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Agenda for a meeting of the Regeneration and Environment Overview and Scrutiny Committee to be held on Wednesday, 24 July 2019 at 5.30 pm in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	GREEN
Heseltine Herd	Jamil Dodds Berry Kamran Hussain Mohammed	R Ahmed	Love

Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT	GREEN
Riaz Whiteley	Choudhry Dunbar Jenkins Johnson Lintern	Stubbs	Warnes

NON VOTING CO-OPTED MEMBERS

Nicola Hoggart
Julia Pearson

Environment Agency
Bradford Environmental Forum

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From:

Parveen Akhtar
City Solicitor

To:

Agenda Contact:

Phone: 01274 432280

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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.

(Asad Shah - 01274 432280)

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. CLIMATE EMERGENCY

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On 15 January 2019 there was a motion passed by Full Council declaring a climate emergency. This motion has identified a series of priorities for the Council that will coordinate our efforts with the wider aims of the WYCA energy strategy and delivery plan with the aim of limiting the districts carbon emissions in line with what is needed to achieve Intergovernmental Panel on Climate Change recommendations.

The report of the Strategic Director, Corporate Services (**Document "H"**) seeks to highlight the current stage of development of each of the priorities and make recommendations about the next steps required.

Recommended –

That the Regeneration and Environment considers the information contained in the report.

(Neil Morrison – 01274 434003)

6. BRADFORD AIR QUALITY PLAN (BAQP) DEVELOPMENT

47 - 74

The Bradford Air Quality Plan (BAQP) is being developed in line with Ministerial Direction with the Outline Business Case (OBC), including the preferred option for achieving compliance with the EU Limit Value for nitrogen dioxide (NO₂) in the shortest possible timeframe, required for submission by 31st October 2019. The timescales for delivery are challenging due mainly to the readiness of the Bradford Transport Model in July which affects the timings of subsequent air quality and economic assessments. Following submission of the OBC to Government, full public / Statutory consultation will be carried out which will inform the preparation of the Final Business Case (FBC), due for submission in early 2020.

Government guidance on the development of the BAQP obliges the Council to assess all options for improving air quality against the effectiveness of a Clean Air Zone (CAZ) Class D, including buses, coaches, taxis, lorries, vans and cars.

Portfolio Holders and Strategic Directors of Health & Wellbeing and Place are delegated authority to submit to the Outline Business Case to Government and carry out consultation with all stakeholders.

The purpose of the report of the Strategic Director, Health & Wellbeing (**Document “I”**) is to provide an update on the development and potential delivery of the BAQP.

Recommended –

That Members consider the progress to develop the BAQP to date.

Andrew Whittles – 01274 435868

7. FOOD SAFETY IN THE BRADFORD DISTRICT 75 - 114

The Council is required by the Food Standards Agency to have a documented and approved Food Safety Service Plan in place.

The report of the Strategic Director, Health & Wellbeing (**Document “J”**) is brought to Members to seek support for that plan.

Recommended –

- (1) The views and comments of members are sought in relation to the contents of this report.**
- (2) The work of the Food Safety Team as documented in the Food Safety Service Plan be supported.**

(Angela Brindle – 01274 433985)

8. LIBRARIES, MUSEUMS & GALLERIES SERVICE 115 - 130

The report of the Strategic Director, Place (**Document “K”**) provides an update on progress made in the delivery of budget savings for 2019-20 for the libraries services since the last report to Members on 22 January 2019.

It also sets out progress made in developing options for the delivery of savings of £1.05m (Libraries) and £500k (Museums) in 2020-21.

Recommended –

That Regeneration and Environment Committee consider the updates provided and advise Officers on any future reporting requirements.

(Jacqui Buckley – 01274 437835)

9. REGENERATION AND ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019 - 20 131 - 142

The report of the Chair of the Regeneration and Environment Overview and Scrutiny Committee (**Document “L”**) presents the Committee’s Work Programme 2019-20.

Recommended –

That the Work programme 2019-20 continues to be regularly reviewed during the year.

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

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Report of the Director of Corporate Resources to the meeting of Regeneration and Environment Overview and Scrutiny Committee to be held on 24 July 2019

H

Subject:

Climate Emergency

Summary statement:

On 15 January 2019 there was a motion passed by full council declaring a climate emergency. This motion has identified a series of priorities for the council that will coordinate our efforts with the wider aims of the WYCA energy strategy and delivery plan with the aim of limiting the districts carbon emissions in line with what is needed to achieve Intergovernmental Panel on Climate Change recommendations.

This report seeks to highlight the current stage of development of each of the priorities and make recommendations about the next steps required.

Joanne Hyde
Strategic Director of Corporate
Resources

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Portfolio:
Regeneration: Cllr Ross-Shaw
Environment: Cllr Ferriby

Overview & Scrutiny Area:
Regeneration and Environment

1. SUMMARY

In January the council adopted a resolution to recognise that the world was experiencing a climate emergency. This recognises that there is an imperative to limit global warming to 1.5°C above pre industrial levels and identifies a number of priorities for the council to limit its greenhouse gas emissions.

The 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change in October 2018, (a) describes the enormous harm that a 2°C rise is likely to cause compared with a 1.5°C rise, and (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

This report provides an update on the identified priorities for the council and makes recommendations on how the council can help to deliver these projects.

2. BACKGROUND

- 12 December 2015 - Paris accord negotiated and agreed. The Paris Agreement's long-term goal is to keep the increase in global average temperature to well below 2 °C above pre-industrial levels; and to limit the increase to 1.5 °C since this would substantially reduce the risks and effects of climate change. Under the Paris Agreement, each country must determine, plan, and regularly report on the contribution that it undertakes to mitigate global warming. No mechanism forces a country to set a specific target by a specific date, but each target should go beyond previously set targets.
- 8 October 2018 – Special Report on Global warming of 1.5°C released. The report is emphatic in highlighting the rate of change required showing that to reign in the rate of climate change and provide a likely ability to keep warming at 1.5 degrees by 2100 there must be a reduction in emissions to net zero by 2055 at the latest and by 2040 if we are to be certain to keep warming at this level this century.
- December 2018 – West Yorkshire Combined Authority adopt an Energy Strategy and Delivery Plan which aims to limit the regions carbon emissions in line with the Paris Climate Accord.
- 15 January 2019 – CBMDC declares a climate emergency. As at May 2019 Bradford, Kirklees, Calderdale and Leeds have all declared climate emergencies..
- 01 May 2019 – UK parliament declares a Climate Emergency and set a goal of 2050 for the UK to have net zero carbon emissions.

3. OTHER CONSIDERATIONS

On 15 January 2019 the council adopted the following resolution;

“The ‘Special Report on Global Warming of 1.5°C’, published by the Intergovernmental Panel on Climate Change in October 2018, (a) describes the enormous harm that a 2°C rise is likely to cause compared with a 1.5°C rise, and (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

This is indeed a climate emergency. As a Council, since passing our own January 2010 energy procurement motion with all-party support, we have made great steps in reducing our 2 own carbon emissions and have exceeded our aims of achieving a 40% reduction in carbon emissions by 2020. We must however go further faster. Council welcomes recent climate action by the London Mayor and Assembly, leading UK authorities including Bristol and Manchester and other city authorities around the world to declare – and commit resources to tackling our Climate Emergency. Council welcomes the Leeds City Region Local Enterprise Partnership (the LEP) decision to adopt a new energy strategy and delivery plan which adopts the ambitions of the Paris agreement. To achieve the significant results that are required to fulfil this ambition, the council is focussing on delivering five key priorities which, as well as tackling climate change, also create jobs and help people reduce their fuel bills:

- Delivering a reduction in the energy used for street lighting, saving emissions and also saving the council money in energy bills.
- Delivering a District Heat network to save on heating costs of the council estate and of partner organisations in the civic quarter.
- Embracing the opportunities provided by the H21 Leeds City Region scheme
- Increasing the proportion of EV hybrid vehicles in use in the council fleet and supporting the roll out of EV charging points across the district to help promote uptake of electric vehicle use.
- Increasing the amount of renewable energy and electricity generation on council estate.

This Council:

- Requests officers to report to Regeneration & Environment Overview & Scrutiny Committee setting out the key challenges and options for delivering the five priorities.
- Requests that the Chief Executive writes to Government requesting: a) additional funding and powers to enable us to deliver the Paris agreement and (b) that ministers work with other governments to ensure that the UK maximises carbon reduction by 2036 in order to fulfil the objectives of the Paris Climate Change Agreement.
- Will play an active part in the Leeds City Region Energy Summit being held in Spring this year, where the setting of regional energy reduction targets will be discussed. We commit to challenging the region’s ambition on this agenda.”

Further to the council’s ambition are the actions being taken by other local and regional organisations. The West Yorkshire Combined Authority (WYCA) energy strategy and delivery plan provides a framework that Bradford can follow in terms of setting future targets for carbon emissions reduction and ensures that Bradford’s efforts are supported

regionally. It allows a co-ordinated approach which will be required to make the significant emissions reductions that are required and provides access to technical support that might otherwise prove too expensive to commission locally. Officers consider that the WYCA plan should provide the framework for local emissions reduction targets and plans.

Recently Titus Salt School ran a workshop on Climate Change, this was done to provide an alternative to the series of Climate Strikes that school children have been taking part in internationally and the findings are enclosed in Appendix 1. This found that there is a belief that adults are less willing to take action to help prevent climate breakdown and that politicians are the least willing to take action.

Officers consider that in this light it is important to be seen to be taking decisive and effective action to allow constructive dialogue to be entered into should there be an increase of activism within the district.

3.1 What needs to be done to deliver the priorities?

Street Lighting

The project is already underway to convert the whole inventory to Smart Controlled LED street lights. This project has been awarded funding by the council to implement the scheme and install all the required equipment. The committee receives separate updates on the progress of this scheme.

This project is overseen by the Smart Street Lighting Governance Board which meets on a monthly basis to ensure progress.

At the time of writing it is expected that the tender process for a design and build contractor will have started in July. This process is expected to last a minimum of 3 months. Agency project management resource has been recruited to ensure a suitable level of expertise is delivering a project of this level of complexity.

The project is expected to mobilise in Q1 2020 and start the process of implementation in Q3/4 2020.

Place is the lead department on the project.

District Heat

The development of the district heat network is currently underway and an Outline Business Case is in development. 67% of the funding for the outline business case has been supplied from grant funding from the Department of Business Energy and Industrial Strategy (BEIS) and the remaining funds is being supplied by a grant from West Yorkshire Combined Authority's (WYCA) Energy accelerator programme, BEIS are also funding project management support. The Regeneration and Environment O&S committee receives separate updates on the progress of this scheme.

Project Governance is supplied by a District Heat Project Board and there is also input from the Department of Energy and Industrial Strategy.

Draft outline business case is expected to be complete in December 2019 and ready to seek Executive approval in January 2020. Procurement and commercialisation to be carried out Q2 2020 to Q4 2020 ready to seek full project approval in Q1 2021 with a

project implementation in Q2 2021.

Corporate Resources is the lead department on the project.

Embracing the opportunities provided by the H21: Hydrogen for the north project

Officers are engaging with different groups across the council and the district to raise awareness of the H21 project and explore potential areas of opportunity. So far the current expectations are that the project would help to deliver:

- 3600 Gas fitter jobs required to deliver the changes required to people's appliances and meters (training and jobs programme)
- Unknown number of commercial scale fitters to be required (training and jobs programme)
- Accelerated upgrade programme for gas grid (training and jobs programme)
- Hydrogen fuel technologies test bed, generation and consumption (academia and industrial)
- Call centre and admin support for programme rollout (jobs)
- WYCA are coordinating a training programme on the opportunities and officers have been distributing information

Department of Corporate Resources and Office of the Chief Executive are leading on this priority currently. As the scheme progresses towards delivery internal preparation will need to be across a number of additional work areas and directorates.

There will be a requirement to monitor the progress of H21 over the next years and to plan and resource the relevant teams proportionally in order to maximize the potential employment and business benefits.

Increasing the proportion of EV / hybrid vehicles in use in the council fleet and supporting the roll out of EV charging points across the district to help promote uptake of electric vehicle use.

With regard to driving uptake in electric vehicles across the district there are a number of schemes that are in delivery. These include the WYCA taxi scheme which aims to deliver 20 rapid charge points to be installed for public / taxi use by March 2020. At the same time officers are looking for ways to increase number public charge points in the council car parks although the priority is being applied to the WYCA scheme as this has funding.

Officers are also seeking was to provide charge points for residential areas and on street charge points. Currently there are possible links with street lighting upgrade and officers are collaborating to assess how feasible it is to utilise appropriately located street columns to provide charging infrastructure. Government funding may be available for some of these schemes but planning is difficult as the amounts and sources of funding vary.

Further there should be an update in planning guidance to support the delivery of charge points in new developments. Officers understand that the Air Quality Plan will make separate recommendations about this.

Looking at CBMDC operations there is currently some work underway to promote Replacement of fleet with ULEV's. There remains low uptake of the lowest emitting vehicles and the focus has till now been on improving Air Quality. In future this focus must change to deliver meaningful reductions in GHG emissions as well as improving Air Quality. At a Joint Leadership team meeting in May 2014⁹ the leader of the council has asked that Fleet produce a report on the barriers and costs associated with accelerating electric vehicle uptake within the council.

There are will be more charge points required at council offices and to provide home charging for staff that take vehicles home. Officers are coordinating their efforts so that installation rates match vehicle uptake. Officers have also created an Electric Vehicle officers group to meet monthly and to ensure effective joint working.

Some areas that are currently being developed and explored are

- Awareness & Education – promote benefits ULEVs
- Potential grants to increase uptake in ULEVs or provide charging infrastructure for public & staff.
- Taxi demonstrators
- Route-map to ULEV. Leeds city council has set a target to convert all its vehicles to ULEV status by the end of 2025. What is achievable for Bradford?

The Department of Place and The Department of Corporate Resources are leading on this priority.

Increasing the amount of renewable energy and electricity generation on council estate.

Assets such as buildings and land need to be made available to allow the installation of generating equipment. Renewable energy systems can be semi-permanent installations on areas of unused land so can be used where there is uncertainty about longer term plans for specific assets but that could be utilised in the medium term depending on paybacks and suitable remediation plans.

The energy market is currently difficult for smaller scale generators due to changes in the support mechanisms such as feed In tariffs. This means that systems need to be able to stand alone with only the certainty provided by a minimum energy price agreement such as Contracts for Difference (CFDs). Alternatively there needs to be a switch towards combining

This shifts the strategic case for renewable energy generation away from micro generation which is what the council has focussed on traditionally towards much larger projects. In order to develop a commercially viable system this is likely to mean CBMDC would have to locate sites that can support several acres of Solar PV or medium to large onshore wind turbines.

The development of larger scale renewable projects provides a number of challenges within planning and development stages that often do not arise during the deployment of smaller scale installations. However, the financial returns are typically more certain and there are still systems of support in place.

Officers do require a more stable environment for renewable energy project development and the following issues are contributing to the difficulty in progressing

- Planning issues around wind developments
- Access to sites of sufficient size for PV developments

Given the congested nature of some areas of Bradford it may be preferable to look at buying generation assets outside the district. The energy can be transmitted via the grid by using a “sleeving arrangement” which allows energy transmission at a cost. Warrington council have embarked on a joint venture with a private company to build two very large solar farms near Hull and York one for their own needs and another to sell energy

Corporate Resources are leading on this priority.

3.2 What should be done beyond the priorities?

Whilst the priorities themselves are a good way to improving the councils own carbon emissions there remains a need to look at how the council can influence and support the populace and businesses in the district to also make changes. This was discussed at the councils Joint Leadership Team meeting at the end of May and work is on-going to develop a wider strategy to help drive change.

Further to this is the work that is being carried out by West Yorkshire Combined Authority. They have already produced an energy strategy and delivery plan and are currently working with the Tyndall centre for climate change research which will provide a road map of what regional reductions are required to achieve the target of fulfilling the ambitions of the Paris Climate Accord. Once the regional work is completed then the toolbox will be made available for districts to complete the same exercise. All this will help to develop Bradford’s own strategy and will help to ensure common measures and actions across Bradford and our neighbouring districts.

Currently work is on-going to develop a Climate Action logic model that will provide an evidence base for the prioritisation of interventions. It will also look at where the council has existing policy, processes and resources in order to co-ordinate and maximise results and influence both inside the council and across the district.

Carbon reduction is only one part of the action that needs to be taken in the coming years and as climate breakdown accelerates there will be a greater need for mitigation and adaptation measures. This will also need to be included in the logic model

The development of this work programme is currently moving quickly and there will be developments and, likely, announcements between the drafting of this document and the committee meeting. A verbal briefing will be available during the committee meeting.

4. FINANCIAL & RESOURCE APPRAISAL

The council must recognize the opportunities that are presented by the adoption and

development of these priority areas. There are financial cases to be made for all of the priorities but they require capital, staffing resource and council assets to be made available to ensure that that appropriate development can take place.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are a number of risks and opportunities that arise from the priorities and also from failing to take action. There are also a number of governance issues that result from the cross cutting nature of

6. LEGAL APPRAISAL

- If there are no legal issues arising this should be stated, but only on advice from the City Solicitor.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

None Identified

7.2 SUSTAINABILITY IMPLICATIONS

- The policy officer has helped to draft this report

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

- The relevant work area have produced this report entirely with the aim of reducing GHG emissions

7.4 COMMUNITY SAFETY IMPLICATIONS

- There are a number of measures within the report that could impact on community safety. Primarily are the improvements in public health achieved by reducing NOx and Particulate emissions in the promotion of electric vehicles. There will also be a benefit from the improvements in visibility achieved by the conversion of street lighting to LED.

7.5 HUMAN RIGHTS ACT

- No impact

7.6 TRADE UNION

- None

7.7 WARD IMPLICATIONS

- None.

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

- None

7.9 IMPLICATIONS FOR CORPORATE PARENTING

- None

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

- None

8. NOT FOR PUBLICATION DOCUMENTS

- None

9. OPTIONS

- That the committee considers the information in the report

10. RECOMMENDATIONS

None

11. APPENDICES

- Appendix 1: Pre Kyoto climate resolutions
- Appendix 2: Childrens climate action workshop information
- Appendix 3: Bradford Council 2017/18 Greenhouse Gas Emissions Report

12. BACKGROUND DOCUMENTS

None

Appendix 1: Pre Kyoto climate resolutions

- 09 May 1992 - United Nations Framework Convention on Climate Change (UNFCCC) treaty is signed and paves the way for the 1992 Earth Summit in Rio de Janeiro.
- 21 March 1994 – sufficient UN member states ratify the UNFCCC treaty to become adopted. The UNFCCC objective is to "stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system". The framework sets non-binding limits and contains no enforcement mechanisms.
- 11 December 1997 – Kyoto protocol adopted. This is an international treaty that extends the UNFCCC and commits state parties to reduce greenhouse gas emissions. There are currently 192 parties, including the UK, to the protocol
- 16 February 2005 – Kyoto Protocol comes into force. The Kyoto Protocol implemented the objective of the UNFCCC to reduce the onset of global warming by reducing greenhouse gas concentrations in the atmosphere to "a level that would prevent dangerous anthropogenic interference with the climate system". The Kyoto Protocol applies to the six greenhouse gases listed. Carbon dioxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), and Sulphur hexafluoride (SF₆). The Protocol's first commitment period started in 2008 and ended in 2012.
- November 2009 – Bradford council agrees to the formation of an Environment and Climate Change Unit.
- 2012 – Doha Amendment to Kyoto Protocol agreed. This extended the implementation period to between 2013 and 2020 and had binding targets for 37 countries including the 28 member states of the EU. Only 127 of the required 144 states have accepted the Doha amendment and of the 37 countries with binding commitments 7 have ratified.

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Schools and climate emergency: children's participation in climate change decision-making

8th May 2019

Simon Bullock, University of Manchester

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Acknowledgements:

The workshop described in this report was co-developed and run with Greg Trusselle (Titus Salt School), Kevin Warnes (Green Party Councillor for Shipley) and Anna Watson (Baildon Friends of the Earth). Thanks to Ian Morrel, Head-teacher at Titus Salt School, for permission to run the workshop, and most of all to the children at the school for their insight and enthusiasm.

This report was written as part of a course on Governing Urban Transformation at the University of Manchester. This course seeks to develop applied projects involving broad collaborations of people and organisations to address challenges facing cities and environments. Previous projects are available at the University's Living Lab website at <http://universitylivinglab.org/>.

1. Executive Summary

The impacts of climate change get worse with each passing year. Children will be affected far more than today's adults. This report looks at how children could be involved more in the decisions take adults take on climate change, and sets out the results of a training workshop for Bradford secondary school students – linking the children's concerns with Bradford Council's recently declared "climate emergency" and the growing international climate action taken by children in "school strikes".

Very few mechanisms exist for children to participate in adult decision-making, including on climate change. This workshop created a space for children to learn more about climate change and discuss what actions they wanted themselves and adults to take. It included training on techniques for persuasion, and action-planning for what steps the children wanted to prioritise.

The children demonstrated a strong understanding of climate change's causes, and impacts, and the broad solutions required to reduce the damage to people and the environment. They were at times fearful, and hopeful; positive and frustrated. They are committed to taking more action themselves, and are taking a number of steps following from the workshop, in their school and community. They want adults in all walks of life to greater action. They felt that their concerns are not being listened to, or acted upon.

The report concludes with recommendations for Bradford Council, children's charities, England's Children's Commissioner, Wales' Future Generation Commissioner, Carbon Literacy and Extinction Rebellion for how children can have greater involvement in climate change decision-making.

2. Introduction

Children are demanding greater action on climate change. A climate change demonstration outside her school by one lone Swedish student – Greta Thunberg – has grown in under a year into a series of climate strikes by over 1.6 million children across the globe¹.

The increasing calls for greater action are not limited to children. For example, in the UK a growing number of local councils have recently declared a “climate emergency”, including Bristol, Nottingham and Bradford².

This project linked these two developments together, by working with children at a Bradford Secondary School to ascertain their views on climate change, what they believe Bradford Council and others should do to tackle this “climate emergency”, and to help students at the school determine what they themselves can do.

This report sets out why climate change is of particular concern to children, and sets out issues around how they can participate in adult-dominated decision-making processes. It sets out the design and results of a participative climate change workshop involving school children in Bradford, and recommendations for the local council, and others.

An appendix includes a separate report sent to the school-children about their workshop.

3. Context

Climate change is already causing severe negative impacts on human societies and the environment. According to the IPCC's latest climate science report from October 2018, these impacts will get worse, and global temperature rises will exceed the Paris Climate Agreement's aim to pursue efforts to keep warming below 1.5 degrees, unless all countries take urgent action to cut their emissions of greenhouse gas emissions³.

These worsening impacts will hit poorer people in poorer countries harder⁴; they would also be felt more strongly by today's children: the impacts they will face as adults will be far more severe than those felt by adults today.

According to Climate Action Tracker, only one nation's efforts is currently adequate to keep warming to 1.5 degrees⁵. It is against this backdrop that there is growing pressure from children on adults to take greater action on climate change. Swedish school-student Greta Thunberg's "school strike for climate" has grown into a worldwide protest in less than a year, with over 1.5 million children demanding that adults take more action on climate change in a series of global school strikes in February and March 2019⁶. These strikes have gained considerable publicity and controversy; the next global strike is set for May 2019.

Alongside this development, in recent years there have been increasing moves by non-state actors at a more local level to tackle climate change. The C40 network of major global cities is being more active and influential on climate change⁷, and in the UK a growing number of local authorities and parish councils have recently declared a "climate emergency" (Bristol, Nottingham)⁸ or put in place ambitious new climate targets (Manchester)⁹. One of the largest cities to declare a climate emergency is Bradford¹⁰. The details of what action the council will take to tackle this emergency have not been agreed yet – and the first actions are set to be decided at an Overview and Scrutiny Committee meeting in July 2019.

There are particular reasons why Bradford should be even more concerned about climate change than other UK cities. It is of course vulnerable to its own climate impacts - the north of the city suffered badly from floods in December 2015¹¹ – but this is not unusual in the UK. The reasons are instead demographic. First, a very large proportion of Bradford’s population are of Pakistani or Bangladeshi heritage, with family and friends in those countries – which are two of the planet’s most climate-vulnerable states, at risk in particular from flood and drought¹². Second, Bradford has one of the UK’s youngest populations – it has the highest proportion of under-16s of any city in the UK¹³.

In this context, this research aims to join these issues and ask how should Bradford involve its young people in deciding how it should address its declared “climate emergency”? Bradford has the opportunity to show genuine climate leadership here. The United Nations Convention on Children’s Rights¹⁴ (which the UK has ratified) is clear that children have the right to grow up safely (which climate change threatens) and that they have the right to have their voice heard on decision-making matters which impact on their well-being. Yet it has been striking in the interviews in the national media with children involved in the global climate strikes just how many of them feel that their concerns are not listened to by adults. Although children have clear rights to participate, it is not clear how those rights can be enabled, or who can do this. Wales has a Future Generation Commissioner¹⁵, who is working to ensure that the views of future generations are included more in decision making, and England has a Children’s Commissioner¹⁶. But it is not clear how in practice children can participate more in decision making that affects them, including climate change. This issue is covered in the conclusion.

This research therefore aimed to hold a participative workshop on climate change for children at a Bradford Secondary School – Titus Salt School - to understand how they felt adults should address climate change, and what they felt Bradford Council should do about it. The workshop was held on the day of the global children’s climate strike on March 15th 2019.

4. Methodology

The workshop preparation and delivery was a joint effort between four people¹⁷. The key elements in planning the workshop are set out in Figure 1.

Figure 1 Timeline for workshop development

March 1 st	Met secondary school teacher, local councillor and local environmental group re: potential workshop; agree we would like to run a workshop, and work together to deliver it
March 5 th	We put in a joint workshop proposal to school head-teacher
March 6 th	School head-teacher gives permission. The school had been supportive of the sentiments behind earlier school climate strikes, but had not wanted children to take time out of school. This workshop gave the school the option of being able to offer something to children who wanted to take action on climate change on that day, but which meant they did not miss school time.
March 10 th	Students submit 100-word reasons why they wish to attend
March 4 th -13 th	Obtain project approval from University of Manchester Ethics Committee
March 11 th -13 th	School obtains parental/carer permission for students to attend workshop
March 11 th -14 th	Workshop design planning

We wanted the content of the workshop to be student-led. We contacted students (via form teachers) asking them to write 100 words on why they might want to attend a climate workshop. We used the 53 responses to shape workshop design. Some pupils wanted to learn more about climate change; others were keen to make plans for what they could do about it. Accordingly, we set the aims of the workshop as:

- Students to learn more about climate change: impacts, causes, solutions
- Students gain skills on techniques for persuading people
- To decide what actions students want to take, and what they want others to do

We decided that we wanted the workshop to be run with participatory techniques as far as possible:

- We deemed it essential that the workshop was as interactive as possible, given that it was being held last thing on a Friday. The session was split into multiple sections, with bingo, quizzes, videos, surveys and role-play games. Students worked up ideas in groups using flipcharts, pens and post-it notes.
- We wanted the content and ideas to be led by the students – we agreed we would need a loose structure, and options and flexibility to change the workshop as it progressed, going in the direction students wanted, but staying true to the aims expressed by students before the workshop.

I used 6 main sources as background for designing the workshop:

- Carbon Literacy. I've previously been on a training course to lead the development of "Carbon Literacy" courses for organisations. This is workshop-based "action-planning" on climate change, and has been implemented by large organisations such as the BBC, the NHS and Manchester City Council¹⁸. Carbon Literacy's website hosts a number of organisations' training material packages for different types of organisation, but there is not one specifically for secondary schools. Their head office put me in contact with Keep Scotland Beautiful, who provided me with materials they had successfully accredited as Carbon Literacy and used at secondary school level.
- Participatory techniques for engaging with children – neighbourhood design in Hackney¹⁹.
- Regeneration through Community Assessment and Action techniques, e.g. as used in Longsight to ascertain children's views on how transport could be improved in their area²⁰.
- My World My Home – lottery funded project materials for young adults on community campaigning²¹;
- Percy-Smith and Thomas' handbook on children and young people's participation²².

The structure of the workshop is set out in Figure 2²³:

Figure 2: Workshop Agenda

Session 1 Learning about climate change	
1. Introduction	15 mins
1.1. Context: School strikes, Bradford's climate emergency, students' concerns	
1.2. Aims of workshop: learning about climate change, planning what you want to do about it	
1.3. Introductions/welfare	
1.4. Videos: Greta Thunberg and Morgan Freeman	
2. What is climate change, its consequences and causes?	30 mins
2.1. What are greenhouse gases interactive activity (all)	
2.2. Climate change impacts bingo (all)	
2.3. Climate change causes – 3 activities over 6 tables	
2.3.1. What causes climate change (coal, tree cutting, meat, cars etc)	
2.3.2. Which products in your life have the biggest impacts (footprint banana game)	
2.3.3. Which countries have the biggest responsibility (USA vs Uganda etc)	
3. What can we do about it?	15 mins
3.1. Light bulb example: some things you need other people to act	
3.2. Individual survey: what can students do x 6 areas (transport, energy, politics, food etc)	
Session 2 How to persuade people	
4. How do you persuade people?	1 hour
4.1. Climate change line-up game: how concerned are you, your friends, parents, politicians?	
4.2. How do you persuade people who might not want to act?	
4.2.1. Engagement role-play: good vs bad	
4.2.2. Persuasion top-tips	
Session 3 What do you want to happen in your area?	
5. Acting locally on climate change	45 mins
5.1. What do you want to see happen more on climate change in Bradford	
5.1.1. Group work: energy, transport, food: then all voting on favourite actions	
5.2. Who do you want to act more on climate change?	
5.2.1. Info: what is the "climate emergency" Bradford Council has declared	
5.2.2. Students suggest and decide on 6 groups they most want to influence	
5.2.3. On 6 tables, role-play how to best persuade these 6 groups	
6. Wrap-up	15 mins
6.1. What next steps do you want to take?	
6.2. How are you going to do that?	

5. Findings

5.1 *Participation*

There were 53 participants, almost all 11-14 year olds from years 7-9 (with 4 people from years 10 and 11). It is not clear why there were fewer students from the later years – anecdotal reasons are that:

- Around 10-20 older students who might have come were at the climate strikes in Leeds and Bradford;
- Students in years 11-13 are very close to GCSE and A-levels and may have been less keen to miss school lessons;
- Almost all members of the school's Eco-Club attended (20 people), this club's membership is predominantly year 9.

53 was a positive response (given that attending required some effort, as well as writing a 100 word essay on why they should attend). However it would be good to ascertain in future what is the wider feeling about climate change across the school (1600+ pupils). Are these 53 students' views generally indicative of the wider view, or are they an island of climate activism in a sea of climate indifference?

5.2 *Children's views*

There were four main pieces of data output from the workshop:

- Analysis of the 53 100-word written responses;
- Results from a survey in the workshop on how much action they might take in 6 different areas;
- Children's perceptions of their and other people's willingness to take action on climate change;
- Children's priorities for action.

5.2.1 *Initial views on climate change*

The students gave a wide variety of reasons why they wanted to come to a climate workshop – further details are set out in the report for the students, see Appendix 1.

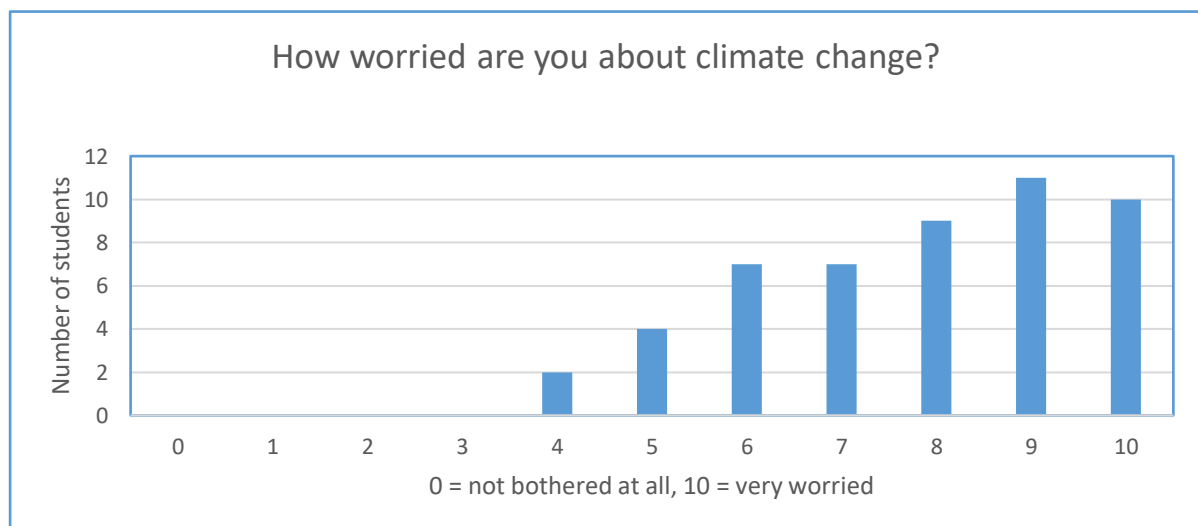
5.2.2 Survey results on what sorts of actions students might take

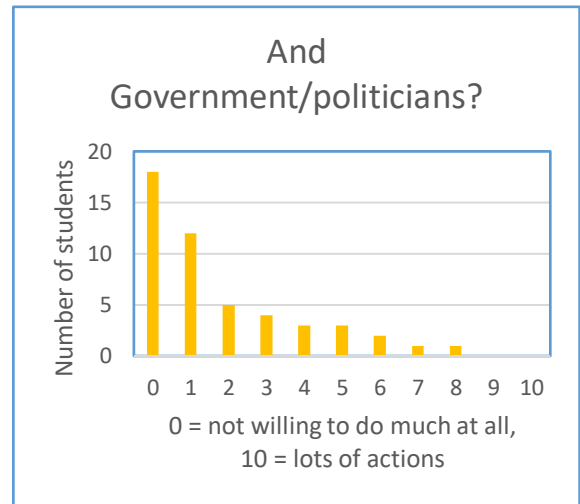
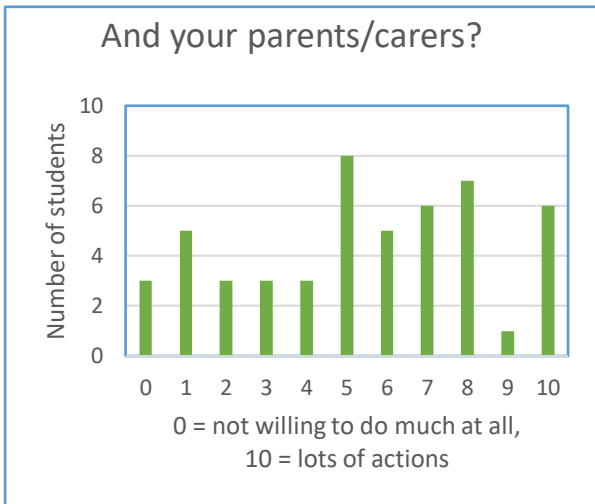
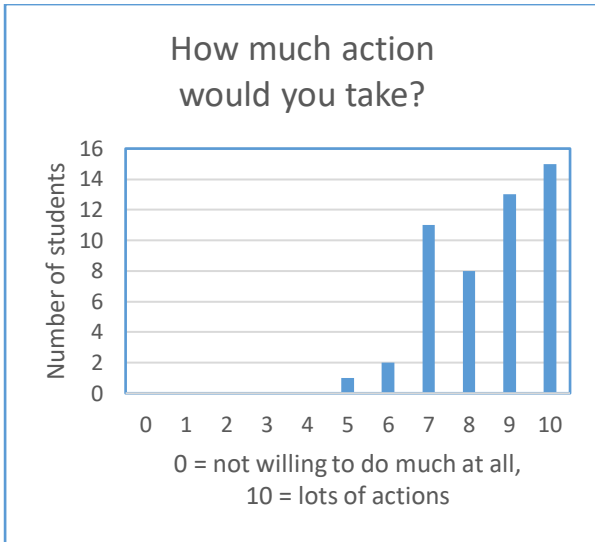
The full results for which types of action the students would take are set out in the report for the students, see Appendix 1. In summary, actions on transport and energy in the home were popular and easy, but other actions were harder – flying, eating less meat, and using less plastic, in large part because decisions were out of their immediate control. For example they cited being unable to buy food which wasn't covered in plastic. They were willing to try to persuade local and national Governments to take more action, but expressed scepticism that politicians would listen.

5.2.3 Students' perceptions of people's willingness to take action

Using the length of the school hall, we asked the students to stand on a line according to how worried they felt about climate change, where one end was “not bothered at all”, and the other end was “very worried”. Then we got people to move according to how much action they would take on climate change – one end was “not willing to do much at all”, and the other was “lots of actions”. We then repeated this for the student's perceptions of the willingness of three other groups to take action: their friends, their parents/carers, and politicians. The results are set out in Figure 3 below:

Figure 3 Students' perceptions of willingness to take action





Concern:	Average score
Students	7.8
Willingness to take action:	
Students	8.5
Students' view on friends	4.7
Students' view on parents/carers	5.4
Students' view on government/politicians	1.8

For politicians, who had the lowest scores by far, common comments were “they don’t listen” and “they don’t care”. The picture was far more varied for parents and friends, with a lot of both high and low scores. For two of the students who scored their parents/carers low, they said their parents didn’t believe action would do any good, compared with the scale of the problem. For friends, a number of students said that that their friends didn’t know very much about climate change, rather than that they knew and weren’t worried. With more time, it would have been useful to go into greater depth to understand the reasons why the students felt this way in each different categories.

5.2.4 Children’s priorities for action

Because the students felt that to get many of the things they wanted to happen required other people’s actions, rather than just their own, the workshop then focussed on ways to persuade people. The adults acted out a “bad” example of attempted persuasion, and asked the students to say why it was poor. Armed with their hints, we re-enacted it, and then wrote up a list of “top tips” for meeting with politicians or other people in authority. The students then used these tips to think through how they would attempt to persuade people. First they thought through what were the things they wanted to see happen on energy, transport and food, then they brainstormed which were the main people they wanted to try to persuade, and went into groups to plan what they thought might work (see Figure 4, 5 and 6 and Appendix 1 for further detail). The students came up with a mix of approaches: some focussing on what they wanted to see happen, others looking at arguments which might persuade people to act. They voted on their most popular actions (see Figure 4).

Figure 4: Highest voted actions, and priority groups to meet:

Top voted actions:	Priority groups to meet with:
<ul style="list-style-type: none"> • Food – the council and schools should have more vegetarian and vegan options for people, and those options should be cheaper; • Energy – all schools and all public buildings should have solar panels. Schools that can’t afford them should be able to get loans; • Transport – Buses, cars and bikes in Bradford should be electric to cut pollution. Buses were the priority. 	<ul style="list-style-type: none"> • The School Council • The School Governing body • Pulse FM radio • Bradford Council • Big Brands like Nike • Local businesses like Websters • Local community groups

Figure 5: Talking to Websters chip shop:

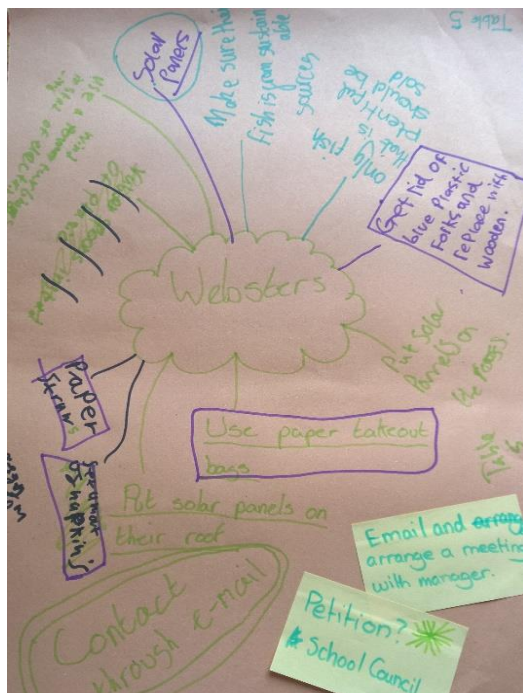
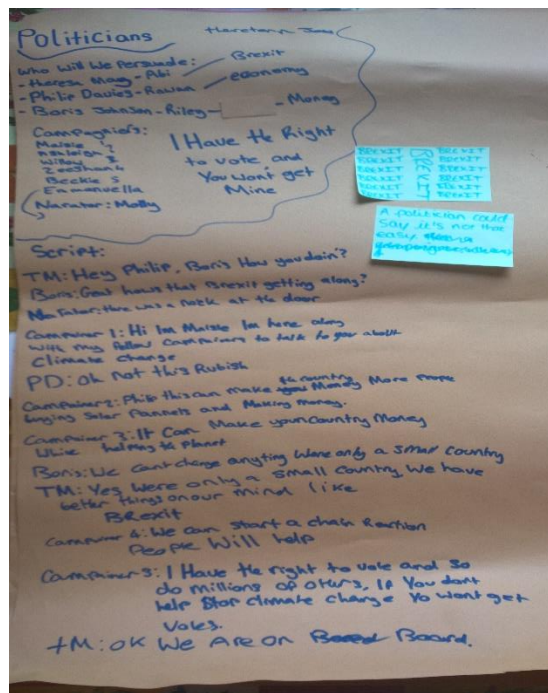


Figure 6: Talking to politicians:



The workshop concluded with agreement that the students would take forward their ideas through the school's eco-club, which meets on Monday lunchtime and Tuesday after school.

5.3 Post workshop

I went to the eco-club on Tuesday 9th April to work with the students on their ideas. They are taking forward the following actions:

- They've devised an eco-award scheme, based around a climate-emergency, aimed at individuals and businesses.
 - They are working on approaching 100 local businesses in the Shipley/Baildon/Saltaire local area, surveying them on their actions to tackle climate change, designing a flyer and planning how to recognise high-achieving shops with publicity, for example through the school website;
 - They are working to roll-out the award scheme within the school and to contact the school's feeder-primaries about their interest in doing the same.
- They now have a date to meet the School Head-teacher, and are prioritising their requests and how to approach that meeting. They said they are likely to focus on:
 - Asking the school to declare a Climate Emergency

- Getting solar panels installed at the school;
- More recycling bins around school;
- School catering to sell more vegetarian and vegan options;
- More posters around school reminding people to save energy;
- Awareness raising of climate change via school assemblies.

The Head-teacher's end-of-term letter to parents was positive about the workshop (see Figure 7)

Figure 7: Excerpt from Head-teacher's letter:

"We held a successful climate change workshop...This was organised to coincide with the Climate Change Strike Day. The aims of the workshop were to educate the pupils further about the causes and consequences of climate change and work with them on ideas about how this information could be spread across the wider community. Since this event a number of pupils have been invited to attend the Bradford Council open meeting in July to discuss the impact of climate change and how the Bradford Emergency on Climate Change will be enacted. I have arranged to meet with pupils who have a strong opinion on climate change and members of our Eco Club to discuss further steps the school can take to minimise the adverse impact a school has on climate change."

6 Conclusions and recommendations

The Titus Salt students showed a clear understanding of the causes of climate change, and how much more serious it will become without action. **They were at times fearful, and hopeful; positive, and frustrated. They want adults in all walks of life to take greater action. Children can do a lot, but adults hold the power – whether that's in household decisions, or the actions of the local council or national Government.**

Based on the workshop, I set out recommendations for four groups:

6.1 Bradford Council

The Council is to be applauded for declaring a “climate emergency” – this reflects the unequivocal findings of the IPCC’s latest climate science report. The Council’s leader has also expressed her support for children voicing their concern, saying about the climate strikers: *“It is an exceptional cause and they are the generation who will have to live with the harsh realities of climate change, so it’s right that they take a stand to demonstrate the urgency of the existential threat that you describe.”*²⁴ The crucial next stage is a comprehensive action plan which addresses this climate emergency. Bradford Council will soon be deciding how to act on climate change – **it should ensure that the processes it uses to do so are designed to include the views and voices of children in those decisions, including in the run-up to the July meeting on implementation around climate emergency.**

6.2 Carbon Literacy practitioners

This workshop was a success, in that students enjoyed it and are using their ideas from it to take actions on climate change through their Eco-club. The workshop is potentially replicable elsewhere. The materials used here were good for the year 7-9 age group; different materials would be needed for younger and older students. On workshop design, we found that we probably included too much material, compounded by running the workshop late at the end of a school week. Next time, we would allow more time for the more complex elements such as role-playing meetings with politicians. **Carbon Literacy and its website could look to host a synthesis of appropriate material and workshop designs for primary and secondary schools, which align with the requirements of the Carbon Literacy Standard.**

6.3 Civil rights and children’s charities, and the Children’s Commissioner

The UN charter on children’s rights includes the clear right for children to participate in decisions which affect them, such as climate change. However in practice in the UK, children are barely ever involved in any decisions that adults make relating to climate change. It would be an excellent first step if **civil rights or children’s charities, or the Children’s Commissioner, or Wales’ Future Generations Commissioner, could issue a best-**

practice/case-study guide for local and national decision makers on how they should include children’s views in their consultative and participative processes, including climate change.

6.5 Extinction Rebellion

2019 has seen increased climate activism from Extinction Rebellion (XR). One of their three core demands²⁵ is to put in place a “citizens’ assembly” to “*create a roadmap for the UK to navigate through this crisis*”. This follows from other successful uses of citizens’ assemblies – for example on climate change in Ireland²⁶, and social care in the UK. **This XR demand for greater citizen involvement in decision-making should also include children.**

[Report ends; the report sent to school-children is in the following appendix]

Appendix Report sent to students:

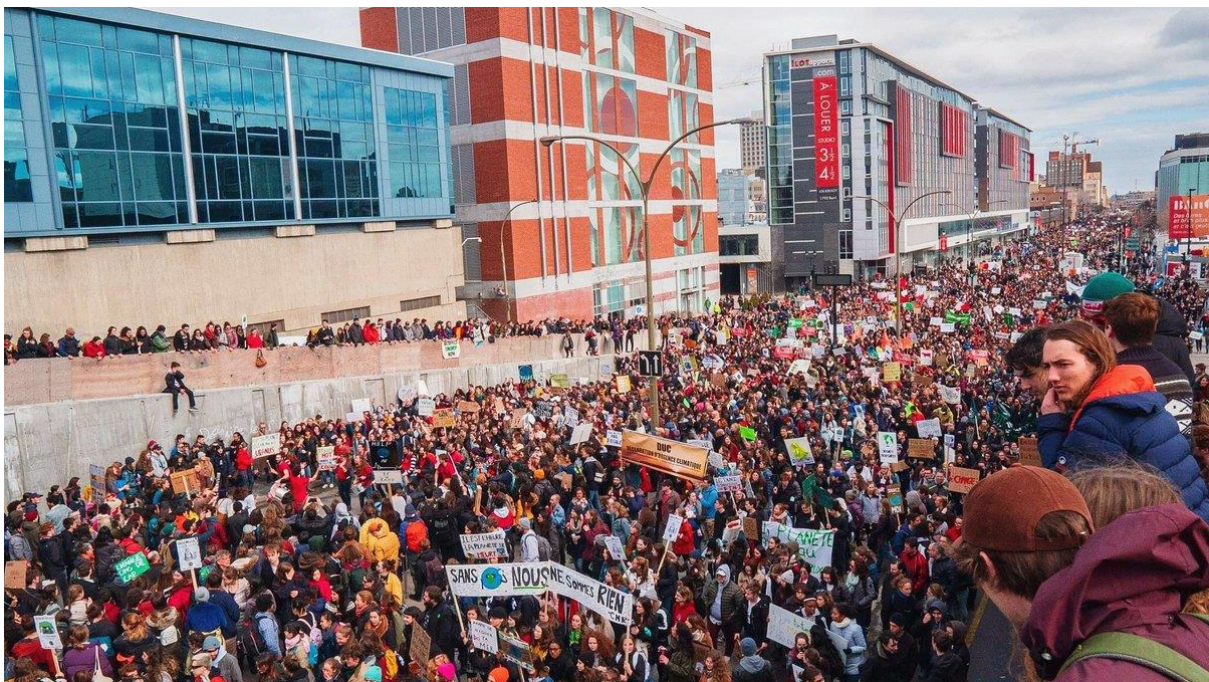
Climate change workshop at Titus Salt School, 15th March 2019

Report for the students

Introduction

53 of you Titus Salt students came to a climate change workshop at school on the 15th March.

The workshop was on this day because it was the day that over 1.5 million children across the world, in over 125 countries, were saying they wanted to see more action to stop climate change.



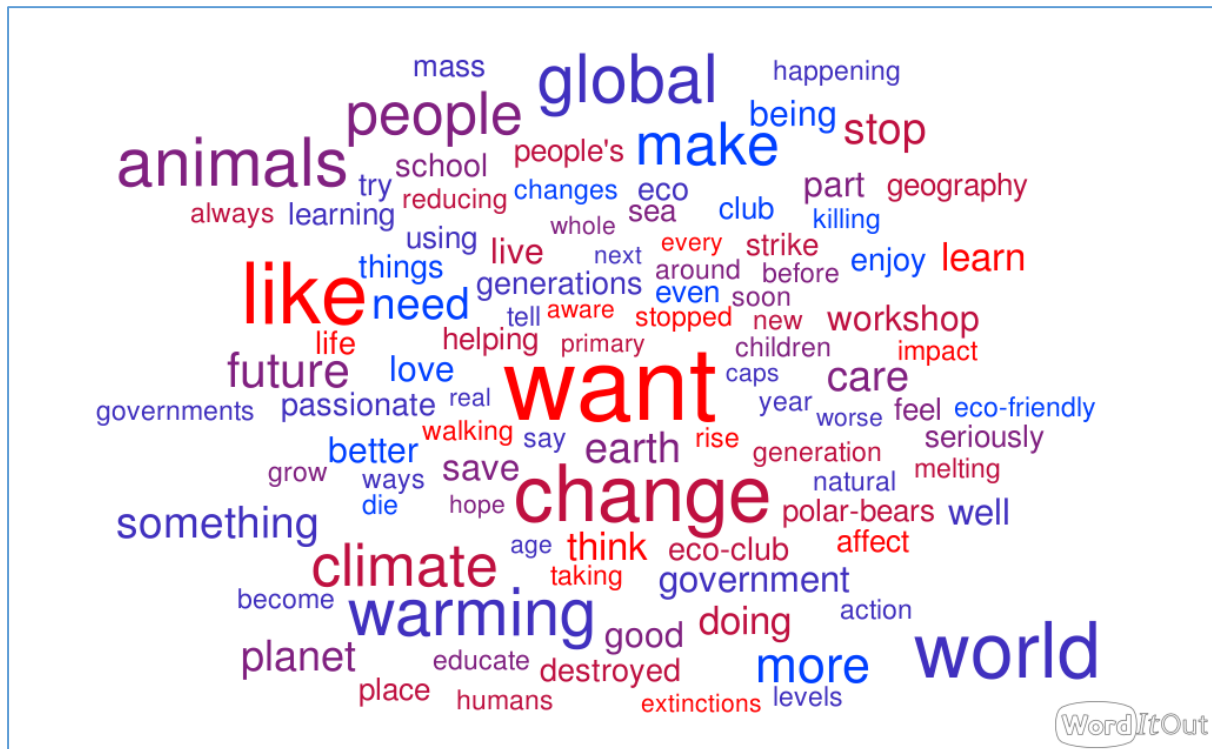
(150,000 students on climate strike in Montreal, Canada, 15th March)

It was good timing too because our Council – Bradford Council – have recently declared a “Climate Emergency” and are planning what to do next. One of the Councillors was at the workshop to hear what you think Bradford should do.

This report is about what you said, what you want to see happen, and what you want to do.

Why you came to the workshop

Before the day, you each wrote to Mr Trusselle, saying why you wanted to come to a climate workshop. Here is a word cloud of the reasons you gave:



Some of you wanted to come to learn more about climate change, some because climate change is something you care passionately about, some because you wanted to work out how to get other people to take action to stop climate change getting worse.

Here are some of the reasons you gave:

Children have the right to change global warming since it is their future

Because I love animals and I want to help the environment

I don't want to grow up in a warmer, dead, destroyed and polluted world

We need to act. There is no point of learning if our future will be destroyed

I want people my age to have a voice and make this government take action against this major world crisis

We designed the workshop based on what you said, and split it into four parts:

- Learning more about climate change
- Thinking through what you can do about it
- Thinking how we can talk with other people about climate change
- Deciding what you want Bradford Council and others to do, and how to talk to them

Climate change

We started by watching a video about Swedish school girl Greta Thunberg. Last August she started going on strike from school every Friday because she is fed-up with adults not taking enough action on climate change. Her actions have now led to millions of children demanding more action too, across every continent. A website about the strikes is here: <https://www.fridaysforfuture.org/>
We then saw another video – which was about hope, narrated by Hollywood star Morgan Freeman. Although climate change is a serious, urgent problem, it is up to people whether we stop it getting worse. You can see these two videos here:

Greta Thunberg at the United Nations: <https://www.youtube.com/watch?v=HzeekxtyFOY>

Morgan Freeman: <https://www.youtube.com/watch?v=8YQIaOldDU8>

We played some games about climate change – the adults were pretty impressed by how much you all knew already: one table could work out exactly the order of which 6 countries puts out the most pollution each year. Here are the top, middle and bottom countries:



[USA = 16 tonnes carbon dioxide pollution per person per year, UK = 6 tonnes, Uganda = 0.1 tonnes]

We looked at climate change impacts: more extreme floods, wildfires and droughts, sea-level rise, ice-caps melting, damage to crops and rainforest and coral reefs, people becoming refugees. We looked at the causes of climate change – like burning coal and gas to make electricity, burning oil to make cars and planes move, and cutting down trees.

Stopping climate change

You came up with lots of ideas for how we can do things differently to cut pollution, right across the planet:



And we looked at which things in our daily lives were more and less damaging for the climate: eating a banana a day was 100 times less polluting than eating a burger, and travelling by train was six times better than going by car.

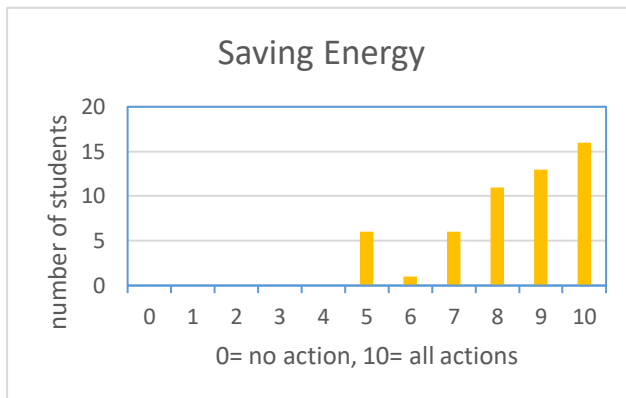
You knew already about “reduce, reuse, recycle” to cut down on rubbish and litter. There is a similar thing for cutting climate pollution: “reduce, efficient, clean”. Here’s how it works for lighting your school hall:

- **REDUCE:** the amount of lights you need: maybe the hall only needs 5 lights on instead of 10, maybe they only need to be on for 5 hours a day, not 10.
- **EFFICIENT:** some efficient LED light-bulbs need 5 times less electricity to produce light, compared with an inefficient old light bulb
- **CLEAN:** the electricity that powers your bulb could come from wind-power, rather than from more polluting coal-power.

These three things together can have a huge impact: 100 times less! It’s a way of thinking about how to cut pollution for most things: from how you travel, to the food you eat and the products you buy. You noticed though that only some of these things you can do directly yourself. You can switch the lights off, but you’d need the school to find the money to buy new efficient bulbs. And it might be the Government who decides whether our electricity comes from coal or wind. So, you need to persuade other people to get some things done.

You did a big survey looking at what you might do about some things which affect climate change: like using energy at home, how you travel around, how much meat and dairy you eat.

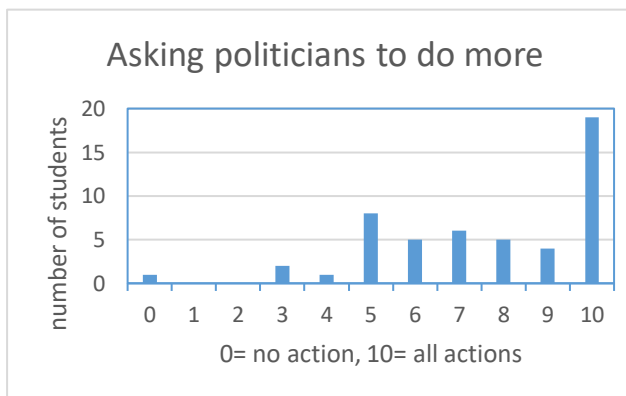
Your answers were really interesting:



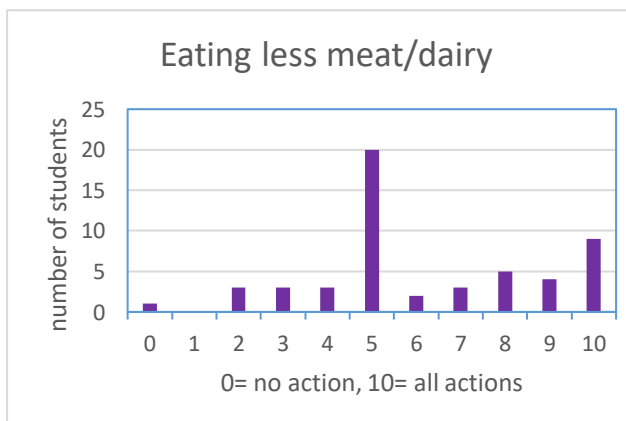
For saving energy, most of you said you already did this, or could do it, and switching lights off and turning the thermostat down were easy things to do. So in the graph on your left, you picked mostly 8s, 9s and 10s – saying you would do these things.



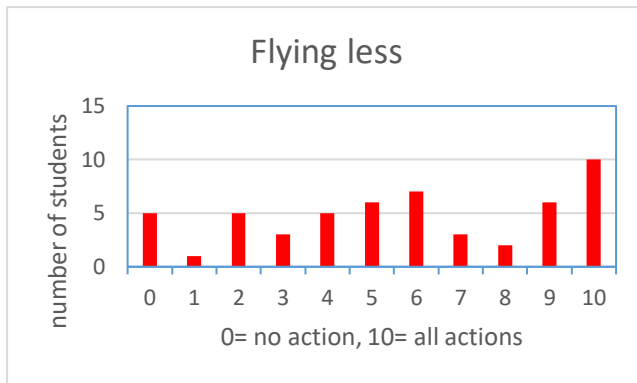
But, for plastic the scores were much lower. The main reasons you gave were that it was very difficult to buy food without plastic on it – there’s often no choice. So, for plastic and food packaging, to stop pollution it is other people’s actions you need to change.



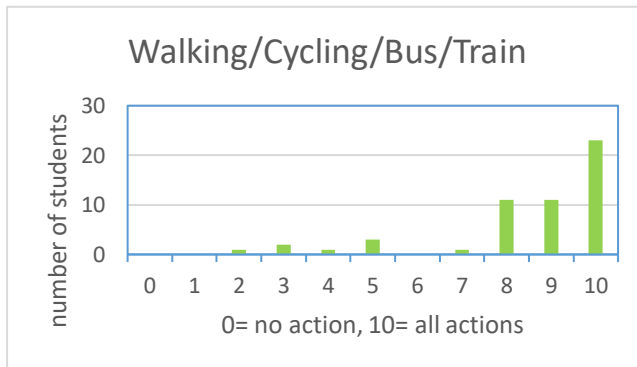
For politics, you were concerned that politicians won’t listen, but you wanted to try to persuade them. Some of you felt confident and wanted to talk to MPs and the council about climate change; others felt more shy, and would rather write a letter or email.



For meat and dairy, many of you were vegetarians or pescetarians already. There were a lot of scores of 5 – people saying they would cut down the meat and dairy they eat. There were quite a few 2s, 3s and 4s too – people who thought it would be hard because they liked meat too much, or because they don’t decide what they eat in their house



Many of you don't fly ever – you have holidays here in the UK, or don't have holidays that often, or go abroad by boat or train. Many of you said it would be too hard not to fly – for different reasons – like having family abroad you need to visit, or it being cheaper to fly, or *“I like going on holiday and am not prepared to stop”*



For getting round your area, the scores were mostly 8s, 9s and 10s. Most of you walk lots already, particularly to and from school. It was interesting that no-one mentioned cycling at all. Is it too dangerous to go by bike? What are your reasons? Trains got mentioned less than buses too.

You had lots of other good ideas too:

- Lots of you said recycling, re-using things, and not littering were important;
- Make eco-bricks: (see this site to find out more: <https://www.ecobricks.org/>);
- *“Don't eat palm oil. I never eat palm oil as it causes deforestation”*;
- *“Be in eco-club (plant trees, collect litter). It's fun and gives pride”*;
- *“Turning off consoles and only charging when need to”*;
- *“Design a game that is about climate change”*;
- *“Buy solar panels. It would be expensive but I can save up”*;
- *“Switch to a green energy supplier”*.

Persuading people to take action on climate change

We then played a game where everyone stood in a long line according to how they felt about climate change. One end of the line was “cold” – I'm not worried about climate change. The other end was “hot” - I'm very worried about climate change. Most of you were towards the hot end. Then we tried this again, but this time you put yourself where your friends would be, then where your parents/carers would be, and finally where you thought politicians would be. You thought that all three of these groups were much further to the “cold” end.

So, if you need to convince other people to act on climate change, and you think that they're not as concerned as you are, then **how do you persuade them to act?**

Mr Trusselle and Mr Warnes did a role-play – where Mr Trusselle was trying to persuade Mr Warnes the politician to take climate change more seriously. You noticed that Mr Warnes wasn't very impressed – and you spotted lots of reasons why:

- Mr Trusselle got angry;
- he kept interrupting Mr Warnes;
- he never actually said what he wanted Mr Warnes to do;
- he didn't seem to think or care about what Mr Warnes thought.

We then did the role-play again after your advice, and this time Mr Trusselle did a lot better. There are lots of top tips for how to try and persuade people – these work for climate change, but they work for all sorts of different things. Some tips for persuading people are:

- **Go with a friend if you can;** this always helps, in case you're asked a difficult question, two heads are better than one;
- **Say who you are speaking for:** people will be more likely to pay attention if you say you are speaking on behalf of 100 school students, rather than it just being you and your friend;
- **Be friendly, polite, and calm;**
- People are often very busy, so **respect their time** – say at the start that you appreciate the time they're giving and you only want 10 minutes (or 2, or 15, whatever's the least amount you need);
- **Thank them for anything you know they've done for the environment before** – start the meeting friendly;
- **Decide in advance what's the main thing you want them to do. Make sure you ask it!**
- **Put yourself in their shoes:** think in advance of the reasons they might have for not doing what you want them to do, and also think about what things they care about. Making your arguments based around what they care about is more likely to persuade them. For example, schools are short of money, so arguments that energy efficiency cuts school energy bills might work well;
- **Try and get them to commit to a next-step,** even if they don't want to do everything you want straight-away;
- At the end of meeting, **summarise what has been agreed and thank them** for agreeing to meet with you;
- Afterwards, **write them a note thanking them for their time, and setting out what was agreed.** For example *"thank you for meeting with Titus Salt eco-club last week. It was great that you agreed to talk to the school governors about putting solar panels on the school roof at your next meeting on 20th July. Please could you let us know what you decide. We hope they will agree – it will save the school money and protect the environment"*.

Taking action

You split into tables to think about what you wanted to see happen on each of transport, food, and energy. You had loads of great ideas, spread over dozens of sheets of flipchart paper. Then all the other students went round and voted for which ideas they thought were best. The highest scoring ideas were:

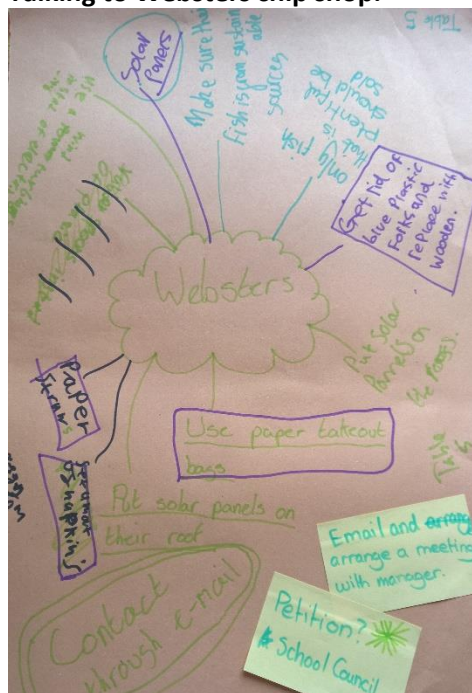
- **Food** – the council and schools should have more vegetarian and vegan options for people, and those options should be cheaper;
- **Energy** – all schools and all public buildings should have solar panels. Schools that can't afford them should be able to get loans;
- **Transport** – all buses in Bradford should be electric to cut pollution. You also said cars and bikes should be electric, but buses was the priority.

After lunch, you heard from Shipley Councillor Mr Warnes that Bradford has recently passed a motion declaring a “climate emergency”. Lots of other councils across the UK have done the same this year – including Norwich and Bristol – for a full list see https://www.campaigncc.org/councils_climate_emergency. Bradford are deciding what their plan will be to tackle this climate emergency over the coming months, with a big meeting on it in July.

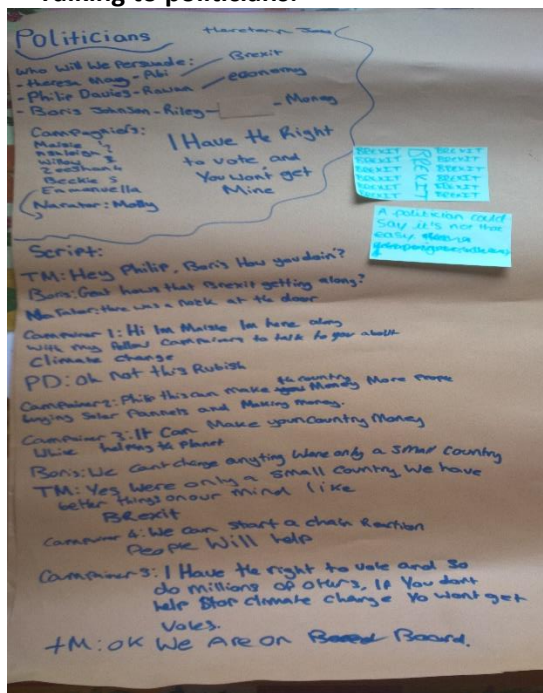
You then decided on six different groups of people to ask them to act on climate change. Then you thought about how you might try and persuade these people. The different groups you looked at, and the actions you thought you should do, are below:

Who do you want to talk to?	Your action...
School council	Persuade them to push for funds for the school to get solar panels
School governing body	Ask them to get solar panels on schools
Media – Pulse FM radio	Write to Pulse FM to get them to do a piece on climate change and schools. You said Pulse FM is what school students listen to most.
Bradford Council	Ask the council if students can ask a question about climate change at the July climate meeting; you want to see more electric buses, better cycling facilities and more solar and wind power (see picture below)
Big Brands – Nike	Ask them to take plastic out of products and packaging
Local businesses – Websters chip shop	Meet with Websters chip shop about how they can cut down on disposable packaging (see picture below)
Local community groups	Talk to groups students are involved in about cutting plastic waste

Talking to Websters chip shop:



Talking to politicians:



What next?

At the end of the workshop, Mr Trusselle said that in the coming weeks Eco-club would find time for students to plan what things they wanted to do next on climate change. This is happening already!

The next page has some internet links to places you can find more information.

The adults and students all learned things from each other, and we hope that you enjoyed it. We did! If you have any ideas for how another workshop on climate change could be run better, please drop Mr Trusselle a line. Thank you very much for coming to the workshop.

And one final thing:

Climate change affects you. But you have a right to have your voice heard by adults.

The United Nations has passed a Charter for Children's Rights, and 182 countries including the United Kingdom have signed it. Have a look at it – you have lots of rights.

UNICEF say: "When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account".

You showed at the workshop that you care, you know loads, and you have great ideas. Your voice is important – make it heard!

Further information:

1) What is climate change, its causes and impacts:

The USA space agency NASA <https://climatekids.nasa.gov/>

The UK Committee on Climate Change: <https://www.theccc.org.uk/tackling-climate-change/>

Cartoon: How the Earth's temperature has changed over time: <https://xkcd.com/1732/>

2) Information on your carbon footprint:

You can find information about food here: <https://www.bbc.co.uk/news/science-environment-46459714>

And your home and travel here: <https://calculator.carbonfootprint.com/calculator.aspx>

3) Information on which countries pollute the most:

<http://www.carbonmap.org/>

4) What the school strikers are doing:

More information on the children's climate strikes is here: <https://www.fridaysforfuture.org/>

5) What Bradford Council are doing:

The details of the climate emergency motion Bradford Council passed in January 2019 are here: <https://bradford.moderngov.co.uk/mgAi.aspx?ID=10277>

6) Titus Salt eco-club:

Meets every Monday lunchtime and every Tuesday after school – see Mr Trusselle.

7) Your rights

The United Nations Convention on the Rights of the Child <https://www.unicef.org/crc/>

The workshop organisers were:

Simon Bullock (University of Manchester), Mr Trusselle (Titus Salt teacher), Anna Watson (Baldon Friends of the Earth), and Kevin Warnes (Green councillor for Shipley, part of Bradford Council).

Thank you to Mr Morrel for agreeing the workshop could go ahead, your parents for their consent for you to be at the workshop, and the school staff for the lighting, videos and room organising.

Simon wrote this report - any errors or spelling mistakes are his fault!

[Appendix ends]

References:

- ¹ See for example BBC, 2019. The Greta effect? Meet the schoolgirl climate warriors. <https://www.bbc.co.uk/news/world-48114220>. 3rd May.
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- ³ IPCC (2018). Summary for Policymakers. In: Global warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty.
- ⁴ Hoegh-Guldberg, O., Jacob, D., Taylor, M., Bindi, M., Brown, S., Camilloni, I., Diedhiou, A., Djalante, R., Ebi, K., Engelbrecht, F., Guiot, J., Hijioka, Y., Mehrotra, S. P., A, Seneviratne, S., Thomas, A., Warren, R. & Zhou, G. (2018). Impacts of 1.5°C Global Warming on Natural and Human Systems. In: Global warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty.
- ⁵ Morocco. See <https://climateactiontracker.org/>, accessed May 2019.
- ⁶ <https://www.theguardian.com/environment/live/2019/mar/15/climate-strikes-2019-live-latest-climate-change-global-warming>
- ⁷ C40 (2019). Cities leading the way: Seven climate action plans to deliver on the Paris Agreement. <https://resourcecentre.c40.org/resources#cities-leading-the-way>
- ⁸ See https://www.campaigncc.org/councils_climate_emergency
- ⁹ GMCA, 2019. <https://www.greatermanchester-ca.gov.uk/news/mayor-sets-out-bold-ambition-for-greater-manchester-to-be-carbon-neutral-by-2038/>.
- ¹⁰ Bradford Council, 2019. Climate emergency and green economy. <https://bradford.moderngov.co.uk/mgAi.aspx?ID=10277>. 15th January
- ¹¹ Telegraph and Argus, 2015. https://www.thetelegraphandargus.co.uk/videoandpictures/galleries/videoandpictures_gal_news/bradfordfloods2015/5/.
- ¹² See <http://www.carbonmap.org/#PeopleAtRisk>
- ¹³ <https://www.bradford.gov.uk/business/bradford-economy/about-bradfords-economy/>
- ¹⁴ <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>
- ¹⁵ Welsh Government (2018). Future Generations Commissioner for Wales. <https://futuregenerations.wales/about-us/future-generations-commissioner/>.
- ¹⁶ <https://www.childrenscommissioner.gov.uk/about-us/>
- ¹⁷ Greg Trusselle, teacher Titus Salt School; Kevin Warnes, Green Party Councillor for Shipley Ward, Anna Watson, Baildon Friends of the Earth; Simon Bullock, University of Manchester.
- ¹⁸ See www.carbonliteracy.com for detail
- ¹⁹ Bornat, D., and Shaw, B. (2019). Neighbourhood Design. Working with children towards a child friendly city. <https://www.zcdarchitects.co.uk/estate-regeneration-and-childrens-needs> ZCD Architects.
- ²⁰ Friends of the Earth (2003). Better buses and safer streets for Longsight. https://friendsoftheearth.uk/sites/default/files/downloads/better_buses_long sight.pdf
- ²¹ <http://www.ourbrightfuture.co.uk/projects/my-world-my-home/>. For example materials see The Community Campaigning Handbook. http://virtual.foei.org/trainings/wp-content/uploads/sites/2/2018/03/FoE-EWNI-SofS_org_Coursebook-2017-final.output.pdf
- ²² Percy-Smith, B. and Thomas, N., (2010). A Handbook of Children and Young People’s Participation. Abingdon, Routledge.
- ²³ The school had run a 2 hour climate change workshop last year, with the local Conservative MP Philip Davies – the school felt that this had been slightly too rushed, so we agreed to run a 3 hour workshop.
- ²⁴ <https://www.thetelegraphandargus.co.uk/news/17537429.philip-davies-bradford-labour-leader-backs-me-on-climate-strike/>
- ²⁵ <https://rebellion.earth/the-truth/demands/>
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City of Bradford Metropolitan Council Greenhouse Gas Report 2017-18

Background

Bradford Council operates a diverse array of public services serving a population of over half a million citizens. The Council is committed to reducing its overall carbon emissions by 40% using 2005 as a baseline year and is also participating in the UK Carbon Reduction Commitment (CRC) - an energy efficiency scheme to reduce emissions from heat and electricity. The scope of this report is much wider than the CRC; including schools, transport, travel, street lighting and additional greenhouse gases such as nitrous oxide and methane. These are included in the totals and are expressed as CO₂ equivalents (CO₂e).

Our emissions are listed under 3 scopes;

- **Scope 1** – directly produced emissions
- **Scope 2** – indirectly produced emissions
- **Scope 3** – emissions outside our control but associated with our activities

Our Greenhouse Gas Footprint

In this report we have looked at the emissions associated with activities within our financial control or in the case of schools within financial administration.

Table 1 City of Bradford Metropolitan District Council GHG emissions 2009 - 2016

Year		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
		Kilograms CO2e									
Scope 1 emissions											
	Owned Transport	7,759,214	7,511,394	6,727,393	6,386,688	6,313,332	6,305,810	5,973,493	6,083,228	6,199,796	
	Industrial Coal	948,619	163,555	0	0	0	0	0	0	0	
	Gas Oil*	2,601,099	2,307,426	1,265,792	492,487	175,973	266,716	274,507	369,706	229,687	
	Kerosene	0	0	0	78,395	0	0	82,313	9,002	6,510	
	Wood pellet	0	0	0	0	0	0	0	0	0	
	Wood Chip	0	0	0	0	0	0	0	0	6,942	
	Gas	26,309,975	29,363,398	25,739,719	30,600,586	28,022,736	27,578,414	24,837,004	20,465,524	13,565,990	
	Liquid gas		0	994	0			3,792	4,625	1,106	
	Total	37,618,907	39,345,773	33,733,898	37,558,157	34,512,041	34,150,940	31,171,109	26,932,086	20,010,031	
Scope 2 emissions											
	Purchased electricity	44,657,272	45,104,181	44,015,439	46,013,831	45,400,193	44,188,680	40,174,914	35,630,439	22,946,749	
Scope 3 emissions											
	Business travel	2,489,765	1,150,740	1,268,392	1,259,203	995,216	1,183,832	1,040,607	983,033	930,926	
	Transmission losses	3,535,974	3,632,053	3,761,346	3,634,935	3,881,865	3,864,029	3,316,979	3,222,780	1,956,071	
Total emissions (Tonnes CO2e)	Tonnes	88,302	89,233	82,779	88,466	84,789	83,387	75,704	66,768	45,844	

* Buildings only

Emissions released directly through fossil fuel combustion such as motor vehicles or boilers are shown under Scope 1. Indirect emissions released by generating electricity are listed under Scope 2. Business travel is a significant release of emissions which includes rail and air travel

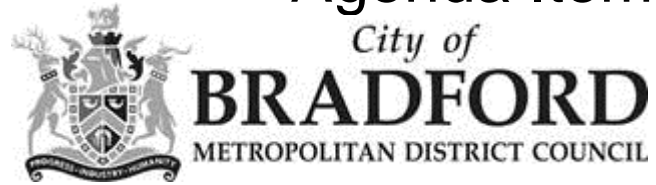
as well as travel in private vehicles owned by staff. Because the assets are not owned by the Council these emissions are listed under Scope 3. Also under Scope 3 are electricity transmissions losses from the national grid for which we have no direct control over.

What haven't we reported?

This report does not include fugitive emissions from air conditioning units or refrigeration units due to lack of data. We have included schools emissions from gas and electricity where data is available however this report does not include emissions from schools that have moved to academy status or free schools. There are some discretionary (Scope 3) emissions that have been left out of this report. These are;

- Emissions arising from our supply chain of goods and materials e.g. fuel used delivering supplies
- Staff travel to their workplace,
- Domestic energy used by staff working at home
- Emissions from waster to landfill

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Report of the Strategic Director, Health & Wellbeing to the meeting of Regeneration and Environment Overview and Scrutiny to be held on 24th July 2019

Subject: BRADFORD AIR QUALITY PLAN (BAQP) DEVELOPMENT

Summary statement:

The Bradford Air Quality Plan (BAQP) is being developed in line with Ministerial Direction with the Outline Business Case (OBC), including the preferred option for achieving compliance with the EU Limit Value for nitrogen dioxide (NO₂) in the shortest possible timeframe, required for submission by 31st October 2019. The timescales for delivery are challenging due mainly to the readiness of the Bradford Transport Model in July which affects the timings of subsequent air quality and economic assessments. Following submission of the OBC to Government, full public / Statutory consultation will be carried out which will inform the preparation of the Final Business Case (FBC), due for submission in early 2020.

Government guidance on the development of the BAQP obliges the Council to assess all options for improving air quality against the effectiveness of a Clean Air Zone (CAZ) Class D, including buses, coaches, taxis, lorries, vans and cars.

Portfolio Holders and Strategic Directors of Health & Wellbeing and Place are delegated authority to submit to the Outline Business Case to Government and carry out consultation with all stakeholders.

The purpose of the report is to provide an update on the development and potential delivery of the BAQP.

Bev Maybury
Strategic Director, Health & Wellbeing

Portfolio: Cllr Sarah Ferriby
Healthy People and Places

Report Contract: Andrew Whittles
Programme Manager, Bradford Air
Quality Plan (BAQP)
Phone 0758 405 868
Email: andrew@whittles.demon.co.uk

Overview & Scrutiny Area
Health and Social Care

1. SUMMARY

1.1 The Bradford Air Quality Plan (BAQP) is being developed in line with Ministerial Direction and the preferred option for achieving compliance with the EU Limit Value for nitrogen dioxide (NO₂) in the shortest possible timeframe will be presented in the Outline Business Case (OBC), which is due for submission to the Government by 31st October 2019. Following full public / statutory consultation, the Final Business Case (FBC) will be submitted in early 2020. This report outlines the progress with the Plan development.

The timescales for developing the BAQP are challenging and, therefore, the report to Executive Committee on the 11th June gained approval from Members to delegate authority to the Strategic Director, Health & Wellbeing, Strategic Director, Place and Portfolio Holders Healthy People & Places and Regeneration, Planning & Transport to allow initial stakeholder engagement in July to inform the development of the Plan, submission of the OBC to the Government and the subsequent public consultation.

This report outlines how Members will be given full line of sight of the Plan development through to FBC through regular engagement. The FBC will be submitted to Members for approval prior to submission to the Government.

2. BACKGROUND

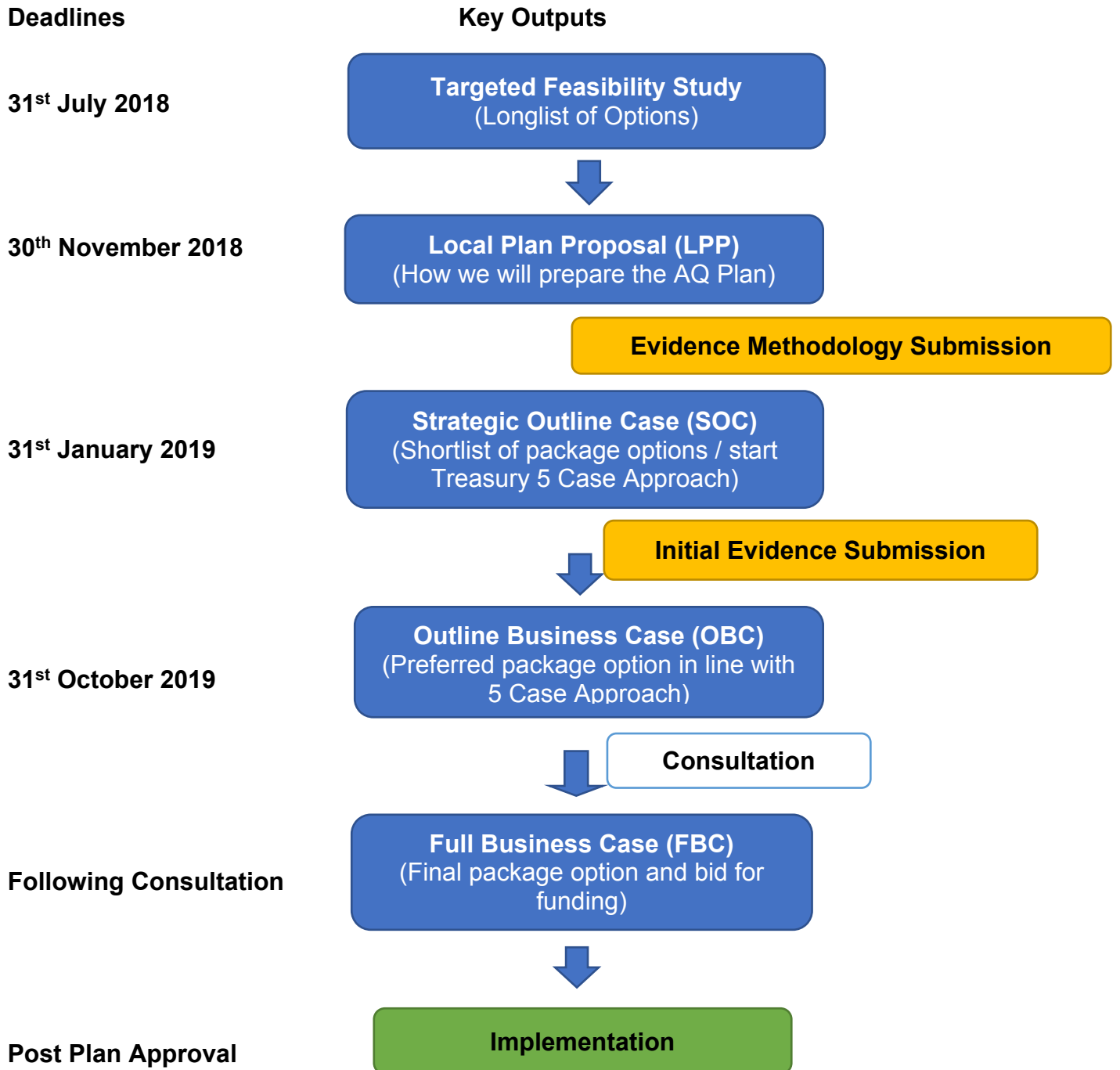
2.1 The Council was directed by Government to undertake a Targeted Feasibility Study in Summer 2018 to confirm whether areas of the District were subject to concentrations of nitrogen dioxide (NO₂) that exceeded the EU Limit Value (annual mean). The Study confirmed that NO₂ concentrations at several locations did not achieve compliance with the EU Limit Value and in certain locations, were not expected to comply until 2027 unless action was taken. The outcomes of the Study were reported to Members in September 2018.

2.2 The Council received a Ministerial Direction in October 2018 to prepare a Plan that will achieve compliance with the EU Limit Value for NO₂ in the shortest possible timeframe. This is termed the *Primary Critical Success Factor of the Plan*. The Ministerial Direction required the Council to submit an initial plan by 31st January 2019, referred to in this report as the Strategic Outline Case (SOC), and a final plan by 31st October 2019, referred to in this report as the Outline Business Case (OBC), which must identify the preferred option for meeting the EU Limit Value, set out value for money considerations and implementation arrangements.

A Full Business Case (FBC) is required to be submitted to Government as soon as possible after consultation on the OBC. The process through the FBC can be seen in figure 1.

2.3 In November 2018 the Council submitted a Local Plan Proposal to Government outlining how the Bradford Air Quality Plan (BAQP) would be developed and the resources required to complete the Plan. The Government approved the Proposal in December and awarded the Council £902,550 in funding to undertake the work. The Government has since awarded the Council a further £200,000 in funding in March 2019, giving a total funding allocation to date of £1,102,550. The Council submits a budget tracker to the Government on a monthly basis detailing actual and committed expenditure.

Figure 1: Full Business Case Process



2.4 The Council is working in close co-operation with the Government’s Joint Air Quality Unit (JAQU) to prepare the BAQP. Comprehensive Government guidance is being followed and the BAQP Project Team have regular meetings with JAQU and a telecom on a weekly basis to update on progress.

2.5 The Government require that the development of the BAQP is in line with the Treasury (Green Book) Five Case approach, namely;

- **Strategic Case** – sets out the case for change and the spending objectives of

the Plan.

- **Economic Case** – develops a long list of options to achieve the spending objectives and appraises them against the defined critical success factors.
- **Commercial Case** – details the possible routes to procurement, supplier capability and likely delivery of solutions.
- **Financial Case** - sets out the indicative costs for the delivery of the Plan's proposed interventions and assesses available funding sources for doing so.
- **Management Case** – provides the governance and management arrangements which have been put in place to deliver the development of the Plan and its' outputs.

The financial considerations will include a bid for funding to implement the BAQP. The Government has two grant funding streams to support the implementation of air quality plans totalling £475m. The Implementation Fund supports measures to improve air quality and achieve compliance in the shortest possible timeframe (termed the *Primary Spending Objective of the Plan*) and the Clean Air Fund supports measures to assist those who may be potentially affected by the distributional impacts of the plan. To this extent, particulate matter levels will also form part of our assessments as well as NO₂.

Other Local Authorities that have been directed to develop plans or implement measures to improve air quality are Nottingham, Leeds, Birmingham, Derby, Southampton, New Forest, Middlesbrough, Bath & NE Somerset, Blackwater Valley, Fareham, Coventry, Sheffield & Rotherham, Greater Manchester, Basildon & Rochford, Bristol; and Tyneside, Portsmouth, Newcastle under Lyme, Leicester, Basingstoke & Deane, Dudley, Reading, Sandwell, Solihull, South Gloucestershire, Wolverhampton, Bolsover, Bradford, Blaby, Broxbourne, Liverpool, Stoke on Trent, Oldham, Oxford, Poole, Walsall, Ashfield, Burnley, Bournemouth, Calderdale, Cheltenham, Plymouth, South Tyneside, Southend-on-Sea, Sunderland, Wakefield, Kirklees, Peterborough and Sefton, Kirklees, Sefton and Sandwell.

2.6 STRATEGIC OUTLINE CASE (SOC)

The Strategic Outline Case (SOC) of the Bradford Air Quality Plan (BAQP) was submitted to the Government in January 2019 in line with the Ministerial Direction. Following our Senior Responsible Officer (SRO) presentation to Government on the 26th February, the SOC was approved subject to minor amendments. The Government stated that they were impressed with the work that the Council had done to assess and improve air quality that was detailed as part of our Case for Change.

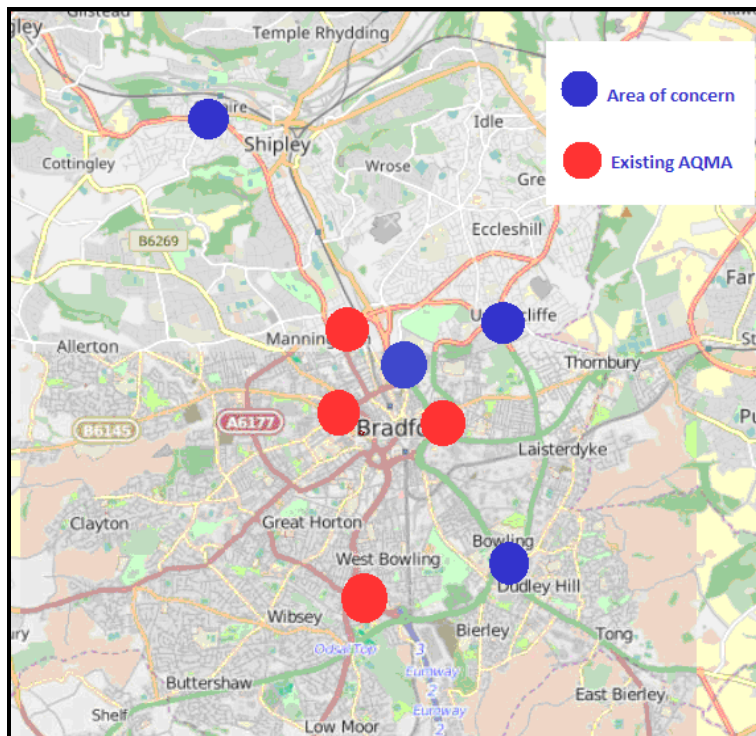
The SOC is a living document that will be updated throughout the development of the BAQP with the final version forming part of the Outline Business Case (OBC). There are no requirements to publish the SOC.

2.7 Case for Change

The SOC outlines the case for change and includes the evidence base that the Council has developed to date in assessing air quality and health impacts.

2.8 Bradford Council has an extensive air quality monitoring network looking at NO₂ and particulate matter (PM₁₀ and PM_{2.5}). Monitoring of NO₂ includes automatic monitoring stations and passive diffusion tubes. The Council has designated 4 Air Quality Management Areas (AQMA) in the City where concentrations of NO₂ exceed the EU Limit Value. Additionally, monitoring data is showing new areas of concern. Figure 2 shows the locations of existing AQMA (red) and additional areas of concern based on 2017 monitoring data (blue). 2018 monitoring data for Keighley shows levels of NO₂ that were above the EU Limit Value. It should be noted that NO₂ monitoring data for 2018 shows an increase from 2017 at all our automatic monitoring stations.

Figure 2: AQMAs and Areas of Concern in Bradford District



2.9 The Council published its **Low Emission Strategy (LES)** in 2013¹. The LES was one of the first strategies of its kind in the UK and included measures to improve air quality and carbon emissions through the accelerated uptake of cleaner road transport fuels and technologies. The Strategy included approaches to electric vehicle charging on new developments and the consideration of damage costs that have now become national practice.

As part of the LES, a **Low Emission Zone (LEZ) Feasibility Study** was carried out in 2014² in partnership with Leeds City Council, Bradford NHS and Public Health England (PHE). The LEZ study was reported to Members in 2015. The study looked at the changes in emissions and concentrations of key pollutants in 2016 and 2021 based on local fleet data, obtained from ANPR cameras and projected forward.

The study showed that 40% of the emissions of nitrogen oxides within the Inner Ring Road

¹ <https://www.bradford.gov.uk/media/1385/bradfordlowemissionstrategy2013.pdf>

² <https://www.bradford.gov.uk/media/1384/reportofthelezfeasibilitystudy.pdf>

were due to buses. The study was innovative in that it looked at the impact of various LEZ scenarios on the health of the population of Bradford within the Outer Ring Road area and the resultant health cost savings. This included the impact on the number of deaths, coronary and pulmonary events, low birth weight babies (<2.5kg) and asthma. The health impacts within the Outer Ring Road from modelled LEZ scenarios and health costs are shown in figure 3.

It should be noted that the Bradford Air Quality Plan (BAQP) will seek air quality improvements over a much wider area of the District than was considered in the LEZ Feasibility Study, with greater, aggregated health benefits for residents.

Figure 3: Health impacts within the Outer Ring Road from modelled LEZ scenarios and health costs

Cost per condition in (£) (in NHS cost and quality adjusted life years)	Bradford LEZ Modelled Scenario			
	All pre-euro 4 HGVs and buses upgraded to euro6 by 2016	All pre-euro 5 buses upgraded to euro 6 by 2021	Reduction in number of diesel cars from 50% to 20% (as in the year 2000)	10% reduction in number of car journeys by 2021
	Health benefit across the Bradford population			
Deaths (PM _{2.5}) (£168,000)	2 (0-2.3)	3 (0.3-5)	3 (0.3-5)	3 (0.3-5)
Cardiopulmonary deaths (PM _{2.5}) (£168,000)	1 (0-2)	2 (1-3)	2 (1-3)	2 (1-3)
Coronary events (PM _{2.5}) (Bradford only) (£50,160)	24 (0-53)	45 (0-99)	45 (0-100)	45 (0-99)
Low birth weight babies <2500g (PM _{2.5}) (£2,325)	2 (1-4)	3 (1-6)	3 (1-6)	4 (1-7)
Pre-term births (PM _{2.5}) (£28,109)	0.4 (0.4-0.4)	0.7 (0.6-0.7)	0.7 (0.6-0.7)	0.7 (0.6-0.7)
Low birth weight babies <2500g (NO ₂) (£2,325)	8 (0-17)	18 (0-38)	21 (0-45)	17 (0-36)
Childhood asthma development <18yrs (NO ₂), (£17,016)*	82 (18-152)	181 (40-335)	212 (47-393)	173 (38-320)
Annual years of life gained for newborns (all births combined)	42	64	6	76
Annual Health Cost Saving	£1,574,334	£2,829,701	£2,836,676	£2,943,768
One-off Health Cost Saving – cases of childhood asthma*	£1,395,312	£3,079,896	£3,607,392	£2,943,768

2.10 The Government has acknowledged that the Council has a strong track record of working with local health professionals to assess the impacts of air quality on health. Born in Bradford (BiB)³ form part of the BAQP Programme development team and will be

³ <https://borninbradford.nhs.uk>

assisting in the assessment of health impacts associated with the BAQP. While particulate matter levels in the District do not breach EU Limit Values, it is recognised that significant health benefits will accrue from reducing concentrations. The reduction of particulate concentrations forms part of the BAQP objectives as well as the achieving compliance with the EU Limit Value for NO₂.

Figure 4 shows the findings of research by BiB into the impact that air pollution has on low birthweight babies.

Figure 4: Air pollution and health research carried out by Born in Bradford (BiB)

AIR POLLUTION & LOW BIRTHWEIGHT

AIR POLLUTION IS AN ENVIRONMENTAL RISK TO HEALTH

IT REDUCES LIFE EXPECTANCY BY **6 MONTHS** IN THE UK
 IT IS RESPONSIBLE FOR **29 000** DEATHS PER YEAR IN THE UK

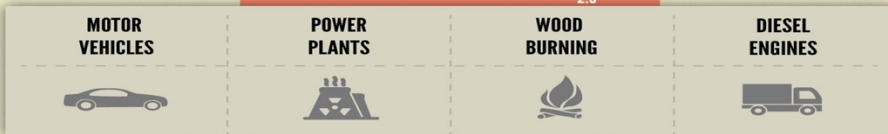
AIR POLLUTION INCREASES THE RISKS OF:

- STROKE
- HEART DISEASE
- CHRONIC & ACUTE RESPIRATORY DISEASES
- ASTHMA
- LUNG CANCER

AIR POLLUTION CONSISTS OF PARTICLES IN THE AIR KNOWN AS **PM₁₀** AND **PM_{2.5}** WHICH ARE SMALLER IN DIAMETER THAN A HUMAN HAIR

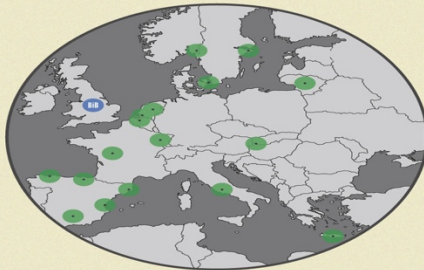


PRIMARY SOURCES OF PM_{2.5}

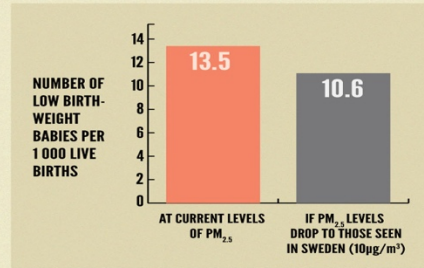


THE STUDY

WE POOLED DATA FROM **14** COHORT STUDIES FROM **12** DIFFERENT EUROPEAN COUNTRIES TOTALLING **74 178** MOTHERS



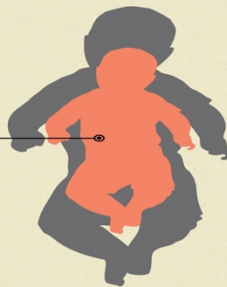
WE FOUND THAT FOR EVERY INCREASE OF **5µg/m³** IN EXPOSURE TO PM_{2.5}, THE RISK OF LOW BIRTHWEIGHT INCREASED BY **18%**



HEALTH PROBLEMS THAT AFFECT LOW BIRTHWEIGHT BABIES

PROBLEMS DUE TO LOW BIRTHWEIGHT

- POOR BRAIN AND NERVOUS SYSTEM DEVELOPMENT
- BREATHING PROBLEMS
- RESPIRATORY INFECTIONS
- DANGEROUSLY LOW BODY TEMPERATURE



PROBLEMS DUE TO AIR POLLUTION

- BIRTH DEFECTS
- PRE-TERM BIRTH
- WHEEZING & ASTHMA IN CHILDHOOD
- DECREASED LUNG FUNCTION IN ADULTHOOD

MORE INFORMATION

WWW.BORNINBRADFORD.NHS.UK

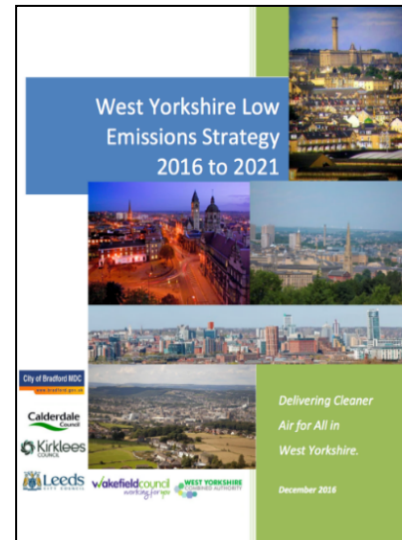


2.11 The **West Yorkshire Low Emission Strategy**

(WYLES, 2016-21)⁴ production was led by the Council, including all West Yorkshire Local Authorities, West Yorkshire Combined Authority and Public Health England. The WYLES has been adopted by all West Yorkshire Authorities.

The Objectives of the WYLES include the implementation of Clean Air Zones in West Yorkshire where necessary. This policy may inform the development of any Charging Order under the Transport Act 2000 to implement a charging clean air zone.

The WYLES informs the West Yorkshire Transport Strategy and has provided a platform for inward investment to facilitate bus emission improvements, including school buses, and the ultra-low emission taxi scheme.



2.12 **Strategic Outline Case (SOC): Economic Case**

The SOC starts to look at all the Treasury Five Cases, including the economic case for the BAQP. This includes the consideration of a long list of options to improve air quality that was first identified in the Targeted Feasibility Study and has been refined since into a short list of options based on improving knowledge. The shortlist may be refined further based on the emerging transport, air quality and economic modelling.

2.13 **Primary and Secondary Critical Success Factors**

All options that are shortlisted for evaluation as part of the Outline Business Case must bring about compliance with nitrogen dioxide limits in the shortest possible time. This is termed the primary critical success factor and is a pass/fail criterion. All options that satisfy the primary critical success factor are then evaluated against secondary critical success factors, including:

- Value for Money
- Distributional Impact
- Strategic and wider Air Quality fit
- Supply side capacity/capability
- Affordability
- Achievability

2.14 The Council needs to have regard of the **National Clean Air Zone Framework**⁵ when finalising the shortlist of options to take forward to the OBC. All options must be evaluated for effectiveness against an appropriate class of Clean Air Zone (CAZ). Due to NO₂ levels in some locations in the District, the Council is required to consider all options against the effectiveness of a Class D CAZ.

⁴ <https://www.bradford.gov.uk/media/3590/west-yorkshire-low-emissions-strategy.pdf>

⁵

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612592/clean-air-zone-framework.pdf

2.15 Clean Air Zone Exemptions

The national CAZ Framework allows for the exempting of certain vehicle types and uses from CAZ controls. This includes emergency service vehicles. The Council can also consider certain exemptions for residents affected by poor air quality as long as this does not affect the primary critical success factor.

2.16 Developing a Shortlist of Options

The Council has developed a shortlist of options that will be evaluated as part of the development of the OBC. Following assessments, OBC will outline the **preferred option** for improving air quality in the shortest possible timeframe. The preferred option will be subject to full public consultation before the Council's final option will be detailed in the Final Business Case (FBC).

The Council has identified option packages for consideration, including Clean Air Zone classes supported by additional measures termed *travel & transport management measures (Option 1)* and *emission reduction measures (Option 2)*.

Option 1 - Travel & transport management measures include:

- Highway engineering works to reduce congestion in hotspots
- Bus priority measures
- Travel planning measures
- Park & ride opportunities

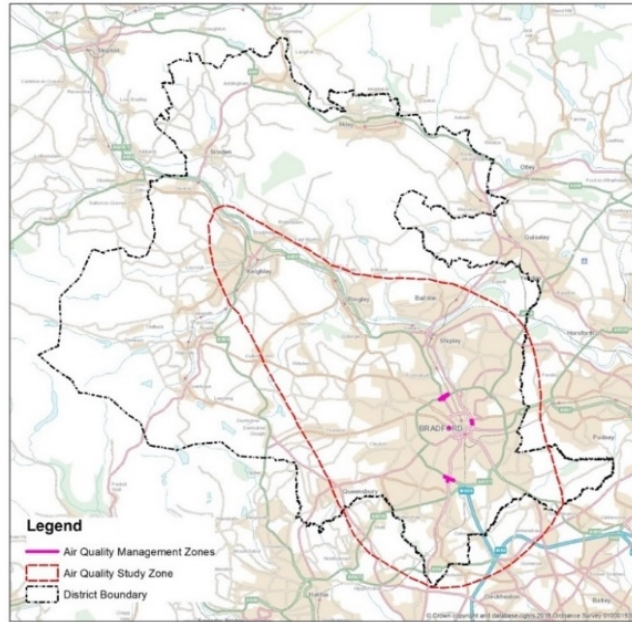
Option 2 – Emission reduction measures include:

- Zero emission buses
- Support for electric vehicle uptake, including Council Fleet, taxis, businesses and the public
- Ultra-low emission measures for new developments
- Public sector / Corporate Social Responsibility procurement
- Targeted boiler replacement programme

These measures would be implemented in 2021/22 and should bring about compliance with the NO₂ EU Limit Value by 2022/23.

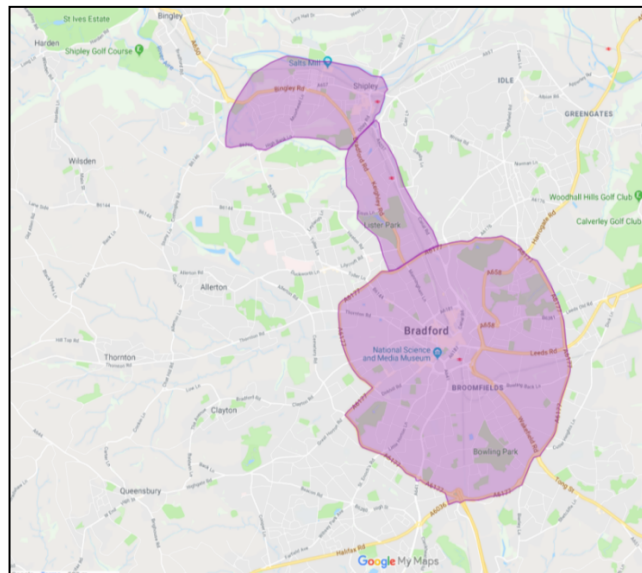
2.17 The study area for the BAQP covers all areas of the District that are subject to elevated levels of NO₂ and wider areas to ensure that any vehicle displacements caused by our proposed measures will form part of our assessment – we do not want to improve air quality in one location only to make it worse in another. The study area includes locations that have been identified by the Government's Pollution Climate Mapping (PCM) model as areas for concern and also locations that have been assessed through the Council's own air quality monitoring network. The study area is shown in figure 7.

Figure 7: Bradford Air Quality Plan Study Area



2.18 The SOC provides an outline of the indicative CAZ boundaries to be considered as part of the development of the OBC. These are shown in figure 8. The boundaries are likely to change as the modelling assessment outputs are produced and the SOC is updated.

Figure 8: Indicative CAZ boundaries



2.19 The Strategic Outline Case also started to look at the management, commercial and financial cases. These will be developed fully as part of the Outline Business case.

For example, as part of the commercial case the Council is looking at options for procuring the potential packages to improve air quality and as part of the financial case, the Council

is starting to identify the costs of implementing the package options.

2.20 OUTLINE BUSINESS CASE (OBC) DEVELOPMENT

The Bradford Air Quality Plan (BAQP) Programme Team are currently working on assessments that will define the preferred option in the Outline Business Case (OBC). A key issue for the timings of assessments is the readiness of the Council Transport Model. Government guidance requires the Council to use a robust, up-to-date model, which is currently being developed. The model will be fully ready in July 2019 and this affects the timings of the subsequent assessments, making the timelines specified in the Ministerial Direction very challenging. Whereas Phase One CAZ authorities, including Leeds, have been able to develop their plans over a 2-year period, the Council, as a Phase Three authority is developing its' plan over a 10-month period.

The Project Team are working in close liaison with the Government to identify and optimise all phasing of the development of the OBC, however, it should be recognised that there is a risk to delivery of the OBC within the timeline requirements of the Ministerial Direction.

In order to expedite the delivery of the OBC, it has been agreed by Executive Committee that a Council approvals process is established, delegating authority for initial engagement, submission of OBC to Government and subsequent public consultation to the Strategic Director, Health & Wellbeing and Strategic Director, Place and the relevant Portfolio Holders.

2.21 The current focus of the BAQP Programme is on the assessments that are required to evidence our preferred option and also on key stakeholder engagement to ensure that appropriate mitigation can be identified to counter any distributional impacts that the BAQP may have.

All measures identified as the preferred option to achieve legal limits for NO₂ within in the shortest possible timeframe will form part of an application for funding to the Government's Implementation Fund. All measures that are identified to mitigate any distributional impacts of the preferred option will be included in an application for funding to the Government's Clean Air Fund.

2.22 Members are to be given line of sight of the development of the BAQP through the development of the Outline Business Case to Full Business Case, including:

- Regular briefings with Portfolio Holders
- Monthly meetings with all elected Council Groups
- Provision of feedback

2.23 Communications, engagement and consultation are an integral part of the BAQP Programme. Specialist communications and engagement support has been procured to support the Programme (Systra). The consultants will be in place by the beginning of June. A Communications Plan will be prepared within 4 weeks of contract commissioning.

Systra will second 2 members of staff to be based in Bradford Council offices for 2 days a week until after the delivery of the Full Business Case and will liaise with Corporate

Communications to enable the Communications Plan to provide legacy through FBC to the implementation of the BAQP.

The proposed BAQP Communication and Engagement Programme will include:

- Dedicated Members workshop/s - facilitated by Born in Bradford (BiB has already undertaken focus activity on the BAQP development)
- Clean Air Day, 20th June, has launched community/stakeholder engagement exercises to inform the development of the OBC
- Targeted focus activity on seldom heard communities (4 areas of the City) and Keighley and Shipley – also facilitated by BiB
- Engagement seeking feedback on the perceptions of air quality and health impacts and measures to improve air quality, including funding support to mitigate against any distributional impacts of the BAQP – this will directly inform the development of the OBC
- Provision of a dedicated, branded website
- Full public/Statutory consultation design, delivery and feedback analysis to inform the preparation of the FBC
- Stated Preference survey completed (largest SP survey carried out by a Directed authority)

2.24 Outline Business Case development progress

The Programme team is currently working with appointed consultants and in close liaison with the Government's Joint Air Quality Unit (JAQU) to carry out assessments that will inform the shaping of the BAQP preferred option package.

Additionally, the Project Team has been engaging with key stakeholders to consider and identify the package of measures that will form part of the OBC, including:

Buses

- Support for electric bus routes in the District
- Support for investment in new, Euro VI diesel buses
- Support for retrofitting some buses with emission abatement technology
- Working with WYCA to install electric bus charging facilities in bus stations
- Liaising with WYCA and bus operators to upgrade the school bus fleet
- Consideration of public transport subsidies / bursaries



Example of electric buses and charging infrastructure

- Liaison with WYCA to provide Transforming Cities funding, including:

- Potential Park and Ride sites – initial assessment funded by Highways England
- City Centre bus priority measures
- Corridor improvements to East and South of City Centre

Bradford Council Fleet

- Assessment of Bradford Council Fleet:
 - Looking at operational/ fuel use and fleet replacement programme
 - Assessing viability of converting light commercial vehicles to electric
 - Assessing viability of converting HGV fleet to biomethane
 - Consideration of home charge points for Council drivers

Taxis

- Analysis of Bradford Taxi Fleet data
- Consideration of mitigation packages to support taxi fleet vehicle upgrades to CAZ standard and beyond
- Consideration of an electric taxi demonstration scheme
- Roll-out of rapid chargers in the District for taxi drivers and the public

Plugged-in Community

- Consideration of providing community charging infrastructure through street lighting contract

Boiler Replacement Project

- Consideration of a targeted boiler replacement scheme

Travel Planning

- Consideration of Travel Planning measures

Schools

- Consideration of a programme of measures in relation to schools
- Implementation of the BAQP will ensure air pollution will meet legal limits at all schools
- School buses are being considered for emission reduction measures
- School boilers are being surveyed for potential replacement in areas of high pollution
- Clean Air Day saw engagement in schools including pollution monitor building and exposure monitoring with children
- Whilst it will not form part of the BAQP due to JAQU guidance, Public Health are rolling out a district wide, community led, anti idling programme from September 2019.

Wider Stakeholder Impacts

- Consideration of wider distributional impacts of the BAQP to be included in Clean Air Fund bid, including mitigation packages for van and lorry operators, scrappage scheme for residents/ public transport grants. These packages will be informed through planned engagement programme

2.25 Inward investment and development of the local green economy

The Council and local business have a track record of securing funding and investment to support vehicle emission reductions in the District. The Council has secured over

£500,000 funding to enable local taxi drivers to convert to electric vehicles and local bus companies have received over £2m in funding to improve emissions.

The BAQP will seek to promote inward investment and grow the local green economy. The national green economy is one of the fastest economic growth sectors. For example, the UK electric car market was worth £1.9 billion in 2018 and is expected to grow by 14% per annum to a value of £4.3 billion in 2024.

2.26 BAQP Programme Structure and Governance

The BAQP Programme is governed by a Programme Board led by the Senior Responsible Officer (Strategic Director, Health and Well Being) that reports through the Better Health Better Lives Priority Outcome Board and Council Plan Delivery Board to the Executive Committee and Health and Wellbeing Board.

The Programme Board meets on a monthly basis and considers the Programme risk register in directing the Project Team. The BAQP Programme Organogram is shown in figure 8.

2.27 Resource requirements for OBC delivery

In line with Government guidance, and to expedite Implementation Plan delivery timescales, the OBC is required to include all draft documentation required for Plan delivery, including the draft Charging Order (allowing the implementation of a potential 'charging' Clean Air Zone), and all tender documents relating to the procurement of mitigation packages. It has been identified that further Programme resource will be required, including additional officers covering procurement, legal (including State Aid), finance (financial model), communications and highways engineers. Discussions with the Government indicate that further funding may be provided to cover additional resources. Discussions are currently taking place with service heads to identify appropriate, additional resource requirements.

Budget spend as of the end of April was £403,607.72 (£685,107.72, including committed expenditure).

The proposed additional resource required for the delivery of the BAQP can be seen in the Programme Organogram shown in figure 8.

2.28 Health impact assessment

Born in Bradford, who are represented on the BAQP Programme Board, are applying for National Institute of Health Research funding (£1.1m) to undertake a comprehensive Health Impact Assessment (HIA) in connection with the BAQP. The proposed project has support from the Government who are also looking at using Bradford as a national case study to highlight best practice in air quality work and health improvements.

Figure 8: BAQP Programme Organogram

Health & Wellbeing Board				
Executive Committee / Portfolio Holders				
Cllr Sarah Ferriby & Cllr Ross-Shaw				
Council Plan Delivery Board				
Better Health Better Lives Priority Outcome Board				
Bradford Air Quality Plan (BAQP) Delivery Board				
Bev Maybury (SRO) Strategic Director Health & Wellbeing				
Sarah Muckle Director of Public Health	Julian Jackson Assistant Director PT&H	Richard Gelder Highways Services Manager	Andrew Marshall Planning & Transport Strategy Manager	
Ralph Saunders Head of Public Health	Rosie McEachan Born in Bradford	David Heath Financial Business Advisor	Duncan Farr Procurement Management	
Helen Ellerton WYCA/Bus/Transforming Cities Fund	David Cawthray Assistant Director Transformation	Jason Field Legal Services	Olawale Ladapo JAQU	
Project Team				
Andrew Whittles (Programme Lead)				
Rachel Roberts/Cameron Dale Programme Secretariat				
Sally Jones Air Quality Project Manager	Alex Adeeko Transport Project Manager	Kate Smallwood Electric Vehicles /Boilers/ULEV Taxis	Communications Agency & Corp. Comms support	Zara Hussain Budget Tracking
Clean Air Fund Project Manager (TBC)	Clean Air Fund Project Support Officer (TBC)	Dave Partridge / Tina Parry Economic Dev.	Alan Parsons Procurement	Geoff Binnington Fleet Services & Taxi Licensing
Darren Badrock Network Resilience	Manjit Singh UTMC	State Aid Solicitor (TBC)	Contract Solicitor (TBC)	Business Advisor (TBC)
Finance Officer (TBC)	Procurement Category Manager	Procurement Category Officer (TBC)	Quantity Surveyor (TBC)	Highway Engineer (in recruitment)
Highway Engineer (In recruitment)	Highway Engineer (In recruitment)	Engineering Project Support Officer (TBC)	Schools Liaison Officer (TBC)	Transport Officer (Buses) (TBC)
Consultancy Support: WSP – transport modelling, Ricardo – air quality & economic modelling, Systra – communications and engagement				

3. OTHER CONSIDERATIONS

- None identified

4. FINANCIAL & RESOURCE APPRAISAL

Additional financial & procurement resources required for OBC preparation etc are anticipated to be funded externally and on this basis there are no revenue budget implications at this stage. However, in the absence of In-House capacity to undertake the additional support work required it would be expected that that additional resources will have to be sourced via agency etc. Details of the anticipated costs of the proposed schemes, when known, will need to be included in the capital programme although it would again be anticipated that no council funding will be required to bring such schemes to a conclusion.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

The Bradford Air Quality Plan (BAQP) governance is shown in figure 8. The monthly BAQP Programme Board meetings consider the risks associated with delivery and provide appropriate mitigating direction.

6. LEGAL APPRAISAL

Under Section 85 of The Environment Act 1995 it is the duty of a Local Authority to comply with a Ministerial Direction given under it. The Ministerial Direction given to the Council in October 2018 requires as soon as possible and by 31st October 2019 at the latest the Council to “undertake as part of the UK plan for tackling roadside nitrogen dioxide concentrations 2017, together with the Supplement to that plan published on 5 October 2018, a Feasibility Study in accordance with the HM Treasury’s Green Book approach, to identify the option which will deliver compliance with legal limits for nitrogen dioxide in the area for which the authority is responsible, in the shortest possible time.

The Direction requires an initial plan and a final plan to achieve this. The final plan must identify “the preferred option for delivering compliance in the shortest possible time, and setting out value for money considerations and implementation arrangements. “

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

See Appendix 1 and Appendix 2

7.2 SUSTAINABILITY IMPLICATIONS

Sustainability is central to the development of the Bradford Air Quality Plan (BAQP)

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The assessments carried out in preparation of the Bradford Air Quality Plan include the consideration of greenhouse gas emissions. The Climate Change Unit forms part of the BAQP Project Team.

7.4 COMMUNITY SAFETY IMPLICATIONS

Not applicable at this stage. The BAQP development process includes community engagement to inform the development of measures to mitigate against any distributional impacts of the options considered.

7.5 HUMAN RIGHTS ACT

Not applicable

7.6 TRADE UNION

Not applicable

7.7 WARD IMPLICATIONS

All wards

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

Not applicable

7.9 IMPLICATIONS FOR CORPORATE PARENTING

Improvements to air quality will improve the environment for children and young people and will have a positive effect on outcomes for health and wellbeing across the District.

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

Not applicable.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Not applicable

10. RECOMMENDATIONS

- i) That members consider the progress to develop the BAQP to date

11. APPENDICES

- Appendix 1 – Equality Impact Assessment
- Appendix 2 – JSNA Air Quality Health Impacts

12. BACKGROUND DOCUMENTS

- None

Appendix 1

Equality Impact Assessment Form

Department	Health & Wellbeing - Adult & Community Services	Version no	0.1
Assessed by	Andrew Whittles	Date created	17/04/2019
Approved by	Bev Maybury	Date approved	21/05/2019
Updated by	Rachel Roberts	Date updated	17/05/2019
Updated by		Date updated	
Final approval		Date signed off	

The Equality Act 2010 requires the Council to have due regard to the need to

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between different groups
- foster good relations between different groups

Section 1: What is being assessed?

1.1 Name of proposal to be assessed.

Bradford Air Quality Plan (BAQP) Development of the Full Business Case

1.2 Describe the proposal under assessment and what change it would result in if implemented.

The Bradford Air Quality Plan (BAQP) is being developed in line with Ministerial Direction with the Outline Business Case (OBC), including the preferred option for improving air quality in the shortest possible timeframe, required for submission by 31st October 2019. The timescales for delivery are challenging due mainly to the readiness of the Bradford Transport Model in July which affects the timings of subsequent air quality and economic assessments.

This Equality Impact Assessment is being undertaken prior to public consultation about proposals to improve air quality across the Bradford District.

Following submission of the OBC to Government, full public / statutory consultation will be carried out on the proposed options on the indicative Clean Air Zone (CAZ) Boundary which will inform the preparation of the Final Business Case (FBC), due for submission in early 2020.

A detailed Equality Impact Assessment will be undertaken following the consultation period.

Section 2: What the impact of the proposal is likely to be

- 2.1 Will this proposal advance equality of opportunity for people who share a protected characteristic and/or foster good relations between people who share a protected characteristic and those that do not? If yes, please explain further.**

Improvements to air quality will have a positive effect on outcomes for health and wellbeing across the District and within a number of communities and groups.

- 2.2 Will this proposal have a positive impact and help to eliminate discrimination and harassment against, or the victimisation of people who share a protected characteristic? If yes, please explain further.**

Improvements to air quality will have a positive effect on outcomes for health and wellbeing across the District and within a number of communities and groups.

- 2.3 Will this proposal potentially have a negative or disproportionate impact on people who share a protected characteristic? If yes, please explain further.**

Measures to force emission improvements could potentially make some routes financially unviable, impact the numbers of specialist vehicles operating in the city and restrict access.

- 2.4 Please indicate the level of negative impact on each of the protected characteristics?**

(Please indicate high (H), medium (M), low (L), no effect (N) for each)

Protected Characteristics:	Impact
Age	L
Disability	L
Gender reassignment	L
Race	L
Religion/Belief	L
Pregnancy and maternity	L
Sexual Orientation	L
Sex	L

Marriage and civil partnership	L
Additional consideration:	
Low income/low wage	L

2.5 How could the disproportionate negative impacts be mitigated or eliminated?

THE OBC is predicated on opportunities and incentives to improve the air quality in Bradford prior to any other enforcement action being taken. We will seek to identify opportunities and incentives to support transition to compliant vehicles and offer non-compliant buses with the option to retrofit to a compliant standard.

A communications and engagement strategy will ensure the proposals, including mitigation measures are accessible, accurate and clearly reported.

Section 3: Dependencies from other proposals

3.1 Please consider which other services would need to know about your proposal and the impacts you have identified. Identify below which services you have consulted, and any consequent additional equality impacts that have been identified.

Section 4: What evidence you have used?

4.1 What evidence do you hold to back up this assessment?

3.4.01 Air Quality Bradford Joint Strategic Needs Assessment – September 2016.

See Appendix 2

4.2 Do you need further evidence?

Following submission of the OBC to Government, full public / statutory consultation will be carried out on the proposed options on the indicative Clean Air Zone (CAZ) Boundary which will inform the preparation of the Final Business Case (FBC), due for submission in early 2020.

A detailed Equality Impact Assessment will be undertaken following the consultation period.

Section 5: Consultation Feedback

5.1 Results from any previous consultations prior to the proposal development.

- 5.2 The departmental feedback you provided on the previous consultation (as at 5.1).**

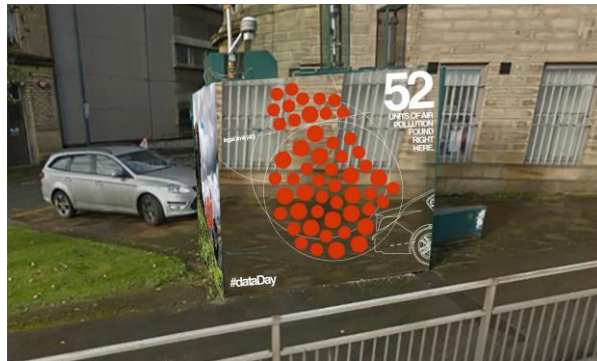
- 5.3 Feedback from current consultation following the proposal development (e.g. following approval by Executive for budget consultation).**

- 5.4 Your departmental response to the feedback on the current consultation (as at 5.3) – include any changes made to the proposal as a result of the feedback.**

3.4.01 Air Quality

Introduction: why is this important?

Rural areas of Bradford enjoy some of the best air quality in Europe, however, our urban centres, and areas near to the strategic road network, are affected by elevated concentrations of pollutants that have a significant impact on health, particularly amongst our most socially disadvantaged communities. The two components of exhaust gases that are of most concern in terms of the impact on human health are nitrogen dioxide (NO₂) and particulate matter (PM).



Monitoring Station, Shipley Airedale Road, Bradford. Infographic produced by Dr Catherine Stones – Leeds University (produced for Bradford Council in June 2015).

Whilst the very highest concentrations are found adjacent to busy roads, both of these pollutants can also be attributed to other sources of pollution such as domestic heating, industrial processes and open burning.

It is estimated that the effects of NO₂ on mortality are equivalent to 23,500 deaths annually in the UK¹. Many of the sources of NO_x (NO₂ and NO) are also sources of particulate matter and the impact of exposure to particulate matter pollution (specifically PM_{2.5}) is estimated to have an effect on mortality equivalent to nearly 29,000 deaths in the UK². The combined impact of these two pollutants represents a significant public health challenge, not just in terms of early deaths, but also reductions in quality of life and the associated health costs of treating residents whose health is being affected by pollutant inhalation.

A Public Health England report³ in 2010 estimated that there were 222 early deaths in Bradford due to particulate matter alone, this is 1 in 20 of all early deaths. This number will rise when the impact of nitrogen dioxide is added.

In Bradford we have a unique understanding of the impact of air quality because a section of the largest research study in the world currently taking place is being undertaken here in Bradford through the *Born In Bradford (BiB)* health research study.

Research at BiB, and elsewhere, has concluded that air pollution doesn't just make us cough, it also causes the following, much more serious, conditions:

- premature death
- respiratory problems such as Chronic Obstructive Pulmonary Disease and the development of asthma in children
- heart attacks and strokes
- cancer
- low birth weight and pre-term birth
- developmental problems in children and reduced IQ in affected populations

The BiB study identified strong links in Bradford between PM_{2.5} and some of these conditions, particularly low birth weight.

What do the facts and figures tell us?

The Low Emission Zone (LEZ) study informs us that an improvement in air quality in Bradford will reduce the number of early deaths, and improve the quality of life for all of its citizens, especially those in deprived areas which currently experience the poorest air quality. The study also highlights the significant health based cost savings that could be delivered every year. In Bradford, through local health research studies, we understand the health impacts better than most cities and this provides an impetus to take action to achieve significant improvements.

We must also consider that Bradford currently has areas where pollution exceed the legal limits set in the Air Quality (England) Regulations 2007. The UK is now in breach of the EU Air Quality Directive and infraction proceedings have commenced. The level of fines could reach 400 million Euros and under the reserve powers of the Localism Act 2011⁴ these fines can be passed on to any public authority whose act or omission has contributed to these breaches.

What strategies, policies and best practice have been developed locally and nationally?

Air pollution does not respect boundaries, so Bradford Local Authority is working with the other West Yorkshire Local Authorities and the West Yorkshire Combined Authority to develop a regional Low Emission Strategy, and this will improve air quality across the region⁵.

In addition, Bradford has its own 'Bradford Low Emission Strategy' (Bradford LES) which was adopted in 2013. Bradford was only the second Local Authority in the UK to adopt a Low Emission Strategy and Bradford is now viewed as an example of best practice in the UK for its action to improve air quality.

Through the implementation of the Bradford LES, the following initiatives are improving air quality in Bradford:

- 1) A LEZ feasibility study has been completed. The Council are now considering the practical implementation of a LEZ
- 2) Since 2013 every relevant planning application that the Council processes incorporates conditions designed to improve air quality, including:
 - Every new single property (commercial and residential) incorporate electric vehicle charging points
 - Construction emissions management
 - Emission standards for commercial fleets
 - Low emission travel planning
 - Site specific mitigation such as cycle paths, electric minibuses for staff, Metrocards and bus stops
 - All applications are assessed to ensure that there is no risk of exposure to unacceptable levels of pollution
- 3) There are trials of low emission vehicles where they are a considered a practical alternative to traditional more polluting types. We now have procurement policies which consider the whole life costs of vehicles (including the damage they cause) rather than just buying the cheapest on the market
- 4) The Council procurement team are using the monies that the Council spends to encourage private companies to improve air quality through the terms of the contracts that we offer for tender
- 5) There is a commitment to support the improvement of public transport and we have successfully worked with our local bus companies to fund the retrofit of 25 City Centre buses, reducing emissions by 90%, using a grant from the Department of Transport. We have also worked with the West Yorkshire Combined Authority to reduce emissions from all the yellow school buses in the District

6) The Council is working with BiB, the NHS and Public Health England, and local Universities on health research projects, providing air quality data and using their data to support our ongoing work

7) In partnership with Public Health England we are raising awareness of the detrimental health effects of air pollution and the benefits of driving cleaner vehicles and reducing vehicle use

8) Air quality is monitored across the Bradford District and we report the data here; http://www.bradford.gov.uk/bmdc/the_environment/pollution_noise_and_nuisance/air_quality_review

9) The Council continues to encourage people to walk and cycle as an alternative to using vehicles through the provision of facilities and incentives

What challenges have been identified in a local context?

In partnership with other health professionals and health economists, we have carried out ground breaking research into the impact of our local transport emissions and the positive health benefits of a number of Low Emission scenarios, including cleaning up the bus fleet and lorries, reductions in car use and replacing diesel vehicles with petrol variants.

The data from the study illustrates how much Bradford could improve health and reduce health costs:

Cost per condition in (£) (in NHS cost and quality adjusted life years)	Bradford LEZ Modelled Scenario			
	All pre-euro 4 HGVs and buses upgraded to euro6 by 2016	All pre-euro 5 buses upgraded to euro 6 by 2021	Reduction in number of diesel cars from 50% to 20% (as in the year 2000)	10% reduction in number of car journeys by 2021
	Health benefit across the Bradford population			
Deaths (PM _{2.5}) (£168,000)	2 (0-2.3)	3 (0.3-5)	3 (0.3-5)	3 (0.3-5)
Cardiopulmonary deaths (PM _{2.5}) (£168,000)	1 (0-2)	2 (1-3)	2 (1-3)	2 (1-3)
Coronary events (PM _{2.5}) (Bradford only) (£50,160)	24 (0-53)	45 (0-99)	45 (0-100)	45 (0-99)
Low birth weight babies <2500g (PM _{2.5}) (£2,325)	2 (1-4)	3 (1-6)	3 (1-6)	4 (1-7)
Pre-term births (PM _{2.5}) (£28,109)	0.4 (0.4-0.4)	0.7 (0.6-0.7)	0.7 (0.6-0.7)	0.7 (0.6-0.7)
Low birth weight babies <2500g (NO ₂) (£2,325)	8 (0-17)	18 (0-38)	21 (0-45)	17 (0-36)
Childhood asthma development <18yrs (NO ₂)* (£17,016)	82 (18-152)	181 (40-335)	212 (47-393)	173 (38-320)
Annual years of life gained for newborns (all births combined)	42	64	6	76
Annual Health Cost Saving	£1,574,334	£2,829,701	£2,836,676	£2,943,768
One-off Health Cost Saving – cases of childhood asthma*	£1,395,312	£3,079,896	£3,607,392	£2,943,768

* Childhood asthma development is a 'one-off' health impact and is not additive on an annual basis

The Executive of Bradford Council are keen to see these benefits in Bradford and have requested that more is done to improve air quality, including detailed consideration of the practical implications of a Low Emission Zone for Bradford. This will include consultation with external stakeholders and will conclude in 2016.

What do our stakeholders tell us?

In November 2015 an extensive public consultation exercise was carried out to identify what all our stakeholders felt about air quality. The responses indicate that people in Bradford have increasing awareness of the health impacts of air quality, they would like to see more done about it and they would like to see the improvement commitments made in our strategies strengthened with practical action taken to secure improvements.

Recommendations: What do we need to do? How do we ensure this remains a priority?

Bradford Council has developed a Low Emission Strategy for the District, setting out the multidisciplinary approach required to improve air quality. The Council must ensure this document is kept up to date and that the principles within it are followed whenever decisions are made which have potential to impact on air quality. There must also be continuation of our work with health partners to increase public awareness and the provision of the data they require to research the latest impacts and identify the impacts that improvements will deliver.

We must ensure that the policies in our strategies are translated into local action to drive change. Not all of the solutions that improve air quality are equally palatable and some require significant investment (for example in cleaner vehicles, and infrastructure for low emission vehicles). Everyone has a role to play and the strategy asks for everyone in Bradford to do their bit to help reduce air pollution, including residents, businesses, Local Authorities, other public sector organisations such as the police, the ambulance service, bus and train companies, taxis and even visitors to the region.

References

1. DEFRA analysis using interim recommendations from COMEAP's working group on NO₂. The working group made an interim recommendation for a coefficient to reflect the relationship between mortality and NO₂ concentrations (per µg/m³). COMEAP has not yet made any estimates of the effects of NO₂ on mortality. Any analysis will be subject to change following further analysis by the working group and consultation with the full committee.
2. The Mortality Effects of Long-Term Exposure to Particulate Air Pollution in the United Kingdom
3. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CRCE_010.pdf
4. <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
5. https://www.bradford.gov.uk/NR/rdonlyres/17194ADB-3A10-4C38-94F4-6DF704A56E68/0/WYLES_consultationversion_V4_14Oct2016.pdf



Report of the Director of Health and Wellbeing to the meeting of Regeneration and Environment Overview Scrutiny Committee to be held on 24 July 2019

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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.

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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 Councils Environmental Health Service (EHS). The Food Safety Team (FST) carry out a programme of inspections, sampling, advice, 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. Consideration will need to be made on the future resource of the Food Safety team in light of the proposed changes by the Food Standards Agency on expected performance from 2020/21.

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, 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 IMPLICATIONS FOR CORPORATE PARENTING

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

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT

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 2019/20

Department of Health and Wellbeing

**FOOD SAFETY SERVICE PLAN
2019 / 2020**

**FOOD SAFETY SERVICE PLAN
2019/2020**

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Introduction

This service plan covers the food safety work of the Council's Environmental Health service for 2019/20. 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 2019/20

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 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). We provide export health certificates to businesses wishing to export food.

Good Schools and a great start for all our children

Work undertaken for food safety week 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.

Section 2 – Background

2.1 Profile of the Authority

The latest population estimate for Bradford District is 537,200 (Office for National Statistics ONS 2019) making it the fifth 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 28.8%. Within the ethnic minority population, the proportion of Asian or British Asians is 24.5% 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 (64%) identifies themselves as white British. The district has the largest proportion of people of Pakistani ethnic origin (20.3%) in England. By 2026 the population is

expected to rise by 23,300 an increase of 4.3%, this is lower than previous projections. Population projections suggest that the largest growth will be within the Asian population. 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 and ONS mid year population estimate 2018)

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).

2.3 Scope of the Food Service

The Food Safety Team carries out all of the food safety, public health duties that the Authority is legally required to discharge. The team did include an animal health officer who carried out farm animal health inspections however due to his recent retirement the department is considering a reallocation of these duties within the Specialist Services team along with companion animal functions. In the meantime the Food Team will continue to provide some cover for this role albeit limited.

The Food Safety Team comprises Environmental Health Officers and technical staff.

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.

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	3
Manufacturers and packers	121
Importers/Exporters	4
Distributors / transporters	100
Supermarket/ hypermarket	98
Small retailer	750
Retailer – other	218
Restaurant/café/canteen	732
Hotel/guest House	54
Pub/club	460
Take-away	697
Caring premises	641
School /college	231
Mobile Food Unit	137
Restaurants / caterers – other	278
Total	4524

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 2018 / 2019 we identified 395 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 approximately 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. We have a number of businesses that import and export food to the EU and third countries. There are 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.

As well as rated premises, we received 279 registrations from new businesses in 2018/19, 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)	19 (1 st half)	Every 6 months
B	154	Every 12 months
C	865	Every 18 months
D	1450	Every 2 years
E (lowest risk)	1804	Initial inspection followed by alternative intervention
unrated	219	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 2018/2019.

Enforcement Action	Number
Voluntary Closure	17
Emergency prohibition order	2
Prohibited person	1
Simple caution	12
Improvement notices	50
Prosecutions	1
Seizure of Food	1
Remedial Action Notice	3

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.

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 2019/20 and outcomes for 2018/19 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	1/4/2014 %	1/4/2015 %	1/4/2016 %	1/4/2017 %	1/4/2018%	1/4/2019%
5	60.5	60.4	62.2	64.7	65.4	66.9
4	17.1	19.2	19.3	19.4	18.0	18.4
3	9.1	9.9	9.9	9.4	9.6	8.3
2	3.9	3.9	3.8	3.5	3.8	3.7
1	8.3	6.3	4.6	3.0	3.0	2.5
0	1.0	0.2	0.2	0.0	0.2	0.2
3 or better	86.8	89.6	91.4	93.5	93.0	93.7

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.

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

We provide 1:1 coaching on the Safer Food Better Business pack and advisory visits for a fee. We also offer a fee paying service for new businesses to help them get things right from the start.

We use the Council’s ‘Stay Connected’ system on the council website to send out regular emails to those who subscribe to ‘Food Advice for Businesses’.

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 2018/2019

3.9 Animal Health & Welfare

The role of the Animal Health Officer is to undertake 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.

Until the situation regarding this vacancy is resolved we are responding to reactive complaints only.

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

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.

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.
- 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
- Identification of opportunities for engaging in the Public Health Agenda and nutrition.

Appendix 7 details other work that we had planned for 2018/2019 and the priorities for 2019/20.

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; and difficulties in recruiting. As a result the number of full time equivalent officers engaged in food safety and communicable disease control for 2018/19 was 7.5 plus 3 trainees. We use contractors to undertake some low risk food hygiene inspections using the money from vacant posts that we hold. We have a joint external contract with Leeds and Wakefield LA's to undertake a proportion of our inspections, however the external contractor struggled to provide sufficient support to all three LA's during 2018/19 due to a lack of suitably qualified staff available in this region. We have also paid our own staff to do inspections in their own time. 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 FSA indicate that good practice for staff ratios/number of premises is 1:350; best practice would be 1:250. On this basis we would need an extra 2.5 to 7.5 additional officers. Given the current inspection shortfall and the need to raise the number of broadly compliant premises the team would ideally need at least an additional 3 Officers to that of current provision.

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.

Officers are required to undertake 20 CPD hours. 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 2019 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 2018/19 we carried out 2769 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 achieved 97.6% of the total inspection programme

A slight increase in enforcement activity resulted in 12 businesses issued with a simple caution. 1 business was prosecuted and the food business operator prohibited from being involved in the management of a food business.

Our sampling credit allocation for the year was 20,507 and we used 15,540 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.

At the end of 2018/19 our figure for all food establishments broadly compliant with food hygiene law dropped slightly to 90.5%. This has been the trend for the last two years.

6.2 FSA Review of LA Performance

The FSA audit local authorities' enforcement services and provide a report that outlines areas where the authority can focus its efforts on improvements, while also celebrating good practice. The Food Safety Team will be audited by the FSA in October 2019. The audit will focus on approved establishments.

The FSA has also announced plans to review the way that it monitors, assesses and provides assurance on LA performance. This involves the development of a digital reporting tool – the Balance Score Card (BSC). This tool will enable the FSA to collate and analyse a range of data submitted by local authorities and link it with other internal and external data sources. The BSC will also enable local authorities to more easily benchmark their performance against other similar authorities and this should also provide a driver for improvement. A key element of the new approach to performance management is the development of more sophisticated KPIs that can be integrated into the BSC tool and work on this is now underway. This new KPIs will reflect the expectations the FSA has for local authority delivery. Where standards are not met, the FSA will work with and support local authorities to develop and implement proportionate and time bound action plans. The FSA will monitor progress against these plans and where action is not taken or where improvements are not sustained, will follow agreed escalation procedures so that public health is protected, and consumer confidence maintained. The legislation also includes powers of direction and default which provides the FSA with the means to deal with local

authorities that are failing either to discharge their functions satisfactorily or are failing to meet statutory obligations and where the consequence of such failure is likely to be a risk to public health and/or consumer protection. The FSA plans to publish data on LA performance using the BSC data.

The FSA plans to consult with Local authorities by the end of the year so that the proposals can be included in the service plan for 2020/2021. This is likely to have various implications for us not least in being able to gather any necessary data but more importantly in being able to achieve FSA expectations

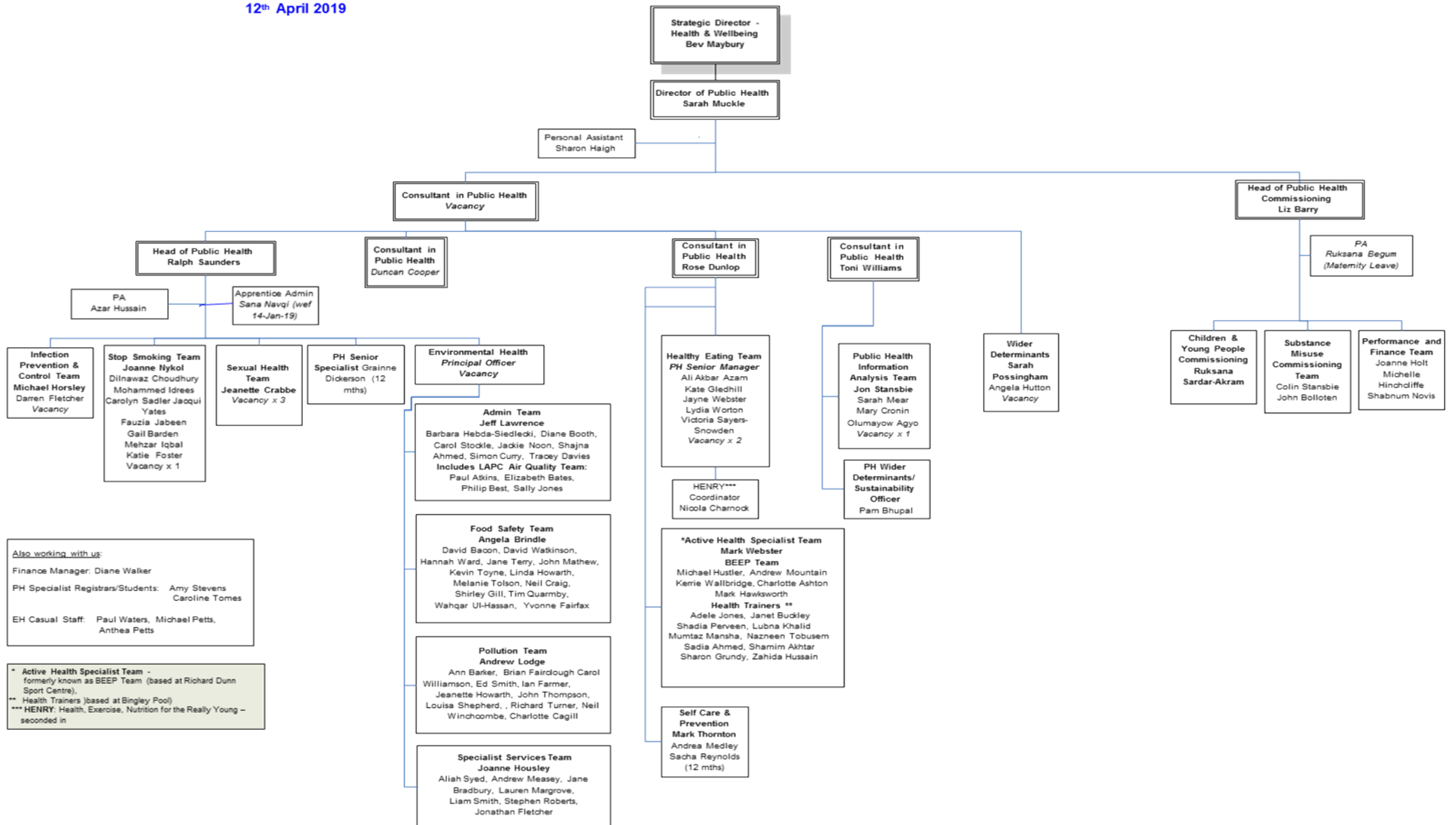
6.3 Variation from 2018/19 Plan

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

- The FSA's on-going 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 various consultation exercises. It is expected that the new model will come fully into force from 2020 onwards. However EUexit came about after RoF was proposed and has taken priority particularly with regards to sorting out for example import / export issues, and ensuring that there remains an effective and robust regulatory regime/ framework in place
- EUexit: We have prepared for any issues as a result of EUexit including changes in authorisations and export health certificates. We have also been participating in Bradford Council's BREXIT weekly meetings.

APPENDIX 1 – Departmental Structure

Public Health
12th April 2019



Also working with us:
Finance Manager: Diane Walker
PH Specialist Registrars/Students: Amy Stevens
Caroline Tomes
EH Casual Staff: Paul Waters, Michael Petts,
Anthea Petts

* Active Health Specialist Team - formerly known as BEEP Team (based at Richard Dunn Sport Centre).
** Health Trainers (based at Bingley Pool)
*** HENRY: Health, Exercise, Nutrition for the Really Young - seconded in

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APPENDIX 2 – Food Intervention Programme

FOOD HYGIENE INTERVENTION PROGRAMME 2019/2020

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.

APPENDIX 3 – Performance Management

Activity	Number of inspections required 2018/19	Number of Inspections Undertaken	Comments	Target 2019/20
<u>Food Hygiene Interventions</u>				
A (high risk)	27	27	100 % completed	19 in first 6 months
B	182	182	100 % completed	154 (100%)
C	563	548	97.3 % completed.	463 (100%)
D	822	796	96.8 % completed	677 (100%)
E (low risk)	451	444	98.4 % completed	837 (100%)
Unrated (newly registered businesses)	146	142	97.3 % completed	219 (100%)
Revisits		Total 506	These are visits to check that work required has been completed	Target cannot be set.
NI 184 (broadly compliant)	90.5%			Target 96%
<u>Imported food</u>				
Samples	10% of credit allocation	33 samples taken	5% of samples	10% of allocation
<u>Food and water Sampling</u>				
Number of food samples and environmental swabs	80 % of credit allocation	Total 730	76% of credit allocation	80% of credit allocation
<u>Service Requests</u>				
Total number received	1309		A 6% decrease on 2017/18 (last 5 years has seen an overall increase of 4%)	Unable to set target.

APPENDIX 4 – Sampling report 2018 - 2019

In the Year 2018 – 2019, the Food Safety section within Environmental Health undertook food sampling and environmental swabbing using a credit allocation of 20,507 for the year. In total 15540 credits was used i.e. 76 % 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.

XR33 Touch Screen and PIN Key Pads at Self-Service Tills

Background:

Touch screen ordering is now being used in takeaway restaurants and the use of self-service tills and Chip and PIN payment is available in most shops. Customers use this equipment and may immediately consume food after using it without washing their hands. To date there has been no work carried out to assess the overall hygiene of these devices and the potential risk they may pose to customers.

Aim:

Touch screen ordering is now being used in takeaway restaurants and the use of self-service tills and Chip and PIN payment is available in most shops. Customers use this equipment and may immediately consume food after using it. The aim of this survey is to provide information on the hygiene of these devices and to determine whether they are routinely cleaned by staff.

XR34 Premises preparing and serving milkshakes

Background:

Milkshakes are a popular food that are prepared and served by many outlets. Milkshakes often include component ingredients including milk, ice cream, frozen yoghurt, flavoured syrups, fruit purees, fresh fruit and confectionary. Milkshakes are typically prepared using blenders.

Aim:

The hygiene and food safety of milk shakes will be investigated along with the hygiene standards of the preparation area and equipment in use.

XR35 Official Control sampling of Minced Meat and Meat Preparations to assess compliance with EC2073/2005 (as amended)

Background:

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. Premises producing minced meat and meat preparations in house are required to demonstrate legislative compliance through official controls, and food safety and process hygiene criteria exist for these products. This survey will assist LA's in delivering official control sampling and will assist businesses in demonstrating legislative compliance. The samples collected will also be tested to determine the prevalence of STEC in these products as this has not been investigated since the late 1990's, early 2000's. Both product types should be compliant with EC 2073/2005 (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 minced meat and meat preparations (e.g. sausages, burgers etc.) produced on the premises, against the legislative standards defined in EC 2073/2005 (as amended). Samples will also be tested for STEC to examine the prevalence of these pathogens in this product type. Information on FBO knowledge of Official Control Testing will be collected as part of the survey questionnaire.

This authority took part in the following National PHE Studies 2018-19

STUDY 66 – Frozen fruit and vegetables from retail and catering premises

Background:

This study aims to assess the microbiological safety of foods that have recently been associated with *Listeria monocytogenes* contamination and withdrawal by some major supermarkets of frozen vegetables because of concerns about links with cases of listeriosis in Europe. The FSA reported in July 2018 that frozen sweet corn and other frozen vegetables were the likely source of an outbreak in five countries, including the UK.

The incidence of listeriosis in England and Wales has doubled since 2001, with a largely unexplained increase in people aged 60 years and over, and therefore it is important to understand the microbiological safety of this food type, for which there is little existing information.

Sampling will focus on both catering and retail premises, as well as any producers. The samples will be any frozen fruit or vegetables either pre-packed or bought loose. These may be either ready to eat or require further cooking.

Aim:

To provide microbiological quality data and contamination rates, with a particular focus on *Listeria*, in frozen fruit and vegetables from retail, catering and production premises

Study 65 - Swabbing in Catering Premises

Background:

Food and Environmental sampling has been shown to be a valuable tool with the potential to provide an alternative interventions strategy for food businesses. Environmental sampling can be used to verify that hygienic practices are being used during food preparation activities and can go some way to giving confidence that a food business is managing a premise properly. This survey has been developed to facilitate

sampling of catering premises and has incorporated several suggestions for widespread swabbing within these premises. This study will cover all catering premises and an extended range of swabbing areas not covered previously e.g. till keys/buttons, door handles, tongs/serving utensils used to serve food, re-used plastic containers etc.

Aim:

To collate and assess microbiological data from a wide range of areas within catering premises.

STUDY 64 –RTE pastry based foods from catering and retail premises

Background:

This study aims to assess the microbiological safety of foods that have previously been associated with *Listeria monocytogenes* contamination (pies), and to assess the overall quality of pastry based products. Sampling will focus on both catering and retail premises. The samples will be ready-to-eat (RTE) pastry based foods that are hot held, in chilled cabinets or at ambient. The incidence of listeriosis in England and Wales has doubled since 2001, with a largely unexplained increase in people aged 60 years and over. An Outbreak of Human Listeriosis in England between 2010 and 2012 was associated with the Consumption of Pork Pies. Where 14 cases of Listeriosis occurred between 2010 and 2012 and which were linked to pork pies: the contamination was associated with the process of adding gelatin to the pies after cooking.

Aim:

To provide microbiological quality data and contamination rates for RTE pastry based products from both catering and retail 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 2018/19 Bradford submitted 33 food samples from Third countries, equivalent to 5% of the samples taken. Of these samples none 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	6	0		
Herbs & Spices	3	1	Enterobacteriaceae failure	It is not unusual for fresh herbs to have enterobacteriaceae
Nuts	8	0		
Dairy products (inc milk)	69	28	On farm produced milk sample failure Enterobacteriaceae failure	Production of milk temporarily suspended
Fish & Shellfish	1	1	Enterobacteriaceae failure ACC	Advice to business
Fruit & Veg	44	0		
Bakery	5	1	ACC	Advice to business
Meat	50	15	ACC failures Enterobacteriaceae failures	Businesses advised and advice given re stock control and hygiene
Ices and Deserts	1	0		
Prepared dishes	62	24	ACC Enterobacteraceae	Advice to Business
Eggs	2	1	Enterobacteraceae	Advice to Business
Cloths	1	1	Enterobacteraceae	Advice to Business
Swabs	401	83	ACC Enterobacteriaceae failures Listeria Bacillus cereus	Action taken according to risk
Soups and Sauces	7	1	Enterobacteraceae	Advice to Business

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) was the Official Food Control Laboratory available to be used by the Council but this has ceased to exist in the last 12 months. WYTS have made arrangements with Lancashire County Council and we would access the service via their arrangements when needed. 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 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		2018/2019
Hepatitis A		3
Hepatitis E		0
Cholera		1
Leptospirosis		1
Dysentery	Entamoeba histolytica	1
	Shigella Boydii	4
	Shigella Dysenteriae	1
	Shigella flexneri	9
	Shigella sonnei	18
	Not Typed	5
Food Poisoning	Bloody diarrhoea	0
	B.cereus	0
	C.botulinum	0
	Campylobacter	392
	E.coli 0157	2
	E.coli –other than 0157	0
	Listeria	1
	Salmonella	64
	Suspected Food Poisoning	189
	Yersinia	0
Gastro Enteritis	Cryptosporidium	30
	Giardia	27
	Cyclospora	1
Respiratory Disease	Legionella	0
	Tuberculosis	0
	Part 2a order	0
Paratyphoid Fever	Salmonella	4
Typhoid Fever	Salmonella	10
Total		763

APPENDIX 7 – Action Plan 2018/19 and 2019/20

Topic	Planned 2018/19	Achieved 2018/19	Planned 2019/20	Target 2019/20
Primary Authority Partnership (PAP)	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP	Worked with NFFF and Welsh LA to set up partnership. Training session for officers agreed with NFFF on acrylamide	To continue to promote the PAP and establish partnerships were appropriate. Agree work to be undertaken with each PAP	
Health Improvement initiatives	Liaise with The Health Improvement Team to identify ways of collaborating on projects and sharing information	Attended meetings on planning policy and takeaways in Bradford and provided information of food businesses in Bradford for PH input.	Liaise with Public Health to identify ways of collaborating on projects and sharing information	
Good Food Award	To take part in joint training sessions when required depending on continuation of project.	Project ceased		
CD procedures	To investigate all cases of CD in line with the agreed protocol. To undertake annual review of CD procedures.	98%	To investigate all cases of CD in line with the agreed protocol. To undertake annual review of CD procedures.	100%
Communicable Disease Audits	To carry out 1 audit a year on major organisms	Audit of E.Coli investigations undertaken and learning points to be presented at team meeting	To carry out 1 audit a year on major organisms	1 Audit

Topic	Planned 2018/19	Achieved 2018/19	Planned 2019/20	Target 2019/20
Quality Management System (QMS)	On-going review of procedural documents. Amend procedures if required	Reviews undertaken where necessary and in light of legislative changes.	Review ALL procedural documents to ensure they are up to date and fit for purpose	End August 2019
Food Team Review	Continue to look at process / service improvement. Continued participation in BRDO project to assess quality of information given to new businesses.	Amended new business letter as a result of participation in project	Continue to look at process / service improvement.	
Training for staff	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.	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 and Food Safety Week (FSW)	To use FSA promotional material produced for various campaigns.	Produced a number of Stay Connected bulletins to spread key messages. Used Council Facebook page to promote FHRS.	To use FSA promotional material produced for various campaigns.	
Positive Lifestyle centre	Support the Centre by providing bespoke food hygiene training at sessions to school children.	Project closed.		

Topic	Planned 2018/19	Achieved 2018/19	Planned 2019/20	Target 2019/20
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	Attend Council BREXIT planning meetings	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	
Stay Connected	Develop Stay Connected email bulletin system for sending out food advice to businesses and consumers. To get 1000 subscribers	2391 subscribers for food advice for businesses 2848 subscribers for food advice for consumers	Send Stay Connected email on food advice to business and consumers.	At least one per month
FSA External Audit of approved establishments			FSA audit to take place over three days starting on 8 October 2019. To prepare for the audit and comply with requests for information from the FSA in advance of the audit.	

APPENDIX 8 – Training Programme 2019

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:

- Imported Food
- Acrylamide in food

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 Director of Place to the meeting of Regeneration & Environment Overview and Scrutiny to be held on 24 July 2019

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Subject:

LIBRARIES, MUSEUMS & GALLERIES SERVICE

Summary statement:

This report provides an update on progress made in the delivery of budget savings for 2019-20 for the libraries services since the last report to Members on 22 January 2019.

It also sets out progress made in developing options for the delivery of savings of £1.05m (Libraries) and £500k (Museums) in 2020-21.

Steve Hartley
Director of Place

Portfolio:
Sport & Culture
Cllr Sarah Ferriby

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Barker
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Overview & Scrutiny Area:
Regeneration & Environment

1. SUMMARY

- 1.1 Following a meeting of the Committee held on 22 January 2019, Members raised concerns with the delay in presenting proposals for delivering budget savings for the library service in 2019-20. Concern was also raised on the extent of public consultation undertaken and recommended 2 resolutions as follows:-
 - 1) Consultation also be undertaken within the Council run libraries (to include Manningham, Bingley and other areas) to reflect the diversity of the district as part of the budget proposal consultation process. That, following this consultation, the Committee Members be advised of the information gathered by email.
 - 2) Following the above, this Committee requests that all future options for both the libraries and museums service be presented to this Committee in July 2019.
- 1.2 Resolution 1 was responded to in April 2019 with an update on extended public consultation and is attached for reference at **appendix 1**.
- 1.3 This report sets out the progress made in delivering budget savings for 2019-20 across the Library, Museums & Galleries Services and sets out the progress made in developing options for the delivery of budget savings for 2020-21 and agreed by the Executive in February 2019.
- 1.4. Arriving at a set of options for the delivery of savings for these service areas is challenging given the scale of the budget savings agreed and future cultural ambitions of the Council. There is a statutory obligation on the Council, to ensure that future decision making is robust and transparent and that future proposals are evidenced based with a focus on the needs of the Bradford communities.
- 1.5 There is currently a district wide community needs assessment underway for the Library Service and it is important that any future options are developed following the outcome of this assessment. Any options development work undertaken prior to the completion of this assessment would not be deemed to be evidenced based to the extent which is required.
- 1.6 Following the development of options, it is important to ensure that decisions are taken using the Council's existing reporting frameworks prior to any wider dissemination to members of the public and other stakeholders. Adopting this approach will mitigate the potential risks associated with a call for a Judicial Review.
- 1.7 Following approval of future options there will be a period of extensive public engagement and statutory consultation prior to formal approval of the Executive early in 2020.
- 1.8 The current and future activities proposed in this report will protect the Council in meeting its statutory responsibilities and wider reporting decision making requirements.

2. BACKGROUND

2.1 Bradford Museums and Galleries Service

2.1.1 Bradford Museums and Galleries Service is part of the wider Sport & Culture service within the Department of Place and has direct responsibility for the operational effectiveness of all Council run museums and galleries. These include:-

- Cartwright Hall Art Gallery
- Bradford Industrial Museum
- Cliffe Castle Museum
- Bolling Hall Museum and
- Two off-site storage units

2.1.2 The gross service budget for 2019-20 is £1,856,000 following the delivery of in year budget savings of £260k. The savings will be achieved through a combination of the following activities:-

- Staffing restructure with a focus on community engagement and outreach, commercialisation and rationalisation of collections.
- Revised public opening hours for Bolling Hall and Bradford Industrial Museums which are aligned to public demand and future aspirations.
- Increased income from retail and public donations

2.1.3 In February 2019, the Executive agreed a further budget saving of £500k for 2020-21, leaving a remaining gross budget of £1,356,000.

2.2 Library Services

2.2.1 The Library Service is a statutory service and provides a network of 29 Libraries across the district with 10 being run directly by the Council, 2 Hybrid libraries (combination of staff and volunteers) and 17 community or venue managed libraries.

2.2.2 There is an opportunity to introduce changes to the way in which the library services are operated, but there are a number of critical requirements which will ensure that the Council remain statutorily compliant and include:-

- 1) Identification of service need through rational and focused needs assessment
- 2) Identification of resources where this is relevant and resources are available to meet the service needs.
- 3) Identification of potential range of local changes that could meet 1 using the resources in 2.
- 4) Consultation on which changes to adopt
- 5) Transition and implementation.

2.2.3 The gross service budget for 2019-20 is £2,824,000 following delivery of in year budget savings of £950k (£420k corporate contribution for City Library rent + £530k savings). These savings will be achieved through a combination of the following activities which were reported to this Committee at its meeting on 22 January

2019:-

- Establishment of 3 Library hubs located in Shipley, Keighley and City Centre
- Central Services Restructure
- 30% reduction in material book fund
- Increased income generation

2.2.4 In February 2019, the Executive approved a further budget saving of £1.05m for 2020-21, leaving a remaining gross budget of £1.77m.

3. OTHER CONSIDERATIONS

3.1 The Library Service is a statutory duty of the Secretary of State for Culture, Media and Sport (DCMS). The Secretary of State has the power to make a remedial order against a library authority following a local inquiry. Before deciding whether to order an inquiry, the Secretary of State will carefully consider the local authorities compliance under the Public Libraries and Museums Act 1964. There will also be a requirement for on-going engagement with the DCMS.

3.2 Modern Museums and Galleries have relied heavily on external funding via Arts Council England and a National Portfolio reputation for their successful operation. To meet the aspirations for the service, there will be a requirement to fully understand the criteria for successful funding bids and improvements required to become a national portfolio organisation.

3.3 Both the DCMS and Arts Council are currently working with the service following a number of face to face meetings and in particular have offered their services in the following areas:-

- Advice on undertaking a community needs assessment and support in the development of survey questions that will ensure this is robust.
- Sharing of best practice adopted by other authorities across England and Wales.
- Named contacts to act as “critical friends” during the design of future options
- Clarification on the use of Community Managed Libraries and how they may support Council’s in the delivery of their statutory offer.

4. PROGRESS ON THE DELIVERY OF 2019-20 BUDGET SAVINGS FOR LIBRARY SERVICES.

4.1 At the Committee Meeting held on 22 January 2019, Officers presented a report setting out a number of key activities to deliver budget saving of £530k in 2019-20 and included 4 key areas.

4.1.1 Central Services Restructure

A reconfiguration and rationalisation of centralised (back office) services achieving savings of £252,850. Due to the delay in developing firm proposals, the requirement to ensure meaningful staff consultation under the Council’s workforce

change policy, and challenging staff and trade union negotiations, revised staffing structures will not be implemented until mid August 2019.

Work continues to ensure effective employee relations and the next stage of the process will include populating the new structure and managing the employee exit programme.

4.1.2 Establishment of 3 Library Hubs

The establishment of 3 library hubs in Shipley, Keighley and City Centre will realise savings of £125,360 through a 30% reduction in direct staffing. Volunteers will be engaged to undertake and support activities that do not fall within the statutory responsibilities of the service and work continues to explore potential co-location with other Council services to further drive down costs in this area. The on-going work on assessment of community needs will be used to shape the service offering at these 3 libraries over the coming months.

4.1.3 Reduction in material book funds

A reduction in the material book funds has achieved savings of £130k, through effective contract negotiation and robust management of the materials supplied to community managed and council run libraries that is more aligned to their specific community needs.

4.1.4 Increased income generation

An increased income target of £20k has been set and is supported by dedicated commercial resources in revised staffing structures. In addition, ideas for income generation have been recommended by staff and are being actively considered.

4.2 Whilst there are challenges with delivering the level of savings required through staffing reductions, the service are actively seeking potential mitigations and are reporting in accordance with the Council' governance framework.

5. PROGRESS ON THE DEVELOPMENT OF OPTIONS FOR DELIVERING 2020-21 BUDGET SAVINGS IN LIBRARIES & MUSUEMS.

5.1 Library Service

5.1.1 It is inevitable that the scale of budget reductions requires the Council to develop radical changes in the existing methods of delivering these services and options currently being considered include but are not be limited to:., library closures, alternative delivery through community groups, co-location with other services and greater levels of income generation and use of technology.

5.1.2 As set out earlier in this report, the Council must produce proposals that are evidenced based linked to community need and that demonstrate its ability to deliver a comprehensive and efficient library service. The Council will evidence this through undertaking both a review of existing library provision (including those run by community groups/organisations) and by undertaking a community needs

assessment.

- 5.1.3 In its broadest terms, a community needs assessment considers a wide range of data and information from those individuals that live and work in the district. It assesses the accessibility of libraries, the patterns of use by active users, and captures the views of users and non users and whether any future decisions on the provision of the service could have a negative impact on communities or groups. It may also identify opportunities to change the type and numbers of services provided.
- 5.1.4 A community needs assessment is currently underway across the district and will be completed by end of July 2019. Findings arising from the assessment will be used to inform future proposals and will be shared during planned engagement and consultation activities to ensure full transparency of evidence base and decision making.
- 5.1.5 An initial review on the operation of library services which are delivered via community groups and organisations highlighted that whilst these delivery models provide a strong platform for future delivery options, there are a number of improvements that could be made which would realise the following benefits:-
- Increased support from the Council to ensure future sustainability including advice on access to alternative funding arrangements.
 - A revised offer/SLA that evidences compliance with the Council's statutory responsibilities.
 - A reduction in the Council's financial contribution for community managed libraries that do not form part of the statutory offer.
- 5.1.6 A further detailed review is currently underway which will aid delivery of the associated benefits and will be completed by end of August 2019.
- 5.1.7 The above activities are considered to be critical to ensuring that the Council remains compliant with the legal advice provided and any future proposals/ideas should only be presented when this work is completed.

5.2 Museum & Galleries Service

- 5.2.1 External reports commissioned have highlighted a number of challenges that restrict the ability to radically move to become a modern museum at a local level. By far the biggest challenge is the level of proposed budget cuts at a time when the Council's cultural ambitions are stronger than ever.
- 5.2.2 Investment in the service is a vital ingredient for future success however recent funding bids have not been successful as a result of strong competition from neighbouring authorities together with an inability to meet certain criteria.
- 5.2.3 There are two ways in which the Council could choose to take on the challenge of meeting its dual aims. The first includes continuing to deliver the services in the same way by retrenching the service, closing sites, making redundancies and not changing the way in which it is governed, managed or developed. This would

achieve the required savings, however it would significantly limit the capacity of the service at a time when Bradford is looking to use culture as a tool to unlock economic growth. Alternatively the Council can accept that a radical re-think is required in terms of the services objectives, its leadership, its management, the way in which it is staffed and the way in which its collections are managed and wider audience engagement.

5.2.4 Re-designing the service with a plan for the future has a much better chance of engaging funders, drawing new audiences and partners, inspiring new capital projects and opening up the possibility of future revenue funding from Arts Council England (as a potential National Portfolio Organisation).

5.2.5 The service are currently working with external consultants and Arts Council England to develop a set of proposals that will open up the opportunities highlighted with an expected completion date of end of August 2019.

5.3 Engagement and Consultation

5.3.1 It is critical that the activities outlined are completed prior to the development of a set of proposals to use for public & employee engagement and consultation.

5.3.2 Given the potential radical ability of future proposals, and in response to the concerns previously raised by members of this Committee, the Council will be adopting a two phased approach to engagement and consultation for 2020-21 budget proposals.

5.3.2.1 Stage One Engagement is defined as approaches undertaken by the service that creates a stronger two-way relationship between the Council and communities, and is not purely about information giving where residents are informed but have no influence.

5.3.2.2 This phase will focus on engaging with members of the public, employees and wider stakeholder groups to share our thinking/ideas for how we may achieve the levels of savings across both service areas. This approach will gauge both the interest/and needs of our stakeholder groups, and also help with the assessment of the potential impact.

5.3.2.3 Engagement will commence on 1 September 2019 and will be completed by 31 September 2019. A detailed delivery plan for engagement is currently being developed and will be completed by end of July 2019. It should be noted that any planned engagement will need to be representative to the options/ideas being presented. For example there will be a limited need to engage widely across areas of the district that are not likely to be significantly impacted by future proposals.

5.3.3.1 Stage 2 Formal Consultation is defined as approaches that provide more informative information including sufficient reasons for proposals and that give a sufficient time for response.

5.3.3.2 This phase will focus on formal consultation as set out in Council policies and procedures for budget consultation processes. In line with current

Council timelines, formal consultation will commence in November 2019 and will close in January 2020.

5.3.3.3 A detailed strategy and action plan for the delivery of consultation is currently being developed and will be shaped in accordance with the final proposals for consultation.

5.3.4 Feedback from consultation will be analysed, assessed and amended where possible and within budget and reported to the Executive prior to implementation.

5.3.5 Summary & Next Steps

5.3.5.1 Given the critical milestones, the requirement to have completed a range of evidenced based activities, and to comply with Council governance processes, it is not possible nor appropriate at this stage to provide Members with detailed proposals for the delivery of budget savings in 2020-21.

5.3.5.2 The services referenced are undertaking a series of activities that will safeguard the Council in terms of its statutory responsibilities and support it to achieve its wider Council obligations.

5.3.5.3 The services will continue with delivering the programme of change, and will continue to report in accordance with the Council's monitoring and governance framework.

5.3.5.4 **Appendix 2** attached sets out a high level programme timeline for engagement and consultation activities.

6. FINANCIAL & RESOURCE APPRAISAL

6.1 The 4 year budget process is part way through with 2020-21 savings (500k Museums & Galleries) and (£1.05m Libraries) still to be delivered and completing the 4 year programme of change. Overall budget reductions for these services for the current year and next financial year represent a cut to these services in the region of 65%.

6.2 Until any new proposals are finalised and agreed via the Councils reporting framework, it is not possible nor appropriate to provide further details of the financial implications of future proposals. These will be included within the final proposal presented to Executive following the outcome of the public and staff consultation processes.

7. RISK MANAGEMENT AND GOVERNANCE

7.1 A dedicated steering group including resources from Finance, HR, and Facilities Management & Legal has been established to provide oversight to the development of future proposals, consultation and subsequent implementation activities and will

report directly to the Place Budget Delivery Board.

- 7.2 Active consultation will take place with the Department for Digital, Culture, Media and Sport (DCMS) and Arts Council England during 2019 to mitigate any risks associated with the proposals for changes in 2020-21.

8. LEGAL APPRAISAL

- 8.1 Local Authorities have a statutory requirement to provide a comprehensive and efficient service through the provision of the Public Libraries and Museums Act 1964. An assessment of the needs which the library service should meet must have been carried out. The service is currently undertaking a district wide assessment of needs which will be completed by end of July 2019 and will be used to inform changes in 2020-21.
- 8.2 The findings and recommendations arising from the library needs assessment and subsequent public consultation will be embedded within a clear strategic framework which draws upon evidence about needs and aspirations across the diverse communities of the area.

9. OTHER IMPLICATIONS

Not known at this stage until proposals are fully developed

9.1 EQUALITY & DIVERSITY

- 9.1.1 Equalities Impact Assessments will be produced in accordance with the Council budget consultation processes.

9.2 SUSTAINABILITY IMPLICATIONS

Not known at this stage.

9.3 GREENHOUSE GAS EMISSIONS IMPACTS

Not considered at this stage

9.4 COMMUNITY SAFETY IMPLICATIONS

None

9.5 HUMAN RIGHTS ACT

None

9.6 TRADE UNION

- 9.6.1 Until new proposals for the delivery of 2020-21 savings are finalised and agreed it is not possible to provide details of the employee relation implications.

9.7 WARD IMPLICATIONS

- 9.7.1 No immediate implications noted, however, given the challenges highlighted in terms of the remaining available budget following budget reduction, future proposals are likely to impact on a number of wards across the district.

9.8 IMPLICATIONS FOR CORPORATE PARENTING

None

9.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None

10. NOT FOR PUBLICATION DOCUMENTS

None

11. RECOMMENDATIONS

That Regeneration and Environment Committee consider the updates provided and advise Officers on any future reporting requirements.

12. APPENDICES

Appendix 1 – Response to resolution 2 arising from the Overview and Scrutiny Committee meeting held on 22 January 2019.

Appendix 2 – High level timeline for future activities associated with the progression of options for the delivery of 2020-21 budget savings.

13. BACKGROUND DOCUMENTS

None

22 January 2019

Overview and Scrutiny (Regeneration and Culture) recommendation 2:

That consultations also be undertaken with the Council run libraries (to include Manningham, Bingley, and other areas) to reflect the diversity of the district as part of the budget proposal consultation process. That, following this consultation, the Committee Members be advised of the information gathered by email.

Financial context

The library service is part way through the delivery against a 4-year budget plan (2018-21). Savings of £305,000 have been achieved since 2017/18. Savings of £950,000 for 2019/20 have been agreed.

The current library services net budget for 2018/19 is £3.2M of which £2.6m is spent on staff costs, £430,000 on supplies and services, and £610,000 on premises and other 3rd party payments (including support to existing CMLs). The service generates income of £160,000 from council run libraries.

The proposal

A number of themes have been identified that underpin the future design of the library service. A need for greater community engagement and outreach to shape the service, stronger relationships between the council and community manages libraries, increased commercial and business activity, enhancement of the current volunteer scheme, and closer partnership working with other council services.

At CMT in January 2019 it was agreed the direction of travel for the service (2019/20) that all current libraries (both the council and community managed) across the district will remain open, with no visible changes to library users being seen. Therefore it was agreed to achieve the complex aims of reducing costs whilst delivering our ambitions that we needed to jointly redesign 'back office' resources across libraries and museums and galleries.

The workforce changes require:

- A new staffing structure with new posts across both libraries and museums to enhance business and commercial activity and learning and community outreach,
- Efficient management structures and roles and deployment of front-line staff,
- Reduced management team,
- A new operating model for public opening times at two museums

Wider budget consultation

The wider budget proposal consultation took place between December 2018 and January 2019. Consultation on the budget proposals took place with the public via the Council's website and other channels. Consultation also took place with partners, local businesses, parish and town councils, voluntary and community organizations and other interested parties.

By the end of the consultation on 27 January 2019, the Council had received 588 comments from people or groups (not including consultation with the trade unions).

The proposals generating the most comments were:

- Welfare advice and customer services
- **Libraries**
- Raise in Council Tax
- Youth service

Online feedback

The wider online budget consultation identified a number of common themes relating specifically to the Library Service and budget reductions. These included:

- Concerns that future reductions in the library service would have a negative impact on the quality of provision
- Reductions in provision would have a greater impact on the more diverse communities in the district
- The Community Managed Library model assumes there are volunteers to run these. This is not the case
- A reduction in library provision (ICT) would impact on those people who are on universal credit or job seekers allowance
- A recognition that a library service is more than lending books and are often play a wider role in the community
- Concerns that children and families could be disenfranchised as their local library service is either lost or reduced
- Future provision of “hubs” could exclude elderly and more vulnerable people (including low income) who do not always have the ability to travel to a library
- Concerns over any future loss of the home delivery service and the impact on those house bound

Public consultation venues and times:

The service undertook a series of engagement events to help gain local views on the proposed changes for 2019/20. 10 Public meetings were held between the 17th January to 29th January 2019:

- Eccleshill library
- Ilkley library
- Keighley library
- Shipley library
- Wibsey library
- Bingley library ***
- Laisterdyke library
- Manningham library ***
- Holmwood library
- Thornbury library

*** Indicates libraries included at the request of Elected Members.

Purpose of the meetings:

The purpose of the meetings was to share with the public the current (2019/2020) proposals for the future delivery of the service against the impact of delivering a library budget saving of £950k and to receive comments and views that would help inform the future design of the Service.

Location of meetings:

Prior to the Overview and Scrutiny Committee meeting of the 22nd January 2019, Officers had chosen a number of locations where meetings were held in the evening and weekend.

Locations had been carefully selected for their accessibility (Public transport infrastructure), suitable space to accommodate members of the public and staff to accommodate evening and weekend meetings. Geographical spread was also considered.

Officers' messages:

Officers were briefed to ensure consistent messages were presented to the members of the public. The messages included:

- Proposed activities for 2019/2020
- The Council's ambitions to retain all libraries for 2019/2020
- The agreement for the use of £420k central financial support relating to the City Library lease
- Establishments of Community Hubs in Shipley, Keighley and City
- Links to wider council initiatives including; prevention and early help strategies and work on single estates
- Central services restructure

Communications:

The Council's Marketing and Communications Team supported the publication of consultation dates and locations. In addition press releases, posters, the use of social media and website information was published.

Details of the consultation events were also distributed across all libraries and community libraries using direct mail and public notices.

The use of *Stay Connected*, an email alert from the Council to those who wish to receive notification of council issues including wider library issues and library consultation events was delivered to over 5000 people, including Elected Members.

Attendance:

Across all 10 public meetings there were 207 people who attended the public consultation events. Individual contact details were taken from 70 people interested in future consultation events.

Issues raised at the consultation events – summary:

Generally positive response given that there was no direct impact on library provision across the district for 2019/2020, but concerns over future year budget reductions and changes to provision i.e. reductions.

Aligned to the level of budget reductions for this year and next, questions were asked if the public can support the Council by campaigning as well as establishing Friends Groups, fund raising and “Support Your Library Campaigns”.

Comments that the Council needs to stop “vanity” projects, WYCA etc to prevent unnecessary spend.

“The Council is skimping on the cultural lifeblood of the city, Libraries and Museums should be retained, the book fund should not be cut, it contributes to the health and well being and fuels education”.

Concerns regarding specialist knowledge of library staff being lost or reducing, and staff being replaced by volunteers. Volunteers, many are seen as capable, but not the same as paid professional library staff. The quality of the service will reduce as a result of using volunteers.

A number of questions raised around how the Council has arrived at the selection on three library hubs. Rationale explained e.g. venue size, location, and opportunity for growth. Specifically asked why Ilkley and Bingley library were not considered as hubs. Explanation that criteria is the starting position for 2020/2021 service changes and that is there are opportunities in the future to grow the model to have more hub libraries and the public consultation in the summer will inform this.

Concerns were raised about problem children at some libraries and asked what the Council is doing about this, as people won't come to the library because of it.

Views expressed about the lack of marketing for the library service to increase footfall.

Provided re-assurance that more detailed and wider consultation would take place during the summer (2019) and everyone had the opportunity inform the proposals.

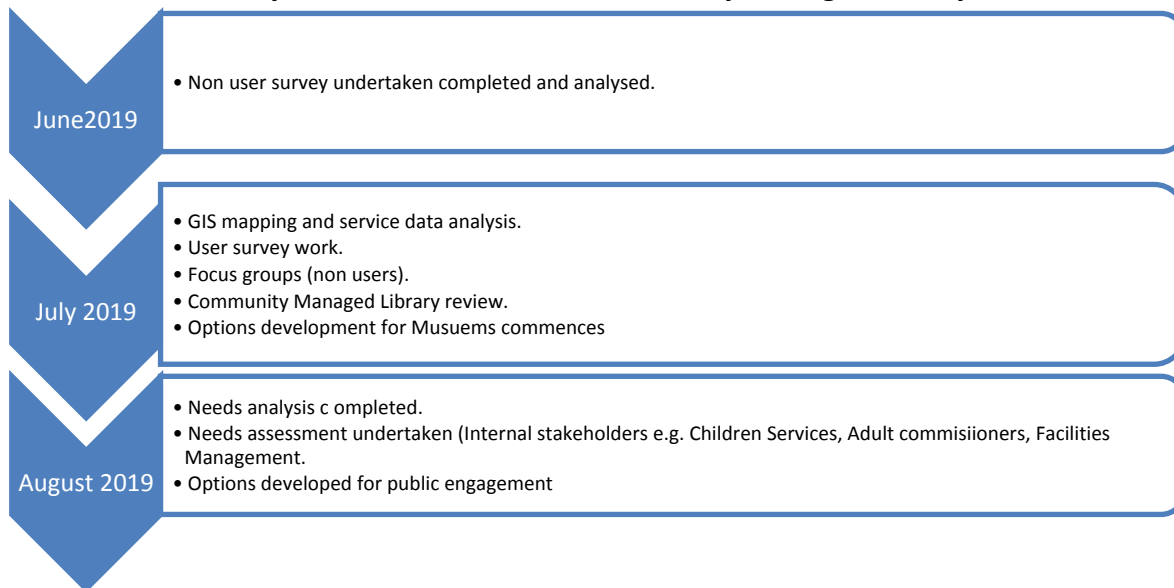
Concerns around the future of Community Managed Libraries were raised and what happens no in relation to 2019/202 and beyond?

Feedback to the Executive:

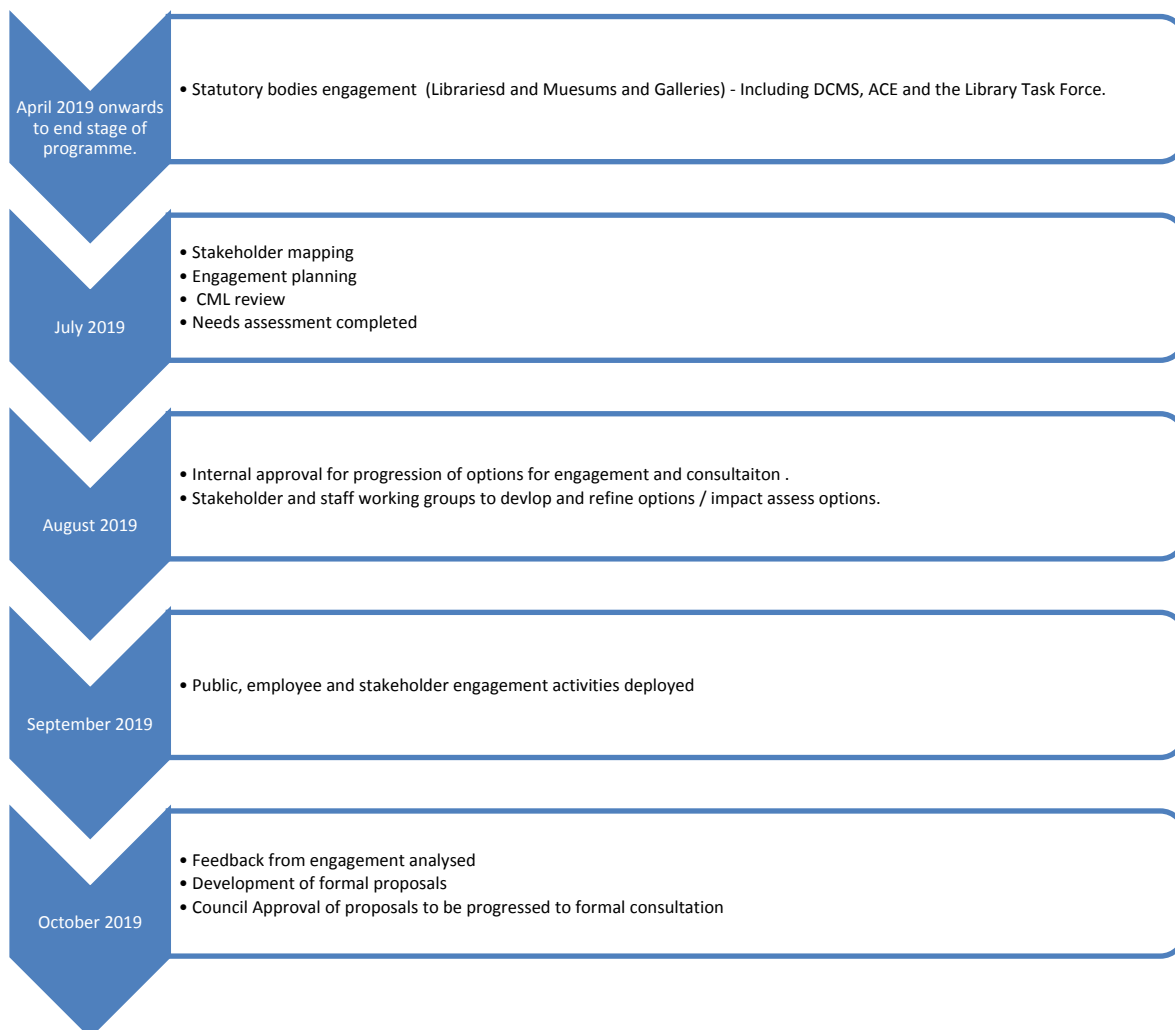
Copies of the notes taken at consultation events were submitted to Kathryn Jones, Policy Officer as part of the Councils wider budget consultation process.

Appendix - High Level Timeline

Needs Analysis and Assessment & Community Managed Library Review

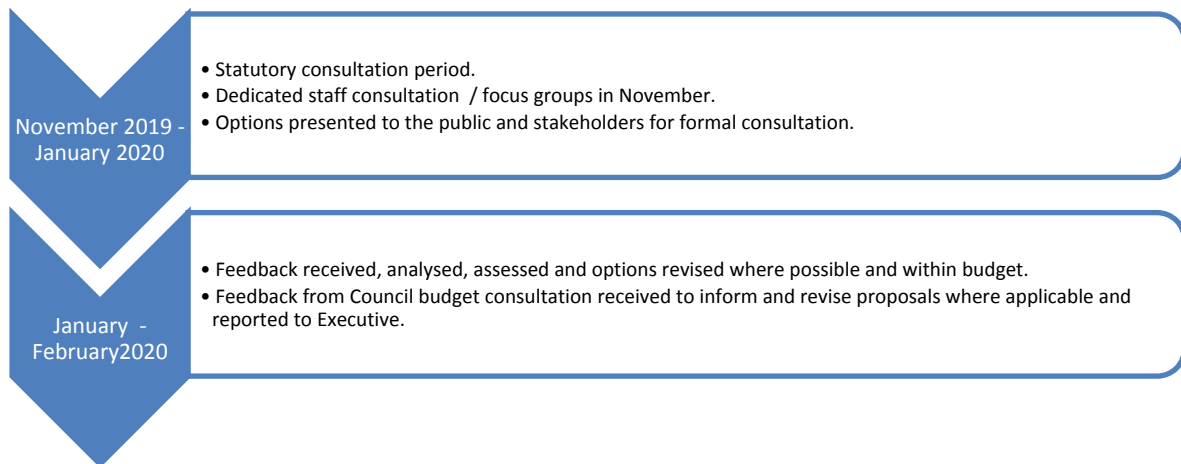


Stage 1 - Engagement



Appendix - High Level Timeline

Stage 2 – Formal Consultation



The statutory consultation will be underpinned by resources from the Office of Chief Executive – Marketing and Communications Team and a communications plan that will include a wide range of social media and more traditional methods of communicating and consulting with the public, stakeholders, partners and Government Departments.



Report of the Chair of the Regeneration and Environment Overview and Scrutiny Committee to the meeting to be held on Wednesday 24 July 2019

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Subject:

**REGENERATION AND ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2019-20**

Summary statement:

This report presents the Committee's Work Programme 2019-20

Cllr Rizwana Jamil
Chair – Regeneration and
Environment O&S Committee

Portfolio:
Regeneration, Planning & Transport
Education, Employment and Skills
Healthy People and Places

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1. SUMMARY

1.1 This report presents the Committee's Work Programme 2019-20.

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).

2.2 Appendix 1 of this report presents the Work Programme for 2019-20.

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 regularly review work programmes so that important or urgent issues that come up during the year are able to be scrutinised. In addition, at a time of limited resources, it should also be possible to remove projects which have become less relevant or timely. For this reason, it is proposed that the Committee's work programme be regularly reviewed by Members 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 AND RESOURCE APPRAISAL

None

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

None

6. LEGAL APPRAISAL

None

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

None

7.2 SUSTAINABILITY IMPLICATIONS

This is a key work area for the Committee and is reflected in the Draft Work Programme.

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

- 9.1 The Committee may choose to add to or amend the topics included in the 2018-19 work programme for the committee.

9.2 Members may wish to consider any detailed scrutiny reviews that it may wish to conduct.

10. RECOMMENDATIONS

10.1 That the Work programme 2019-20 continues to be regularly reviewed during the year.

11. APPENDICES

11.1 Appendix 1 – Regeneration & Environment Overview and Scrutiny Committee Work Programme 2019-20

12. BACKGROUND DOCUMENTS

Council Constitution.

Democratic Services - Overview and Scrutiny

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia/Mustansir tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Tuesday, 9th July 2019 at City Hall, Bradford.			
Chair's briefing 17/06/2019. Report deadline 26/06/2019.			
1) Appointment of Co-opted Members.	Nicola Hoggart - Environment Agency. Julia Pearson - Bradford Environment Forum.	Mustansir Butt/Licia Woodhead.	
2) Contract over £2m	General Structures Works Framework Contract 2019 arrangements for procurement for delivery of Structures Unit statutory functions.	Aaron Okorie	Constitutional requirement.
3) Contract over £2m	Harrogate Rd / New Line Junction Improvements.	Ben McCormac	Constitutional requirement.
4) Contract over £2m	Procurement process for the new City Centre Market	Ian Smart	Constitutional requirement.
5) Contract over £2m	Refurbishment of Oakworth Crematorium and future cremator supply.	John Scholefield	Constitutional requirement.
6) Contract over £2m	Construction of Wyke Community Sports Village.	Mick Priestley/ John Scholefield	Constitutional requirement.
7) Single Use Plastics review	That the Single Use Plastics review be referred to the Executive for their endorsement.	Mustansir Butt	
8) Work Planning	The Committee will discuss issues for its Work Programme for 2019-20	Licia Woodhead / Mustansir Butt	
Wednesday, 24th July 2019 at City Hall, Bradford.			
Chair's briefing 08/07/2019. Report deadline 12/07/2019.			
1) Climate Emergency and Green Economy	The Committee will receive an update report on the five priorities identified under the climate emergency declaration.	Neill Morrison / Geoff Binnington	Council resolution from Tuesday 15 January 2019.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia/Mustansir tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Wednesday, 24th July 2019 at City Hall, Bradford.			
Chair's briefing 08/07/2019. Report deadline 12/07/2019.			
2) Air Quality	The Committee will receive a report on the Bradford Air Quality Plan.	Sally Jones/Andrew Whittles/Ralph Saunders	To be considered by Regeneration and Environment Overview and Scrutiny in July 2019.
3) Food Safety Service Plan	The Committee will consider a report on the food hygiene standards across the District.	Angela Brindle	Consideration in July 2019.
4) Libraries and Museums Service	The Committee will receive a report detailing all options for the Libraries and Museums Service. The report will also include feedback on the consultation process.	Steve Hartley /Phil Barker/Maggie Pedley	Regeneration and Environment Overview & Scrutiny recommendation from Tuesday 22 January 2019.
5) Regeneration and Environment O&S Committee Draft Work Programme	The Committee will consider its Work Programme and make changes as necessary.	Licia Woodhead / Mustansir Butt	
Thursday, 19th September 2019 at City Hall, Bradford.			
Chair's briefing 02/09/2019. Report deadline 06/09/2019.			
1) Housing Strategy update	The Committee will receive an update report on the Housing Strategy	Yusuf Karolia	
2) Homelessness & Rough Sleeping Strategy	The Committee will receive a report on the updated Homelessness and rough sleeping Strategy.	Sarah Holmes	Recommendation from Regeneration & Environment Overview & Scrutiny on Tuesday 18 September 2018.
3) Fly Tipping in the Bradford District	The Committee will receive a report focusing on awareness raising and enforcement.	Damian Fisher/Amjad Ishaq/Stuart Russo	Regeneration and Environment Overview & Scrutiny recommendation from Tuesday 19 Sept 2018.
4) Sports Facility Investment Plan	The Committee will receive a report on the Sports Facility Investment Plan.	Andy Ross	Recommendation from Regeneration & Environment O&S on Tuesday 3 July 2018.
5) Regeneration and Environment O&S Committee Work Programme	The Committee will consider its Work Programme and make changes as necessary.	Mustansir Butt/Licia Woodhead	

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia/Mustansir tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Wednesday, 9th October 2019 at City Hall, Bradford.			
Chair's briefing 23/09/2019. Report deadline 26/09/2019.			
1) Climate Action Plan	The Committee will receive a report focussing on delivering a reduction in the energy used for street lighting, saving emissions and also saving the Council money in energy, and delivering a District Heat network to save on heating costs of the council estate and of partner organisations.	Neill Morrisson /Jamie Saunders	Council Resolution from Tuesday 15 January 2019. To be considered by Regeneration and Environment Overview and Scrutiny in July 2019.
2) Water Management Scrutiny Review recommendations	The Committee will receive a report detailing progress against the Water Management Scrutiny Review recommendations.	Chris Eaton/Ed Norfolk	Recommendation from Regeneration & Environment Overview & Scrutiny on Tuesday 2 October 2019.
3) Cultural Strategy	The Committee will receive a report on the Cultural Strategy.	Phil Barker	Recommendation from Regeneration & Economy Overview & Scrutiny on 10 April 2018. Moved from April 2019 at the request of Bobsie Robinson. Schedule for Jun/Jul
4) Utilisation of outdoor spaces for health reasons	To focus on engagement with communities in deprived areas relating to access to Green Space	Sarah Possingham/Angela Hutton	Recommendation from Regeneration & Environment Overview and Scrutiny Committee on Tuesday 2 October 2018.
5) Regeneration and Environment O&S Committee Work Programme	The Committee will consider its Work Programme and make changes as necessary.	Mustansir Butt/Licia Woodhead	
Thursday, 7th November 2019 at City Hall, Bradford.			
Chair's briefing 21/10/2019. Report deadline 25/10/2019.			
1) Bradford Council's involvement in residential High Rise buildings following the Grenfell Tower disaster	The Committee will receive an update on the work being undertaken.	Julie Rhodes/Justin Booth	Regeneration & Environment Overview and Scrutiny Committee recommendation from Tuesday 2 October 2018.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia/Mustansir tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Thursday, 7th November 2019 at City Hall, Bradford.			
Chair's briefing 21/10/2019. Report deadline 25/10/2019.			
2) Affordable Housing	The Committee will receive a report on the on the Affordable Housing scheme.	Lorraine Wright	Regeneration & Environment Overview and Scrutiny Committee recommendation from Tuesday 18 September 2018.
3) Stimulating and Accelerating Housing and Economic Growth	The Committee will receive a report focussing on the use of the £500,000 of revenue funding.	Shelagh O'Neill/Lorraine Wright	Recommendation from Regeneration & Environment Overview & Scrutiny on Tuesday 19 Sept 2018.
4) Regeneration and Environment O&S Committee Work Programme	The Committee will consider its Work Programme and make changes as necessary.	Licia Woodhead / Mustansir Butt	
Wednesday, 11th December 2019 at City Hall, Bradford.			
Chair's briefing 25/11/2019. Report deadline 28/11/2019.			
1) Waste Management	The Committee will consider a report on Waste Management activities across the District and AWM first year performance reporting.	Steve Hartley/Susan Spink	Recommendation from Regeneration & Environment Overview and scrutiny Committee on Tuesday 20 November 2018.
2) Civic Quarter District Heat Network	The Committee will receive a report detailing the full outline business case for the District Heat Network..	Neill Morrison	
3) Regeneration and Environment O&S Committee Work Programme	The Committee will consider its Work Programme and make changes as necessary.	Mustansir Butt/Licia Woodhead	
Thursday, 9th January 2020 at City Hall, Bradford.			
Chair's briefing 16/12/2019. Report deadline 18/12/2019.			
1) Skills for Work	The Committee will receive a report on skills for work with progress against the Workforce Development Plan.	Phil Hunter	Regeneration & Environment Overview and Scrutiny Committee recommendation on Tuesday 26 February 2019.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia/Mustansir tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Thursday, 9th January 2020 at City Hall, Bradford.			
Chair's briefing 16/12/2019. Report deadline 18/12/2019.			
2) The District's Casualty Reduction work	The Committee will receive a report detailing the results of the independent review carried out with regard to shared services.	Simon D'Vali	Discussed at meeting on Tuesday 3 July 2018. Review should be completed by December
3) Replacement West Yorkshire Local Transport Plan 3 Implementation Plan.	The Committee will receive a report updating members on delivery against the first year of the five year Implementation Plan.	Julian Jackson/Richard Gelder	Regeneration & Environment Overview and Scrutiny Recommendation on Tuesday 22 January 2019.
4) Regeneration and Environment O&S Committee Work Programme	The Committee will consider its Work Programme and make changes as necessary.	Licia Woodhead / Mustansir Butt	
Wednesday, 12th February 2020 at City Hall, Bradford.			
Chair's briefing 27/01/2020. Report deadline 30/01/2020.			
1) Draft Climate Strategy for the District 2020-2050	The Committee will receive a report on the Council's Climate Strategy.	Neill Morrison	Recommendation from Environment & Waste Management Overview & Scrutiny on Tuesday 27 March 2018.
2) Draft Municipal Waste and Minimisation Strategy for the District	The Committee will receive the draft Waste Minimisation Strategy for their consideration.	Steve Hartley	Recommendation from Regeneration & Environment Overview and Scrutiny Committee from Tuesday 23 October 2018.
3) City Centre Regeneration	The Committee will receive a report on City Centre regeneration.	Steve Hartley/Shelagh O'Neill	Regeneration & Environment Overview and Scrutiny recommendation from Tuesday 23 October 2019.
4) City Markets	The Committee will receive a report as part of their Involvement in the consultation process on the proposals relating to the development of the new City Centre Markets.	Colin Wolstenholme	Regeneration & Environment Overview and Scrutiny Committee recommendation from Tuesday 23 October 2018.
5) Regeneration and Environment O&S Committee Work Programme	The Committee will consider its Work Programme and make changes as necessary.	Mustansir Butt/Licia Woodhead	

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia/Mustansir tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Wednesday, 4th March 2020 at City Hall, Bradford.			
Chair's briefing 17/03/2020. Report deadline 20/02/2020.			
1) 12 Month update on the Biodiversity Scrutiny Review	The Committee will receive a report detailing the outcomes of the Government's Biodiversity Net Gain Consultation process.	Danny Jackson	Recommendation from Regeneration & Environment Overview & Scrutiny Committee on Tuesday 26 March 2019.
2) Active Bradford	The Committee will receive a report on the work undertaken and outcomes of the Local Delivery Pilot.	Zuby Hamard	Recommendation from regeneration & Environment Overview and Scrutiny Committee on Tuesday 16 April 2019.
3) Street Lighting	Members will receive a report on the progress being made against the Street Lighting Invest to Save Strategy.	Julian Jackson /Richard Gelder/Allun Preece	Recommendation from Regeneration & Environment Overview and Scrutiny Committee on Tuesday 22 January 2019.
4) Economic Growth Strategy Delivery Plan	NOV / DEC - Shelagh to clarify	Shelagh O'Neill	Recommendation from Regeneration & Economy Overview & Scrutiny on 25 July 2017.
5) Single Use Plastics Scrutiny Review	The Committee will receive a report monitoring progress against the recommendations in the review.	Mustansir Butt	Recommendation from Regeneration & Environment Overview & Scrutiny Committee on Tuesday 26 March 2019.
6) Regeneration & Environment Overview & Scrutiny Committee Work Programme 2018-19.	The Committee will consider its Work Programme and make changes as necessary.	Mustansir Butt/Licia Woodhead.	
Wednesday, 8th April 2020 at City Hall, Bradford.			
Chair's briefing 23/03/2020. Report deadline 26/03/2020.			
1) Bradford Beck Pilot Study	To focus on the work being undertaken and progress against the joint studies and proposals for the Canal Road	Barney Lerner/Julian Jackson/Andrew Marshall/Derek Jones	Recommendation from Regeneration & Environment Overview and Scrutiny Committee on Tuesday 16 April 2019.
2) Update on the work of the Housing Standards team	The Committee will receive a report providing an update on the proactive work being undertaken by the Housing Standards Team, and also the impact of legislative changes that have been implemented over the past 12 months.	Julie Rhodes	Recommendation from Regeneration & Environment Overview & Scrutiny from Tuesday 26 March 2019.

Regeneration and Environment O&S Committee

Scrutiny Lead: Licia/Mustansir tel - 2119/2574

Work Programme

Agenda	Description	Report	Comments
Wednesday, 8th April 2020 at City Hall, Bradford. Chair's briefing 23/03/2020. Report deadline 26/03/2020.			
3) Empty Homes Update	The Committee will receive an Empty Homes update with a focus on work being undertaken in areas where there is a high number of empty properties. That representatives from the Incommunities Group attend to provide information on the work being undertaken by the group to reduce the number of empty properties in its ownership. The report should also include details of the impact of Council Tax Premiums in reducing the number of empty properties across the Bradford District.	Julie Rhodes/Dave North	Recommendations from Regeneration & Environment Overview & Scrutiny Committee on Tuesday 26 March 2019.
4) Energy efficiency in the Private rented sector in the Bradford District.	The Committee will receive a report regarding energy efficiency in the private rented sector.	Ben Middleton/Neill Morrison	Recommendation from Regeneration & Environment Overview & Scrutiny Committee on Tuesday 26 March 2019.
5) Crematoria Update.		Phil Barker/Scholefield	As discussed at Place DMT on Wednesday 10 July 2010.
6) Resolution Tracking	The Committee will consider the progress made against the recommendations made throughout the Municipal Year.	Licia Woodhead / Mustansir Butt	

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