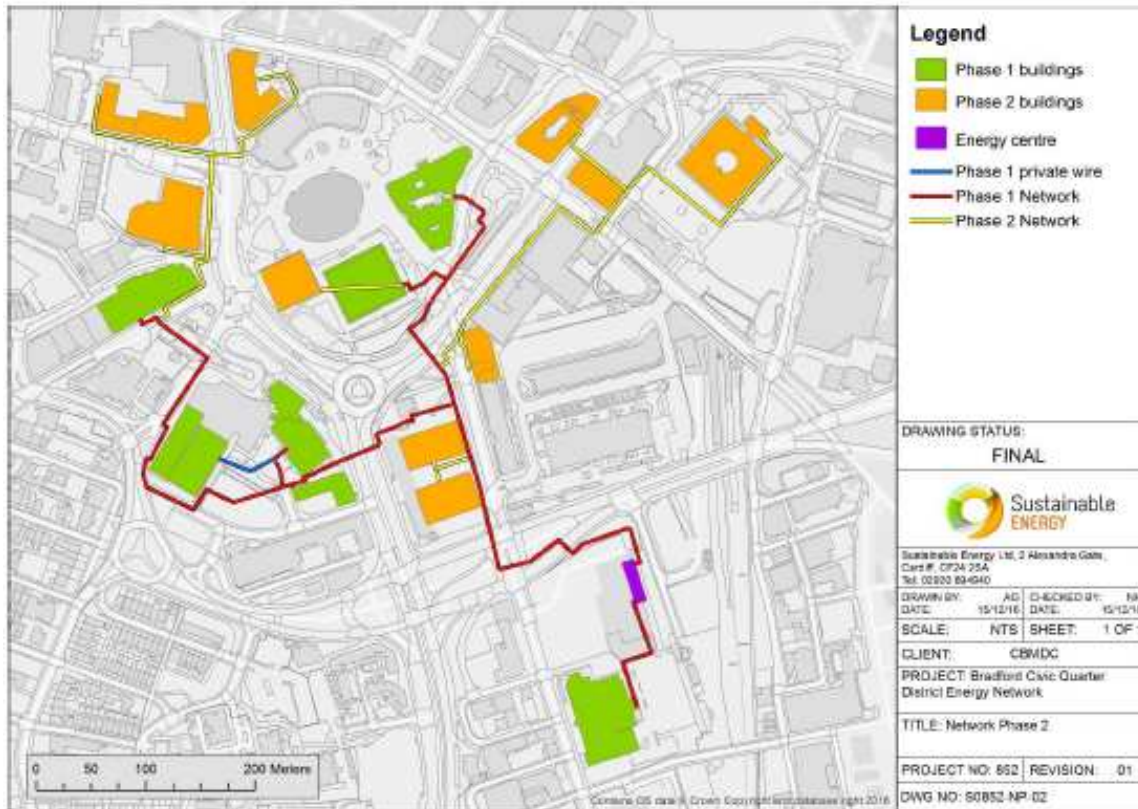


Fig 1

Rank	Building Name	Annual heat demand (kWh)	Peak heat demand (kW)	Notes
1	Odeon Building	2,136,960	1,614	Modelled energy demand based on information provided by developer's engineer
2	City Hall	1,489,498	1,782	Actual data from 2014 / 2015
3	Jurys Inn	1,385,280	463	Benchmarked energy demand based on similar buildings
4	Nelson St Police Station	1,371,036	303	Actual data from 2015 / 2016
5	Magistrate's Court	1,163,186	1,094	Actual data from 2013 / 2014
6	Combined Courts Building	1,050,900	989	Actual data from 2013 / 2014
7	Alhambra Theatre	1,038,558	1,026	Actual data from 2015 / 2016
8	Provident Building	705,282	663	Benchmarked energy demand based on similar buildings and very limited data provided by building owner
9	Margaret McMillan Tower	646,013	891	Partial data from 2015 / 2016
10	Britannia House & Argus Chambers	551,504	1,219	Actual data from 2015 / 2016
11	Public Service Hub Phase 1	522,911	492	Benchmarked energy demand based on high level development information
12	Public Service Hub Phase 2	522,911	492	
13	City Exchange	509,049	153	Benchmarked energy demand based on planning information
14	One City Park	470,620	443	Benchmarked energy demand based on high level development information
15	West Yorkshire Pension Fund	381,149	359	Actual data from 2015 / 2016
16	Sir Henry Mitchell House	337,601	509	Partial data from 2015 / 2016
17	St George's Hall	315,893	162	Actual data from 2015 / 2016
Total		14,598,351	7,221 (diversified)	

Fig 2



The planned network is shown in Fig 1. This highlights the expected location of the energy centre, though this may be subject to change depending on demands for the current site at Nelson St. Fig 2 shows the buildings on the network that have been engaged as part of the stakeholder programme and have expressed an interest in District Energy and have engaged with the development process. The network is designed to meet the heat requirements of these buildings plus an additional 30% of headroom for further expansion.

2.2 Changes to the network

Since the initial feasibility work was previously presented to this committee and also Executive there have been changes in the likely extent. These are primarily:

- The loss of the In-Communities social housing to the south of the network. In-Communities were unable to commit to the project.
- The loss of the city centre swimming pool.
- The addition of electricity consumers Wardley house and the Ice Rink.
- The addition of other public sector buildings, Magistrates Court, Combined Court and Trafalgar House.
- The addition of private sector businesses Juries Inn, Provident and Almondbury House

These changes have changed both the capital cost and the financial income and expenditure model. This information is attached in appendix 1.

2.3 Current priorities and Next Steps

In December 2016 a potential source of capital finance became available. This European Regional Development Fund money is being administered as European Structural and Investment funds and there is £16M available for low carbon projects in the city region. Officers have prepared and submitted a bid for 50% of the capital cost requirement of the project.

TASK	DEADLINE	NOTES
Complete ESIF outline bid and submit to management for approval (Stuart ME & Ben M)	Completed 10 th Feb	JBA consulting has been commissioned to carryout bid writing. Bid based on current business case
Submit bid to LEP	Completed 17 th Feb	Outline bid expected review period up to 6 months. Response expected by June/July at latest
RIBA stage 1 & 2	31 st March	
RIBA stage 3	14 th April	
Submit planning applications	11 th April	Energy centre & pipe network
Planning application completed	18 th July	
ESIF Detailed business case application	August	3-6 months to confirmation of bid success
Executive Report	October	

Table 1



2.4 Reading the Feasibility Report

Officers will present a summary, at the meeting on 28th February 2017, of the current development proposals, options and financial models and will be available to answer detailed technical questions and expand on headline data.

It is acknowledged that a project like this is essentially technical in nature and the feasibility report has content that is difficult to interpret. The notes below should help to navigate the reader through the report.

The challenge for the consultants in developing and designing the energy network for Bradford City Centre includes:

- Agree the range of civic, other public sector and commercial building scoped in to the study. This has been particularly difficult as the council has actively reduced the size and complexity of its own estate whilst stimulating redevelopment of other sites.
- Develop an energy consumption model that profiles heat and electricity consumption across a diverse range of buildings to optimise energy demand across the 24 hour day and over 365 days of the year. The skill in design comes from reducing where feasible spikes of consumption with high demand or energy surpluses at times of low demand. The Civic Quarter building scope includes traditional office uses, leisure buildings, some residential, hotel and domestic which helps to provide this optimal demand profile.
- Site the energy production facilities, biomass boiler and gas Combined Heat and Power engines, in a location that enables optimal energy, particularly heat flows around the network, minimising losses in transmission. This includes the design of a hydraulic flow model that takes heat (hot water) through a pipe network of different sizes over a distance of hundreds of metres, taking in to account sub-ground conditions, other services and highways issues.

The Bradford Civic Quarter District Energy Study Revised Feasibility Report covers these complexities and provides a headline summary of technical design, cost and output issues addressed.

1. The consultants scope Page 2:
 - Review impact of removing Nelson Street leisure centre from scheme
 - Options appraisal – reconsider phasing
 - Assessment of energy generation and distribution systems
 - Update of high level financial model
 - Assess requirement for grant funding
 - Identify risks & opportunities

The section, pages 3-18 considers the range of buildings in scope and their energy demand profiles and tables technical risks and issues associated with potential network connections for each site.

In designing the capacity of the network it has been important to consider potential growth



in both commercial and residential demand within the civic quarter and a wider geography. Designing a network with headroom for future expansion enhances resilience but the costs of building out extra capacity must be weighed alongside opportunities for securing future energy supply contracts. Pages 19-22 set out future proofing options

Pages 23-28 look in a little more detail at pipe routes and issues identified. This includes modelling to optimise energy flows around the network and key sub-ground issues, things like Bradford Beck or cable congestion. In addition the report considers the linear heat density i.e. how the demand changes across the actual pipe route as heat is shipped from building to building. Again this is about minimising transmission losses and balancing supply and demand at peak and other times.

2. Consideration of building in scope Pages 3-11
 - Includes changes from original 2015 study, bringing estate up to date as at January 2017
 - Setting out headline energy data availability
3. Key Heat and Electricity demands across agreed buildings Pages 12-18
 - The tables consider:
 - overall energy demand as this determines the generation capacity of the system equipment
 - Peak energy demand, which informs designers about the system demand spikes where generation capacity needs to be provided but for limited duration
4. Maps show development areas and other future potential Pages 19-22
5. Maps and text identify pipe route hazards and heat density diagram Pages 23-28

Development Phasing

The original feasibility work considered options for a phased build-out initially across the civic estate and a limited number of adjacent buildings progressing then to an expanded network with wider commercial energy off-takers in supply.

Keys issues explored include the relatively costs and benefits of infrastructure and energy capacity for a multi-phase development programme. In effect the capital investment requirements for phase 1 spread across income and energy savings models are disproportionately higher than when modelled for a single build-out project.

The section of the report, Pages 29-53 sets out 2 scenarios or development phases, considers the energy demand models, impacts of energy pricing, headline financial costs and return, future proofing, system viability issues and risks.

6. Tables setting out tariffs, rates and assumptions for council, other public and commercial customers which underpin the detailed modelling. Pages 30-33
7. A summary of the network connections energy demand profile graphs for



annual consumptions patterns are shown. It is clear that electricity demand is relatively constant across the annual cycle but has daytime peaks within each 24 hour period. Heat has a clear seasonality pattern to demand as well as shifts in demand within a 24 hour cycle. Pages 34-42

8. The graph on page 39 shows the proportion of energy demand met by the Gas CHP and biomass generation capacity within the system.
9. A summary is provided of energy demand, capital development costs, impacts of grant aid and return on investment for a phase 1 limited development Pages 40-42. Future proofing issues and network viability are considered. The impacts of “up-front” capital investment for a limited network development are shown clearly in the table in page 40. The simple return on capital is pushed out to 15-20 years and gives modest Internal Rates of Return. The network at this scale is viable as a long term energy proposition.
10. A presentation of data is set out for a second scenario which is for an expanded Civic Quarter development Pages 43-52. The summary business case for this scenario on page 49 shows a significantly improved business model. Whilst the scale of investment is greater the rate of return improves. The proposed network is viable at this scale and over a minimum 40 year lifecycle offers returns on the investment. The potential of capital grant aid further improves the viability.

The Report concludes with a brief summary review of key opportunities Pages 54-58. It sets out next steps at page 59; this should be read in conjunction with Table 1 at 2.3 above.

11. A consideration of battery storage for electricity is given Pages 56-58. This has the potential to offer interesting business opportunities beyond standard system supply. There is currently financial value to be unlocked from energy players who can offer grid demand management capacity, associated changes in the Capacity Market and triad revenue.

3. FINANCIAL & RESOURCE APPRAISAL

The development of the project to date and the headline business case has been presented to Strategic Director Corporate Services (Director of Finance) and will include continuing discussions with capital finance team as the project team prepares a final submission for Executive approval.

Work to develop and set out a detailed financial operating model will be commissioned. This will include development of revenue budgets for an operating network including options for Customer relationship Management (CRM).

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

The Feasibility Report sets out project risks and mitigation. The continuing development of the CQDHN will follow the council’s standard capital project governance structure.



The property implications for the proposals have been presented to the councils Property Board in January 2017.

6. LEGAL APPRAISAL

A suite of legal documentation appropriate to the development and operation of the network will be commissioned. This will include for example commercial energy contracts. In addition the legal aspects of any regulatory compliance will be undertaken.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

N/A

7.2 SUSTAINABILITY IMPLICATIONS

The Civic Quarter District Heat Network will contribute to delivering a more sustainable Bradford District by developing a local energy generation supply chain enhancing resilience to global energy market price forces and mitigating some price rise impacts.

The project is consistent with the Councils Climate Change Strategy and contributes to climate change mitigation by reducing greenhouse gas emissions.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The Council reported 19000 tonnes of CO₂ emissions for the reporting year 2015/16 under Carbon Reduction Commitment. The expanded network as proposed identifies about 2000 tonnes of CO₂ emissions savings. This contributes an additional reduction in annual corporate emissions for the council of 10% and will bring the Council to around a 37% reduction from corporate energy use by 2020.

7.4 COMMUNITY SAFETY IMPLICATIONS

N/A

7.5 HUMAN RIGHTS ACT

N/A

7.6 TRADE UNION

N/A

7.7 WARD IMPLICATIONS

The Civic Quarter District Heat Network will be delivered in City and Bowling & Barkerend wards. Public sector, commercial and domestic energy consumers may be impacted.



**7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS
(for reports to Area Committees only)**

N/A

8. NOT FOR PUBLICATION DOCUMENTS

Appendix 1: Updated feasibility study The Bradford Civic Quarter District Energy Study Revised Feasibility Report

9. OPTIONS

None

10. RECOMMENDATIONS

Recommended -

That members note the progress made on development of the scheme, its technical scope and current delivery timetable.

11. APPENDICES

Appendix 1 – **CONFIDENTIAL NOT FOR PUBLICATION** Updated feasibility study The Bradford Civic Quarter District Energy Study Revised Feasibility Report

Appendix 2 Glossary of terms

12. BACKGROUND DOCUMENTS

None



Appendix 2 Glossary of terms

- DHN – District Heat Network, pipes in the ground that move heat between buildings, central heating for cities
- CHP – Combined Heat and Power, an engine that burns gas to produce electricity and the waste heat is captured and used
- Load – the amount of heat required by the system at any time
- Base Load – the typical load required during periods of light use of the system
- Peak Load – The highest heat requirement at any point of the day, week, month or year
- Heat exchanger – a device that allows heat to be moved in to or out from the DHN without having to mingle the fluid that the heat is being carried in. Allows systems to operate at different temperatures and pressures
- Heat Interface unit – See Heat exchanger
- Heat Meter – measures the flow rate of heat carrying liquid and the temperature difference allowing accurate billing for every unit of heat consumed
- Boiler – burns fuel to provide heat
- Biomass – usually wood fuel, either in chipped form (cheaper) or industrially formed into pellets (more compact and consistent quality). Can also be straw, miscanthus or other fuel crops.
- Energy From Waste (EFW) – a facility that combusts municipal waste and harnesses the heat to generate electricity, heat left after this process can be distributed via a DHN
- Losses – energy lost during distribution through heat leakage or electrical resistance
- Private Wire Network (PWN) – a privately owned and operated electricity distribution network
- O&M – Operation and Maintenance – the team or mechanism that keeps the technical equipment running smoothly
- CRM – Customer Relations Management – the team or mechanism that deals with customers including billing, complaints and new customers



Report of the Chair of the Environment and Waste Management Overview and Scrutiny Committee to be held on Tuesday 28 February 2017.

AC

Subject:

Environment and Waste Management Overview and Scrutiny Committee – Work Programme 2016/17

Summary statement:

This report presents the Committee’s Work Programme 2016-17

Cllr Kevin Warnes
Chair – Environment and Waste Management
Overview and Scrutiny Committee

Portfolio:

**Environment.
Transport.**

Report Contact: Mustansir Butt
Overview and Scrutiny Lead
Phone: (01274) 432574
Email: mustansir.butt@bradford.gov.uk

Overview & Scrutiny Area:

Environment and Waste Management.

1. SUMMARY

This report presents the Environment and Waste Management Overview and Scrutiny Committees work programme for 2016/17.

2. BACKGROUND

- 2.1 Each Overview and Scrutiny Committee is required by the Constitution of the Council to prepare a work programme (Part 3E – Overview and Scrutiny Procedure Rules, Para 1.1).

3. OTHER CONSIDERATIONS

- 3.1 The Environment and Waste Management Overview and Scrutiny Committee has responsibility for “the strategies, plans, policies, functions and services directly relevant to the corporate priority about improving waste management and the environment.” (Council Constitution, Part 2, 6.2.1).
- 3.2 The remit of this Committee also includes the strategies, plans, functions and services directly relevant to the corporate priorities about reducing carbon emissions, transport and highways, creating a greener and more sustainable environment and positively affecting climate change.
- 3.3 Best practice published by the Centre for Public Scrutiny suggests that “work programming should be a continuous process”. It is important to review work programmes, so that important or urgent issues that arise during the year are able to be scrutinised. Furthermore, at a time of limited resources, it should also be possible to remove areas of work which have become less relevant or timely. For this reason, it is proposed that the Committee’s work programme be regularly reviewed by members of the committee throughout the municipal year.
- 3.4 The work programme as agreed by the Committee will form the basis for the Committee’s work during the year, but will be amended as issues arise during the year.

4. OPTIONS

- 4.1 The Committee may choose to add to or amend the proposed items to be included in the 2016-17 work programme for the committee.
- 4.2 Members may wish to consider any detailed scrutiny reviews that it may wish to conduct.

5. FINANCIAL & RESOURCE APPRAISAL

- 5.1 None.

6. RISK MANAGEMENT AND GOVERNANCE ISSUES

6.1 None.

7. LEGAL APPRAISAL

7.1 None.

8. OTHER IMPLICATIONS

8.1 EQUALITY & DIVERSITY

Community Cohesion and Equalities related issues are part of the work remit for this Committee.

8.2 SUSTAINABILITY IMPLICATIONS

This is a key work area for the Committee.

8.3 GREENHOUSE GAS EMISSIONS IMPACTS

This is a key work area for the Committee.

8.4 COMMUNITY SAFETY IMPLICATIONS

A key area of work for the Committee will be to consider the area of those killed or seriously injured on roads.

8.5 HUMAN RIGHTS IMPLICATIONS

None.

8.6 TRADE UNION

None.

8.7 WARD IMPLICATIONS

Work of this Overview and Scrutiny Committee has ward implications, but this depends on that nature of the topic.

9. Not For Publications Items

None.

10. RECOMMENDATIONS

10.1 That members consider and comment on the areas of work included in the 2016-17 Work Programme for the Committee.

10.2 That members consider any detailed scrutiny reviews that they may wish to conduct.

10.3 That the work programme 2016-17 continues to be reviewed regularly during the year.

11. APPENDICES

Appendix One – 2016-17 Work Programme for the Environment and Waste Management Overview and Scrutiny Committee.

Appendix Two – List of unscheduled topics.

12. BACKGROUND DOCUMENTS

Council Constitution.

Democratic Services - Overview and Scrutiny

Environment & Waste Management O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 28th June 2016 at City Hall, Bradford.			
Chair's briefing 07/06/2016. Secretariat deadline 15/06/2016.			
1) Adoption of Co-opted Members.	Co-opted members - Julia Pearson, (Bradford Environment Forum) and Nicola Hoggart, (Environment Agency).	Mustansir Butt.	Constitutional requirement - recommendation to Council.
2) Management Plan for Ilkley Moor.		Danny Jackson.	Environment and Waste Management Overview and Scrutiny recommendation from Tuesday Tuesday 28 July 2016 and Tuesday 3 November 2016.
3) Food Safety Service Plan.		Angela Brindle.	Member request.
4) Environment Agency Annual Report.		Nicola Hoggart..	
5) Bradford Environment Forum Report.		Julia Pearson.	
6) DRAFT Work Programme 2016-17.	Discussion and agreement over the areas of work to focus on in this Muncipal Year.	Mustansir Butt.	
Tuesday, 26th July 2016 at City Hall, Bradford.			
Chair's briefing 28/06/2016. Secretariat deadline 06/07/2016.			
1) Procurement of Waste Treatment arrangements.	Update on progress relating to the procurement of waste treatment arrangements at appropriate key stages in the procurement process to be agreed in consultation with the Chair.	Steve Hartley/Richard Longcake.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 28 July 2015.
2) Water Management Scrutiny Review.	Setting the Scene.	Julian Jackson/Tony Poole/Chris Eaton.	
3) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	

Environment & Waste Management O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 20th September 2016 at City Hall, Bradford.			
Chair's briefing 30/08/2016. Secretariat deadline 07/09/2016.			
1) Performance Outturn for Waste Management.		Steve Hartley.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 15 September 2015.
2) Verbal Update on Flooding Scrutiny Review being undertaken by the Corporate Overview and Scrutiny Committee.		Mustansir Butt.	
3) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
Tuesday, 25th October 2016 at City Hall, Bradford.			
Chair's briefing 04/10/2016. Secretariat deadline 12/10/2016.			
1) Management of Waste and Recycling Activities.	Progress report in 12 months.	Steve Hartley.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 28 July 2015.
2) Leeds City Region Green Deal Contract.	To include details of the first annual review of the contract, along with performance against key Performance Indicators.	Richard Williamson.	Environment and Waste Management Overview and Scrutiny Committee recommendation for Tuesday 6 October 2015.
3) Fuel Poverty Framework for Action.		Richard Williamson.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 15 September 2015.
4) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	

Environment & Waste Management O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 29th November 2016 at City Hall, Bradford.			
Chair's briefing 11/11/2016. Secretariat deadline 16/11/2016.			
1) Bradford District Cycling Strategy.	Updated Strategy to be considered, prior to it being considered by the Executive.	Tom Jones.	Environment and Waste Management Overview and Scrutiny recommendation for Tuesday 3 November 2015.
2) West Yorkshire LTP3 Implementation Plan.	Progress report.	Andrew Marshall.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 1 December 2015.
3) Performance Outturn for Transport and Highways.		Julian Jackson.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 15 September 2015.
4) West Yorkshire Combined Authority.	Focus is on the Transport related schemes.	Julian Jackson/Jamie Saunders.	Environment and Waste Management Overview and Scrutiny recommendation for Tuesday 1 December 2015.
5) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
Tuesday, 20th December 2016 at City Hall, Bradford.			
Chair's briefing 02/12/2016. Secretariat deadline 07/12/2016.			
1) Air Quality Emissions.		Ruth Lees.	Member request.
2) Bradford's Casualty Reduction Performance.	Information to be categorised by age demographic.	Simon D'Vali.	Environment and Waste Management Overview and Scrutiny recommendation for Tuesday 1 December 2015.
3) Safer Roads.	Progress of the Safer Roads element of the Single Transport Plan and continued existence of Safer Roads within that Plan.	Simon D'Vali.	Environment and Waste Management Overview and Scrutiny recommendation for Tuesday 1 December 2015.

Environment & Waste Management O&S Committee

Scrutiny Lead: Mustansir Butt tel - 43 2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 20th December 2016 at City Hall, Bradford.			
Chair's briefing 02/12/2016. Secretariat deadline 07/12/2016.			
4) Stategy for the Roads Safety Team.	Strategy to underwrite the continued existence of the Road Safety Team and provide a report back to Committee.	Simon D'Vali.	Environment and Waste Management Overview and Scrutiny recommendation for Tuesday 1 December 2015.
5) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
Tuesday, 24th January 2017 at City Hall, Bradford.			
1) Water Management Scrutiny Review.	Information gathering session.	Mustansir Butt.	
Tuesday, 31st January 2017 at City Hall, Bradford.			
Chair's briefing 06/01/2017. Secretariat deadline 18/01/2017.			
1) Call-In.	White Rose Energy.	Richard Williamson. Steve Hartley/Mike Cowlam/Julian Jackson.	
2) Budget setting for Environment and Waste Management.			
3) Transportation and Rendering of Animal By-Products by Omega Proteins.	Update on activities.	John Major/Ruth Lees/Brian Robinson/Julian Jackson.	Environment and Waste Management Overview and Scrutiny recommendation from Tuesday 21 April 2015.
4) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
Tuesday, 7th February 2017 at City Hall, Bradford.			
1) Water Management Scrutiny Review.	Information gathering session.	Mustansir Butt.	

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Work Programme

Agenda	Description	Report	Comments
Tuesday, 28th February 2017 at City Hall, Bradford.			
Chair's briefing 10/02/2017. Secretariat deadline 15/02/2017.			
1) Bradford Civic Quarter District Heat Network.	Report to include details relating to the next key milestones.	Richard Williamson.	Environment and Waste Management Overview and Scrutiny recommendation for Tuesday 3 November 2015.
2) Woodlands Strategy.		Bob Thorp.	Environment and Waste Management Overview and Scrutiny recommendation from Tuesday 16 February 2016.
3) Bulky Waste Refuse Collections.	Considering approaches to the current collection arrangements.	Steve Hartley/Ian Day.	Environment and Waste Management Overview and Scrutiny recommendation for Tuesday 5 April 2016.
4) Trade Waste Update.		Richard Longcake.	
5) The procurement of the new waste treatment contract for the treatment of kerbside residual waste.		Steve Hartley/John Major/Richard Longcake.	Environment and Waste Management Overview and Scrutiny Recommendation from Tuesday 26 July 2016.
6) Alternate weekly bin collection trial in Wyke.	Verbal Update on the results of the trial.	John Major.	Environment and Waste Management Overview and Scrutiny Recommendation from Tuesday 25 October 2016.
7) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
Tuesday, 28th March 2017 at City Hall, Bradford.			
Chair's briefing 10/03/2017. Secretariat deadline 15/03/2017.			
1) Ilkley Moor Management Plan.	Final version of the Management Plan to be presented to the Committee, prior to its approval by Natural England.	Danny Jackson.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 28 June 2016.

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Work Programme

Agenda

Tuesday, 28th March 2017 at City Hall, Bradford.

Chair's briefing 10/03/2017. Secretariat deadline 15/03/2017.

2) Public Health Outcomes Framework.

Description

More in-depth reports on the two indicators entitled utilisation of outdoor spaces for health reasons and the fraction of mortality attributable to particulate air pollution, to be presented in the next municipal year, following a discussion among the Overview and Scrutiny Chairs to agree the most appropriate way to scrutinise these two important issues.

Report

Shirley Brierly/Sarah Possingham.

Comments

Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 8 March 2016.

3) Rail Strategy Update.

Neil Moore.

Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 5 April 2016.

4) Water Management Scrutiny Review.

DRAFT Report - Key findings and recommendations.

Mustansir Butt.

5) Progress against the Safer Roads element of the Single Transport Plan.

Simon D'Vali.

Environment and Waste Management Overview and Scrutiny Recommendation from Tuesday 20 December 2016.

6) Work Planning.

There is a need to regularly review the work programme, in order to prioritise and manage resources.

Mustansir Butt.

Tuesday, 18th April 2017 at City Hall, Bradford.

Chair's briefing 31/03/2017. Secretariat deadline 04/04/2017.

1) Bradford Beck Pilot Study Rivers Trust.

Progress on the Bradford Beck Pilot Study.

Chris Eaton/Barney Lerner.

Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 5 April 2016.

2) Environment Agency Annual Report.

Nicola Hoggart.

3) Bradford Environment Forum Annual Report.

Julia Pearson.

Environment & Waste Management O&S Committee

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Work Programme

Agenda	Description	Report	Comments
Tuesday, 18th April 2017 at City Hall, Bradford. Chair's briefing 31/03/2017. Secretariat deadline 04/04/2017.			
4) Energy efficiency of Private Sector Rented Hosuing and legislative impacts.		Richard Williamson.	Environment and Waste Management Overview and Scrutiny Recommendation from Tuesday 25 October 2016.
5) Safer Roads.	Progress of the Safer Roads element of the Single Transport Plan.	Simon D'Vali.	Environment and Waste Management Overview and Scrutiny recommendation from Tuesday 20 December 2016.
6) Bradford District Cycling Strategy.		Tom Jones.	Environment and Waste Management Overview and Scrutiny Recommednation from Tuesday 29 November 2016.
7) Water Management Scrutiny Review.	Key findings and review recommendations.	Mustansir Butt.	
8) Work Planning.	There is a need to regularly review the work programme, in order to prioritise and manage resources.	Mustansir Butt.	
Tuesday, 2nd May 2017 at City Hall, Bradford. Chair's briefing 07/04/2017. Secretariat deadline 18/04/2017.			
1) Private Rented Housing Sector.	The scale and scope of private rented housing sector in the Bradford District and the impact of legislative changes that sector particularly with reference to energy performance certifications and enforcement.	Julie Rhodes/Richard Williamson.	Environment and Waste Management Overview and Scrutiny Committee recommendation from Tuesday 25 October 2016.
2) Environmental Enforcement Strategy.		Steve Hartley/Ian Day.	Environment and Waste Management Overview and Scrutiny recommendation from Tuesday 5 April 2016.

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Work Programme

Agenda

Tuesday, 2nd May 2017 at City Hall, Bradford.

Chair's briefing 07/04/2017. Secretariat deadline 18/04/2017.

3) Renewables Future for Bradford Council.

Description

Update report.

Report

Richard Williamson.

Comments

Environment and Waste Management Overview and Scrutiny recommendation from Tuesday 6 October 2015.

4) Air Quality Update.

Ruth Lees/Ralph Saunders.

Environment and Waste Management Overview and Scrutiny Recommendation from Tuesday 20 December 2016

5) Resolution Tracking.

Progress made against the recommendations made by the Committee.

Mustansir Butt.

Democratic Services - Overview and Scrutiny

Scrutiny Committees Forward Plan

Unscheduled Items

Environment & Waste Management O&S Committee

Agenda item	Item description	Author	Management
1 Equality Action Plan.	On a regular basis, the Equality Action Plan should be considered by each Overview and Scrutiny Committee and focuses on areas that are within their remit.	Sue Dunkley.	
2 West Yorkshire+ Transport Fund - Future report in advance of the Gateway 2 submission to the West Yorkshire Combined Authority. Hard Ings Road Improvement Scheme.		Richard Gelder.	
3 Street Trading.	The Strategic Director be requested to undertake work to investigate the impact of the increase in mobile street traders on local business in the District.	Mike Cowlam.	
4 Council owned land.	That the Strategic Director Regeneration be requested to make available a register of areas of Council owned neglected land across the District on a ward basis and report back to the Committee by the end of 2016.	Mike Cowlam/Ben Middleton/Belinda Gaynor.	
5 Management of Waste and Recycling activities with the Bradford District.	12 month progress report.	Richard Longcake/John Major.	
6 Fuel Poverty Framework for action for the Bradford District and the better homes Yorkshire Programme.		12 month progress report. Richard Williamson/Pete Betts/Sarah Possingham.	
7 Road Safety and Casualty Reduction. Parkin/Steve Hartley.	Regeneration be requested to update this Committee on the budget outcome and any impact on the Road Safety Team and the Active School Travel programme.	That the Director of Public Health and the Strategic Director,	Anita
8 Role of Council Wardens.	To consider undertaking a review of the role of Council Wardens.	Mustansir Butt.	
9 Transportation and Highways - Performance.	Progress against the Council's Corporate and supporting Performance Indicators and targets related to Transportation and Highways issues.	Steve Hartley.	

Environment & Waste Management O&S Committee

Agenda item	Item description	Author	Management
10 Delivery of the West Yorkshire Local Implementation Plan 2 be Transport Plan 3.	Richard Gelder. submitted in Autumn/Winter 2017.		Progress against the final year of the West Yorkshire Local Transport Plan 3,
11 West Yorkshire Combined Authority. Richard Gelder,			To be considered in Autumn 2017 and focus on the Transport elements.
12 The Management of Waste and Recycling activities within the Bradford District.	Progress in 12 months.	Steve Hartley.	
13 Fuel Poverty Framework for action and the Better Homes Yorkshire Programme.		Pete Betts.	
14 The scale and scope of Private Rented Housing Sector in Bradford District and the impact of legislative changes on that sector particularly with reference to energy performance certification and enforcement.		Pete Betts.	

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