



Agenda for a meeting of the Regeneration and Environment Overview and Scrutiny Committee to be held on Tuesday 18 September 2018 at 5.30 pm in Committee Room 1, City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	GREEN
Heseltine Whitaker	Jamil Dodds Berry Mohammed Nazir	Stubbs	Love

Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	GREEN
Riaz Whiteley	Amran Iqbal Johnson H Khan Salam	R Ahmed	Warnes

NON VOTING CO-OPTED MEMBERS

Nicola Hoggart	Environment Agency
Julia Pearson	Bradford Environmental Forum

Notes:

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- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

From:

Parveen Akhtar
City Solicitor
Agenda Contact: Sheila Farnhill
Phone: 01274 432280
E-Mail: sheila.farnhill@bradford.gov.uk

To:

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.

(Sheila Farnhill - 01274 432268)

4. REFERRALS TO THE OVERVIEW AND SCRUTINY COMMITTEE

Any referrals that have been made to this Committee up to and including the date of publication of this agenda will be reported at the meeting.

B. OVERVIEW AND SCRUTINY ACTIVITIES

5. FOOD SAFETY IN THE BRADFORD DISTRICT

1 - 48

The Strategic Director, Health and Wellbeing will present a report (**Document “F”**) which explains that the Council is required, by the Food Standards Agency, to have a documented and approved Food Safety Service Plan.

The Service Plan for 2018/19 sets out the measures that the Council will implement to safeguard food and drink which is produced, prepared or sold within the district and is attached as Appendix 1 to Document “F”.

The views and comments of the Committee are sought in relation to the contents of the report.

Recommended –

That the work of the Food Safety Team, as documented in the Food Safety Service Plan 2018/19 (Appendix 1 to Document “F”), be supported.

(Angela Brindle – 01274 433985)

6. HOUSING AND HOMELESSNESS STRATEGY - PROGRESS REPORT

49 - 62

A report will be submitted by the Assistant Director, Economy and Development Services (**Document “G”**) which updates the Committee in relation to the progress made towards the objectives within the Council’s Housing and Homelessness Strategy.

'A Place to Call Home: Housing and Homelessness Strategy for Bradford District 2014-2019' was endorsed by the Council's Executive and approved by full Council in March 2014 and is due for review in 2019.

Recommended –

- (1) **That the progress made towards the objectives within the Council's Housing and Homelessness Strategy, as set out in Document "G", be noted.**
- (2) **That it be noted that a review of the Housing and Homelessness Strategy is to be undertaken in the near future and that the Assistant Director, Economy and Development Services be requested to submit a report to the Committee in respect of the updated strategy in 2019.**

(Yusuf Karolia – 01274 434362)

7. STIMULATING AND ACCELERATING HOUSING AND ECONOMIC GROWTH 63 - 72

A report will be presented by the Assistant Director, Economy and Development Services (**Document "H"**) which informs Members of the progress made in stimulating and accelerating housing and economic growth in the district and plans for the future.

Recommended –

That the progress made to date in stimulating and accelerating housing and economic growth in the district, and the plans for the future, as set out in Document "H", be noted.

(Lorraine Wright – 01274 432516)

8. AFFORDABLE HOUSING PROGRAMME 73 - 82

The Strategic Director of Place will submit a report (**Document "I"**) which updates the Committee on progress in relation to the delivery of the Council's Affordable Housing Programme.

Members are asked to consider the content of Document "I" in relation to delivery of the Council's Affordable Housing Programme.

(Lorraine Wright – 01274 432516)

9. FLY TIPPING IN THE BRADFORD DISTRICT

83 - 104

The Strategic Director, Place will present a report (**Document “J”**) which reviews all the available data in respect of fly tipping within the district and includes comparisons with other key comparator authorities as well as national trends. The report also provides an update from the Environmental Enforcement Team in relation to fly tipping and waste.

Members are asked to consider the update in respect of fly tipping in the Bradford district and the actions taken to address the problem.

Recommended –

That a further report be submitted to the Committee within twelve months.

(Damian Fisher – 01274 437146)
(Stuart Russo – 01274 437146)
(Amjad Ishaq – 01274 431066)

10. 2018/19 WORK PROGRAMME

105 -
118

The Committee’s Work Programme for 2018/19 is submitted (**Document “K”**) for Member’s consideration.

Members are asked to:

- (1) Consider and comment on the areas of work included in the Work Programme.**
- (2) Consider any detailed scrutiny reviews that they may wish to conduct.**

(Mustansir Butt – 01274 432574)
(Licia Woodhead – 01274 432119)

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Report of the Director of Health and Wellbeing to the meeting of Regeneration and Environment Overview Scrutiny Committee to be held on 18 September 2018

F

Subject: Food Safety in the Bradford District

Summary statement: The Council is required by the Food Standards Agency to have a documented and approved Food Safety Service Plan in place. This report is brought to members to seek support for that plan.

Bev Maybury
Director of Health and Wellbeing

Portfolio:
Health and Wellbeing

Report Contact: Angela Brindle
Phone: (01274) 433985
E-mail: angela.brindle@bradford.gov.uk

Overview & Scrutiny Area:
Regeneration and Environment

1. SUMMARY

The Council is required by the Food Standards Agency to have a documented and approved Food Safety Service Plan in place. This report is brought to members to seek support for that plan.

The Service Plan sets out the measures the Council will implement to safeguard food and drink which is produced, prepared or sold within the district. The plan reflects the work required of food authorities by the Food Standards Agency (FSA) in its national Food Law Code of Practice and guidance documents.

The Service Plan is a document that:

- identifies how these services fit in with the Corporate Priorities;
- details the demands on the service;
- gives information about the services provided;
- the means by which these services will be provided;
- the resources available to deliver these services;
- details the risk based programme of work for the year ahead;
- the means by which the service will achieve any relevant performance standards/targets;
- identifies potential risk to the service and where it may fall short of statutory requirements
- a review of performance in order to address any variance from meeting the requirements of the service plan.

2. BACKGROUND

2.1 Food Safety is one element of the Council's Environmental Health Service (EHS). The Food Safety Team (FST) carry out a programme of inspections, sampling, advice, education and where necessary enforcement work which is delivered to tackle food safety issues. This is a statutory obligation placed on the Council which is monitored by the Food Standards Agency (FSA).

2.2 One of the requirements placed on the Council is to have an approved documented service plan in place which sets out how the Council intends to meet its statutory obligations. The format of the plan is prescribed by the FSA. The plan is contained in appendix 1. Members are asked to consider the contents of the plan.

2.3 As part of the policy framework the Food Service Plan does have to go through the process of being approved at Full Council.

3. OTHER CONSIDERATIONS

There are no other matters for consideration at this time.

4. FINANCIAL & RESOURCE APPRAISAL

The service plan, as set out, has been drafted to be accommodated within existing resources.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks arising out of the implementation of the proposed recommendations.

6. LEGAL APPRAISAL

The functions carried out by the Food Safety Team as identified within the Food Safety Service Plan are statutory functions required under the provisions of various statutes including the Food Safety Act 1990 and associated regulations.

7. OTHER IMPLICATIONS

None

7.1 EQUALITY & DIVERSITY

The inspection programme and Food Hygiene Rating Scheme (FHRS) follows a strict Code of Practice and brand standard and as such it is applied equally to all businesses.

7.2 SUSTAINABILITY IMPLICATIONS

The climate predictions for Yorkshire & Humber describe higher than average summer temperatures and above average winter rainfall. The impact in terms of public health will likely result in increased risks from heat and flooding. There will be a role for local authorities in increasing public awareness of how to cope during a heat wave. Food hygiene will be a key aspect of awareness raising and advice for businesses and households.

The Food Service Plan and Food Safety & Animal Health work actively supports the priorities for the District and contributes to personal, community and District well-being, prosperity and resilience, including avoiding significant adverse incidents and events. The Council investment of public funds and resources in this area, working with citizens, communities, business and other partners can be seen as fundamental to such essential areas of a healthy and vibrant society.

Promotion of the FHRS (Food Hygiene Rating Scheme), undertaking food hygiene inspections and early interventions leads to wider legal compliance and cost avoidance by businesses in the District.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

Greenhouse gas impacts would be from office accommodation and transport i.e. energy and fuel consumption. This will be directly, through heat and power in Council buildings or indirectly, via the combustion of fuel in officer's vehicles.

There is a programme of energy efficiency improvements aimed at reducing emissions from corporate buildings managed by the Council's Environment and Climate Change Unit. Currently site visits are carried out in private vehicles and are planned to minimise journeys. Officers maximise flexibility by working flexibly from home, offices and touch down points.

The Food Safety Team has direct contact with food businesses, faced with the costs and risks associated with climate change. Food businesses are burdened with energy bills associated with heating and chilling of food and as such stand to benefit from Council recommendations that will improve energy efficiency.

7.4 COMMUNITY SAFETY IMPLICATIONS

The regular visits by officers and advice given about waste storage and disposal at the site contributes to a feeling of safety within the District.

7.5 HUMAN RIGHTS ACT

There are no Human Rights Act implications.

7.6 TRADE UNION

There are no Trade Union implications

7.7 WARD IMPLICATIONS

The inspection programme, FHRS rating scheme and service plan apply equally across all wards within the District.

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

Not Applicable

7.9 IMPLICATIONS FOR CORPORATE PARENTING

The inspection programme will ensure that care homes etc are inspected and comply with relevant legislation.

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

Not applicable.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Not Applicable

10. RECOMMENDATIONS

10.1. The views and comments of Members are sought in relation to the contents of this report.

10.2. The work of the Food Safety Team as documented in the Food Safety Service Plan be supported.

11. APPENDICES

Appendix 1 - The City of Bradford MDC Food Safety Service Plan 2018/19

Department of Health and Wellbeing

**FOOD SAFETY SERVICE PLAN
2018 / 2019**

**FOOD SAFETY SERVICE PLAN
2018/2019**

Table of Contents

INTRODUCTION..... 1

SECTION 1 - SERVICE AIMS AND OBJECTIVES 1

1.1 Aims and Objectives 1

1.2 Links to Corporate Objectives and Plans..... 2

SECTION 2 – BACKGROUND 2

2.1 Profile of the Authority..... 2

2.2 Organisational Structure 3

2.3 Scope of the Food Service..... 3

2.4 Demands on the Food Service 4

2.5 Enforcement Policy 5

SECTION 3 - SERVICE DELIVERY..... 5

3.1 Food Premises Interventions 5

3.2 Performance Data for the Service 6

3.3 Food Hygiene Rating Scheme (FHRS)..... 6

3.4 Food Premises Complaints 6

3.5 Primary Authority 7

3.6 Advice to Business 7

3.7 Food and Environmental Sampling 7

3.8 Control of Infectious Disease..... 8

3.9 Animal Health & Welfare 8

3.10 Food Safety Incidents 8

3.11 Liaison with Other Organisations 8

3.12 Food Safety Promotion 8

SECTION 4 – RESOURCES..... 9

4.1 Staffing Allocation..... 9

4.2 Staff Development Plan 9

SECTION 5 - QUALITY ASSESSMENT 10

SECTION 6 - REVIEW OF WORK..... 10

6.1 Review against Service Plan 10

6.2 Variation from 2017/18 Plan..... 11

APPENDIX 1 – Departmental Structure	12
APPENDIX 2 – Food Intervention Programme	13
APPENDIX 3 – Performance Management	23
APPENDIX 4 – Sampling report 2017 - 2018	24
APPENDIX 5 – Food Sampling Policy.....	30
APPENDIX 6 – Communicable Diseases.....	35
APPENDIX 7 – Action Plan 2017/18 and 2018/19	1
APPENDIX 8 – Training Programme 2018	1

Introduction

This service plan covers the food safety and animal health work of the Council's Environmental Health service for 2018/9. The Food Standards Agency (FSA) requires each local authority to produce an annual plan that sets out what measures we will take to safeguard food safety and to review our achievement of the targets we set last year.

Section 1 - Service Aims and Objectives

1.1 Aims and Objectives

Our aims are:-

- 1) To ensure that all food produced, prepared and sold in the Bradford District is safe to eat.
- 2) To increase the awareness of food safety amongst the residents of the Bradford District.
- 3) To support the role of Public Health England in relation to communicable disease control within the city.
- 4) To assist in the delivery of the relevant outcomes within the Public Health Outcomes framework.

To achieve this we will operate a system of inspection, sampling, advice and other initiatives to ensure safety in the production and sale of food.

Using these methods and through other promotional activities and partnership work we aim to ensure the safety of food and thereby contribute to the health and well-being of the whole population. These activities include;

- To deliver an annual programme of food hygiene interventions, this includes inspections, audits, and alternative intervention strategies.
- Promote best practice in food production and sale in Bradford through the national food hygiene rating scheme (FHRS).
- Provide support and advice to local businesses, so they can comply with legal requirements and best practice.
- Improving food safety right through the food chain including improving hygiene on the farm.
- Publicise food safety issues, by working with partners, through a number of activities as part of local and national campaigns.
- Act as Primary Authority for our partner businesses and deal with enquiries referred on by other authorities and agencies.
- Investigate food poisoning notifications and outbreaks in association with the Consultant for Communicable Disease Control (CCDC), based within Public Health England (PHE).
- Investigate complaints about food and food premises.
- Implement an annual sampling programme to include participation in national and regional sampling surveys
- Approve and register special high risk food premises as required by law.
- Enforce food legislation and take proportionate action to secure compliance.
- Take prompt and effective action in response to food alerts and other threats to food safety in the Bradford District.
- Provide training and development opportunities for staff to ensure they are competent, professional and fair.

1.2 Links to Corporate Objectives and Plans

Corporate priorities 2018/19

Better skills, more good jobs and a growing economy

The team's involvement in primary authority partnerships and 1:1 business coaching helps to support local businesses. Participation in the national food hygiene rating scheme also allows the promotion of food businesses with good hygiene ratings. Our work ensures a level playing field thus supporting legitimate business to compete and expand. We are currently working in partnership with the Office for Product Safety and Standards (formerly Regulatory Delivery Office) part of Department for Business, Energy & Industrial Strategy on an initiative with businesses registering for the first time to enable them to get things right at the offset. We are also involved with the North East Region Better Business for All group that links in with the Council's Growth Hub and the Leeds City Region Enterprise Partnership (LEP).

Good Schools and a great start for all our children

Participation in Positive Lifestyle Centre sessions based at Bradford City Football Club helps to deliver key messages on food safety in the home and hand washing to school children. Work undertaken for food safety week also targets relevant groups with various initiatives.

Better health and better lives

We work with Public Health looking at various initiatives for example to combat obesity and encourage healthy eating. Work undertaken for food safety week uses key messages to members of the public to produce safe food in the home. We liaise regularly with Public Health England and review our service in relation to communicable disease control to ensure that we get outcomes for the work we do.

Safe, clean and active communities

We link in with the Neighbourhood's Enforcement Team on refuse control and on all of our inspections we assess waste food storage facilities and give advice regarding recycling of waste oil. We take part in joint initiatives with the police and other agencies to identify any links with child sex exploitation / criminal activity in commercial businesses.

A well run council, using all our resources to deliver our priorities

We constantly review our service to identify improvements to service delivery and in addition we regularly monitor performance against service standards and targets set both internally and by external organisations. We work in partnership with other organisations to produce an effective and efficient service and in a way which enables us to use our resources wisely for example project work with the Regulatory Delivery Office. We are also working with the FSA as part of their regulatory review and are involved in a primary authority project and other initiatives.

Section 2 – Background

2.1 Profile of the Authority

The latest population estimate for Bradford District is 534,279 (Office for National Statistics ONS June 2016) making it the fourth largest local authority in England in terms of population. Bradford has the third largest proportion of Black and Minority Ethnic people outside of the London

Boroughs and also has a relatively young population structure. The District has a high proportion of non-white residents at 25.89%. Within the ethnic minority population, the proportion of Asian or British Asians is 21.09% which is significantly higher than the national average and twice as much as the West Yorkshire average. The latest figures from ONS state that the largest proportion of the districts population (63.9%) identifies themselves as white British. The district has the largest proportion of people of Pakistani ethnic origin (20.3%) in England. By 2031 the population is expected to rise to 655,100 an increase of 27.8% since 2009. Population projections suggest that the largest growth will be within the Asian population. However with the white population expected to remain fairly static, it will continue to account for more than half the population in 2031. The district covers 141 square miles comprising the City of Bradford and four towns. It has a mix of densely populated urban centres with more rural and semi-rural areas to the west and north, making up 2/3 of the district but the same proportion of the population live in urban areas, mostly in the city.

(Source: The State of The District – Bradford District’s Intelligence & Evidence Base Set. 2010))

2.2 Organisational Structure

The Food Safety function is located in the Environmental Health Service of the Council which is incorporated in the Department of Health and Wellbeing. An organisational structure for the department is attached at **Appendix 1**.

The Food Standards Service is delivered on a county-wide basis by West Yorkshire Joint Services (Trading Standards - WYTS). Close links exist with this service.

2.3 Scope of the Food Service

The Food Safety Team carries out all of the food safety, public health and animal health duties that the Authority is legally required to discharge.

The Food Safety Team comprises Environmental Health Officers, technical staff, and an Animal Health Officer.

The team undertakes statutory programmed food hygiene inspections. Part of this includes identifying any food which has been imported from a third country.

An annual food sampling programme is carried out to ensure microbiological standards are met. This includes participation in national and regionally co-ordinated surveys.

Health and safety initiatives are also carried out in food premises whilst officers are on site.

Food standards issues are referred to WYTS.

The Food Safety Team investigates reported outbreaks and individual notifications of food poisoning and other infectious diseases.

Officers inspect farms for primary food production, animal health issues and investigate matters relating to the safe disposal of animal by-products.

All officers are now based at one single point of access at Britannia House, Bradford, albeit working remotely and flexibly. The service can be accessed via the Council’s Contact Centre or by using the online contact forms on the Bradford Council website. Core operating hours are 9.00am to 5.00pm; however officers frequently work out of normal operating hours to visit premises when they are open.

Additionally the FSA has a web based on line reporting system and they redirect enquiries from members of the public to the relevant LA.

Emergency out of hours cover is provided throughout the year by officers who are contactable through the EH Service emergency call out team.

2.4 Demands on the Food Service

The following tables detail the breakdown and profiles of food businesses in the Bradford District.

Table1. Categories of Food Businesses

FSA Category	Number
Primary producers	4 (601 farms)
Manufacturers and packers	117
Importers/Exporters	6
Distributors / transporters	98
Supermarket/ hypermarket	96
Small retailer	771
Retailer – other	193
Restaurant/café/canteen	721
Hotel/guest House	56
Pub/club	474
Take-away	709
Caring premises	633
School /college	239
Mobile Food Unit	126
Restaurants / caterers – other	234
Total	4477 (5078)

To deliver an equitable service in our multi-cultural district, we signpost businesses to information on food hygiene training and advice. There is a high turnover in the restaurant and catering sector of both food businesses and food business operators. This places a strain on the team in terms of premises inspection as an inspection with a new owner takes longer and involves a lot of help and support. In 2017 / 2018 we identified approximately 500 new business owners at the inspection.

The district has a wide variety of businesses including high risk sectors such as importers, manufactures and packers. There are 30 butchers in the district selling raw and ready to eat foods, including the production of cooked meats and pies.

There are 60 premises that manufacture or process products of animal origin that require statutory approval. This also includes 7 on farm pasteurising dairies and we have two specifically trained officers to deal with these.

There are 13 approved cold stores in the district, in the past these have been perceived to be low risk food hygiene premises but the horse meat scandal of 2013 highlighted the need to reconsider the risk associated with this type of business and food fraud continues to be a national issue.

There are 4 primary producers in the District for example egg producers and an additional 601 farms with livestock. The livestock farms are inspected by the Animal Health Officer and are not risk rated in the same way that food premises are.

As well as rated premises, we receive on average 250 registrations from new businesses every year, which require inspection and risk rating. In addition, we have engaged with Neighbourhood Services to provide intelligence about closed and newly opened businesses in the District.

Table 2. Rated premises profile by Risk Category

Risk category	No. of premises 1/4/18	Inspection Frequency
A (highest risk)	14	Every 6 months
B	182	Every 12 months
C	875	Every 18 months
D	1503	Every 2 years
E (lowest risk)	1755	Initial inspection followed by alternative intervention
unrated	146	Within 28 days of registration

2.5 Enforcement Policy

The Environmental Health Service has published an Enforcement Policy in line with the National Compliance Code, statutory codes of practice and relevant guidelines issued by central government departments and other bodies. Work carried out by the team is in accordance with that policy.

The table below details the enforcement action undertaken during 2017/2018.

Enforcement Action	Number
Voluntary Closure	11
Emergency prohibition order	0
Prohibited person	0
Simple caution	5
Improvement notices	27
Prosecutions	2
Seizure of Food	0
Remedial Action Notice	1

Section 3 - Service Delivery

3.1 Food Premises Interventions

The Food Safety Intervention Programme undertaken by the Council operates in accordance with the Food Standards Agency's (FSA) statutory Local Authority Framework Agreement and Food Safety Code of Practice (CoP). The CoP sets out a range of interventions that local authorities may adopt in addition to food safety inspections. These are official controls that include inspections, audits, sampling, monitoring and verification; non-official controls include advice, coaching, education and training, and questionnaires.

Premises are risk rated on inspection using the defined criteria in the CoP and given a risk rating category A to E, A being the highest risk category. This risk rating determines the frequency of inspection, category A premises are inspected every 6 months, category B every 12 months, C premises every 18 months and D premises every 2 years. Priority is given to the inspection of high risk and approved premises over low risk businesses. This means priority is given to the inspection of highest risk premises, (categories A-C). Low risk businesses (D-E) that fall within the scope of the FHRS website, will however, receive an inspection when resources facilitate this.

A Food intervention programme was developed by the West Yorkshire Food Officers Group and ratified by the west Yorkshire Chief Officers Group, see **Appendix 2**. This aimed to provide the best use of resources and seek a consistent approach across West Yorkshire.

The FSA require local authorities to include inspection of imported food during routine food hygiene inspections. This activity forms part of the overall inspection process.

Where it is the local authority’s responsibility to enforce health and safety in food premises, officers from the food safety team may undertake health and safety interventions in food premises.

3.2 Performance Data for the Service

The performance targets for 2018/19 and outcomes for 2017/18 are detailed in **Appendix 3**.

3.3 Food Hygiene Rating Scheme (FHRS)

The FHRS provides consumers with information on food hygiene standards to help them to choose where to eat out or shop for food. Food outlets, such as restaurants, takeaways, pubs and supermarkets, are inspected by the food safety team to check their hygiene standards meet legal requirements. The standards found at these inspections are rated on a scale ranging from '0' at the bottom to a top rating of '5'. The aim is to encourage businesses to improve standards and reduce the incidence of food borne illness. Since the adoption of the scheme we have seen an increase in the number of premises achieving a rating of 3 and above. However we fall short of the FSA target of 96% of premises having a rating of 3 or above.

Table 3. % Distribution of rated premises under the FHRS

FHRS	1/4/2013 %	1/4/2014 %	1/4/2015 %	1/4/2016 %	1/4/2017 %	1/4/2018%
5	58.8	60.5	60.4	62.2	64.7	65.4
4	18	17.1	19.2	19.3	19.4	18.0
3	9.1	9.1	9.9	9.9	9.4	9.6
2	3.5	3.9	3.9	3.8	3.5	3.8
1	9.3	8.3	6.3	4.6	3.0	3.0
0	1.3	1.0	0.2	0.2	0.0	0.2
3 or better	85.9	86.8	89.6	91.4	93.5	93.0

3.4 Food Premises Complaints

The Food Safety Service investigates complaints regarding poor hygiene in premises, and complaints about unfit food and foreign bodies in food. The utility companies also notify us of supply cut offs that usually require an urgent response. It also responds to requests for advice from businesses and the public.

Food complaints and service requests are dealt with in accordance with actual risk. Where the complaint presents no risk to health, complainants are encouraged to contact the vendor or manufacturer directly to resolve the matter. Where possible we also direct businesses to self-help sources of information such as the FSA website.

3.5 Primary Authority

The Service supports the Primary Authority Partnership (PAP) scheme which is run by Regulatory Delivery. This is a formal partnership arrangement between a local authority and a national food business based in the District. The Local Authority becomes the national point of contact to advise the business on food / health and safety matters. We have a PAP with:

- Caterleisure
- National Federation of Fish Friers Association

All work carried out as part of the PAP arrangement is funded by the business with whom the partnership has been entered into.

Bradford is also the “originating authority” for several large manufacturers supplying food nationally.

3.6 Advice to Business

We provide help and advice to new and existing businesses during inspections or following an enquiry. Leaflets and documents for use in running a safe food business are provided either on request or as part of a follow up to an inspection.

We are taking part in a project led by Regulatory Delivery looking at the style and content of advice letters to new businesses to ensure that they get it right first time and to help the sustainability of new businesses.

Information is also available on the Bradford Council website which also provides links to other sites.

We provide 1:1 coaching for a fee on the Safer Food Better Business pack for those businesses that are struggling to comply with Article 5 of Regulation (EC) No. 852/2004, which requires businesses to have a documented food safety management system in place. We also offer a fee paying service for new businesses to help them get things right from the start.

We have for many years produced a business focused newsletter ‘Feeders Digest’ that includes mainly food safety information but also covers health and safety and trading standards articles. This is sent out to all registered food businesses in the District, however due to funding cuts by the council the last newsletter was issued in March 2018. From April 2018 we will use the Council’s ‘Stay Connected’ system on the council website and will be sending out regular emails to those who subscribe to ‘Food Advice for Businesses’. The new system will enable us to send out updates on a more frequent basis and in a timely manner.

3.7 Food and Environmental Sampling

An effective food sampling programme is an important part of a well-balanced food enforcement service. Our microbiological food sampling is undertaken in accordance with a sampling programme produced annually and in response to food complaints/investigations. The sampling programme includes taking part in national surveys determined by national co-ordinating bodies. It also includes a commitment to allocate 10% of the Authorities annual credit allocation to be used to take samples of food which have been imported from third countries, as required by the Food Standards Agency.

Environmental sampling is also considered an essential part of the service. Environmental swabs are taken in businesses to assess both the cleanliness and the safety of the food preparation environment. This usually includes taking swabs of food and hand contact surfaces.

The Public Health England Food Water and Environmental Microbiology Laboratory, York allocates local authorities with an annual sampling “credit” based on population size and

historical sampling patterns. We are required to carefully manage this to ensure we do not “overspend” our sampling allowance. Likewise if we do not use our credit allocation then this could be reduced by the laboratory. **Appendix 4** provides a full report on the sampling programme. **Appendix 5: Food Sampling Policy.**

3.8 Control of Infectious Disease

The Food Safety Team works closely with Public Health England and liaises with the CCDC in the investigation of outbreaks and individual cases of food-borne disease. The ‘Protocol for investigation and management of sporadic cases and outbreaks’ details the West Yorkshire authorities policies and method of investigation of notified infectious diseases.

Appendix 6 outlines the demands on this part of the service for 2017/2018

3.9 Animal Health & Welfare

The Animal Health Officer within the Food Safety team undertakes primary production inspections at farms and works in liaison with Defra, RSPCA, veterinary surgeons and other local authorities. Improving hygiene on the farm is a key part of the FSA’s farm to fork approach.

Inspection frequencies are risk based and make full use of available evidence from a variety of sources. Membership of a recognised farm assurance scheme will be used as positive evidence, resulting in less frequent inspections. Recognised schemes are considered to meet the requirements of the legislation in a clear and credible way; for example, scheme members will already undergo regular inspections by the certifying body used by the scheme.

3.10 Food Safety Incidents

The service responds to food alerts notified by the FSA in accordance with the Code of Practice and our Procedural document. We always deal with them as detailed by the FSA. The reactive nature of this activity makes it difficult to estimate the resource necessary.

3.11 Liaison with Other Organisations

The service is committed to liaising with other local authorities and associated organisations to ensure consistency and fairness. This is achieved by being actively involved in a number of groups, including

- West Yorkshire Principal Food Officers Group (includes Trading Standards) WYPFOG
- West Yorkshire Gastro Intestinal Group
- West Yorkshire Animal Health Liaison Group
- Yorkshire and Humberside Animal Health Liaison Group

These groups have produced standard inspection forms that are used across West Yorkshire and also undertake inter authority audits to ensure consistency of approach.

We also work closely with Public Health and Public Health England. In addition we are currently involved in an initiative for new businesses working with Regulatory Delivery.

3.12 Food Safety Promotion

The service takes part in a variety of food safety promotion activities in order to raise awareness of food safety in the home and in businesses. These include:

- Support for 'Food Safety Week'
- Email updates via the Council's Stay Connected email system to distribute information that matters to food businesses and to consumers.
- Maintenance of the Food Safety website.
- Participation in Positive Lifestyle Centre sessions based at Bradford City Football Club to deliver key messages on food safety in the home and hand washing to school children.
- Publication of articles in the local press and community publications.
- Publishing the food hygiene ratings of food businesses on the national website.
- Presentations and or attendance at community events and schools upon request.
- 1:1 coaching on the SFBB pack (fee applicable)
- Fee paying service for businesses seeking bespoke advice
- Joint training sessions with WYTS to promote good food hygiene and the Good Food Award
- Identification of opportunities for engaging in the Public Health Agenda and nutrition.

Appendix 7 details other work that we had planned for 2017/2018 and the priorities for 2018/19.

Section 4 – Resources

4.1 Staffing Allocation

The service has seen a reduction of staff due to non-replacement of staff that have left and reductions in hours and retirements. As a result the number of full time equivalent officers engaged in food safety and communicable disease control for 2017/18 was 11.4. However we had 3 vacancies and had an officer on maternity leave for much of 2017. We have recently recruited to those posts, except one, but due to the unavailability of fully qualified officers have taken on 3 trainee EHO's who have completed the degree but have yet to gain full registration with the Environmental Health Officers Registration Board and so will have restrictions on the range of duties that they can undertake. We use contractors to undertake some low risk food hygiene inspections using the money from vacant posts that we hold. To manage the delivery of the service as required by statute increasingly alternative interventions are being utilised and revisits are only carried out when serious issues have been identified. The national average for 2017 was one officer per 312 premises; on this basis we would require an additional 4.0 officers.

4.2 Staff Development Plan

Training and development needs are assessed on a yearly basis through staff appraisals. Training needs are met by:-

- Courses to achieve specific qualifications.
- Attendance at technical seminars.
- In-house training on specific issues.
- Cascade training by staff that have attended relevant courses.
- Accompanied visits.
- Peer Review
- On-line training provided by the Food Standards Agency.

The FSA issued a revised Food Law Code of Practice on 7 April 2015 which introduced new requirements for officer competency and continual professional development (CPD). Officers are now required to undertake 20 CPD hours which has increased from 10. The service has made a commitment to ensure it provides 10 CPD hours in core training requirements for all officers.

The competency of all food officers has been reviewed against the competency requirements in the CoP and their authorisations.

The training programme for 2018 is attached in **Appendix 8**.

Section 5 - Quality Assessment

The service has systems to maintain performance and quality. Reviews of performance are undertaken quarterly at managers meetings. Reports against the food plan enable monitoring of progress against the targets.

The Quality Management System (QMS) includes a series of procedural documents that state the minimum standards for our food safety enforcement activities. Work is monitored via peer review and random checks by the manager on inspection files. We also participate in national risk rating consistency exercises to ensure consistency in awarding the food hygiene rating to businesses.

Monthly customer surveys of our re-active and pro-active services are used to review and improve our standards of service delivery.

Section 6 - Review of Work

6.1 Review against Service Plan

The Environmental Health Management Team monitors performance on a quarterly basis. The information is also made available to the Senior Management Team and the Assistant Director. A review against the plan is undertaken at manager's one-to-one meetings with the Principal Manager.

In 2017/18 we carried out 2621 interventions, which were a mix of inspections, sampling and other visits to food premises. 100% of our high risk category A and B premises that needed an inspection received an inspection. We also achieved 98.93 % of the total interventions required.

We responded to 1408 service requests these include advisory requests from businesses, and complaints from members of the public, this is an 8.3% increase in number of requests received in the previous year.

5 businesses were issued with a simple caution.

Our sampling credit allocation for the year was 20,500 and we used 14950 credits of this taking a mixture of food, dairy, water and environmental samples. We underperformed on our sampling programme for the year due to other competing demands on the service.

We dealt with 6 outbreaks; 1 was associated with a wedding caterer and was a probable *Clostridium perfringens* outbreak which resulted in a simple caution for hygiene offences. Another outbreak associated with a buffet lunch was most likely viral. No cause was identified for the other 4 outbreaks; lack of cooperation from the original complainants in 3 of those was the main factor in not being able to attribute a cause.

At the end of 2017/18 our figure for all food establishments broadly compliant with food hygiene law dropped slightly from 93% to 91%. This is an area of work that has been identified in the 2018/19 work plan to focus on the premises with a food hygiene rating of 2 and below to improve the rating.

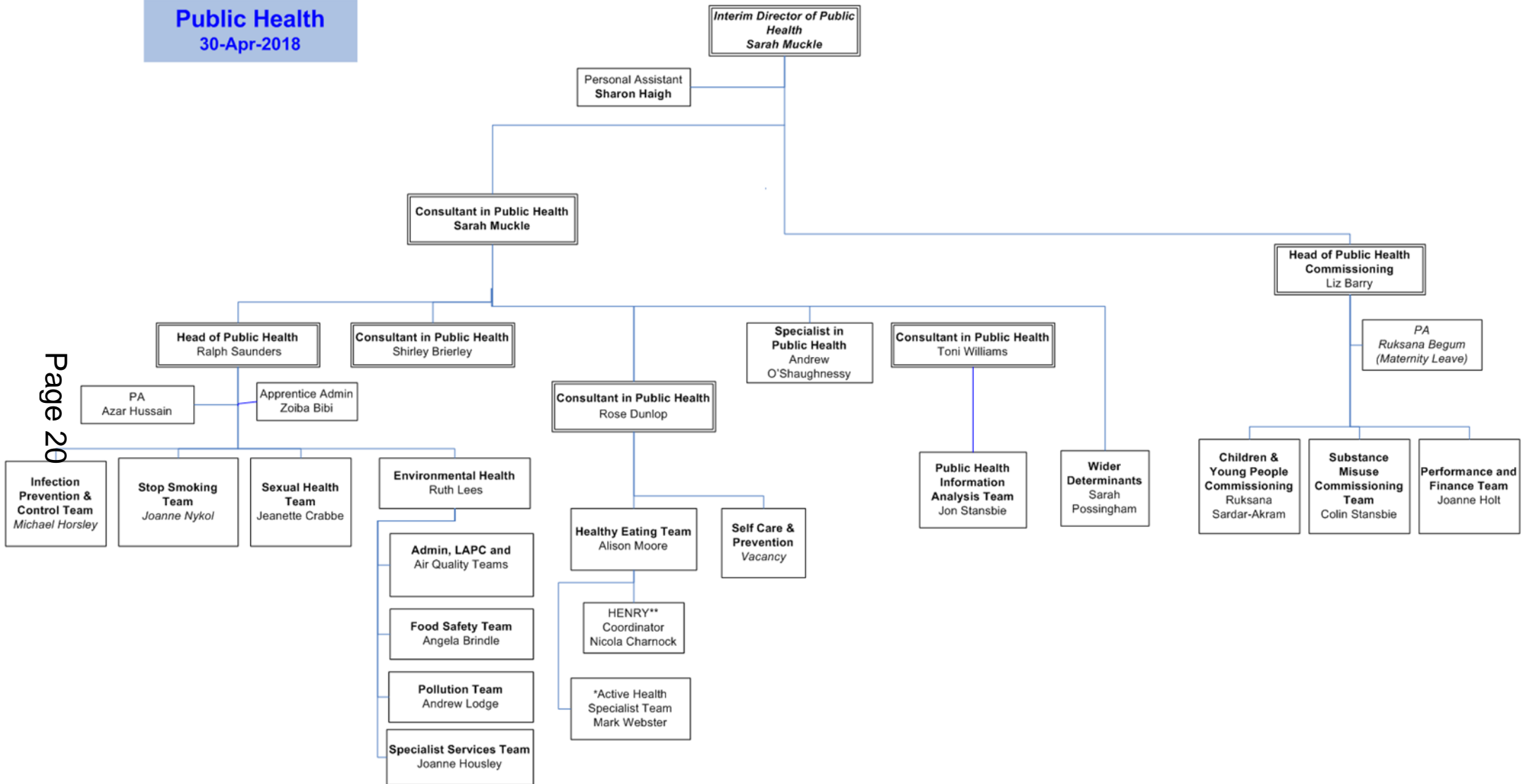
6.2 Variation from 2017/18 Plan

Issues that have arisen that have placed extra demands on the service include:

- The FSA is currently undertaking a regulatory review of the way that the FSA and local authorities regulate food businesses referred to as the Regulating Our Future project (RoF). The new model will move away from a 'one size fits all' approach to regulation. We are participating in the consultation exercises and are taking part in a least two reviews of the way we work. The first is a trial assessing how new businesses react to different interventions in order to get things right at the offset. The second is looking at how primary authority partnerships can work with different approaches to regulatory interventions. It is expected that the new model will come fully into force from 2020 onwards. However BREXIT came about after RoF was proposed and has taken priority particularly with regards to sorting out for example import / export issues, and ensuring that their remains an effective and robust regulatory regime/ framework in place.
- The Environmental Health Department together with Wakefield EH Department and WYTS was tasked with the development of an Options Appraisal considering all approaches from enhanced collaboration up to and including a shared services model with a single management structure. This work involved data collection and attendance at a number of meetings. This has involved considerable resource from the EH management team in collecting data and attending meetings. All staff have also attended one of three workshop to discuss the proposals. It was ultimately determined that a shared service would not result in any savings and indeed that any potential merger would require significant outlay particularly in terms of IT systems.
- Allergens: We continue to work closely with WYTS to ensure that new allergen requirements that came into force 13 December 2014, requiring that all food businesses (e.g. restaurants, takeaways, bakeries and delicatessens) declare any of 14 identified allergenic ingredients which are used in non-prepacked or loose foods are being complied with. We also need to advise businesses on how to avoid cross- contamination of allergens in food preparation and have started to produce additional guidance for businesses to enable them to comply with this issue.

APPENDIX 1 – Departmental Structure

Public Health
30-Apr-2018



Page 20

APPENDIX 2 – Food Intervention Programme

FOOD HYGIENE INTERVENTION PROGRAMME 2018/2019

This document sets out the type of interventions to be applied within the premises for which we have enforcement responsibilities. The intervention programme is based upon;

- The Food Safety Code of Practice, which allows local authorities flexibility to introduce a mixture of interventions.
- Implementation of an intervention-based programme enabling the food safety service to reduce the level of burden on compliant businesses and focus more resources on those with poorer standards.
- Reduction in staff numbers
- A risk -based approach, aimed at directing greater resource to those food businesses that present the greatest risk.
- The implementation of the FHRS.

Category A & B

Inspection, Partial Inspection or Audit

Category C

Fully compliant premises (Hygiene: 5 or less; Structure: 5 or less; Confidence in management : 5 or less)

If achieved the FHRS 5 rating for 2 consecutive years: questionnaire to be sent.

If not achieved the above – follow system for broadly compliant.

Broadly compliant premises (Hygiene: 10 or less; Structure: 10 or less; Confidence in management: 10 or less)

Alternate between:

Inspection - Re-rate a business

And

An official control: e.g. Sampling visits – Do not re-rate

Not broadly compliant

Full Inspection

Category D

If the business does not have a FHRS rating, then the officer must undertake an inspection to rate the business.

Officers may then alternate between official controls and other interventions.

FHRS rating of 5 for 2 consecutive years – Alternative Enforcement Strategy questionnaire to be carried out.

Category E

If a Category E has not received a FHRS, then a visit must be made to the premises and an inspection carried out to rate the business.

Once rated, Category Es will receive a postal or telephone questionnaire. The business will be expected to return the questionnaire. Contingencies will be in place to

follow up on those businesses that have not responded. This will be documented but is likely to include either a visit, solely to complete the questionnaire or possibly a telephone call to complete the questionnaire.

Additional Premises Specific interventions

Butchers selling raw and ready to eat food

All butchers, regardless of risk rating shall be subject to an official control in the form of an inspection (full/partial/audit).

Approved Premises

All premises requiring approval regardless of risk rating shall be subject to an official control in the form of an inspection (full/partial/audit).

Childminders

Childminders are required to register and are included in the inspection programme. However we are not required to visit. We would respond to requests for advice.

New Premises

All new premises shall receive an official control in the form of a full inspection to allow them to be accurately rated for entry into the Intervention Programme.

Food hygiene scoring system

Part 1: The potential hazard - Three factors determine the potential hazard:

A. Type of food and method of handling

Score	Guidance on the scoring system
40	Manufacturers of high-risk food, wholesalers and packers who re-wrap or re-pack high-risk foods. In this context, high-risk foods may be regarded as foods which support the growth of micro-organisms, and are ready to eat without further treatment that would destroy pathogenic micro organisms or their toxins.
30	Preparation, cooking or handling of open high-risk foods by caterers and retailers, except caterers that prepare typically less than 20 meals a day (see below).
10	Preparation, cooking or handling by small caterers of open high-risk foods but serve less than 20 meals on a single day ; Handling of pre-packed high-risk foods; Other wholesalers and distributors not included in the categories above; Manufacture or packing of foods other than high-risk; Establishments involved in the filleting, salting of fish for retail sale to final consumer.
5	Retail handling of foods other than high-risk, and other ambient shelf stable products. Any other businesses not included in the categories above.

Score:

B. Method of processing

Establishments that undertake a specific method of processing (including those that extend the shelf life of the product) that has the potential to increase the risk to public health beyond that of the normal cooking or storage, should be given an additional score under this section. However, it may only be allocated once, i.e. the maximum score under this section is 20.

Score	Guidance on the scoring system
20	<p>The overriding principle to assess is whether the process itself creates an increased risk and /or the intention is to increase the shelf life of the product by applying it.</p> <p>Below is a non-exhaustive list of processing types that should be allocated an additional score of 20. Authorised officers will need to make a judgement regarding additional processing types not listed below.</p> <ul style="list-style-type: none"> • Canning or other aseptic packing of low-acid foods; • Vacuum packing; • Sous-vide cooking; • Manufacture of cook/chill food, i.e. cooked and prepared meals or foods which may be eaten cold or after reheating. (The simple reheating of cook-chill meals is excluded from the scope of this paragraph.); • Fermentation of meats e.g. to produce salamis and other fermented sausages; • Air drying e.g. dried hams, biltong, jerky; • Freeze drying; • Addition of salt and/ or other preserving agents; • The cooking and cooling of meat products prior to service e.g. production of hams by retailers, including butchers; This is not intended to be applied to simple catering operations where foods may often be pre prepared and subsequently re heated. • Establishments that manufacture, prepare, or serve high risk uncooked or lightly cooked ready to eat food of animal origin whose nature poses a residual microbiological food safety hazard. This is intended to include caterers/manufacturers producing foods such as steak tartare and other raw meat dishes, fish and meat carpaccio, types of sushi or sashimi, ceviche, and burgers less than thoroughly cooked.
0	Any other case not included above.

Score:

C. Consumers at risk

This factor is intended to reflect the number of consumers likely to be at risk and the potential geographical extent of any incident if there is a failure of food hygiene and safety procedures.

Score	Guidance on the scoring system
15	Food businesses involved in either the manufacture, distribution, packing or wrapping operations of food which is distributed nationally or internationally.

10	Businesses serving a substantial number of customers, including a significant proportion from outside the local area, e.g. superstore, airport caterer, motorway service area caterer; Manufacturers not included in the category above.
5	Businesses, most of whose customers are likely to be living, staying or working in the local area, e.g. supermarket or shop, local convenience store or high street or local restaurant.
0	Businesses typically supplying less than 20 consumers each day.

Score:

PLUS

An **additional** score of 22 (in addition to the score above) should be included for establishments involved in the production or service of food **intended specifically** for consumption by consumers which are likely to include a vulnerable risk group of more than 20 persons.

In this context, vulnerable risk groups are those that include people likely to be more susceptible to the effects of poor food hygiene such as those who are under 5 or over 65, people who are sick or immuno-compromised.

Score	Guidance on the scoring system
22	Production and/or service of high-risk foods in establishments where the ultimate consumers of the product produced include a vulnerable risk group of more than 20 persons.
0	Any other case not included above.

Score:

Part 2: Level of (current) compliance

The food hygiene and safety procedures (including food handling practices and procedures, and temperature control), and the structure of the establishment (including cleanliness, layout, condition of structure, lighting, ventilation, facilities etc.), should be assessed separately using the scoring system below.

The score should reflect compliance observed during the inspection according to the guidance set out below.

In circumstances where the failure to comply involves both elements of the establishment's structure and procedures, this non-compliance should be reflected in the scores awarded for both the 'hygiene' and 'structural' factors.

Score	Guidance on the scoring system
25	Almost total non-compliance with statutory obligations.
20	General failure to satisfy statutory obligations – standards generally low.
15	Some major non-compliance with statutory obligations – more work required to prevent fall in standards.

10	Some non-compliance with statutory obligations and industry codes of recommended practice* that are not considered significant in terms of risk (but may become significant if not addressed). Standards are being maintained or improved.
5	Good standard of compliance with statutory obligations and industry codes of recommended practice* with only minor contraventions.
0	High standard of compliance with statutory obligations and industry codes of recommended practice*; conforms to accepted good practices in the trade.

*where a relevant code/ industry guide has been published.

Score – hygiene:

Score – structural:

Part 3: Confidence in management/control procedures

The Confidence in Management score should assess whether a business's food safety management/control procedures are appropriate, with the identification of the correct hazards and controls, whilst the assessment of the level of current compliance achieved as a result of practices being carried out should be considered as part of the compliance with food hygiene and safety procedures element in Part 2.

Where management has an effective food safety management system in place which is well understood by the workforce, they should achieve a good standard in Part 2, and consequently a low score for that risk factor.

Confidence in management is not meant to reconsider this aspect. It is to elicit a judgement on the likelihood of satisfactory compliance being maintained in the future. Assessment of "Management" may include two elements; corporate management (any company-wide systems and processes for food controls) and local management (implementation by local management of corporate systems and separate branch or "in store" systems and processes).

Where the establishment has a Primary Authority, the Primary Authority may provide guidance via an Inspection Plan to assist with scoring for Confidence in Management based on corporate management systems being properly implemented where this is the case. Officers should not attempt to reassess the corporate management element but should consider the score based upon the degree of local implementation by local management.

Officers should also reflect the level of reassurance provided by checks undertaken on the food safety management systems directly at an individual establishment via an independent third party as part of an assurance scheme which address applicable legislation.

The confidence in management / control procedures score is not solely about documented procedures and their implementation. Factors that will influence the officer's judgement include:

- the "track record" of the company, its willingness to act on previous advice and enforcement, and the complaint history;
- the attitude of the present management towards hygiene and food safety; and
- hygiene and food safety knowledge, including hazard analysis/HACCP and the control of critical points;

- satisfactory food safety management based procedures.

In determining ‘satisfactory’ in respect of HACCP based procedures, officers should consider, based on the principle of proportionality, the need for a permanent procedure or procedures based on HACCP principles²⁷, i.e. commensurate with the nature and

²⁷ [The European Commission Notice 2016/C/278/01 - Guidance document on the implementation of procedures based on the HACCP principles, and on the facilitation of the implementation of the HACCP principles in certain food businesses](#)

103

size of the food business. In some food businesses there are not critical control points and in some cases good hygiene practices can replace the monitoring of critical control points. The requirement for businesses to retain records also needs to be flexible in order to avoid undue burdens for very small businesses.

For small businesses which present only basic hygiene hazards, it may be sufficient that the business has in place good hygiene practices and understands and applies it i.e. meets the prerequisites. The requirement for records needs to be balanced with the nature and size of the business. Documentation and record keeping may not be necessary under the flexibility afforded by Article 5 of Regulation (EC) 852/2004.

Officers should consider guidance in relation to the application of Article 5 in order to make a judgement on whether the business requires documented food safety management procedures, and if so on the level of documentation required. The level of documentation will vary between businesses depending on the types and complexity of operations being undertaken and on the level of controls being implemented.

Score	Guidance on the scoring system
30	Poor track record of compliance. Little or no food safety knowledge and understanding. Little or no appreciation of hazards, risks or quality control. No food safety management procedures. Does not recognise or accept the need for food safety and hygiene controls.
20	Significantly varying record of compliance. Insufficient food safety knowledge and understanding. Poor appreciation of hazards and control measures. No food safety management procedures or unsatisfactory progress in terms of developing, documenting and implementing food safety management procedures, commensurate with type of business, since the last intervention rating. Some reluctance in recognising or accepting the need for food safety and hygiene control procedures.

Score	Guidance on the scoring system
10	<p>Satisfactory record of compliance. Access to relevant food safety advice source and/or Guides to Good Practice or assurance schemes commensurate with type of business. Understanding of significant hazards and control measures in place. Has implemented satisfactory food safety management procedures or is making satisfactory progress towards documented food safety management procedures, commensurate with type of food business. Officers will need to ensure that a business is demonstrating it is actually 'making satisfactory progress' towards food safety management procedures. A score of 10 can be awarded for more than one intervention cycle if:</p> <ul style="list-style-type: none"> • the previous non-compliances have been addressed but different non-compliances have arisen; and • the overall risk has not increased.
5	<p>Good record of compliance. Food safety advice available in-house or access to, and use of, technical advice from a Primary or Home Authority, trade associations and/or from Guides to Good Practice or assurance scheme commensurate with type of business. Effective management control of hazards. Having effective self-checks with satisfactory documented food safety management procedures commensurate with type of business. Audit by Competent Authority confirms general compliance with procedures with minor non-conformities not identified as critical to food safety.</p>
0	<p>Excellent record of compliance. Food safety advice available in-house or access to, and use of, technical advice from a Primary Authority or Home Authority, trade associations and/or from Guides to Good Practice or assurance schemes commensurate with type of business Food Business Operator/ Manager knowledgeable and competent. Has effective self-checks with satisfactory documented food safety management procedures commensurate with type of business, and may have external audit processes in place. Audit by Competent Authority confirms good compliance with food safety procedures.</p>
Score:	

PLUS

An **additional** score of 20 (in addition to the score above) should be included where there is a significant risk:

- of food being contaminated with *Clostridium botulinum* and the micro-organism surviving any processing and multiplying; or
- of ready-to-eat food being or becoming contaminated with micro-organisms or their toxins that are pathogenic to humans, e.g. *E.coli* O157 or other VTEC, *Salmonella* sp.; *Bacillus cereus*.

In this context, significant risk means the probability that an incident is likely to occur. The following matters should be considered when assessing this factor:

- the potential for contamination or cross-contamination by the specified micro-organisms;
- the likelihood of survival and growth of the specified micro-organisms;
- the existence of procedures based on HACCP principles and confidence in their implementation, including documentation and records of monitoring of controls;
- the extent and relevance of training undertaken by managers, supervisors and food handlers; and
- whether intervention by the Competent Authority is necessary to reduce the probability of an incident occurring.

The additional score must only be applied on a case-by-case basis, must not be applied generically to whole categories of food business establishments, and must be removed at the next inspection if the significant risk no longer exists.

The additional score must also be consistent with the baseline assessment of Confidence in Management/Control Systems. If confidence in management is assessed as 0 or 5, and there is also assessed to be a significant risk of contamination of food with one of the specified micro-organisms, then one of the assessments cannot be correct, and each should be reviewed. Establishments should not pose a significant risk if there is high or moderate Confidence in Management/Control Systems.

Score	Guidance on the scoring system
20	Significant risk of food being contaminated with <i>Cl. botulinum</i> , and the organism surviving any processing and multiplying; or Significant risk of ready-to-eat food being contaminated with micro organisms or their toxins that are pathogenic to humans.
0	Any other case not included above.

Score:

Inspection Ratings: Total:

Food hygiene intervention frequencies

Category	Score	Minimum intervention frequency
A	92 or higher	At least every 6 months
B	72 to 91	At least every 12 months
C	52 to 71	At least every 18 months
D	31 to 51	At least every 24 months
E	0 to 30	A programme of alternative enforcement strategies or interventions every three years

Establishments rated as low-risk (30 or less) need not be included in the planned inspection programme, but must be subject to an alternative enforcement strategy at least once in every 3 years.

APPENDIX 3 – Performance Management

Activity	Number of inspections required 2017/18	Number of Inspections Undertaken	Comments	Target 2018/19
<u>Food Hygiene Interventions</u>				
A (high risk)	20	20	100 % completed	16 in first 6 months
B	177	177	100 % completed	182 (100%)
C	578	569	98.4 % completed.	563 (100%)
D	674	649	97.7 % completed	822 (100%)
E (low risk)	420	420	100 % completed	451 (100%)
Unrated (newly registered businesses)	197	197	100 % completed	146 (100%)
Revisits		Total 433	These are visits to check that work required has been completed	Target cannot be set.
NI 184 (broadly compliant)	91%			Target 90%
<u>Imported food</u>				
Samples	10% of credit allocation	89 samples taken	13.7 % of samples	10% of allocation
<u>Food and water Sampling</u>				
Number of food samples and environmental swabs	80% of credit allocation	Total 672	73% of credit allocation	80% of credit allocation
<u>Service Requests</u>				
Total number received		1408	A 8.3% increase on 2017/18	Unable to set target.

APPENDIX 4 – Sampling report 2017 - 2018

In the Year 2017 – 2018, the Food Safety section within Environmental Health undertook food sampling and environmental swabbing using a credit allocation of 20,500 for the year. In total 14950 credits were used i.e. 73% spend for the year.

Sampling undertaken by officers included routine sampling, local and national co-ordinated sampling projects, sampling undertaken as part of outbreak investigations and specific sampling tasks allocated to designated officers including undertaking formal sampling to maintain competence.

This Authority participated in the following regional sampling projects co-ordinated by Public Health England's Food, Water and Environment Laboratory at Sand Hutton, York.

XR29 Cooked Meat Products Including Black Pudding.

Background:

Food and Environmental sampling has been shown to be a valuable tool, with the potential to provide information about food quality and safety, and has the potential to prevent outbreaks of food borne illness. This survey recognises that there is a wide range of cooked meat products and black pudding available to the consumer. Some products are made in large approved manufacturing premises, while other products are manufactured in smaller premises that produce and supply directly to the final consumer, or possibly to other outlets. The microbiological safety of RTE cooked meats and black pudding is of importance to the consumer and the food industry. Experience shows that verification of HACCP plans using microbiological sampling and demonstration of legislative compliance using the sampling plans defined in EC 2073/2005 (as amended) is not consistently performed by FBO's.

These products are ready to eat and do not require further cooking. As such, the absence of potentially pathogenic microorganisms is paramount.

Both product types should be compliant with EC2073/2005 (as amended). Samples will be taken with due consideration of food safety management systems, HACCP and an assessment of compliance at the premises.

Aim:

To assess cooked meats and black pudding against the legislative standards defined in EC 2073/2005 (as amended) and collect information about food safety management and in-house testing and challenge testing of meat products.

XR32 Hygiene in Bakeries

Background:

Anecdotal information and cases of food poisoning/food borne illness suggests that there may be failures in the food safety management system within bakery premises, including cross contamination. This survey takes a holistic approach to considering food safety management and microbiological safety of food and the environment. The survey includes the sampling of cold ready-to-eat foods that are not undergoing further

heating/cooking. Foods containing eggs, (including those containing raw shell eggs and pasteurised eggs) and foods containing meat/meat products are of particular interest.

Aim:

The aim of the study is to investigate the microbiological quality and safety of food being produced and sold in bakeries, with a focus on products being made, baked or finished-off on the premises. The survey will also assess hygiene standards in these premises.

This authority took part in the following National PHE Study 2017-18

Study 63 Ovens used for cooking meat joints in Catering Premises, with a specific focus on slow cooking ovens and Salmonella

Background:

Food and Environmental sampling has been shown to be a valuable tool when investigating outbreaks of *Salmonella* associated with food premises. Incidents have arisen where complex cooking equipment, food production practices and/or defects in the structure of the food areas has resulted in contamination of food. This study is in response to recent outbreaks of salmonellosis that have occurred over a protracted period as opposed to a single point source episode involving a contaminated food for example. Complex cooking equipment that is not being effectively cleaned can lead to a wider low level contamination of the kitchen environment that leads to sporadic cases.

Aim:

To provide microbiological data on ovens used for the cooking of meat joints in catering premises

Imported Food Sampling

The FSA expects local authorities to use 10% of their annual credit allocation to take and test imported food samples i.e. foods which come from countries outside the EU. In 2017/18 Bradford submitted 91 food samples from Third countries, equivalent to 13.7 % of the samples taken. Of these samples 5 (5.5%) were considered to be unsatisfactory.

Dairy Sampling at Approved Premises

Officers continued to visit the on-farm pasteurisers and took samples at those designated premises.

Other Approved Premises

Sampling continued to be undertaken at other approved premises, mainly those producing meat products. Not all approved premises were subject to a sampling visit during the financial year.

Formal Sampling

All officers within the service are expected to undertake a formal food sampling during the financial year to ensure that skills required when taking samples which may be subject to legal action, are maintained. This involves sampling using aseptic technique. Officers use sterile sampling equipment and follow practices which ensure the sample does not become contaminated by the process of sampling itself. Most officers within

the service achieved this requirement, some doing this as part of formal food borne outbreak investigation work.

Investigative sampling

Officers use routine sampling to assess cleanliness of premises, investigation of isolated complaints of suspected food poisoning and to assess shelf life and cooking processes.

Recommendations

1. That the department continues to participate in both national and cross regional sampling projects, as workloads allow.
2. The department continues to target businesses which import food, to give specific priority to products of animal origin.
3. That all environmental swabbing is focused and based upon risk.
4. That all officers continue to undertake sampling to ensure competence in this area of work.

Guide to Micro-organisms

Organism Name	Nature of Organism	About the Organism
Aerobic Colony Count (ACC)/Plate Count	General bacteria count at 30°C	<p>The ACC is an indicator of quality, not safety, and cannot directly contribute towards a safety assessment of a ready-to-eat food.</p> <p>Immediate action in response to high ACCs is not usually warranted.</p>
Enterobacteriaceae	Hygiene Indicator Organism	<p>These organisms are used to assess the general hygiene status of a food product. Some of these organisms originate from the intestinal tract of humans and animals. These bacteria are readily killed by heat processing and should be removed from equipment and surfaces by appropriate cleaning. Presence in heat treated food signifies inadequate cooking or post processing contamination.</p>
Escherichia coli (E.coli)	Hygiene Indicator Organism	<p>This organism belongs to the Enterobacteriaceae family. It is a faecal indicator used to assess the hygiene status of a food product. It is killed by heat and should readily be removed from the food production area by appropriate cleaning. Some strains may be pathogenic but these pathogenic strains are rarely found in ready-to-eat foods.</p>
Coliforms	Hygiene Indicator Organism	Similar to Enterobacteriaceae (See above)
Bacillus species	Pathogen	<p>This group does not include <i>Bacillus cereus</i> which is the common pathogenic <i>Bacillus</i>. The <i>Bacillus subtilis</i> group can be pathogenic. Illness with these organisms includes acute-onset vomiting often followed by diarrhoea. Illness usually follows consumption of poorly stored cooked foods. It is associated with many foods but is particularly associated with foods prepared from poultry, meat, vegetables, rice, bread, spices and spice products.</p>

Organism Name	Nature of Organism	About the Organism
Pseudomonas aeruginosa	Opportunistic pathogen	This organism is commonly found in soil and ground water. It rarely affects healthy people and most infections are associated with long exposure to contaminated water.
Phosphatase Test	Chemical test	This test is undertaken on pasteurised milk to check that a suitable pasteurisation process has taken place. The pasteurisation process should be sufficient to destroy the enzyme phosphatase in milk. If phosphatase remains in the milk after pasteurisation, then pathogenic organisms may also have survived the pasteurisation process.

End of year Statistics by Food Groups

Food group	No Samples Taken	No Samples Unsatisfactory	Any other information	Action taken by Authority
Confectionary	25	7	ACC Enterobacteriaceae	Advise to business
Herbs & Spices	26	4	Enterobacteriaceae failure Bacillus species	It is not unusual for fresh herbs to have enterobacteriaceae Notified originating authority for imported products
Soups and sauces	5	2	ACC	Advise to business
Dairy products (inc milk)	65	9	On farm produced milk samples Enterobacteriaceae failure	Visit to farm to discuss potential areas of post pasteurisation contamination.
Fish & Shellfish	5	2	Enterobacteriaceae failure ACC	Advice to business
Fruit & Veg	42	2	Enterobacteriaceae ACC	Advice to business
Bakery	7	1	Enterobacteriaceae ACC	Advice to business
Meat	81	28	ACC failures Enterobacteriaceae failures	Businesses advised and advice given re stock control and hygiene
Nuts	19	0		
Prepared dishes	43	3	ACC	Advice to Business
Eggs	7	1		
Swabs	317	67	ACC Enterobacteriaceae failures Listeria	Action taken according to risk

APPENDIX 5 – Food Sampling Policy

1. Introduction

- It is a requirement of the Food Law Code of Practice that local authorities publish a sampling policy.
- The City of Bradford Metropolitan District Council (CBMDC) recognises the important contribution sampling has in assisting food law enforcement and the protection of public health. Effective sampling is an essential part of a well balanced enforcement service.
- CBMDC aims to ensure that all food, drink and environmental samples are taken in accordance with the statutory Food Law Code of Practice and Practice guidance issued by the Food Standards Agency.
- All authorised officers undertaking food sampling will be qualified and trained to ensure that they are competent in the skills required for taking food, milk, water sampling and environmental swabbing. Other staff will be trained to enable them to assist or carry out informal sampling.
- Our policy is to participate in centrally co-ordinated food sampling programmes for the United Kingdom. Food sampling will also be undertaken in accordance with locally devised programmes. Sampling will be undertaken at those premises which require sampling under the Food Law Code of Practice; these will include manufacturers and particularly premises approved under Regulation (EC) No. 853/2004.
- The Authority is fully committed to the Primary/ Originating Authority Principle and will undertake any food sampling which is considered necessary to ensure that standards are being maintained and improved by the company for which we act as either Primary or Originating authority.
- This sampling policy has been prepared in consultation with Public Health England Food Water and Environmental Microbiology Laboratory, York and West Yorkshire Analytical Services.
- The Environmental Health Food team does not have any responsibility for Food Standards issues i.e. food composition or labelling. These matters are the responsibility of West Yorkshire Trading Standards.
- Sampling will be undertaken in accordance with internal procedural documents.

2. Aims of Sampling

- To provide Bradford MDC with a co-ordinated sampling programme
- To provide bacteriological results which can be used to make an assessment of the food safety standards in relation to the handling, sale and manufacture of food within the authority boundaries.
- To address both local and national food safety concerns.

- To act as supporting evidence in the enforcement of food safety where appropriate.
- To act as an educative tool to help inform businesses and the public regarding food safety issues.
- To participate in both local and national food sampling programmes in order to help in the assessment and review of national bacteriological standards.

3. Qualifications of Sampling Officer

- All officers undertaking formal (official) sampling will be qualified and trained as detailed in Food Law Code of Practice.
- New officers will be trained in all the recognised sampling techniques which they can be expected to utilise in the course of their duties, this will include techniques for informal food, milk, water and environmental sampling. Suitably authorised officers will undergo training on aseptic sampling techniques, which may be required in cases where legal proceedings may follow.
- All officers will, from time to time, undergo refresher training, on all sampling techniques, to ensure that sampling skills are maintained within the Authority.

4. Sampling Quotas

- Public Health England sets an annual credit allocation for all local authorities. This is set for any 12 month period and is a free non-negotiable allocation which authorities must work to. The PHE also sets a credit value for all sample types submitted to the laboratory. Each sample submitted to the laboratory will have its equivalent value deducted from the baseline allocation for that year.

5. Sampling Programmes

- All sampling work carried out by the Authority may be limited by the availability of sampling credits, officer availability and officer workloads. The authority is committed to undertaking sampling as part of its programme of work. An annual sampling programme will be produced. This will detail the quantity and areas of sampling to be carried out each year.

Routine Food Sampling

- These visits will usually consist of informal food sampling visits. Routine sampling undertaken by officers will be based upon risk or as directed by the EHM (Food safety). Historical data and risk assessments may be used to direct the food sampling undertaken by officers.

PHE Food Sampling Programmes

- PHE currently devise sampling programmes on an annual basis. These are national programmes to carry out microbiological analysis of samples from a broad spectrum of

business types and for a variety of different food types. The focus for these sampling surveys is to undertake statistical evaluations and to make recommendations on these for national microbiological standards.

Food sampling as part of the Programmed Food Hygiene Inspections

- Officers may undertake informal food sampling visits as part of programmed food hygiene inspections. These sampling visits may include food, water and environmental sampling. These visits will be undertaken as and when is deemed appropriate by the officer or the Environmental Health Manager. Samples may be used to assess the levels of cleanliness prior to an inspection and/or to determine the areas to concentrate on during the food hygiene inspection. Sampling may be used during the inspection process to check on areas of concern or it may be undertaken post inspection to clarify those points of concern raised during the inspection or to check that recommendations made post inspection have been implemented.

Imported Food Sampling

- We will pro-actively undertake food sampling at businesses which have been identified as either importing food directly or displaying food for sale which has been imported. Imported food, in this respect, is any food which has been brought into the UK from outside the European Union. 10% of the annual credit allocation will be used for imported food sampling.

Investigation of a Suspected Outbreak

- Food sampling will be undertaken, as deemed necessary, to determine the source of any suspected outbreak which is thought to originate in the Bradford Metropolitan District.
- The authority will consider any request made by another local authority with a view to officers assisting in an outbreak investigation by sampling in premises within the Bradford District.

Investigation of Suspected Food Poisoning in an individual

- Officers of the authority may undertake any food sampling which is considered necessary to determine the source of any suspected food poisoning in the case of an individual.
- The authority may test any suspect food which has been retained by the individual and may take samples from any premises considered to be the likely source of the individual case. The level and type of sampling will be dependent upon the circumstance of each individual case.

Service Requests

- Officers may undertake any necessary food sampling in the investigation of a food complaint. This may involve taking further samples from the vendor of the food, or, where the manufacturing company is based within the Bradford Metropolitan District.

- CBMDC may undertake any sampling as required by a Primary Authority.
- CBMDC acts as a Primary/Originating Authority for some food companies located in the district. The Authority will take samples from these businesses under the umbrella of the agreement. Any samples taken will be taken on a risk assessed basis.
- This Authority is committed to becoming involved in any food sampling programmes as determined by the Food Standards Agency.
- On occasion adverse food results are notified to the FSA for samples which have originated from other LAs. Where such samples have originated within the CBMDC, this authority will undertake any follow up formal sampling as directed by the Food Standards Agency.

PHE Laboratory Sampling Programmes (York Laboratory)

- PHE may propose food sampling programmes for all authorities who use the PHE Food, Water and Environmental Laboratory network lab (York).
- CBMDC will become involved in those food sampling programmes and we will aim to achieve the level of sampling required for these programmes.

EU Co-ordinated Food Sampling Programmes

- Where an EU sampling programme arises which covers any food safety related issue, CBMDC will endeavour to become involved in that food sampling programme, dependent upon resources.

7. Laboratories

Public Health England (PHE) Laboratory

- CBMDC undertakes to submit all food samples for microbiological examination to the PHE Food, Water and Environmental Microbiology Network (York Laboratory).
- The authority will set sampling levels in a service level agreement with the local PHE. The agreement will set the level of sampling for the year and includes food sampling, water sampling, milk and dairy sampling and environmental sampling. The level of sampling is based upon historical sampling levels and is adjusted on an annual basis. CBMDC will endeavour to maintain the level of sampling allocated.
- Payment for food samples submitted to the PHE comes from a central fund which the PHE gains from central government. The service level agreement with the PHE takes into account the level of funding available to the local authority. Should the local authority exceed the sampling levels agreed then the local authority may incur a charge for any further sampling which is undertaken.
- CBMDC will seek advice from the Food Examiners at the PHE Laboratory on any matters with regard to sampling where the product to be sampled is unusual, where the sampling process is complicated, or where it is unclear which microbiological Category the food comes under.

West Yorkshire Analytical Services

- West Yorkshire Analytical Services (WYAS) is an Official Food Control Laboratory based in Morley, Leeds. Senior staff hold Public Analyst appointments on behalf of CBMDC. They are able to deal with a wide range of analysis including foreign body identification, identification of moulds, chemical taints, freshness and quantification of fungal toxins.
- Samples submitted to the WYAS are paid for following the analysis and are charged to the individual local authority.
- CBMDC will only submit food samples to the laboratory if they are the source of a food complaint investigation, or if the samples have the potential to cause injury to health, or the work undertaken by the lab may provide unique and valuable information to the authority or it is envisaged that a prosecution may be undertaken as a result of the information gained from the laboratory.

APPENDIX 6 – Communicable Diseases

Bradford Environmental Health - Communicable Diseases

The following notifications have been dealt with by Environmental Health:

Disease		2017/2018
Hepatitis A		5
Hepatitis E		0
Cholera		0
Dysentery	Entamoeba histolytica	0
	Shigella Boydii	1
	Shigella Dysenteriae	0
	Shigella flexneri	3
	Shigella sonnei	8
	Not Typed	2
Food Poisoning	Bloody diarrhoea	0
	B.cereus	0
	C.botulinum	0
	Campylobacter	204
	E.coli 0157	9
	E.coli –other than 0157	0
	Listeria	2
	Salmonella	72
	Suspected Food Poisoning	132
	Yersinia	1
Gastro Enteritis	Cryptosporidium	26
	Giardia	24
Respiratory Disease	Legionella	0
	Tuberculosis	0
	Part 2a order	0
Paratyphoid Fever	Salmonella	2
Typhoid Fever	Salmonella	3
Total		494

APPENDIX 7 – Action Plan 2017/18 and 2018/19

Topic	Planned 2017/18	Achieved 2017/18	Planned 2018/19	Target 2018/19
Food Law CoP 2015	Continued monitoring of new requirements and CPD log. Align authorisations with competency.	Authorisations completed and updated. Regular reviews of CPD log at team meetings	Continued monitoring of new requirements and CPD log.	20 hours CPD per year
Primary Authority Partnership (PAP)	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP	Produced assured advice for NFFF and worked in partnership with the FSA on the regulatory review of official controls.	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP	
Partnership work with Jamie Oliver Ministry of Food	Partnership Work dependant on continuation of the project		Liaise with The Health Improvement Team to identify ways of collaborating on projects and sharing information	
Good Food Award	Not planned but initiated in 2017/18	2 x Joint training sessions with WYTS for food businesses on improving food safety and advising of the Good Food Award	To take part in joint training sessions when required depending on continuation of project.	
Premises with a FHRS rating of 2 and below			Develop initiatives to improve the rating of businesses	96% of premises to be broadly compliant

Topic	Planned 2017/18	Achieved 2017/18	Planned 2018/19	Target 2018/19
Food Safety Week (FSW)	Participate in Food Safety Week 2017. To engage with local businesses and consumers and raise awareness of food waste and safely using leftovers.	Worked jointly with Ministry of Food in distributing information. Messages put out through Council Facebook page.	Participate in Food Safety Week 2018. To engage with local businesses and consumers.	
CD procedures	To investigate all cases of CD in line with the agreed protocol. Performance indicators to be produced to demonstrate compliance. To undertake annual review of CD procedures.	CD procedures reviewed including emergency call out kit instructions. 96 % of CD notifications dealt with within GI standards	To investigate all cases of CD in line with the agreed protocol. To undertake annual review of CD procedures.	100%
CD educational initiatives	In conjunction with PHE and Education Dept – To provide a seminar for school staff on prevention and control of communicable diseases.	Event not held due to other PHe commitments		
Communicable Disease Audits	To carry out 1 audit a year on major organisms	Audit not undertaken due to maternity leave of CD officer	To carry out 1 audit a year on major organisms	
Quality Management System (QMS)	On-going review of procedural documents. Amend procedures if required as a result of inter authority audit on approved premises	Reviews undertaken where necessary and in light of legislative changes.	On-going review of procedural documents. Amend procedures if required.	

Topic	Planned 2017/18	Achieved 2017/18	Planned 2018/19	Target 2018/19
Food Team Review	Continue to look at process / service improvement. Taking part in BRDO project to assess quality of information given to new businesses.	Reviewed response to service requests in light of 19% increase in demand. BRDO Project started April 2017 to review in 12 months	Continue to look at process / service improvement. Continued participation in BRDO project to assess quality of information given to new businesses.	
Training for staff	To continue with provision of cascade training for staff. Staff to attend “business critical” training as required.	Micro analysis training Sampling training WYPFOG event (incl. rare burgers, POCA) Not all officers achieved CPD requirements due to sickness.	To continue with provision of cascade training for staff. Staff to attend “business critical” training as required.	All food officers to undertake a minimum of 10 CPD hours in food matters directly related to the delivery of official controls and 10 hours on other professional matters.
FSA led food safety campaigns including promotion of FHRS	To use FSA promotional material produced for various campaigns.	Promoted the 'Christmas and Valentine's day campaigns for consumers' - advising the public to check out the rating before booking a restaurant.	To use other campaigns developed by the FSA throughout the year.	
Positive Lifestyle centre	Support the Centre by providing bespoke food hygiene training at sessions to school children.	Attended 3 sessions at Bradford City and did a presentation on Safe Food and You. Used the UV Glow hand washing box to promote effective hand washing. 25 children attended each session	To continue support for the centre as resources will allow.	Unable to set target as attendance at events is on request from the organisation.

Topic	Planned 2017/18	Achieved 2017/18	Planned 2018/19	Target 2018/19
BREXIT			Act on advice and information from FSA, likely impact for example: Renew all authorisations for all officers for implementation of new legislation. Increased demand for export certificates	
Feeders Digest	To produce and post the newsletters by Sept. 2017 and March 2018. To email the newsletter to businesses where an email address is available.	Two editions of Feeders Digest were published and posted to all registered food businesses in September 2017 and March 2018. Promoted the Stay connected emails to businesses in the last edition of Feeders to encourage subscription.	Develop Stay Connected email system for sending out food advice to business and consumers.	To get 1000 subscribers

APPENDIX 8 – Training Programme 2018

The Environmental Health Service will provide 10 CPD hours relating to food matters directly related to official controls for authorised officers. In addition all authorised officers are required to obtain a further 10 hours on other professional matters.

The training that will be provided for food officers will include:

- Training on Regulation EC 2073 on micro analysis
- Food Fraud
- HACCP
- Outbreak investigation
- FHRS consistency exercises

Lunchtime drop in training sessions will be organised throughout the year. Officers will be encouraged to attend this training. However, these are not compulsory and may only provide supplementary hours as opposed to core training hours. The officers are responsible for ensuring that they achieve the total amount of CPD required.



Report of the Assistant Director to the meeting of Regeneration and Environment Overview & Scrutiny Committee to be held on 18 September 2018

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Subject:

Housing and Homelessness Strategy - progress update

Summary statement:

'A Place to Call Home: Housing and Homelessness Strategy for Bradford District 2014 – 2019' was agreed by the full Council on 25 March 2014.

This report updates the Committee on progress made towards the strategy objectives.

Shelagh O'Neill
Assistant Director – Dept of Place

Portfolio:

Regeneration, Planning and Transport

Report Contact: Yusuf Karolia, Head of
Service – Housing Access, Strategy &
Homelessness

Overview & Scrutiny Area:

Regeneration and Environment

Phone: (01274) 434362

E-mail: Yusuf.karolia@bradford.gov.uk

1. SUMMARY

- 1.1 'A Place to Call Home: Housing and Homelessness Strategy for Bradford District 2014 – 2019' was endorsed by the Council's Executive on 11 March 2014, and agreed by the full Council at its meeting on 25 March 2014.
- 1.2 Members of this Committee agreed to request future annual reports on the strategy. This is the fourth such report, and provides an update on progress made towards the strategy objectives.

2. BACKGROUND

- 2.1 The Housing and Homelessness Strategy is partnership-led and jointly owned by the Council and the Bradford Housing Partnership, reflecting the reality of the role played by a wide range of organisations and agencies in delivering the housing and homelessness objectives contained within the strategy. This means that whilst the Council is a key delivery partner, it is not responsible for delivering all of the actions and relies on the co-operation of its partners for successful implementation.
- 2.2 The approach taken in the strategy is to set out some broad objectives which act as a framework and steering document to influence the Council and its partners' priorities, delivery programmes and business plans. Individual, more detailed action plans are then drawn up to sit underneath the overarching strategy framework, such as the Empty Homes Action Plan which was endorsed by this committee in February 2017.
- 2.3 This Strategy complements and sits within the Bradford Council Plan 2016 – 2020, providing focus and direction to the objective within that Plan which is 'Decent Homes that people can afford to live in'. The Strategy also fully aligns with West Yorkshire Combined Authority's housing policy position, which states that 'in the Leeds City Region we will enable and invest in housing and regeneration to maximise the City Region's economic growth potential'.
- 2.4 Bradford's Housing and Homelessness Strategy is due for review in 2019, therefore work has commenced to scope out how the review will be undertaken and to establish a project plan and timescales for the review.
- 2.5 The Strategy has the following vision:-

Everyone in the District should have a place to call home which is suitable for their needs and in which they can thrive.

- 2.6 The objectives in the Strategy are:-

More Homes: new homes; better use of existing stock/empty homes; and appropriate infrastructure to support the growth.

Safe & Healthy Homes: housing which is free from hazards; support people to stay healthy; adaptations to stay independent; work with landlords and lettings agents; tackle blight of empty homes.

Affordable Homes: Adequate supply of affordable homes to buy or rent in relation to incomes; affordable warmth and energy efficient.

Support independence and prevent homelessness: support for people to live independently and prevent homelessness; raising aspirations and removing barriers to employment to sustain housing independence.

2.7 The success measures in the Strategy, against which performance is measured, are:-

- Increase in net additional homes.
- Reduction in number of long term empty homes.
- Increase in number of private sector homes where housing conditions have improved through intervention.
- More homes adapted.
- Increase in number of new affordable homes delivered.
- More energy efficient homes and fewer people in fuel poverty.
- Increase in average incomes across the district.
- Improvement in the number of housing advice cases which successfully and sustainably prevent people becoming homeless.
- Reduction in the number of homeless people placed in Bed and Breakfast and shorter stays in Temporary Accommodation.
- Targeting support at those who need it most and at the right time.

3. PERFORMANCE AGAINST SUCCESS MEASURES

3.1 Increase in net additional homes

Current figures show a net increase in additional homes across the district of 1,552 in 2017/18 although the final figure will be subject to audit and confirmed later in the year. This is the largest annual increase since 2007/08. However, while the rate at which net additional homes is increasing, delivery still falls short of the target set out in the Core Strategy of 2,476 new homes each year. Actual delivery therefore equates to two thirds of the target. Analysis shows that key areas of delivery include Keighley East, Craven, City and Bingley Rural.

3.2 Reduction in number of long term empty homes

The number of long term empty dwellings has fallen by 13 in the year up to October 2017 and now stands at 3,931. While this reduction is small, it still represents progress because of overall increasing housing stock levels. Also, this figure is a “snapshot” used in an annual report to Government. This means that it can be distorted by new housing developments (especially blocks of flats) which at the time of reporting have fallen temporarily into the 6 month definition of long term empty properties.

3.3 Increase in number of private sector homes where housing conditions have improved through intervention

In 2017/18, 1,012 private sector homes were improved following intervention by the Council's housing teams which is a 7% increase on the previous year. These interventions are mainly where identified hazards have been confirmed as removed, but also include empty properties brought back in to use directly by the team, improvements made in Houses in Multiple Occupation (HMOs) and where vulnerable homeowners have been given financial assistance to carry out essential repairs and improvements.

3.4 More homes adapted

333 adaptations were completed during 2017/18 through the Disabled Facilities Grants scheme. This number is slightly lower than for the preceding year (340 adaptations were completed in 2016/17) but still represents a 75% increase in 5 years since 2013/14.

3.5 Increase in number of new affordable homes delivered

In 2017/18, a total of 232 affordable homes were delivered across the district. This represents an increase of 26% compared to 2016/17 when 184 were delivered. 206 of these new affordable homes were delivered as part of the 2015/18 Affordable Homes Programme and included 95 properties developed by Incommunities, 43 developed by the Council and 42 by Yorkshire Housing Group. The remainder of the new affordable homes which were not part of the Affordable Homes Programme have been delivered through Section 106 agreements with developers. Section 106 agreements are where the Local Planning Authority requires a developer, through the planning process, to deliver a proportion of affordable homes on a development site.

3.6 More energy-efficient homes and fewer people in fuel poverty

Fuel poverty continues to be a significant issue in the Bradford District. The latest figures available from the Department for Business, Energy & Industrial Strategy show that 29,095 households in the District were considered to be in fuel poverty in 2016, which at 14.3% is significantly higher than the Yorkshire & Humber region average of 12.1% and the national average of 11.1%.

The fuel poverty figure for the district is quite volatile within a narrow range, with the latest figure actually showing a slight decrease in the past year from 15.0% in 2015, which had previously risen from 13.2% in 2014. Bradford has a relatively high level of fuel poverty due to the high level of deprivation in parts of the District, low household incomes and the poor quality of the dwelling stock.

3.7 Increase in average incomes across the district

According to the Office for National Statistics, the average regular pay for full time workers is £550 per week before tax and other deductions which equates to

£28,600 per annum. In Bradford, the average in 2017 equated to £476.20 per week which was below the Yorkshire & Humber average of £502 per week. There has been a slight increase recorded in Bradford from 2016 where the average pay was £473.50 but this increase represents a reduction when adjusted for inflation.

3.8 Improvement in the number of housing advice cases which successfully and sustainably prevent people becoming homeless

There have been large increases in the number of homeless preventions and reliefs reported by the Housing Options team over the life of the strategy. In 2013/14, the service dealt with 2,493 prevention and relief cases, in 2017/18 this had increased to 4,751 representing an increase of over 90%.

The number of homeless households accepted as being owed the full housing duty has decreased over 2017/18 to 354 from 413 in 2016/17. However, approaches to Housing Options have shown a steady increase over the last 6 years with 2016/17 being the highest at 9,008. It should be noted that due to the introduction of the Homelessness Reduction Act, this will be the last year that these figures will be collated in this format.

3.9 Reduction in number of homeless people placed in Bed and Breakfast and shorter stays in Temporary Accommodation

In 2017/18, the actual average length of stay equated to 8.56 days which is a slight reduction from 2016/2017 of 8.6 days. However, it should be noted that Qtr1 of 2018/19 has seen an increase and highlights a significant concern for Housing Options. For Temporary Accommodation the target was to reduce to no more than 950 household placements per year. In 2017/18 the final figure was 928 placements, down from 968 in 2016/17. The success measure of reducing B&B placements to below an average of 9.5 days coupled with maintaining the number of families in TA to fewer than 950 are being met but remain a significant challenge.

4 COMMENTARY ON PROGRESS

Objective 1: More Homes

- 4.1 The Council is committed to ensure that the District meets its need for homes. In this respect the Local Plan Core Strategy for the District (adopted 18 July 2017) makes clear that the Council will be ensuring sufficient land is identified to meet the district-wide requirement for at least 42,100 new homes in the period up to 2030. This figure includes the backlog for under-delivery in recent years. The Core Strategy sets out a range of policies to support development in line with the presumption in favour of sustainable development in the National Planning Policy Framework (NPPF), and sets out clear policies to support well designed dwellings with a mix of houses which meet the various needs of the community to 2030 including provision of affordable housing. Further information on the Core Strategy can be found at: <https://www.bradford.gov.uk/planning-and-building-control/planning-policy/core-strategy-dpd/>. Also adopted in December 2017 were two Area Action Plans (City Centre & Shipley and Canal Road Corridor) which allocated land for housing to meet the Core Strategy Targets which have a combined allocation for 6,600 dwellings. We also published the Brownfield Register in December 2017.

- 4.2 Bradford continues to work closely with colleagues in the West Yorkshire Combined Authority (WYCA) to develop the housing vision for the wider Leeds City Region. Alongside the vision, which will set out collective aims, ambitions and principles for creating good places to live in the city region, a prospectus for accelerating housing delivery and a strategic sites pipeline are under development.
- 4.3 The City Centre remains a challenging environment but there are schemes which have completed or are currently on site. Manor Apartments on Manor Row was completed in late 2017 which is a high quality refurbishment of a former Victorian office property adjacent to Forster Square railway station. Also, work has recently started on the former Metrochange House/City Exchange property to convert it to apartments. The Oastler Centre market area will be available for redevelopment once the work on the market is completed on Darley Street. The site offers the potential for a significant city centre housing development. A preferred consultant is currently being procured for this piece of work and by March 2019 the Council will have a master delivery plan for the area.
- 4.4 Outside of the City work has commenced in Apperley Bridge, Allerton, Queensbury, Shipley and Worth Valley where all are seeing new build developments. The redevelopment of a brownfield site at Crag Road, Shipley has been supported by the Council securing external grants and the first units of a mixed housing and apartment scheme are close to completion. The construction of the commercial/retail space on Stanley Road has just started on site. Further, a proposal to redevelop the Fagley Quarry Site, Fagley Lane for circa 600 homes was considered at the Regulatory and Appeals Committee in August.
- 4.5 During 2017 and early 2018 there was a marked increase in the number of applications submitted for planning permission for large scale housing schemes and a continued buoyant position in terms of housing schemes starting on site. Key schemes include the next phase of housing at the Canal Road Urban Village project where Keepmoat are building 145 new family homes. Nearby at Crag Road, Shipley work has started on 85 new homes which are being built on a reclaimed brownfield site adjacent to the Shipley railway station (Skipton Properties). A further site in the Canal Road Area Action Plan area includes circa 500 dwellings at Bolton Woods Quarry, where outline consent was recently given.
- 4.6 Further schemes for housing have been approved at Apperley Bridge (Bellway Homes: 45 units) which is already on site and a further scheme has been approved for the Cote Farm site at Thackley which is expected to start on site in the near future (147 units). In west Bradford Barratts / David Wilson Homes are already on site at Holts Lane having secured consent for 76 units and they continue to construct houses on their sites at Cullingworth and at Belton Road in Silsden (190 2,3 and 4 bedroom houses). A further 142 houses have been consented (outline) at the former Riverside Works site in Silsden another brownfield site and an interested housebuilder is expected to submit reserved matters in late 2018/early 2019.
- 4.7 Further development is also being undertaken by Skipton Properties who are already on site delivering 115 units at Bridgehouse Mills, Haworth, a scheme comprising conversion of a refurbished and partially rebuilt historic "listed mill",

previously damaged by fire. The scheme also includes new build family houses and relocated employment uses.

- 4.8 Bringing long term empty properties back into use increases the total number of homes that are available in the District. The Council and its partners have an action plan for tackling empty homes which sits underneath the Housing and Homelessness Strategy. Over the last 8 years the number of empty homes across the District has reduced by 3,371 compared to the baseline year of 2009/10. The number of empty homes brought back into use has contributed towards the calculation of New Homes Bonus which will be around £60 million over 6 years.
- 4.9 It is probable that as more empty properties are brought back in to use, it will become more challenging to continue this reduction at the same rate because a higher proportion of the properties remaining will have more difficult issues to resolve. This said, these properties will also generally have a greater impact on their neighbourhoods for instance through attracting anti social behaviour, so there is an increased social premium in tackling them. The Council's Empty Homes Team continues to encourage and assist the owners of empty properties to reinstate these as homes and is dealing with around 1,000 properties. In the last year the team has dealt with 830 service requests (such as reports of empty properties, properties causing a nuisance or approaches for assistance) which is a 19% increase on 2016/17.

Objective 2: Safe and Healthy Homes

- 4.10 In July 2015 the Building Research Establishment Ltd (BRE) completed a stock modelling exercise for Bradford Council which is intended to support the delivery of the Housing and Homelessness Strategy and enable a targeted intervention approach to improving housing. BRE identified that 18% of all private sector housing and 27% of properties in the private rented sector have the highest level of health and safety hazards and that the estimated cost of mitigating these hazards is £78 million.
- 4.11 The Council's housing services play a key role in ensuring safe and healthy homes, principally in the private sector. In 2017/18, action was taken to deal with 4,625 specific health and safety hazards. This represents a 12% increase over three years.
- 4.12 The largest proportion of hazards removed is attributable to the service's housing enforcement function which ensures statutory housing standards are met in the private rented sector. The service provides advice and assistance to private sector tenants experiencing issues with housing disrepair and also aims to proactively identify and tackle issues in high risk properties, such as flats above shops. While seeking to work with landlords wherever possible, statutory notices can be served and legal action taken where repairs are not carried out. In the last year, the power to issue Civil Penalties of up to £30,000 has been introduced as an alternative to prosecution.
- 4.13 The Council also provides support to vulnerable homeowners to carry out essential repairs and improvements to remove health and safety hazards from their homes.

The Council offers equity loans to homeowners, or grants where a loan is not appropriate or possible. These are conditional on identified repairs to remove hazards being completed. Proactive marketing of loans and grants has been carried out over the last 18 months through targeted mailshots and general publicity and the number of properties improved following a grant or loan has increased by 25% in the last year.

- 4.14 People with a disability or their carers can get help with carrying out adaptations that will allow them to continue living safely in their own home, through the delivery of statutory Disabled Facilities Grant (DFGs). Demand for major adaptations continues and since 2013/14 the number of enquiries has increased by 49% and completed DFGs by 75%.

Objective 3: Affordable Homes

- 4.15 Members will be aware that a specific report on Affordable Housing is also on the agenda of this Scrutiny meeting. Across the district, 232 affordable homes were delivered in 2017/18. The Council is a major contributor to the delivery of affordable homes in the district; there are currently 4 new build housing schemes on site, delivering 160 new affordable homes, and all expected to complete within the next year. The properties have been designed and constructed using 'Fabric First' principles; concentrating on improving the airtightness of the building fabric and the thermal performance of the structure results in reduced heat loss, carbon emissions and ultimately, savings on energy consumption thereby helping to minimise running costs to tenants.
- 4.16 Developments on site include an extra care housing scheme and residential care facility in Oakworth, Keighley. The extra care scheme enables older people to live independently with their own front door but with access to care and support on site when they need it. Alongside the extra care scheme, a residential care facility offering a range of short and longer term care services including respite via 50 community care beds is also underway. Funding from the Department of Health of £2.76m has been secured through Homes England to support the delivery of the extra care element of the scheme.
- 4.17 Work to deliver domestic energy efficiency retro fit programmes to homes within the Bradford District has been significantly affected in the past few years by changes to national policy and the resulting reduction of funding available from the Energy Company Obligation (ECO) scheme. However, Bradford Council has been successful in obtaining additional funding to deliver various initiatives to provide domestic home energy efficiency measures to private sector households. These have included:
- **The Warm Homes Fund Programme** has been developed in response to National Grid's Warm Homes Fund announced in July 2017 and delivers first time gas central heating systems to fuel poor private sector households (including those in the Private Rented Sector) who do not currently use mains gas to heat their homes – the scheme has delivered 8 gas central heating systems to date.

- **The Bradford Healthy Heat Programme** creates a crisis fund to provide heating measures (from boiler repairs or replacements up to a new heating system) to private sector households containing a person with an eligible chronic cold related condition referred and verified by an appropriate health professional, ensuring that people with health conditions affected by the cold can live in a warm home. The scheme has been operating since September 2017 and has delivered 23 heating measures to vulnerable households to date, with a further 6 referred to the Warm Homes Programme.
- **Tackling Fuel Poverty Programme** – The Better Homes Yorkshire Partnership successfully bid for a total of £5m from the Local Growth Fund in July 2016 – the Bradford Tackling Fuel Poverty Programme Phase 1 scheme accessed £1.2m to deliver external wall insulation measures to tackle fuel poverty in deprived parts of the district, with 23 measures delivered in 2017/18 in addition to the 115 jobs completed in 2016/17.

4.18 Bradford Council is part of the Leeds City Region (LCR) Better Homes partnership set up by the West Yorkshire Combined Authority in April 2015. This consists of 10 LCR local authorities, the WYCA and a private sector partner, Keepmoat collaboratively with Fortem. This partnership delivers the Better Home Yorkshire programme which exclusively offers Local Authority backed domestic energy efficiency measures to private sector households throughout the LCR. The Council has also worked with Public Health to support the local voluntary sector through the Warm Homes Healthy People Partnership to offer free home energy advice to households at risk of fuel poverty. Bradford Council is also working in partnership with neighbouring local authorities to deliver further initiatives to address fuel poverty and promote affordable warmth in the district. These include:

- **White Rose Energy-** In January 2017 the Executive approved Bradford Council to enter into a partnership with Leeds City Council to promote White Rose Energy, a not for profit energy services company providing fair energy prices to residential properties across the region. ‘Low cost’ energy tariffs will be offered to all residents, including those on pre-payment meters, by enabling them to switch to the fairest pre-payment tariff or credit meter.
- **Energy Repayment Loans-** The Council has been working on a regional basis to develop an Energy Repayment Loan (ERL), which was approved by the Executive in December 2016. ERLs are interest free and target homeowners who may struggle to access loan finance, to enable them to benefit from energy efficiency measure through national and regional programmes. Unfortunately, take up of the loan to date has been minimal.

Objective 4: Support Independence and Prevent Homelessness

4.19 The Council-commissioned No Second Night Out (NSNO) service helps individuals who are rough sleeping or at risk of rough sleeping. In 2017/18 the accommodation element of the provision ‘Discovery House’ accommodated 201 clients. The Outreach team engaged and assisted 185 people with housing related support needs. The NSNO service is part of the district’s Cold Weather provision; over the

winter period the service processed 554 referrals and provided 377 emergency bed spaces over the 50 nights when the temperature fell below zero.

- 4.20 The Housing Options service has improved its private rented sector offer via the introduction of a Private Sector Lettings Scheme to enhance the range of affordable, decent quality private rented homes available for people in housing need. Since the Private Sector Lettings Scheme was established in November 2015, over 1,470 households have been referred onto the scheme and nearly half of these have been offered private rented accommodation. In 2017/18, 161 new tenancies were created under the scheme.
- 4.21 Bradford has been successful in increasing the rate of homelessness preventions and reliefs over the past three years. Compared to the total number of households in the District, the Council's Housing Options team managed over 23.3 preventions and reliefs per 1,000 households in 2017/18 which was very similar to 23.9 in 2016/17 rising from 16.1 per 1,000 in 2015/16 and 12.3 per 1,000 in 2013/14. The prevention and relief rate for England was 8.6 per 1,000 in 2016/17 falling slightly from 8.7 in 2015/16 and 10.2 in 2013/14.
- 4.22 In winter 2017 Bradford Cares was launched as an initiative to help those who are rough sleeping or who are begging. The Safer and Stronger project is led by a network of local charities. Its purpose is to raise awareness and support for local organisations by making it straightforward to give money, items and time through the Street Support Bradford website (<https://streetsupport.net/bradford/>). The website was promoted by social media and through days of action in the Bradford district. A study was carried out to consider the needs of those rough sleeping and begging, along with public engagement with rough sleepers and how people give to those in need. Over the next year, the Bradford Cares initiative will be further developed into a network focused on wider street interventions and the creation of a strategic plan around homelessness and other street behaviours. In September 2018 the network will bring together those with lived experience, business and faith leaders, outreach workers, charities and those with a wider strategic focus. There are also plans to create a fund that attracts donations to support those in need on the street, providing essential items and access to help when required.
- 4.23 The re-commissioning of housing related support (HRS) was undertaken throughout 2016 in line with key budget decisions made by the Council. HRS provides a number of critical services which target homelessness, including accommodation based support and floating support for key client groups. Contracts have been awarded for the provision of services for clients with multiple needs, high risk ex-offenders and young people at risk including teenage parents. These re-commissioned services have now all commenced. A 'Gateway' to HRS was launched during 2016 and this now provides all clients with a single point of access to housing advice, homelessness and housing-related support, all delivered through a single assessment undertaken by Housing Options. All accommodation and support placements are now co-ordinated and administered through this one gateway.

5 KEY FUTURE CHALLENGES

- 5.1 There has been demonstrable progress towards the objectives in the strategy, which has resulted in holistic improvements to the housing offer in the district. Despite these improvements, the Council and its partners face a number of significant future challenges in relation to housing and homelessness.
- 5.2 The Council's **housing enforcement** team has seen a steady increase in demand over the last 5 years with the number of requests for service increasing by 35% since 2013/14. This is reflective of the increased size of the private rented sector, increased awareness amongst tenants and the condition of some properties within the private rented sector. In response to this the housing service is exploring new ways of working so that staff resources can be directed more toward responding to high priority housing standards issues (i.e. those where the risk to health and safety is greatest) and to also allow more proactive interventions in the private rented sector which will target high risk properties and landlords and agents who are known to let unsafe properties.
- 5.3 At the same time as dealing with increased demand the Council's enforcement team has also been given responsibility for the implementation of range of **new statutory duties and powers**. This continues to be challenging as the majority of these new responsibilities have been introduced without any additional staffing resource impacts and have also required local interpretation and amendments to policies and operational practices. In order to ensure consistency of approach officers have worked at a West Yorkshire level to agree approaches including fine levels where appropriate. To reflect this, in the last year, the Council's enforcement policy has been amended to incorporate the new power to issue Civil Penalties of up to £30,000 for certain housing offences, which was introduced in the Housing and Planning Act 2016. The legislation has also provided for the introduction of a national Register of Rogue Landlords and Banning Orders which are now being implemented. In addition, from October 2018, the definition of Houses in Multiple Occupation that require a licence is being extended and the Council is currently publicising this change and identifying HMOs that could be affected. Finally since April, it has been generally illegal to issue a new tenancy for a property with an EPC below "E" - this will be extended to apply to all tenancies from April 2020.
- 5.4 Despite sizeable reductions in the number of long term **empty homes**, Bradford still has relatively high levels compared to regional and national averages, reflecting the particular market conditions in areas of the district where most long term empty properties are located. The Council and its partners will continue to focus on bringing these properties because of the benefits from this both in terms of additional homes, the removal of neighbourhood blights and the generation of New Homes Bonus for the Council. However, this has become increasingly challenging. From April 2019, proposed legislation is likely to give the Council the discretion to increase the amount of Council Tax that it can charge on properties that have been empty for more than 2 years. This is intended to incentivise owners to bring these properties back into use.
- 5.5 In relation to the '**More Homes**' objective, in the 2017 Autumn Budget the Government announced £15.3 billion new financial support for house building over

the next five years in order to deliver 300,000 new homes per annum. This level of house building has not been achieved since 1970; the delivery of more than 200,000 homes per year in England has, since 1939, only happened largely as a result of major public sector (local authority) housebuilding programmes. Delivery at this pace is a real challenge as the construction industry suffers from poor productivity, an ageing workforce and rising construction costs; all factors that will hamper an increase in scale and pace of delivery. Earlier this year, the Government launched an enquiry into off-site manufacture, how it might contribute to improving productivity for the construction industry and will examine how Government policy, particularly around public procurement, might need to change.

- 5.6 Challenges persist in terms of delivering the target of 587 **affordable homes** per year in the district. In particular, viability for developers has been a longstanding issue in relation to delivering affordable homes via Section 106 provisions. Further, the 1% rent cut per annum for social housing tenants announced in the Summer Budget continues to impact social landlords' finance and income streams thereby affecting their ability to develop new homes. The Housing Green Paper published on 14 August 2018 keeps the delivery of social housing on the agenda but does not provide avenues to securing significant new funding for social housing.
- 5.7 The **Homelessness Reduction Act 2017** came into force in April 2018. The new legislation creates additional duties on local authorities to try and prevent homelessness regardless of whether or not the household is considered to be in 'priority need'. Implementation of the Act is having a big impact on the volume of casework undertaken by Housing Options and there is also increased pressure to source a wider range of accommodation options for people in housing need.
- 5.8 **Welfare reform** measures will continue to have a significant impact on Bradford. The roll out of Universal Credit to all households over the coming years, along with the wider package of welfare reform measures, will compound housing affordability issues for many households, and also make it more difficult to find sustainable housing solutions for many of the households affected.
- 5.9 Whilst **owner occupation** is still the preferred tenure for many, low income households struggle to access mortgages. The housing market across the district is complex – in some areas there isn't enough of the right type of accommodation, particularly affordable housing and homes suitable for our ageing population, but there are also some areas with a concentration of poorer quality, lower demand private housing.
- 5.10 There is continued demand for **adapted properties**, and homes suitable for people with learning disabilities and other complex needs. With the over-65 population estimated to increase by 59% from 2014 to 2039 (ONS subnational population projections), these upward trends are unlikely to diminish.

6 FINANCIAL & RESOURCE APPRAISAL

- 6.1 There are no direct financial or resource implications arising from this report.

7. RISK MANAGEMENT AND GOVERNANCE ISSUES

7.1 There are no significant risks or governance issues arising from this report.

8. LEGAL APPRAISAL

8.1 There are no significant legal issues arising from this report.

9. OTHER IMPLICATIONS

9.1 EQUALITY & DIVERSITY

The Housing and Homelessness Strategy sets out an explicit commitment to reducing inequalities, and recognises that housing has a big part to play in promoting equality of access and support, and in tackling inequalities.

9.2 SUSTAINABILITY IMPLICATIONS

The strategy seeks to support the sustainability of the district and its communities through prioritising the provision of suitable, affordable housing to meet the needs of our growing population and by retrofitting existing dwelling stock to improve its long-term viability.

9.3 GREENHOUSE GAS EMISSIONS IMPACTS

Environmental sustainability and energy efficiency are key features within the strategy. The strategy aims to address the need to improve energy efficiency within the district's housing stock, and to promote the adoption of low and zero carbon technologies in new homes.

9.4 COMMUNITY SAFETY IMPLICATIONS

There are no direct community safety implications, however the strategy does seek to support the creation of safe, welcoming and sustainable neighbourhoods

9.5 HUMAN RIGHTS ACT

The Human Rights dimension of housing is recognised in the United Nations Covenant on Economic, Social and Cultural Rights, which includes the right of everyone to an adequate standard of living for himself and his family, including adequate housing. The United Kingdom is legally bound by this treaty. The Council also has regard to good practice in housing particularly those that adhere to guidance contained in: 'Deciding Rights - Applying the Human Rights Act to Good Practice in Local Authority Decision-Making' (LGA).

9.6 TRADE UNION

There are no issues regarding Trades Unions.

9.7 WARD IMPLICATIONS

There are no specific ward implications identified, as the strategy is district-wide in its focus. However, the development of many programmes and projects relating to housing development, housing improvements, housing support and neighbourhood development is focused on specific localities. The successful implementation of the strategy will generate social and economic benefits for all wards across the district.

9.8 IMPLICATIONS FOR CORPORATE PARENTING

There are no specific implications for corporate parenting, however Objective 4 within the strategy (support independence and prevent homelessness) has a clear linkage to supporting the Council's corporate parenting role by ensuring appropriate housing options are sourced for all young people including those to whom the Council has a corporate parenting responsibility.

9.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

No specific issues arising from this report.

10. NOT FOR PUBLICATION DOCUMENTS

Not applicable.

11. OPTIONS

There are no options being presented in this report.

12. RECOMMENDATIONS

12.1 That Members consider progress made towards the objectives of the Housing and Homelessness Strategy.

12.2 That Members consider the forthcoming review of the Housing and Homelessness Strategy and request a report on the updated strategy next year.

13 APPENDICES

None.

14. BACKGROUND DOCUMENTS

- 'A Place to Call Home: Housing and Homelessness Strategy for Bradford District 2014 – 19' - see: <https://www.bradford.gov.uk/media/1855/housingandhomelessnessstrategy.pdf>



Report of the Assistant Director to the meeting of Regeneration and Environment Overview & Scrutiny Committee to be held on 18 September 2018

H

Subject:

Stimulating and accelerating housing and economic growth - 2018/19 budget growth allocation

Summary statement:

This is a report provided for information to provide an update on progress made and plans for stimulating and accelerating housing and economic growth.

Shelagh O'Neill
Assistant Director – Dept of Place

Report Contact: Lorraine Wright,
Principal Officer Housing
Phone: (01274) 432516
E-mail: Lorraine.wright@bradford.gov.uk

Portfolio:

Regeneration, Planning and Transport

Overview & Scrutiny Area:

Regeneration and Environment

1. SUMMARY

- 1.1 Housing growth is central to the economic wellbeing and prosperity of the District. A housing offer which meets the needs and aspirations of our residents but is also attractive to investors and employers in making their investment decisions is pivotal to achieving our economic growth ambitions.
- 1.2 £500,000 from 2018/19 budget was allocated towards stimulating housing and economic growth activity by maximising council assets and drawing on existing skills and leadership to develop a range of activities and interventions.
- 1.3 At the meeting of the Corporate Overview and Scrutiny Committee on 18 July 2018, the Committee resolved that an update on the parameters of the £500k housing allocation be considered by the Regeneration and Environment Overview Scrutiny Committee. This report provides an update on progress made to date and plans for stimulating and accelerating housing and economic growth as well as identifying priority areas for spending the £500k allocation. A key area of expenditure will be the recruitment of two apprentice posts; an Apprentice Technician and an Apprentice Development Surveyor, bringing some additional, vital technical resource and at the same time contributing to the council's apprenticeship targets.

2. BACKGROUND

- 2.1 The Council is committed to ensuring the supply of homes is the right type and location to meet demand. The Local Plan Core Strategy for the District (adopted 18 July 2017) sets out plans to ensure sufficient land is identified to meet the district-wide requirement for at least 42,100 new homes in the period up to 2030. This global figure is translated into an annual target of 2,476 net new homes, of which 587 are to be new affordable homes.
- 2.2 The Government's Housing White Paper, 'Fixing Our Broken Housing Market' was published in February 2017. It recognised the role of local authorities as a deliverer but also an enabler in supporting and accelerating the delivery of housing growth. The White Paper focused on four main areas:
 - Building the right homes in the right places;
 - Building them faster;
 - Widening the range of builders and construction methods; and
 - 'Helping people now' including investing in new affordable housing and preventing homelessness.

It envisages that the majority of new building will be carried out by the private sector. The Government is also seeking to diversify the housing market by encouraging development by smaller builders and those interested in embracing innovative and efficient methods of construction.

- 2.3 In the 2017 Autumn Budget the Government announced £15.3 billion new financial support for house building over the next five years in order to deliver 300,000 new homes per annum. House building on this scale has not been delivered in almost 50 years. Since 1939, delivery exceeding 200,000 homes per year in England has

only occurred due to local authority house building programmes. Delivery at this pace is a real challenge as the construction industry suffers from poor productivity, an ageing workforce and rising construction costs; all factors that will hamper an increase in scale and pace of delivery.

3. COMMENTARY ON PROGRESS AND POLICY DEVELOPMENTS

Performance against housing delivery targets

- 3.1 As outlined above, the Core Strategy for the District sets out an annual target of 2,476 net new homes, of which 587 to be new affordable homes. Current figures show that in 2017/18, 1,552 net new homes were delivered in the district (this figure will be subject to audit and confirmed later this year). Whilst this represents the largest annual increase since 2007/08, delivery still falls short of the annual target of 2,476 new homes each year. In the same period, 232 affordable homes were delivered across the district. This represents an increase of 26% compared to 2016/17 but again falls well short of the annual target of 587. The majority of the affordable homes (206) were delivered through the Homes England (formerly the Home and Communities Agency) funded Affordable Homes Programme; the remainder were delivered through Section 106 agreements with developers.

Changes to Planning Policy

- 3.2 The Core Strategy (adopted July 2017) sets the current housing requirement of at least 42,100 new homes between 2013 and 2030. This is a net figure so more homes would need to be supplied depending on the rate of losses of stock to clearance or change of use. This number was derived following extensive consultation, scrutiny by a Government appointed Inspector and was judged to be sound and in line with Government policy and what was at the time the latest Government issued population and household projections. The two Area Action Plans (AAPs) for Bradford City Centre and the Shipley and Canal Road Corridor were adopted in December 2017 and make allocations for at least 6,600 dwellings towards the District requirement. Work is progressing on the allocations outside the AAP areas.
- 3.3 Subsequently in July 2018, the Government reviewed and revised the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) which set out the government's planning policies for England and how these are expected to be applied. The Council is required to publish and keep up to date a Local Development Scheme (LDS) which sets out the content and timetable for the preparation of the Local Plan. In light of recent changes to the planning system, changes in local circumstances, as well as progress to date on the Local Plan, the LDS has been reviewed and updated. The new National Planning Policy Framework (NPPF) issued in July 2018 brought in significant changes in relation to housing, in particular a new national standardised method for calculating housing needs (based on ONS household projections plus a factoring of affordability). A draft new national standardised method for calculating housing needs (based on ONS household projections plus a factoring of affordability) has been published but at the time of writing some of the details have yet to be finalised. Further, new population projections, published by the Office for National Statistics (ONS) in the

Spring 2018 indicate a much lower rate of population growth in the district than the compared to previous projections.

- 3.4 Initial indications suggest that the new standardised method for assessing housing need together with the latest and lower population projections would result in a reduced minimum annual housing need for the District.

As a result of the changes to national policy, Bradford will be carrying out a partial review of the Core Strategy to revisit the district housing requirement and employment scale and distribution. This will be twin tracked with the Allocations work. The LDS adopted at Executive in July

[\(<https://bradford.moderngov.co.uk/documents/s20954/Document%20I.pdf>\)](https://bradford.moderngov.co.uk/documents/s20954/Document%20I.pdf)

sets out the programme and key milestones. It aims to work towards preferred options consultation in early summer 2019 and submission to the Planning Inspectorate in 2020. Issues and Options consultation on the Core Strategy partial review will take place at end of this year. This will consider the approach to setting the new housing requirement including options to go with a higher housing requirement than that indicated by the standard formula linked to growth ambitions including economy and jobs.

- 3.5 In support of the Core Strategy, in May the Council published an Interim Housing Land Supply Statement which established the picture of completions and permissions since 2013 to 1 April 2017. This is in the process of being updated with completions to April 2018 and the provisional figures are set out below (note these are still to be ratified and have a final verification):

- Since 2013, 6517 net new homes have been completed across the District. This figure includes new build, conversions and changes of use to residential. The ratification process deducts homes which have been lost to other uses such as business and commercial.
- 4838 of new homes are on previously developed land or in buildings which had a former use. This equates to 74% and exceeds the Core Strategy target of 50%. It is expected that this figure will decrease as brownfield sites are built out and more viable greenfield sites are brought forward.
- 10,237 new homes are awaiting implementation through outstanding planning approvals.

Stimulating Growth - £500,000

- 3.6 Housing plays a critical role in contributing to the sustainable growth of the district. A housing offer which meets the needs and aspirations of our residents but is also attractive to investors and employers in making their investment decisions is pivotal to achieving our economic growth ambitions which were set out in the District's new Economic Strategy, 'Pioneering, Confident and Connected', which was launched in Bradford and London in March 2018.

- 3.7 £500,000 from 2018/19 budget was allocated towards stimulating housing and economic growth activity by maximising council assets and drawing on existing skills and leadership to develop a range of activities and interventions.

3.8 There have been some important developments since the start of the financial year. Firstly, the Principal Housing Development Manager post was appointed to and started in April 2018. A cross departmental strategic workshop was held in June 2018 exploring how the Council can best support, enable and encourage housing and economic growth to ensuring the supply of homes is the right type, and location to meet demand. A key action from that discussion was the creation of a Growth Delivery Group which has been tasked with developing and overseeing the implementation of a Housing Delivery Plan that in turn will also contribute to the delivery of the Economic Strategy. The Group will comprise of senior officers from Planning, Housing, Economic Development and Estates and Property and the first meeting is scheduled to take place in September where opportunities and challenges will be explored and priorities identified. Priorities for investment and intervention of resources will be determined on the basis of the following criteria:

- Contribution to delivery of housing numbers and/ or economic growth;
- Meets the Council's corporate objectives; and
- Aligns with and supports priorities of our strategic partners (such as Homes England and WYCA – West Yorkshire Combined Authority).

Examples of shared strategic priorities would include city centre growth and regeneration and restoration of historic mills to support housing and economic growth.

3.9 The scope and remit of the Group and the Delivery Plan that ensues is expected to centre around the following principles:

- Adoption of a multi-disciplinary team;
- Land availability assessment and site assembly;
- Private sector acceleration and sites with extant planning permissions yet to be implemented; and
- Partnership working and joint ventures.

3.10 Multi-disciplinary team

It is envisaged that resources engaged in delivering housing growth are drawn together as a single, multi-disciplinary team providing a centre / hub of knowledge and intelligence in respect of development activity in the District. Establishing a dedicated team will bring together knowledge and expertise of housing delivery from a range of disciplines, acting as a single point of contact for developers, providers and investors and funders. The team will fulfil a facilitation and enabling role in the delivery of housing; fulfilling both an inward facing role ensuring services across the Council are engaged and an outward facing role ensuring the Council's engagement with the development industry, housing providers, investors and funders is both effective and collaborative.

The skills and resources required to make the team a success to a large extent already exist across the Council but bringing them together in one multi-disciplinary team will promote a more agile approach and ensure the team is well placed to identify opportunities for intervention and collaboration. Additional capacity will be released by increasing the team through participation in an Apprenticeship Programme which has been identified and is currently being explored with the Leeds College of Building and the University of Salford. This would bring some vital

technical skills by way of an Apprentice Technician and an Apprentice Development Surveyor which would start in the new academic year. This would have a positive resource effect, helping to ensure appropriate succession planning arrangements are in place. Further, it will release some existing professional capacity and at the same time contribute to the Council's apprenticeship targets.

3.11 Land availability assessment and site assembly

In order to increase the scale and pace of housing and economic growth activity, accurate and current intelligence on land availability is crucial. The Council can play an important role in supporting and enabling new development delivery and economic growth by using its land supply and at the same time support a range of policy priorities such as the need for affordable housing, housing to meet the needs of a particular client group or providing new, suitable accommodation for business use.

An exercise is underway to review land in the Council's ownership and to identify sites that have the potential for development. Releasing sites would not only support housing and economic growth and increase supply; it would contribute positively to place-making. Options would include, but not limited to:

- Disposal on the open market for private housing or business use development;
- Disposal to Housing Association for affordable housing;
- Retain for Council new build programme;
- Release of sites to meet the needs of a particular group; self-build or custom build.

Consideration will be also given to packaging sites for disposal and development i.e. where some sites are deemed to attract higher risk in terms of demand, values or ground conditions to be packaged with less challenging sites. It may also be necessary to de-risk sites by undertaking more intrusive ground investigations or site enabling works in order to accelerate delivery and maximise the capital receipt. Disposals would need to be done in a phased way to ensure a deliverable pipeline.

3.12 Private sector acceleration and sites with extant planning permissions yet to be implemented

To a large extent, private sector delivery holds the key to meeting the housing and business requirements of the District. For example, based on the Interim Housing Land Supply Statement Land Supply that was published in May 2018, there are 7,500 homes (excluding the City Centre and Canal Road AAP areas) that have planning permission that have not been built out. Using the SHLAA (Strategic Housing Land Availability Assessment), the multi-disciplinary team would identify sites that have stalled, prioritise according to scale of development and period of time to expiry of planning permission, engage in detailed dialogue with land owners, developers and applicants to establish the reasons for a site not coming forward and then offer support to unlock or accelerate delivery by developing bespoke solutions with a view to bringing forward construction.

Solutions would range from signposting to funding opportunities or brokering dialogue between the landowner/developer and funding bodies to exploring bespoke interventions or actions to bring a scheme into viability such as acquisition of some housing units for inclusion in the council new build programme, acquiring newly developed business units for investment/revenue generating purpose and/or entering into joint venture relationships with private development partners to reduce the risks in bringing new schemes forward for early delivery. Further, through a team that is well connected and a centre of intelligence in terms of development activity in the District, sharing information on regeneration activity with developers will help to engender confidence.

Maintaining effective and collaborative relationships with key strategic partners, in particular Homes England and WYCA is crucial in this area as there are a range of funding opportunities available depending on the circumstances.

3.13 Partnership working and joint ventures

In certain circumstances, achieving the District's growth ambitions can and will only be achieved with direct and proactive intervention from the Council. An example of such a partnership approach is where the Council established a joint venture company, Canal Road Urban Village Ltd (CRUVL), with private development partner Urbo Regeneration Ltd to plan, promote and deliver the development of a new neighbourhood within the Centre Section of the priority Canal Road Regeneration Corridor that is to be known as New Bolton Woods (NBW).

CRUVL is an asset based joint venture company where the Council and its private partner are both contributing land assets to create new residential and commercial development opportunities and is based on a shared vision and objectives. This is an innovative joint venture for Bradford and is based on the parties sharing the risk in promoting and delivering what is an ambitious 10 to 15 year proposal and being undertaken in a challenging financial climate and location. Although risks of delivering the new developments are being shared by the JV partners, the costs of all the development activities are to be met by the private partner, Urbo Regeneration.

NBW will be a new sustainable urban village that will provide over 1000 new homes as well as a local centre comprising a food store, shops, a school and health, leisure and sports facilities:

- first phase of residential development providing 50 new homes (including 20 Social housing units) has been delivered;
- second phase of development commenced on site in July 2018 providing 3,000 msq of retail/commercial space including a Costa Coffee opening in February 2019 and a budget food store scheduled to open by January 2020;
- third phase of development also started on site in early 2018 that will deliver a 145 new homes.

The third phase of the development is situated on a severely sloping part of the site and was faced with significant construction challenges including adverse ground

conditions, drainage issues and extensive works required to provide retaining structures to create suitable development platforms. The extent of these abnormal construction costs jeopardised the delivery of this development phase but the Council was successful in securing grant support from WYCA towards the cost of site abnormal costs to ensure the viable delivery of the scheme. As a result, CRUVL is now exploring further funding opportunities with the Council's public sector partners WYCA and Homes England, who have identified the Canal Road Corridor as a priority regeneration area and are interested in working with the Council and its JV partner on future elements of the scheme.

The success of this joint venture gives an indication of how the public and private sectors can work together in partnership to deliver key development initiatives that provide mutually beneficial outcomes. For the Council, the joint venture, risk-sharing approach means that key developments can be pursued and delivered with minimal financial input, other than the commitment of property assets, and make best use of the specific financial resources, skills and experience of the private sector to deliver new homes, commercial space, business accommodation that will in turn stimulate economic and business growth, new jobs and skills opportunities and homes for the residents of Bradford.

Further, the Council is working with the West Yorkshire Combined Authority (WYCA) and other Local Authorities within the City Region to explore how a collective approach might be structured to regenerate and restore the district's historic and heritage assets. WYCA previously commissioned a report, carried out by Historic England and property consultants Cushman & Wakefield to find out how historic mills in the county could be reinvigorated to create new jobs and housing. As part of this it is anticipated that key, priority former mill properties in the Bradford District may be identified for inclusion within any delivery programme that WYCA seeks to establish and implement in the future.

4 FINANCIAL & RESOURCE APPRAISAL

- 4.1 The £500k budget allocation has been secured from the 2018/19 budget. Whilst to a large extent, the skills and resources for the multi-disciplinary team already exist across the Council, an opportunity has been identified to participate in an Apprenticeship Programme with the Leeds College of Building and the University of Salford. This would bring some vital additional technical resource by way of an Apprentice Technician and an Apprentice Development Surveyor, releasing some existing professional capacity, helping to ensure appropriate succession planning arrangements are in place and at the same time contributing to the Council's apprenticeship targets.

Other areas of expenditure include work to review the council's land holdings in order to identify a pipeline of sites suitable for housing development as well as maximising their value in terms of housing outputs and capital receipts by de-risking sites through more detailed ground investigations thereby providing more certainty to the market during the disposal process.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

5.1 There are no significant risks or governance issues arising from this report.

6. LEGAL APPRAISAL

6.1 There are no significant legal issues arising from this report.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

The provision of new and good quality affordable housing in the District has a positive impact on those groups and individuals who suffer multiple disadvantages associated with inadequate housing. Current policies and procedures have been subject to an Equality Impact Assessment (EIA) and an EIA will be carried out at alongside the development of the Housing Delivery Plan.

7.2 SUSTAINABILITY IMPLICATIONS

All new housing developments will be constructed to meet the Building Regulations as a minimum. Some of the properties delivered through the Council's new build programme have been designed to meet enhanced accessibility standards meaning they are flexible and adaptable to meet the needs of current and future generations.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

All new housing developments will be constructed to meet the Building Regulations as a minimum. The properties delivered through the Council's new build programme have been designed and constructed using 'Fabric First' principles; concentrating on improving the airtightness of the building fabric and the thermal performance of the structure results in reduced heat loss, carbon emissions and ultimately, savings on energy consumption thereby helping to minimise running costs to tenants.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no direct community safety implications; however the delivery of housing growth and regeneration does seek to support the creation of safe, welcoming and sustainable neighbourhoods.

7.5 HUMAN RIGHTS ACT

The Human Rights dimension of housing is recognised in the United Nations Covenant on Economic, Social and Cultural Rights, which includes the right of everyone to an adequate standard of living for them and their family, including adequate housing. The United Kingdom is legally bound by this treaty. The Council also has regard to good practice in housing particularly those that adhere to guidance contained in: 'Deciding Rights - Applying the Human Rights Act to Good Practice in Local Authority Decision-Making' (LGA).

7.6 TRADE UNION

There are no issues regarding Trades Unions.

7.7 WARD IMPLICATIONS

There are no specific ward implications as delivering housing growth is district-wide in its focus and will be led by land availability and intelligence on sites. Increasing housing supply that meets the needs and aspirations of the district will however generate social and economic benefits across all wards and localities.

7.8 IMPLICATIONS FOR CORPORATE PARENTING

There are no specific implications for corporate parenting.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

No specific issues arising from this report.

8. NOT FOR PUBLICATION DOCUMENTS

Not applicable.

9. OPTIONS

There are no options being presented in this report.

10. RECOMMENDATIONS

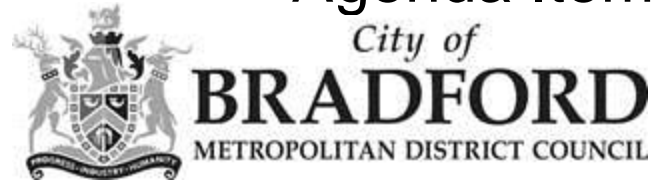
- 10.1 That Members consider the content of the report, progress made to date and plans for stimulating and accelerating housing and economic growth.

11 APPENDICES

None.

12. BACKGROUND DOCUMENTS

None.



Report of the Strategic Director of Place to the meeting of Regeneration and Environment Overview and Scrutiny Committee to be held on 18 September 2018

Subject:

The Council's Affordable Housing Programme

Summary statement:

This is a report provided for information to update members on progress in relation to delivery of the Council's Affordable Housing programme.

Shelagh O'Neill
Assistant Director –
Department of Place

Portfolio:

**Regeneration, Housing, Planning &
Transport**

Report Contact: Lorraine Wright,
Principal Officer Housing
Phone: (01274) 432516
E-mail: Lorraine.wright@bradford.gov.uk

Overview & Scrutiny Area:

Regeneration and Environment

1. SUMMARY

- 1.1 This is a report provided for information to update Members on progress in relation to delivery of the Council's Affordable Housing programme.

2. BACKGROUND

- 2.1 The Council is a major contributor to the delivery of affordable homes in the district. The Council's Development and Enabling Team have been delivering new build housing since 2011. The new build programme includes some market sale units on sites where market analysis and intelligence demonstrates demand for market sale units. The capital receipts from the sales are directed back into the development programme. By the end of this financial year, a total of 475 homes will have been delivered; of which 418 will be affordable homes for rent.
- 2.2 The Executive at its meetings on 22 July 2011, 14 January 2014 and 8 November 2016 approved bids for investment support by the Council to the Homes and Communities Agency (HCA, but now operating as Homes England) as part of the 2011/15 and 2015/18 Affordable Housing programmes and the 2016/21 Shared Ownership and Affordable Housing Programme (SOAHP).
- 2.2 Following receipt of this approval, the Council was successful in securing grant to through the 2011/15 and 2015/18 Affordable Housing Programmes and subsequently entered into contract with the HCA to deliver these new affordable homes for rent.
- 2.3 The table below summarises the extent of affordable homes for rent in the programme by funding regime:

Programme	Sites	No. Affordable
Pre 2011	Longfield Drive	95
	Beech Grove	
2011-15	Canary Drive	81
	Fieldway	
	Valley Drive	
	Ripley Street Phase 1	
2015-18	Ripley Street Phase 2	226
	Cliffe Lane, Baildon (Phase 1)	
	Cliffe Lane, Baildon (Phase 2)	
	Keighley Road, Oakworth (Houses)	
	Keighley Road, Oakworth (Extra Care)	
	Braithwaite Road	
	Avenham Way	
2016/21	Clergy House/Jermyn Court	16
	TOTAL	418

It demonstrates that by the end of the 2015-18 programme, a total of 418 affordable homes for rent will have been delivered.

2.4 The 2015/18 programme is well underway. There are currently 4 new build housing schemes on site and all are expected to complete within the next year. Developments onsite include an extra care housing scheme and residential care facility in Oakworth, Keighley. The extra care scheme enables older people to live independently, with their own front door but with access to care and support on site when they need it. Alongside the extra care scheme, a residential care facility offering a range of short and longer term care services including respite via 50 community care beds is also underway. These residential care units do not qualify as affordable housing but meet the needs of a specific client group, older people in need of care. Funding from the Department of Health in the sum of £2.76m was secured through Homes England to support the delivery of the extra care element of the scheme.

2.5 The specifics of the 2015-18 programme are summarised in the table below:

Scheme	No. affordable	Status
Avenham Way	16	On site
Ripley Street Phase 2	15	Completed
Cliffe Lane (Phase 1)	20	Completed
Cliffe Lane (Phase 2)	13	Completed
Braithwaite Road	36	On site
Keighley Road, Houses	39	On site
Keighley Road, Extra Care	69	On site
Clergy House/Jermyn Court (temporary accommodation for homeless people)	18	Completed
Cliffe Lane 1+2 (additional units)	16	Completed
Total	242	

2.6 The grant funding for the 2015/18 programme was to deliver 226 affordable homes for rent. The Cliffe Lane site was to be a mixed tenure development with a number of the homes to be sold on the open market. Despite engaging an experienced local agent and generating a lot of viewings, during the marketing it became apparent that there was insufficient interest in / offers on some of the market sale units. As a result of this and due to the level of demand for affordable housing in that area, the team were able to secure additional funding from Homes England for 16 unsold units to be let as affordable family housing. The additional funding was secured under the 2016-21 SOAHP funding regime and brings the total number of affordable homes under that programme to 242.

2.7 The Shared Ownership and Affordable Homes Programme 2016-2021 (SOAHP 2016-21) was launched in April 2016. It marked a decisive shift towards support for home ownership in that funding opportunity did not support affordable homes for rent. Following receipt of Executive approval to bid for HCA funding through the Shared Ownership and Affordable Housing Programme (SOAHP) in November 2016, the Council secured £1.75m funding for an indicative bid to deliver a programme of 50 units of affordable housing for shared ownership or rent to buy. The bid was indicative due to the fact that a site has not been identified where shared ownership housing would prove to be financially viable. In the Autumn

Statement of November 2016, the Government announced additional funding for affordable housing including affordable rented homes and in January 2017 published an addendum to the SOAHP 2016-21 prospectus permitting grant for affordable rent.

- 2.8 In light of the updated prospectus supporting grant for affordable rent, the Development and Enabling Team worked with colleagues in Asset Management to identify suitable and available sites in order to develop a more substantial programme. This work established that the Council's financial model was unable to sustain rent to buy at the level the indicative bid was secured for. Reducing the number of rent to buy units was explored and whilst this would mitigate some of the financial risks, issues associated with creating an alternative form of tenancy and demand persisted. Six sites were identified and initial capacity studies and analysis supported a programme of 173 new homes; 138 of which would be affordable homes. Given the concerns outlined in relation to rent to buy, Homes England were amenable to the Council submitting an alternative bid and effectively converting the 50 units allocation for rent to buy to affordable rent. On this basis, a proposal was submitted at Project Appraisal Group on 7 September 2017 for which Executive approval is required.
- 2.9 Two sites intended to form part of the 2016-21 new build programme are the Former site of Flockton House and Land at Flockton Road. For both of these sites, the council has secured planning consent to deliver 30 and 16 homes respectively. The 46 homes will be a mixture of 2 and 3 bedroom family homes, all affordable homes for rent. Currently procurement routes are being explored for these schemes.
- 2.10 Before submitting a formal bid to Homes England for the six new sites and converting the 50 units allocation from rent to buy to affordable rent, the team felt it would be timely to take stock of delivery to date and projected, reflect on lessons learned and take the opportunity to obtain some 'critical friend' input and advice from Local Partnerships. Local Partnerships are jointly owned by Local Government Association, HM Treasury and they work with local and national government and other public sector organisations; sharing industry best practise and providing expertise and insight. In particular, they provided advice on maximising density on sites, improving efficiency of design and layout as well as intelligence on best practise in the industry such as insight into procurement routes. This advice will help to ensure the schemes delivered not only maximise the site and developable area but are delivered more efficiently and cost effectively.

3. OTHER CONSIDERATIONS

- 3.1 The Council's housing stock and staff were transferred to an independent Housing Trust, Bradford Community Housing Trust (now Incommunities) in 2003. As such, the Council no longer retains any housing management staff. The Council therefore procured a registered housing provider to undertake the housing management role for its new housing stock. Following a procurement exercise in 2016, Incommunities was appointed to undertake this role for the Council's affordable housing for a 5 year period. The revenue costs of this contract are funded from the rental income from the properties.

- 3.2 In its Strategic Housing role the Council also monitors the delivery of affordable housing across the district. In 2017/18, a total of 232 affordable homes were delivered across the district. This represents an increase of 26% compared to 2016/17. Of the 232 new affordable homes, 206 were delivered as part of the 2015/18 Affordable Homes Programme and included 95 properties developed by Incommunities, 43 developed by the Council and 42 by Yorkshire Housing Group. The remainder of the new affordable homes which were not part of the Affordable Homes Programme were delivered through Section 106 agreements with developers. Section 106 agreements are where the Local Planning Authority requires a developer, through the planning process, to deliver a proportion of affordable homes on a development site.
- 3.3 A Housing Green Paper 'A New Deal for Social Housing' was published on 14 August 2018. It sets out five principles which will underpin a new, fairer deal for social housing residents:
- a safe and decent home;
 - improving and speeding up how complaints are resolved;
 - empowering residents and ensuring their voices are heard and landlords are held to account;
 - tackling stigma and celebrating thriving communities, challenging the stereotypes that exist about residents and their communities; and
 - building the social homes needed and ensuring that those homes can act as a springboard to home ownership.

The paper keeps the delivery of social housing on the agenda but does not provide avenues to securing significant new funding for social housing.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 Finances for the Council's new build programme come from a range of sources; prudential borrowing, grant from Homes England, use of commuted sums where applicable and some cross subsidy from the sale of a number of units. The financial model under which the affordable housing programmes have been developed is also dependent on the rental income that can be generated from the properties. The key feature in relation to the financing of the scheme is that interest and principal repayments relating to the capital cost of the development are repaid in full from rental income generated once the properties are let.
- 4.2 The grant rate for the programme ranges from £25k to £39k per units, depending on the scheme and funding regime.
- 4.4 The Council's proposed larger bid for funding under the SOAHP 2016/21 programme would involve the creation of 173 new homes, 138 of which would be affordable homes for rent. The basis of the PAG submission is set out below to provide an indicative breakdown of costs:

Total programme cost	£25.4m
HCA Grant	£5.0m
Sales	£6.6m
Committed sums/recycled capital receipts	£1.2m
Prudential Borrowing	£12.6m

- 4.4 Under the terms of the Government's 'New Homes Bonus' scheme for every new residential property built the Council will receive the equivalent of the council tax for that property each year, for a number of years. This is enhanced slightly for each 'affordable' or 'social' property that is built. New Homes Bonus continues to be important to the Council as un-ringfenced income. In assessing the financial benefits of supporting the provision of new 'affordable' housing the positive contribution from New Homes Bonus needs to be taken into account.
- 4.5 Contracts for the construction of the schemes involved in the 2016/21 programme will be procured individually, unless packaging schemes together would bring savings or reduced development costs through economies of scale. This should assist with risk management of the overall programme and should open up opportunities for SME contractors to tender for the smaller contracts.
- 4.6 Since the affordable housing update in September 2017, no procurement exercises have taken place in relation to the future programme and no contracts have been awarded. Details of future procurements / contract awards will be reported into the Regeneration and Environment Overview and Scrutiny Committee when the specifics are known. Due to the size of the proposed schemes it is estimated that the total cost of each of the contracts will exceed £2m.
- 4.7 The Council has a number of options through which it can undertake procurement of schemes of this nature and scale. These range from open tender to the use of established frameworks such as the Homes England's Delivery Partner Panel and YorBuild. The Development and Enabling Team work closely with Procurement to determine the most appropriate procurement route and framework based on the circumstances, contract value and timeframes as each scheme reaches this stage.
- 4.8 In line with the Local Government Transparency Code the details of any procured contracts are published on the Council's website on a quarterly basis as part of the Contracts and Grants Register.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 The Council has developed a successful track record of delivering subsidised housing on sites in its ownership and the proposed 2016/21 Affordable Housing programme builds on this success. It is nevertheless necessary to look in detail at the risks associated with each new project. An exercise has been carried out to identify the risks associated with this development programme and to put in place actions to mitigate these risks; the results of this exercise are summarised below:

Financial Modelling

Risk - It is essential that the financial model used to appraise the development proposals is robust and that it employs assumptions that are prudent and allow sufficient tolerance to accommodate unanticipated variations.

Mitigation – The model that has been developed for the proposed programme is based on that successfully utilised for the Council’s previous affordable housing developments. Colleagues from Finance have been consulted on the model and it is used to inform any submission to PAG and Homes England for funding.

The Council engaged Local Partnerships in stress testing the model and reviewing some of the assumptions in relation to costs and income that are used to populate the model are correct. Further, the Council will engage professional cost consultants and local sale agents for each of the schemes where sales form part of delivery to ensure assumptions are accurate and current.

Sales Assumptions

Risk – The financial model is dependent upon surpluses generated from the sale of properties. Should these assumptions be incorrect the viability of the project could be compromised.

Mitigation – In order to ensure that assumptions regarding sales values are realistic and in order to advise on the most appropriate sales strategy a local estate agent practice has been engaged to advise the Authority for each of the schemes where sales form part of delivery.

Delivery

Risk – Under the terms of the Grant Agreement with Homes England, the Council is expected to deliver schemes within a prescribed timeframe. The receipt of investment support will be dependent upon delivering within this timeframe.

Mitigation – for each scheme a detailed programme will be devised covering the entire design and construction process including feasibility, planning and procurement.

Risk – The contractor appointed to deliver the affordable housing scheme at Avenham Way went into liquidation this year. The Council is making arrangements to complete the scheme using Building and Technical Services. Legal Services are leading discussions and negotiations with the appointed liquidators.

Mitigation – prior to entering into contract, financial checks are carried out to ensure financial soundness of a company and a retention is always in place whereby the Council retains or withholds a percentage of each payment to ensure that the contractor properly completes the activities required of them under the contract.

5.2 Delivery of the Council’s Affordable Housing programme is governed by the Affordable Housing Board. Part of the Board’s role is to monitor and review the programmes risk register on a quarterly basis.

6. LEGAL APPRAISAL

6.1 Legal Services provide advice on the Grant Agreement with Homes England for the delivery of all funded programmes and have ensured that the contracts have been entered into “under seal”.

6.2 Legal Services also provide advice on all construction contracts entered into in line with Contract Standing Orders.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

The Equality Impact Assessment (EIA) undertaken for the programme indicates that there are no adverse equal rights implications. The provision of new and good quality affordable housing in the District has a positive impact on those groups and individuals who suffer multiple disadvantages associated with inadequate housing. Many of the properties delivered through the Council's new build programme have been built to meet Lifetime Homes Standard or enhanced accessibility standards meaning they are suitable for people with a disability and flexible and adaptable to meet the needs of current and future generations. Further, some of the schemes delivered meet the needs of specific client groups such as the temporary accommodation scheme at Clergy Court (for homeless people) and the Extra Care scheme under development at Keighley Road (older people with care needs).

7.2 SUSTAINABILITY IMPLICATIONS

All council new build properties are built to the Building Regulations as a minimum. Some of the properties delivered through the Council's new build programme have been designed to meet enhanced accessibility standards meaning they are flexible and adaptable to meet the needs of current and future generations.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

All council new build properties are built to the Building Regulations as a minimum. The properties delivered through the Council's new build programme have been designed and constructed using 'Fabric First' principles; concentrating on improving the airtightness of the building fabric and the thermal performance of the structure results in reduced heat loss, carbon emissions and ultimately, savings on energy consumption thereby helping to minimise running costs to tenants.

7.4 COMMUNITY SAFETY IMPLICATIONS

No community safety implications have been identified.

7.5 HUMAN RIGHTS ACT

No implications under the Human Rights Act have been identified.

7.6 TRADE UNION

No Trade Union implications have been identified.

7.7 WARD IMPLICATIONS

The housing schemes set out in this report will deliver affordable housing on sites throughout the District. There are no specific ward implications as the affordable housing programme is district-wide in its focus and is led by land availability. Increasing the supply of affordable housing will however generate social and economic benefits across all wards and localities.

7.8 IMPLICATIONS FOR CORPORATE PARENTING

There are no specific implications for corporate parenting arising from this report.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

There are no specific issues arising from this report.

8. NOT FOR PUBLICATION DOCUMENTS

None.

9. RECOMMENDATIONS

- 9.1.1** Members are requested to consider the content of the report providing a progress update in relation to delivery of the Council's Affordable Housing programme.

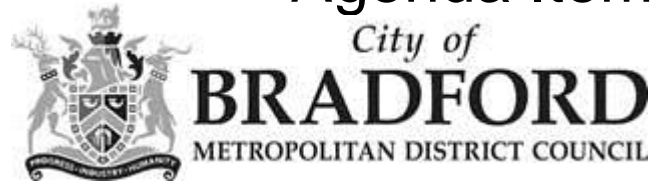
10. APPENDICES

None

11. BACKGROUND DOCUMENTS

None

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Report of the Strategic Director of Place to the meeting of the Regeneration and Environment Overview and Scrutiny Committee to be held on 18th September 2018

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Subject:

Fly Tipping in the Bradford District.

Summary statement:

This report reviews of all the available data around fly tipping within the Bradford district providing comparisons with other key comparator authorities as well as national trends. In addition the report provides an update from the Environmental Enforcement team with regards fly tipping and waste.

Report Contacts:

Damian Fisher / Stuart Russo
Shipley Area Co-ordinators Office
Phone: (01274) 437146
Email: damian.fisher@bradford.gov.uk
stuart.russo@bradford.gov.uk

Amjad Ishaq
Environmental Enforcement Manager
Officer Phone: (01274) 431066
E-mail: amjad.ishaq@bradford.gov.uk

Portfolio:

Healthy People and Places

Overview & Scrutiny Area:

Environment, Sport & Culture

1. SUMMARY

- 1.1 This report reviews of all the available data around fly tipping within the Bradford district providing comparisons with other key comparator authorities as well as national trends. In addition the report provides an update from the Environmental Enforcement team with regards flytipping and waste.

2. BACKGROUND

2.1 Reports to the Council

- 2.2 Appendix 1 shows that reports of fly tipping made to the Council have seen an upward trend for the past seven years since 2010/11. The table also shows the breakdown by Area Constituency. The growth has been across all the areas, however reports in Bradford West have fallen slightly in each of the past 2 years.

- 2.3 Appendix 2 shows the same data but broken down by Ward. Whilst many wards have remained at a similar level between the last 2 years, there are several wards that have experienced significant spikes in the reporting. Reports to the Council need to be treated with some caution. There is a significant element of duplication occurring in the reporting of fly tipping to the Council caused by the significant use of online self service options to report cases. Approximately 15% of all cases across 1,518 cases sampled recently were duplicate. In addition 65% of cases that were deemed to be duplicates were created online. In addition only 46% of all fly tipping cases are created online indicating that the rate of duplication is far higher when people report online.

- 2.4 The data supports the theory that this is just one of several factors contributing to the general increase in reported cases. A more accurate assessment of changes can be made when comparing reporting against the amount of weight collected.

Tonnage collected

- 2.5 The increased number of reported cases is also not reflected in the amount of tonnage collected by the clean teams. Appendix 3 shows that despite this increase in reports being logged, the tonnage of waste collected has remained fairly consistent and any increase in fly tipping actually being collected would be reflected within the tonnages being recorded. All reported fly tipping to the Council is generally visited within 2 working days and cleared (relevant land 90+% of cases) or referred to Environmental Enforcement (private land). This suggests that majority of these cases are being cleared and yet there is not a significant increase in tonnage to match. One possibility could be that there is a general reduction in the average weight of individual fly tips despite the increase in numbers which would then not show on the waste being collected overall.

The number of vehicles operating on the frontline has remained consistent for some time, so the capacity to handle fly tipped materials has not been restricted during this period.

Prevalence of Fly Tipping

- 2.6 The service has recently adopted a new methodology of monitoring relevant land for litter and other environmental factors. The methodology is called the Land Audit Management Survey (LAMS) and has been developed by multiple authorities participating in the Association for Public Service Excellence (APSE) family. Bradford is one of the pilot authorities for a new app that allows officers to conduct multiple surveys with greater ease and accuracy using a nationally agreed standard of measuring.
- 2.7 LAMS includes an indicator on the visible presence of fly tipping on the survey transect at that moment in time. The early data collected so far in 2018/19 shows that the prevalence of fly tipping on randomly selected sites is around 11%; that is to say that 11% of streets showed some minor evidence of fly tipping but only 1% was deemed to have significant volumes.

Samples	Grade Awarded For Fly Tipping				% Streets with any evidence of Fly Tipping
	A	B	C	D	
276	246	28	2	0	10.87%

The table below breaks this down by Constituency showing evidence of fly tipping in Bradford East, Bradford West and Bradford South to be higher than the average.

Area Performance Qtr 1 Data

Area	Samples	Grade Awarded For Fly Tipping				% Streets with any evidence of Fly Tipping
		A	B	C	D	
Bradford East	61	49	12	0	0	19.67%
Bradford West	45	38	6	1	0	15.56%
Bradford South	67	59	8	0	0	11.94%
Keighley	58	56	1	1	0	3.45%
Shipley	45	44	1	0	0	2.22%

Grades

- A = completely free of fly tipping (PASS)
- B = minor evidence of fly tipping (PASS)
- C = significant evidence of fly tipping (FAIL)
- D = extensive evidence of fly tipping (FAIL)

National Fly Tipping Data

- 2.8 There is a statutory requirement for each local authority to record data on fly tipping and submit it periodically to DEFRA, this data is collated in to annual report and published by DEFRA in October each year. Traditionally this data has been referred to as Fly Capture data..
- 2.9 Whilst the data is not audited and can be of limited value at a low level, it has proved useful when looking at comparative performance in the absence of any other useful way of benchmarking around fly tipping..
- 2.10 Appendix 4 looks at the fly tipping data for the 20 largest authorities (population) and allows comparison by expressing the total number of reports of fly tipping as a ratio per 1000 head of population and is presented in order of most deprived to least deprived. Deprivation has been set as the percentage of people deemed within the 30% most deprived in the country. There is a general correlation between the most deprived cities and those with the highest levels of fly tipping. The London boroughs of Ealing and Croyden appear to have a distinct issue; possibly related to high multiple occupancy and non-owner households.
- 2.11 Appendix 5 is a comparison with the 21 Yorkshire & Humber authorities. Again there appears to be some correlation between deprivation and levels of fly tipping. A key point is that the rate of fly tipping is very similar between the biggest city authorities of Bradford, Sheffield and Leeds; ranging between 20-23 per 1000 head of population.
- 2.12 In summary there has been growth in the number of fly tipping cases being reported to the Council, even after discounting population growth and duplication of some cases. There has also been growth in the total number of cases being reported to DEFRA by Bradford MDC. However these two areas or growth have not seen any significant growth in the tonnage of waste collected from the streets by the service. This indicates that there are likely to be some other issues that cannot be understood at this point in time. The growth in reporting is not a local phenomenon and is reflected with our comparators both national and regionally.

3.0 OTHER CONSIDERATIONS

Environmental Enforcement

3.1 Fly Tipping Enforcement

The Environmental Enforcement Team is responsible for enforcing legislation affecting the visible environment. The Team consists of the Environmental Services and Enforcement Manager, 2 Senior Enforcement Officers and 11 Enforcement Officers. The Team moved from Environmental Health to Neighbourhood and Customer Services in January 2016 in order to work more collaboratively with Council Wardens, Ward Officers and Street Cleansing Operatives. Enforcement Officers are already working for part of the week from Area Co-ordinator's Offices to facilitate this closer working relationship.

Enforcement staff have been deployed to area teams as follows:

Bradford East = 3 officers
Bradford West = 2 officers
Bradford South = 2 officers
Keighley = 2 officers
Shipley = 2 officers

The 2 Senior Enforcement Officers also provide additional cover as required across all areas.

Deployment of staff across areas has been based on numbers of service requests/complaints received over previous years. The deployment model is regularly reviewed to ensure that resources are deployed appropriately.

Enforcement Officers respond to complaints generated through the Council's Contact Centre and from referrals by Council Wardens and other Neighbourhoods staff. However, as part of the area-based approach to tackling environmental issues affecting neighbourhoods, the Team is embracing opportunities to move from a reactive to a more proactive service.

The team covers the following work areas:

3.2 Fly tipping

Fly tipping is a criminal offence that carries an unlimited fine or up to 5 years imprisonment upon successful prosecution. Nationally there have been year on year increases in fly tipping. In 2017/18 - 7,852 incidents of fly tipping were recorded by the Contact Centre in Bradford and 3,747 tonnes of fly tipped waste and litter was collected the Council.

The Environmental Enforcement Team actively investigates fly tipping incidents to identify and prosecute offenders. In 2017/18 the team investigated 2,494 reports of fly tipping. However, prosecution of offenders is difficult as fly tipping is usually done covertly to avoid being caught. Nevertheless the team has had some successes outlined further in this report. The team carries out a range of work to tackle fly tipping:

3.3 Surveillance of fly tipping hotspots

There are currently a number CCTV cameras which have been placed at fly tipping hotspots. The cameras are linked to the Council's CCTV network and are placed on lampposts. They have been very successful in capturing fly tipping incidents involving vehicles. The team uses the DVLA database to identify vehicle keepers who are then interviewed under the Police & Criminal Evidence Act to secure prosecutions against drivers and/or passengers of vehicles who were involved in the fly tipping. The success of the cameras has resulted in the team securing additional funding to purchase more cameras. They are currently being rolled out across the district as more locations are being identified. It must be noted that not all locations are suitable for these types of cameras due to connectivity issues with the Council's CCTV network.

In addition the team has invested in a further 15 standalone covert cameras. These are designed to be located where CCTV cameras are not suitable such as rural locations, back streets, lay bys etc. These cameras allow the team some flexibility to carry out surveillance in difficult areas and they can be moved to different locations relatively easily. The team has also had successful prosecutions using these types of cameras.

The team is currently working on a project in partnership with Vodafone and Council ICT to trial a new generation surveillance camera that operates using solar panels and sends images and alerts over the mobile phone network. The benefit of this new camera is that it can be placed covertly at locations that do not require electricity supply therefore giving even greater flexibility for deployment. In addition all captured images are recorded remotely on a "Cloud" storage facility and the images can be accessed remotely. Also the camera alerts the team via text message whenever images are captured and these images can be streamed and viewed in real time. A location has been found to test the camera and if the trial is successful a business case will be submitted to purchase additional cameras or roll out at other locations.

3.4 Fixed Penalty Notices (FPNs) for fly tipping-

New legislation was introduced in 2016 allowing Councils to issue fixed penalty fines for low level fly tipping as an alternative to prosecution. The definition of "low level" fly tipping means where a car boot or less of domestic waste is fly tipped. In Bradford the Council set the fixed penalty fine at £400 payable within 15 days which is reduced to £300 if paid within 10 days. The Enforcement Team started issuing FPNs in October 2016 and to date has issued 52 with the vast majority being paid. This has generated approx. £15,000 of income which the team has reinvested into maintaining existing cameras and purchasing additional surveillance equipment.

3.5 Work with land owners

Officers continue to work with land owners to identify long term solutions to reduce/prevent the recurrence of fly tipping at sites where rubbish is regularly dumped. This includes encouraging the land owner to sell or develop the site, fence off the land or ensure waste is removed regularly from the site. In cases where land ownership is known enforcement action may also be considered and the Enforcement Team can prosecute landowners for allowing waste to accumulate on their land.

3.6 Ward Officer Team (WOTs) meetings

Officers take fly tipping data and intelligence to WOTs to ensure that a multi-agency approach is developed and that the most sustainable solution is sought. Recently this has resulted in multi agency stop and search operations that target criminal behaviour in relation to motor vehicles e.g. illegal waste carriers, uninsured drivers and unsafe vehicles.

3.7 Community engagement and education/enforcement –

Some fly tipping hotspots are close to residential areas and often the fly tipping is caused by local residents. It is often difficult to identify and prosecute offenders and community-based solutions are the only option. An example of this is rubbish dumped on unadopted back streets. The Council is not responsible for cleaning unadopted back streets and the responsibility for this falls to residents. In such cases occupiers (not owners) of properties adjoining the unadopted streets are legally responsible for the waste and this is difficult to enforce due to the large number of occupiers of some unadopted back streets.

In such cases Enforcement officers work closely with Council Wardens and Ward Officers to undertake days of action to talk to residents to educate them about the services that they can use to responsibly dispose of their waste. People are also encouraged to report fly tipping. Back street community clean ups are organised where residents working alongside Wardens and Ward officers collect the rubbish and Street Cleansing teams remove and dispose of the rubbish. In some areas this has worked very well however where there has been poor engagement and participation by residents then the Environmental Enforcement team will follow up with formal action involving serving enforcement notices on all occupiers, arranging removal of the rubbish and recovering the costs from all the occupiers.

3.8 Seizure of vehicles

New legislation allowing Councils to seize vehicles involved in fly tipping came into effect in 2016. The Council has now seized and crushed 3 vehicles that were involved in multiple fly tipping incidents across the district. This has resulted in the prosecution of one offender and a further 2 prosecutions are pending.

3.9 Partnership working with the Police –

The Enforcement Team is currently working within the Neighbourhood hub based at Sir Henry Mitchell House working alongside the Police and the Anti-Social behaviour, Safer and Stronger Teams. An information sharing agreement has been set up which allows for all the teams in the hub to share intelligence. This is proving to be particularly effective for the Enforcement Team as we now have access to police analysts and intelligence which greatly assists the team to investigate environmental crime.

The Environmental Enforcement Team recently undertook a joint initiative to deal with an organised crime group (OCG) that was linked to fly tipping as well as other serious crimes. For the first time the Environmental Enforcement Team applied for and were granted a warrant by Bradford Magistrates Court to enter the premises in question to search for evidence. Police officers accompanied the Environmental Enforcement officers and were able to investigate and seize evidence in relation to other organised crime. The operation went well and was successful as it caused considerable disruption to the OCG.

3.10 Rubbish in Gardens and on private land

The Enforcement team receives large numbers of complaints relating to rubbish in gardens and on private land. New powers under the Anti-Social Behaviour (Crime & Policing) Act 2014 has allowed the team to successfully use Community Protection Notices (CPNs) to ensure householders and landowners keep their property clean and tidy and free of rubbish accumulations. Non-compliance with a CPN is a criminal offence and offenders can be issued with £100 fixed penalty fines or prosecuted. Fines can be up to £5000 for householders and £20,000 for businesses Where CPNs have not been complied with the team has prosecuted offenders and in some cases applied for Remedial Orders (Court Orders) to ensure the notices are complied with. A prosecution in 2017 for non-compliance with a CPN resulted in a statutory maximum £20,000 fine.

3.11 Behaviour Change

The Enforcement Team works closely with the Marketing and Communications Office to ensure all successful prosecutions for waste offences are publicised through the press and social media in order to maximise awareness of these types of offences and penalties to hopefully effect behaviour change so that the public become more responsible about their waste. The local media has been particularly supportive and has helped raise awareness

3.12 Duty of Care

The Team enforces the Duty of Care Regulations to ensure businesses contain all their waste and only use licensed operators to collect, transport and dispose of waste. The Enforcement Team and Council wardens regularly visit businesses to ensure compliance with the regulations.

The Householder Waste Duty of care Regulations came into force in 2005 and placed on all householders a responsibility to ensure that whoever is used to collect, transport and dispose of waste, are appropriately licensed. Recently there has been an increase in householders using unlicensed carriers of waste which has resulted in a small number of prosecutions. The Enforcement Team is currently looking at ways to identify and tackle illegal waste carriers which target vulnerable members of the public.

3.13 Performance figures

As mentioned above the Enforcement Team receives requests for service (complaints) from a number of sources e.g. direct from the public, Council Wardens and other Council Officers. The Enforcement Officers work closely with Wardens and a large number of complaints are initially referred to wardens to investigate in the first instance. These are typically complaints about rubbish in gardens. Wardens will visit problem properties and request owners and occupiers to tidy up their gardens. Any non-compliance with Wardens requests are referred back to the Enforcement Team for formal action.

3.14 Service Requests

The following table shows numbers of service requests received by the Enforcement Team and numbers dealt with by Wardens for 2016/17 and 2017/18.

	2016/17	2017/18
Total Complaints Received	6651	7377
Dealt with by Enforcement	4520	4621
Dealt with by Wardens	2131	2756
Referred back to Enforcement by Wardens	476	559

3.15 Enforcement Actions 2017/18

The table below highlights some of the actions taken by the Environmental Enforcement Team in relation to waste offences:

Enforcement Action Taken	Total
Community Protection Warning issued (CPW)	809
Community Protection Notice Issued (CPN)	254
Other Statutory Notice issued	131
Fly tipping Fixed penalty Notice issued	18
Other Fixed Penalty Notice issued	53
Prosecutions and Cautions	29

3.16 Publicity and Marketing

Neighbourhood Services are currently in partnership with Keep Britain Tidy Group regards hard hitting and sustained anti- fly tipping, litter and dog fouling campaigns.. The programme of campaigns throughout 2017/2018 has continued to focus on different themes eg chewing gum litter.



- 3.20 This was followed by the ‘We’re Watching You Signs’ erected at strategic locations of the district to raise awareness and remind car owners of their responsibilities and that they will be fined for littering.



- 3.21 The Marketing and Communications unit is also involved in promoting maximum publicity for all campaigns together with any fines/prosecutions for offences to effectively manage behaviour change moving forward.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 This report is a briefing on levels of fly tipping, enforcement and campaign initiatives within the district at the present time.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 No specific issues.

6. LEGAL APPRAISAL

- 6.1 No specific issues.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

- 7.1.1 Committee decisions will need to be made in line with Equal Rights legislation. This will require committees to assess the potential equality impact of any decisions they make.

7.2 SUSTAINABILITY IMPLICATIONS

- 7.2.1 Increased local decision-making has the potential to create more sustainable solutions to local issues.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

7.3.1 No specific issues.

7.4 COMMUNITY SAFETY IMPLICATIONS

7.4.1 Increased local decision making has the potential to improve community safety through more closely addressing local priorities.

7.5 HUMAN RIGHTS ACT

7.5.1 There are no Human Rights Act implications arising from this report.

7.6 TRADE UNION

7.6.1 No specific issues.

7.7 WARD IMPLICATIONS

7.7.1 The information in this report is relevant to all Wards in the district.

7.8 IMPLICATIONS FOR CORPORATE PARENTING

There are no specific implications for corporate parenting arising from this report.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

There are no specific issues arising from this report.

8. NOT FOR PUBLICATION DOCUMENTS

8.1 There are no not for publication documents.

9. OPTIONS

9.1 None.

10. RECOMMENDATIONS

10.1 That the update on fly tipping and actions taken to address the problem be considered.

10.2 That a further report be brought to this committee within twelve months.

11. APPENDICES

Appendix 1 Fly tipping reports on CRM (Customer Relationship Management) - District and Area totals

Appendix 2 Fly tipping reports on CRM by Ward

Appendix 3 Vehicle Tonnage Relating to Fly Tipping & Litter

Appendix 4 Fly Capture Data – 20 Largest Local Authorities

Appendix 5 Fly Capture Data – Yorkshire and Humber Comparison

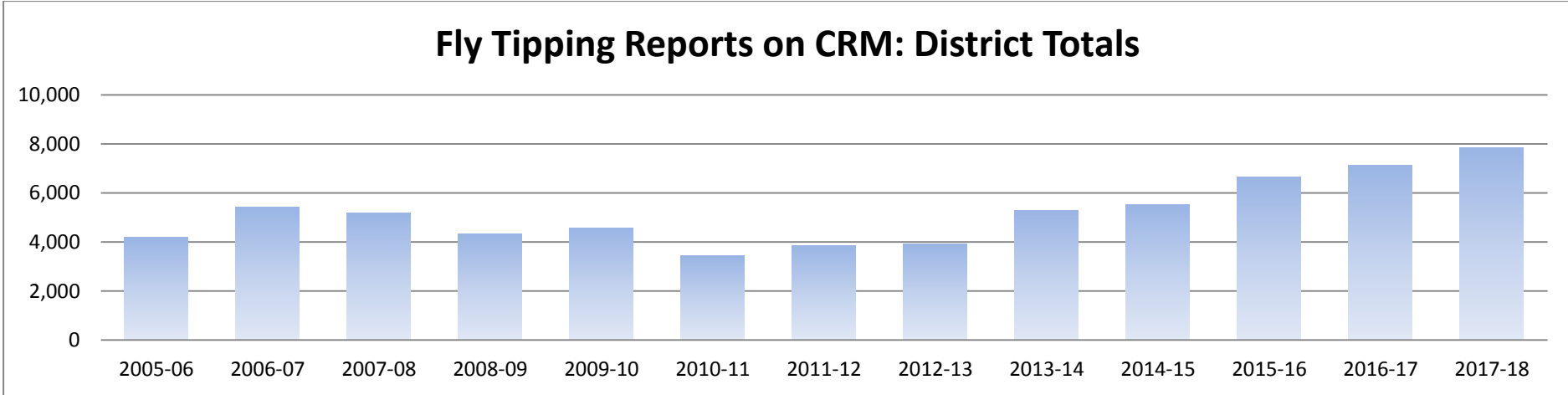
12. BACKGROUND DOCUMENTS

- 12.1 Report of the The Strategic Director, Place to the meeting of Environment and Waste Management and Scrutiny Committee 19th December 2017(**Document “P”**)
Update on fly tipping in the District, including an analysis on trends in complaints, levels of tonnages collected and whether recent policy changes with regard to waste disposal and collection have had any associated impacts.

Appendix 1: Fly Tipping Reports on CRM - District & Area Totals

	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
District Total	4,185	5,418	5,177	4,330	4,583	3,441	3,869	3,918	5,301	5,528	6,655	7,112	7,852
No Area Specified	539	574	474	302	266	189	269	274	379	410	735	801	922
East	889	1,602	1,436	996	894	915	1,139	1,216	1,549	1,621	1,707	2,030	2,286
Keighley	973	848	924	1,228	1,422	580	472	431	568	643	672	776	849
Shipley	403	480	464	363	456	274	238	249	336	340	450	502	544
South	544	782	704	603	741	750	861	809	1,051	1,004	1,213	1,268	1,574
West	837	1,132	1,175	838	804	733	890	939	1,418	1,510	1,878	1,735	1,677

Page 95



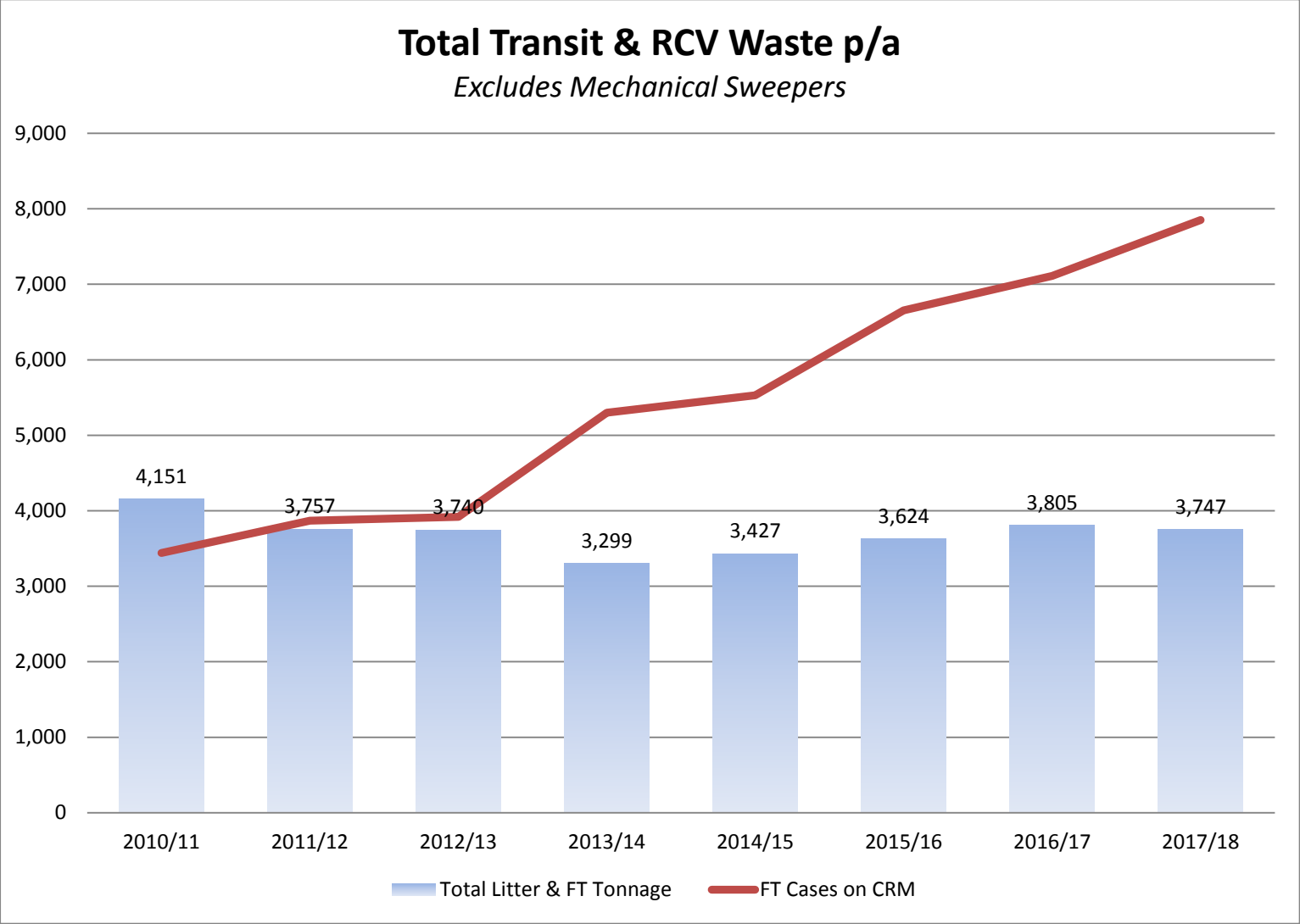
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Appendix 2: Fly Tipping Reports on CRM by Ward

Ward	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Baildon	50	48	77	68	66	30	28	33	44	28	71	70	91
Bingley	27	58	43	39	40	31	39	22	43	44	48	54	63
Bingley Rural	61	76	63	61	56	54	40	52	47	61	78	98	90
Bolton & Undercliffe	63	65	69	61	54	55	72	90	91	124	116	147	122
Bowling & Barkerend	266	491	363	249	272	236	298	283	400	443	409	499	617
Bradford Moor	214	395	487	262	190	222	238	256	356	380	358	403	401
City	169	355	273	186	206	203	217	172	231	261	335	349	341
Clayton & Fairweather Green	53	62	93	89	71	49	72	79	100	120	129	153	157
Craven	35	55	39	30	51	34	33	26	43	35	37	44	59
Eccleshill	69	124	105	93	82	77	126	100	130	148	133	204	274
Great Horton	95	131	134	91	188	181	124	115	174	164	260	277	394
Heaton	110	134	113	96	74	88	128	133	188	203	226	163	150
Idle & Thackley	26	52	43	37	28	25	32	42	61	50	89	92	90
Ilkley	42	49	30	37	24	24	24	20	16	19	18	23	22
Keighley Central	482	355	438	734	934	286	198	180	178	187	210	263	339
Keighley East	91	68	94	107	84	49	45	39	74	97	85	71	77
Keighley West	150	129	150	147	148	59	54	57	111	111	128	114	114
Little Horton	143	311	212	184	170	196	252	307	344	305	392	493	595
Manningham	190	235	291	122	180	116	119	206	232	244	379	333	337
Queensbury	32	62	89	84	77	71	75	52	70	109	98	94	130
Royds	45	90	87	75	106	100	129	137	184	123	173	159	193
Shipley	79	109	102	79	142	49	51	53	65	81	97	111	118
Thornton & Allerton	68	81	101	103	69	87	112	79	124	142	198	195	200
Toller	146	159	213	145	123	102	160	161	354	344	362	324	321
Tong	202	259	172	157	106	169	282	238	335	296	323	365	471
Wharfedale	12	15	8	10	14	15	7	15	22	22	9	10	13
Whindhill & Wrose	104	114	109	56	53	52	37	49	70	63	74	96	83
Wibsey	67	92	92	45	90	90	139	114	144	144	124	141	140
Worth Valley	52	76	62	82	65	63	60	54	70	90	95	139	103
Wyke	71	88	71	106	116	89	66	89	80	90	131	138	136

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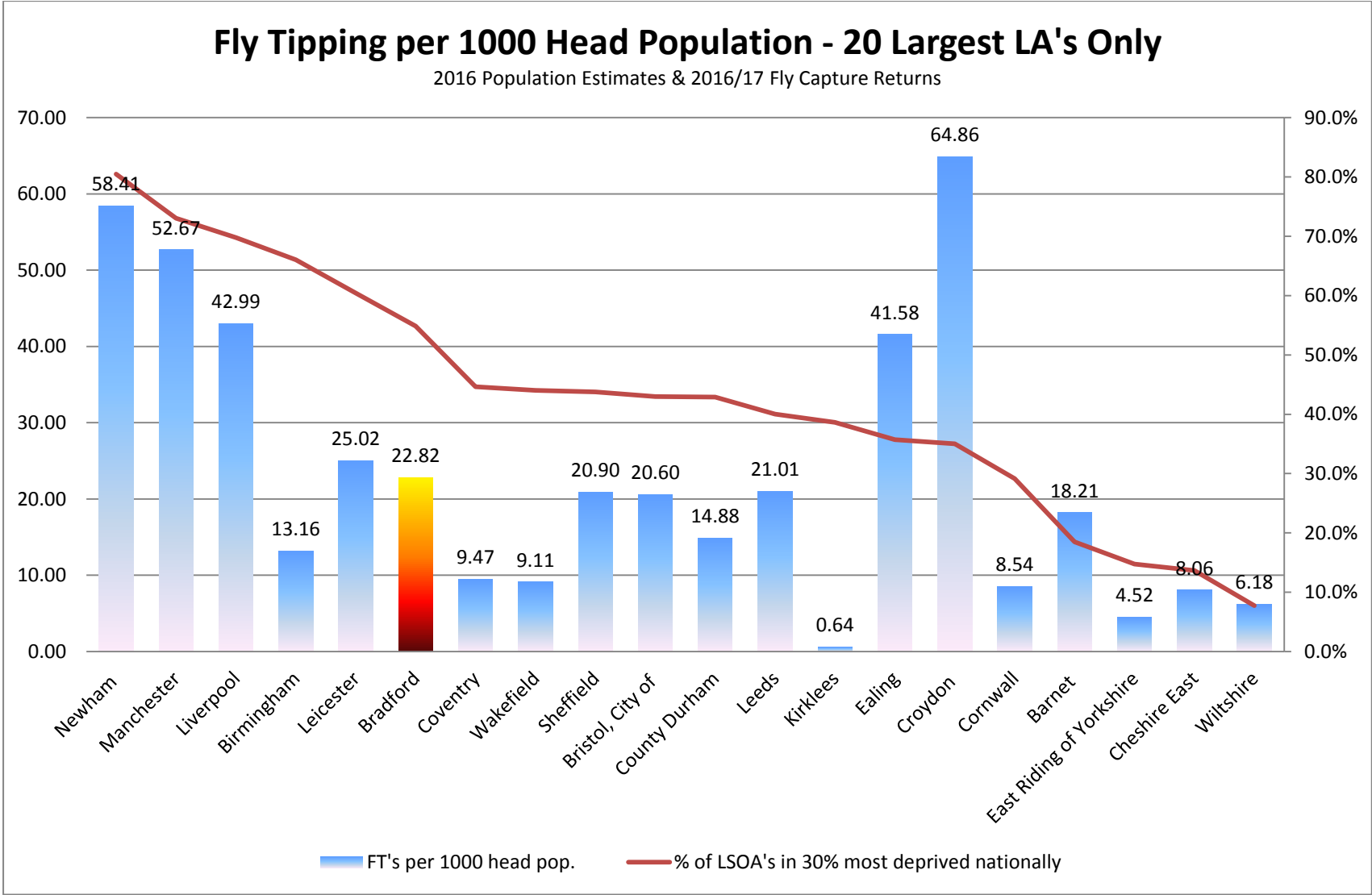
Appendix 3: Total Annual Transit and Refuse Collection Vehicle Tonnage Relating to Fly Tipping & Litter



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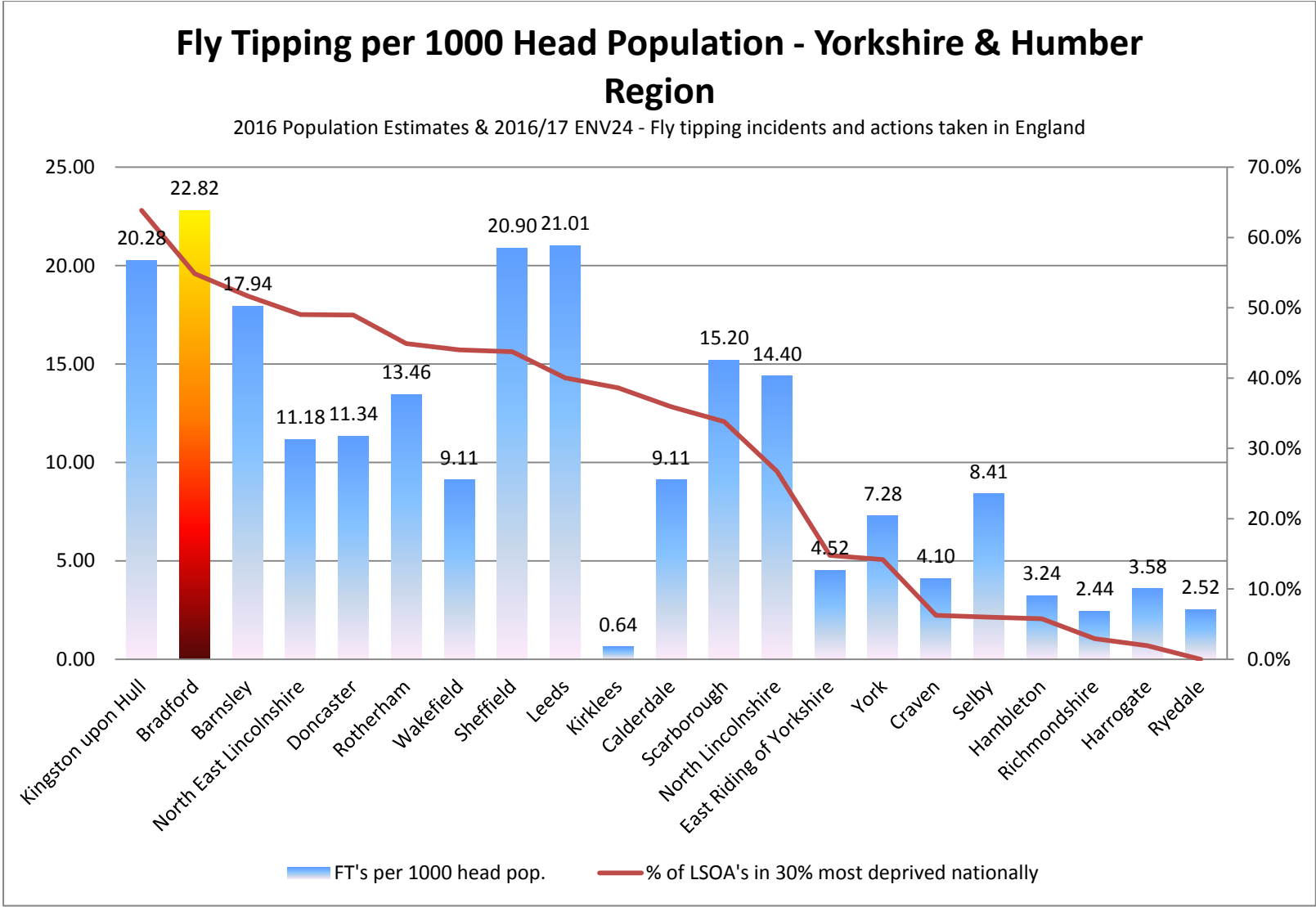
Appendix 4: Fly Capture Data – 20 Largest Authorities

Page 101



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Appendix 5: Fly Capture Data – Yorkshire & Humber Comparison



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Report of the Chair of the Regeneration & Environment Overview and Scrutiny Committee to be held on Tuesday 18 September 2018

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Subject:

**Regeneration and Environment Overview and Scrutiny Committee – Work
Programme 2018-19**

Summary statement:

**This report includes the Regeneration and Environment Overview and Scrutiny
Committee work programme for 2018/19.**

Cllr Rizwana Jamil
Chair – Regeneration & Environment
Overview and Scrutiny Committee

Report Contact: Mustansir Butt/Licia
Woodhead
Overview and Scrutiny Lead
Phone: (01274) 432574/432119
Email: mustansir.butt@bradford.gov.uk
licia.woodhead@bradford.gov.uk

Portfolio:

**Healthy People and Places,
Regeneration, Planning and Transport,
Environment and Waste**

Overview & Scrutiny Area:

Regeneration & Environment

1. SUMMARY

- 1.1 This report includes the Regeneration and Environment Overview and Scrutiny Committee work programme for 2018/19, which is attached as appendix 1 to this report.

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 Regeneration and Environment Overview and Scrutiny Committee has the responsibility for “the strategies, plans, policies, functions and services directly relevant to the corporate priorities about creating a more prosperous district and about improving waste management, neighbourhood services and the environment.” (Council Constitution, Part 2, 6.5.1 and 6.6.1).
- 3.2 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.
- 3.3 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.
- 3.4 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. FINANCIAL & RESOURCE APPRAISAL

- 4.1 None.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 Risk Management will be considered by this Committee, for all areas within the Work Programme.

6. LEGAL APPRAISAL

None.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Community Cohesion and Equalities related issues are part of the work remit for Overview and Scrutiny.

7.2 SUSTAINABILITY IMPLICATIONS

This is a key work area for the Committee.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

This is a key work area for the Committee.

7.4 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.

7.5 HUMAN RIGHTS ACT

None.

7.6 TRADE UNION

None.

7.7 WARD IMPLICATIONS

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

7.8 IMPLICATIONS FOR CORPORATE PARENTING

None.

7.9 ISSUES ARISING FROM PRIVACY ASSESSMENT

None.

8. NOT FOR PUBLICATION DOCUMENTS

None.

9. OPTIONS

- 4.1 The Committee may choose to add to or amend the topics included in the 2018-19 work programme for the Committee.
- 4.2 Members may wish to consider any detailed scrutiny reviews that they may wish to conduct.

10. RECOMMENDATIONS

- 9.1 That Members consider and comment on the areas of work included in the work programme.
- 9.2 That Members consider any detailed scrutiny reviews that they may wish to conduct.

11. APPENDICES

Appendix One – 2018-19 Work Programme for the Regeneration and Environment Overview and Scrutiny Committee.

Appendix Two – Unscheduled Topics.

12. BACKGROUND DOCUMENTS

Council Constitution.

Democratic Services - Overview and Scrutiny

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 3rd July 2018 at City Hall, Bradford.			
Chair's briefing 18/06/2018. Report deadline 21/06/2018.			
1) CALL-IN Amendments to Off Street Parking Places Consolidation Order 2015	The Committee has been requested to consider the decision of the Executive in light on comments from Cllr Cooke	Steve Hartley/Louise Williams.	
2) Appointment of Co-opted Members.	Nicola Hoggart - Environment Agency. Julian Pearson - Bradford Environment Forum.	Mustansir Butt/Licia Woodhead.	
3) One City Park.	The intention to procure a contract over the £2m threshold.	Shelagh O'Neill /Tina Parry.	Recommendation from Regeneration & Economy O&S on 14 Nov 2017 - going to Exec in June 2018 needs to come to Scrutiny in July 2018.
4) £2m+ Stores Facility Contract.	The function of the facility is to manage the sourcing, supply and storage of parts and consumables for a fleet of approximately 1,600 vehicles and items of plant.Contract is worth £5m over 5 years.	Richard Galthen/Geof Binnington.	Constitutional requirement.Contract will go out for tender as soon as O&S considers it.
5) Sports Facilities Investment Plan.	That an update report be presented to the Regeneration and Economy Overview and Scrutiny Committee in July 2018.	Phil Barker.	Recommendation from Regeneration & Economy O&S on 25 Jul 2017.
6) Update on the previous 12 month review of the District's casualty reduction work.	That the Strategic Director, Place, be requested to provide an update in 12 months time to include casualty performance and a financial update.	Simon D'Vali.	Recommendation from Environment & Waste Management O&S on Tuesday 28 March 2017.
7) Draft 2018-19 Work Programme.	Discussion and agreement over the areas of work for the Committee to focus on in this Muncipal Year.	Mustansir Butt/Licia Woodhead.	

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 18th September 2018 at City Hall, Bradford.			
Chair's briefing 03/09/2018. Report deadline 05/09/2018.			
1) Food Service Plan.	The Council is required by the Food Standards Agency to have a documented and approved Food Safety Service Plan. The Plan sets out the measures the Council will implement to safeguard food and drink which is produced, prepared or sold within the district. The plan reflects the work required of food authorities by the Food Standards Agency (FSA) in its national Food Law Code of Practice and guidance documents.	Angela Brindle.	
2) Stimulating and accelerating housing and economic growth - 2018-19 budget growth allocation.	To include the that more detailed information regarding the parameters of the £500k housing allocations be considered by the Regeneration and Environment Overview and Scrutiny Committee.	Shelagh O'Neill/Andrew Marshall/Lorraine Wright.	Recommendation from Corporate O&S from Wednesday 18 July 2018.
3) Housing and Homelessness Strategy.	The Committee will receive a report on the Housing and Homelessness Strategy to include information on the "No Second Night Out" service and the "Bradford Cares" Campaign.	Sarah Holmes/Richard Whittacker.	Recommendation from Regeneration & Economy O&S on 26 Sep 2017.
4) Affordable Housing.	The Committee will receive a report on Affordable Housing.	Lorraine Wright.	Recommendation from Regeneration & Economy O&S on 26 Sep 2017.
5) Fly tipping across the District.	The Committee will consider a report on Fly Tipping across the District including information on flytipping hotspots, enforcement and awareness.	Damian Fisher/Amjad Ishaq.	Recommendation from Environment & Waste Management O&S on Tuesday 19 Dec 2017.
6) Regeneration and Environment O&S Work Programme.	The Committee will consider its work programme and make changes as necessary.	Mustansir Butt.	

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Wednesday, 19th September 2018 at City Hall, Bradford.			
1) Single use plastics Scrutiny Review	Information gathering session.	Mustansir Butt.	Council Recommendation from 16 January 2018.
Tuesday, 2nd October 2018 at City Hall, Bradford.			
Chair's briefing 17/09/2018. Report deadline 19/09/2018.			
1) Waste Management Finances.	Request that the Regeneration and Environment Overview and Scrutiny Committee considers the approaches being used to address the overspend on the area of Waste Management.	Steve Hartley/John Major.	Corporate O&S recommendation on Wednesday 18 July 2018.
2) The Council's involvement in residential High Rise Buildings following the Grenfell Tower disaster.	The Committee will receive a report detailing the impact of the revised Government legislation and any additional demand on resources.	Justin Booth/Julie Rhodes.	Recommendation from Regeneration & Economy O&S on 6 Mar 2018.
3) The Libraries and Museums Service	The Committee will receive a report detailing the future role of the services.	Phil Barker/Jackie Kitwood/Sue Rollins.	
4) Water Management Scrutiny Review recommendations.	The Committee will receive a report monitoring the recommendations from the detailed scrutiny of Water Management.	Chris Eaton / Kirsty Breaks/Ed Norfolk.	Recommendation from Environment & Waste Management O&S on Tuesday 4 July 2017.
5) Utilisation of outdoor spaces for health reasons.	The Committee will consider a report detailing the socio economic inequality of access to green spaces in the Bradford District.	Sarah Possingham/Angela Hutton.	Recommendation from Environment & Waset Management O&S from Tuesday 26 September 2017.
6) Regeneration and Environment O&S Work Programme.	The Committee will consider its work programme and make changes as necessary.	Mustansir Butt/Licia Woodhead.	
Tuesday, 9th October 2018 at City Hall, Bradford.			
1) Single use plastics Scrutiny Review.	Information gathering session.	Mustansir Butt.	Council Recommendation from 16 January 2018.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 23rd October 2018 at City Hall, Bradford.			
Chair's briefing 08/10/2018. Report deadline 10/10/2018.			
1) City Centre Regeneration.	The Committee will consider a report on progress with the city centre regeneration.	Steve Hartley.	Recommendation from Regeneration & Economy O&S on 6 March 2018.
2) City Markets.	The Committee will consider an update report on the City Markets service.	Colin Wolstenholme.	Recommendation from Regeneration & Economy O&S on 6 March 2018.
3) Regeneration and Environment O&S Work Programme.	The Committee will consider its work programme and make changes as necessary.	Mustansir Butt/Licia Woodhead.	
Tuesday, 20th November 2018 at City Hall, Bradford.			
Chair's briefing 05/11/2018. Report deadline 07/11/2018.			
1) Recycling and Trade Waste in the District.	The Committee will consider a report on Recycling and Trade Waste including information on the progress of service improvements, and the ability for the domestic refuse service to undertake certain trade waste and recycling.	Steve Hartley/ Richard Longcake.	
2) West Yorkshire Combined Authority.	The Committee will receive a report on the WYCA to include details of the impact of the revised Government legislation and any additional demand on resources.	Jamie Saunders.	Recommendation from Joint O&S on Tuesday 10 October 2017.
3) Regeneration and Environment O&S Work Programme.	The Committee will consider its work programme and make changes as necessary.	Mustansir Butt/Licia Woodhead.	
Tuesday, 27th November 2018 at City Hall, Bradford.			
1) Single use plastics Scrutiny Review.	Information gathering session.	Mustansir Butt.	Council Recommendation from 16 Jan 2018.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 18th December 2018 at City Hall, Bradford.			
Chair's briefing 03/12/2018. Report deadline 05/12/2018.			
1) Bradford Civic District Heat Network.	The Committee will receive a report on the work of Bradford Civic District Heat Network.	Neil Morrison.	Recommendation from Environment & Waste Management O&S on Tuesday 20 February 2018.
2) Rail Strategy and City Centre Stations Update.	The Committee will consider a report on the District's Rail Strategy including information on the City Centre Stations.	Julian Jackson/Richard Gelder.	Recommendation from Environment & Waste Management O&S on Tuesday 28 March 2017.
3) Estate Management.	The Committee will receive a report on the functions of Estate Management Service.	Ben Middleton.	Recommendation from Regeneration & Economy O&S on 23 Jan 2018.
4) Regeneration and Environment O&S Work Programme.	The Committee will consider its work programme and make changes as necessary.	Mustansir Butt/Lica Woodhead.	
Tuesday, 22nd January 2019 at City Hall, Bradford.			
Chair's briefing 07/01/2019. Report deadline 09/01/2019.			
1) West Yorkshire LTP3 Implementation Plan.	The Committee will receive a report on the development of the first five year implementation plan of the replacement Transport strategy and its delivery.	Richard Gelder/Julian Jackson.	Recommendation from Environment & Waste Management O&S on Tuesday 20 February 2018.
2) Budget Setting for the Department of Place.	The Committee will receive a report on Budget proposals apertaining to the Department of Place.	Steve Hartley.	
3) Street Lighting.	The Committee will receive a report on the Street Lighting Strategy.	Allun Preece/Richard Gelder/Julian Jackson.	Recommendation from Environment & Waste Management O&S on Tuesday 23 January 2018.
4) Carbon Strategy for the District 2020-2050.	The Committee will receive a report on the Council's Carbon Strategy.	Neil Morrison/Jamie Saunders.	Recommendation from Environment & Waste Management O&S on Tuesday 27 March 2018.
5) Draft Single use plastics Scrutiny Review Report.	Key findings and recommendations from the Scrutiny Review.	Mustansir Butt.	Council Recommendation from 16 January 2018.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 22nd January 2019 at City Hall, Bradford.			
Chair's briefing 07/01/2019. Report deadline 09/01/2019.			
6) Regeneration and Environment O&S Work Programme.	The Committee will consider its work programme and make changes as necessary.	Mustansir Butt/Licia Woodhead.	
Tuesday, 26th February 2019 at City Hall, Bradford.			
Chair's briefing 11/02/2019. Report deadline 13/02/2019.			
1) Regeneration in Keighley & Shipley.	The Committee will receive a report on the key regeneration issues in Keighley and Shipley including progress made by the Joint Venture Company on the Canal Rd Corridor Urban Village.	Steve Hartley/Julian Jackson.	Recommendation from Regeneration & Economy O&S on 20 February 2018.
2) Get Bradford Working / Skills for Work.	The Committee will receive a report updating Members on the Get Bradford Working and Skills for Work programmes, to include the tracking of outcomes for at least twelve months of those people who gain employment as a result of the Get Bradford Working ini	Phil Hunter.	Recommendation from Regeneration & Economy O&S on 13 March 2018.
3) Regeneration and Environment O&S Work Programme.	The Committee will consider its work programme and make changes as necessary.	Mustansir Butt/Licia Woodhead.	
Tuesday, 26th March 2019 at City Hall, Bradford.			
Chair's briefing 11/03/2019. Report deadline 13/03/2019.			
1) Housing Standards.	The Committee will consider a report on the work of the Housing Standards Team to include details of the impact of the New Legislation.	Julie Rhodes.	Recommendation from Regeneration & Economy O&S from 20 February 2018.
2) Empty Homes.	The Committee will consider a report on the work of the Empty Homes Team.	Julie Rhodes.	Recommendation from Regeneration & Economy O&S on 20 February 2018.
3) Energy Efficiency of Private Sector rented Housing.	The Committee will consider a report on energy efficiency in private rented sector accomodation..	Julie Rhodes/Pete Betts.	Recommendation from Environment & Waste Management O&S on Tuesday 27 March 2018.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 26th March 2019 at City Hall, Bradford.			
Chair's briefing 11/03/2019. Report deadline 13/03/2019.			
4) White Rose Energy.	The Committee will receive an update report on the work of White Rose Energy.	Neill Morrison.	Recommendation from Environment & Waste Management O&S on Tuesday 27 Mar 2018.
5) Biodiversity Scrutiny Review.	The Committee will receive a report monitoring the recommendations from the detailed scrutiny of Biodiversity.	Danny Jackson.	Recommendation from Environment & Waste Management O&S on Tuesday 17 April 2018.
6) Regeneration and Environment O&S Work Programme.	Members will consider the 2018-19 work programme and make changes as appropriate.	Mustansir Butt/Licia Woodhead.	
Tuesday, 16th April 2019 at City Hall, Bradford.			
Chair's briefing 01/04/2019. Report deadline 03/04/2019.			
1) Bradford Beck Pilot Study.	The Committee will receive a report from the Friends of Bradford's Becks.	Chris Eaton/Edward Norfolk/Barney Lerner.	Recommendation from Environment & Waste Management O&S from Tuesday 17 April 2018.
2) Bradford District Cycling Strategy.	That the Strategic Director, Place, be requested to provide a progress report, in 12 months time, on the implementation of the Bradford District Cycle Strategy and Action Plan Top Ten priorities, and provide figures relating to accidents to cyclists.	Julian Jackson/Andrew Marshall/Bhupinder Dev.	Recommendation from Environment & Waste Management O&S from Tuesday 21 November 2017.
3) Active Bradford.	The Committee will receive a report on Active Bradford to include an update on the Active Bradford Strategy and the pilot scheme, the development of the Sports Leisure Card and details of the Olympic legacy.	Zuby Hamard.	Recommendation from Regeneration & Economy O&S on 10 April 2018.
4) Cultural Strategy.	The Committee will receive a report on the Cultural Strategy.	Bobsie Robinson.	Recommendation from Regeneration & Economy O&S on 10 April 2018.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia / Mus tel - 2119/2574

Work Programme

Agenda

Tuesday, 16th April 2019 at City Hall, Bradford.

Chair's briefing 01/04/2019. Report deadline 03/04/2019.

5) Resolution Tracking.

Description

Monitoring the progress of recommendations made by the Regeneration and Environment Overview and Scrutiny Committee.

Report

Mustansir Butt/Licia Woodhead.

Comments

Democratic Services - Overview and Scrutiny

Scrutiny Committees Forward Plan

Unscheduled Items

Regeneration and Environment O&S Committee

Agenda item	Item description	Author	Comments
1 St George's Hall.		Phil Barker	Discussed at DMT 11 July 2018 - Electronic Briefing in Oct 2018. Arrange visit for end of Nov 2018.
2 The District's Casualty Reduction work.	An independent review is being carried out with regard to shared services. This should be completed by December	Simon D'Vali	Discussed at meeting on Tuesday 3 July 2018.
3 Economic Growth Strategy Delivery Plan.	NOV / DEC - Shelagh to clarify	Shelagh O'Neill	Recommendation from Regeneration & Economy O&S on 25 Jul 2017.
4 National Science and Media Museum.	That a further progress report be submitted to the Committee in twelve months time.	Jo Quinton-Tulloch	Recommendation from Regeneration & Economy O&S on 13 Mar 2018 - Electronic Briefing.
5 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.	Ben Middleton	Request from Cllr Brendan Stubbs - Electronic Briefing.
6 Environment Agency Annual Report.	That a progress report be provided in 12 months, on the work undertaken in the District.	Nicola Hoggart	Recommendation from Environment & Waste Mangt O&S from Tuesday 26 Sept 2017 - Electronic Briefing.
7 Bradford Environment Forum.	That a further report be provided to update the Committee on the work undertaken in 2017-18.	Julia Pearson	Recommendation from Environment & Waste Mangt O&S from Tuesday 26 Sep 2017 - Electronic Briefing.
8 Air Quality - Scrutiny Review.	That the Draft Terms of Reference be adopted.	Mustansir Butt.	Terms of Reference agreed by Environment & Waste Mangt O&S on Tuesday 27 March 2018.
9 Flushables project.	Project being undertaken by Young People. Members were very keen to discuss the findings from this project.		Request from Cllr Sunderland - Mustansir To liaise with Cllr Sunderland.

Regeneration and Environment O&S Committee

Agenda item	Item description	Author	Comments
10	Top of Town Masterplan.	Clare Wilkinson	The tender for the master plan project will go out shortly. The deadline for completion of the plan is March next year. Schedule for June 2019