

Agenda for a meeting of the Regeneration and Environment Overview and Scrutiny Committee to be held on Tuesday, 29 September 2020 at 5.30 pm To be held remotely

Members of the Committee – Councillors

| CONSERVATIVE | LABOUR | GREEN | THE LIBERAL DEMOCRAT AND INDEPENDENT GROUP |
|-------------------|---|-------|--|
| Heseltine Herd | Kamran Hussain, CH Dodds Berry Mohammed Kamran Hussain Lintern | Love | Ahmed |

Alternates:

| CONSERVATIVE | LABOUR | GREEN | THE LIBERAL DEMOCRAT AND INDEPENDENT GROUP |
|------------------|--|--------|--|
| Riaz Whiteley | Johnson Choudhry Dunbar Jenkins | Warnes | Stubbs |

NON VOTING CO-OPTED MEMBERS

Nicola Hoggart
Julia Pearson

Environment Agency
Bradford Environmental Forum

Notes:

- A webcast of the meeting will be available to view live on the Council's website at <https://bradford.public-i.tv/core/portal/home> and later as a recording
- Any Councillors and members of the public who wish to make a contribution at the meeting are asked to email asad.shah@bradford.gov.uk **10.30 on Friday 25 September 2020** and request to do so. In advance of the meeting those requesting to participate will be advised if their proposed contribution can be facilitated and those participants that can be will be provided with details how to electronically access the meeting. Councillors and members of the public with queries regarding making representations to the meeting please email Asad Shah.
- Approximately 15 minutes before the start time of the meeting the Governance Officer will set up the electronic conference arrangements initially in private and bring into the conference facility the Chair and Members so that any issues can be raised before the start of the meeting. The officers presenting the reports at the meeting will have been advised by the Governance Officer of their participation and will be brought into the electronic meeting at the appropriate time.

From:

Parveen Akhtar, City Solicitor

Agenda Contact: Asad Shah - 01274 432280, asad.shah@bradford.gov.uk

To:

A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

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

2. DISCLOSURES OF INTEREST

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

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

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

Notes:

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

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

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

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

Any request to remove the restriction on a report or background paper

should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

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

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

(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. WASTE SERVICES - RESPONSE TO THE COVID19 PANDEMIC TO DATE 1 - 22

The report of the Strategic Director, Place (**Document “F”**) is to brief the Committee on the Service’s response to date with regards to the additional demands and operational difficulties encountered due to the Covid19 pandemic and its effects within the District.

Recommended –

Members are asked to consider this report and the obstacles that Waste Services have had to overcome to maintain this essential operation. Any recommendations to further aid with service provision are welcome.

(Richard Galthen – 01274 431217)

6. FLY TIPPING IN THE BRADFORD DISTRICT. 23 - 38

The report of the Strategic Director, Place (**Document “G”**) provides an update on Environmental Enforcement and provides information on the number of fly tips reported to the council and an analysis of relevant waste data.

Recommended

That the Committee continue to receive an annual update on fly tipping and enforcement actions for consideration.

The the 2021/22 update be scheduled for January 2022 and every year thereafter to allow future briefings to include benchmarking data and trend analysis drawn from DEFRA’s annual release which normally occurs in Oct/Nov of each year.

(Amjad Ishaq – 01274 431066, Stuart Russo – 01274 437146)

**7. REGENERATION AND ENVIRONMENT OVERVIEW AND
SCRUTINY COMMITTEE WORK PROGRAMME 2020-21**

39 - 46

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

Recommended –

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

(Caroline Coombs – 07970 413828)

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



Report of the Strategic Director Place to the meeting of Regeneration and Environment Overview and Scrutiny Committee to be held on 29 September 2020

F

Subject:

**WASTE SERVICES – RESPONSE TO THE COVID19 PANDEMIC TO
DATE.**

Summary statement:

Waste Services have prepared this report to brief the Committee on the Service's response to date with regards to the additional demands and operational difficulties encountered due to the Covid19 pandemic and its effects within the District.

Steve Hartley
Strategic Director PLACE

Report Contact: Richard Galthen
Phone: (01274) 431217
E-mail: Richard.galthen@bradford.gov.uk

Portfolio:

Healthy People and Places

Overview & Scrutiny Area:

Regeneration & Environment

1. SUMMARY

Waste Services provide collection and disposal services to residents for their domestic and recyclable waste. Throughout the Covid19 pandemic, there have been various challenges, operationally and financially that the service has had to adapt to and overcome. This report will highlight and explain the various issues that were encountered, overcome and the solutions implemented.

2. BACKGROUND

Waste Services operate a fleet of 54 Refuse Collection Vehicles (RCVs) that are used to collect domestic and recyclable waste from residents on an alternate weekly basis as well as garden waste on a monthly basis and bulky waste on an ad-hoc basis. Trade waste is collected from approx. 2,800 businesses and we operate eight Household Waste Recycling Centres (HWRCs) where residents can deposit their waste personally.

Monthly, the above waste streams usually total around 20,000 tonnes with domestic waste being the largest portion at around 12,500 tonnes. This waste is then processed/stored at our Transfer Loading Stations (TLS) and hauled on for disposal/recycling by our fleet of 11 x Tractor Units and Trailers to various contracted outlets.

At the start of the Covid19 lockdown in April 2020, we had to close our HWRCs in line with Government guidelines. This along with advice to stay at home wherever possible resulted in an immediate impact on the household collection services. Domestic and Recyclable waste increased by 1,100 tonnes during April while Garden, Trade and Wood waste reduced by 2,300 tonnes due to the business and HWRC closures.

As the pandemic progressed, we were tasked with continuous provision of the essential collection services to residents. To comply with social distancing and ensure safety of collections staff, we hired in 36 x cars to allow for two operatives to be in the RCVs and one operative to follow in a car, rather than have all three in a confined RCV cab. We initially had 49 staff absent due to shielding and drafted in support staff from the Theatres and Sports & Leisure Services to assist and keep the service running.

Our Bulky Waste service was suspended in April 2020 to ensure the protection of our staff, while keeping the domestic collections running at full capacity. This service was then temporarily carried out by one of our contracted companies (Wastecare Ltd) which allowed our own staff and vehicles to work on essential services only. The service was resumed in-house at the end of July 2020.

Domestic and Recyclable waste increased by 1,660 tonnes during May. Garden, Trade and Wood waste reduced by 1,600 tonnes. We started to re-open our HWRCs starting with four sites on 11 May and the other four during the following weeks. This involved multiple staff members assisting with traffic management on the sites to ensure residents were as safe as possible whilst dropping off waste. Resident visits averaged at 2,500 per day during May.

During June, Domestic and Recyclable waste increased by 3,200 tonnes. Garden, Trade and Wood waste increased by 640 tonnes. These figures seemed to coincide with lockdown being eased and the HWRCs reopening. Resident visits averaged 3,060 per day.

July saw further increases in tonnages. Domestic and Recyclable waste increased by 3,600 tonnes. Garden, Trade and Wood waste increased by 400 tonnes and resident visits averaged 3,660 per day. We slowly started reintroducing operatives to the same RCV cabs in order to return some hire cars wherever operatives felt they were safe enough to share a vehicle. Any operatives choosing to stay in a follow on vehicle were able to do so.

The bulky waste service was taken back in-house in July to start a return to normality. It must be noted that Wastecare Ltd had provided first class assistance with this service for residents throughout the previous months.

Throughout August, tonnages stayed at extremely high levels across the various waste streams. Only Trade waste has seen a continuous reduction of around 50% due to various business closures. This is now starting to increase but is not expected to hit pre-Covid levels for a while. HWRC resident visits averaged 3,600 per day.

3. OTHER CONSIDERATIONS

There have been multiple instances of Waste Services and other departments coming together to ensure Bradford residents continue to receive the best service possible. This includes:

- Temporary transfer of staff
- Allocation of PPE and hand gel
- Engagement at all levels regarding best practice
- Sharing of information
- Consultation with Trade Unions
- Vehicle sanitisation services for Council, Emergency and private vehicles
- Sharing of available office space and facilities
- Home-working of high levels of staff to allow social distancing in offices/depots.
- Weekly video/phone meetings with other local Councils to share information and initiatives

Throughout the response, Waste Services have strived to use in-house provision to avoid the expensive cost of agency staff.

Liaison with contracted partners has taken place to ensure service continuity throughout the pandemic. This has ranged from waste disposal and recycling contracts to the arrival of 18 new RCVs that were ordered in 2019 in conjunction with Fleet Services.

Contract partners have also had major issues of their own to overcome in order to provide their services. It is noted that all contractors have supplied an outstanding service and worked with us at every stage to ensure safety and compliance with ever-changing regulations and advice.

Corporate Services have provided invaluable assistance and advice on various issues such as PPE, finance and procurement activities to help ensure contracts were maintained, invoices were paid and staff were safe.

Efficiency work and service improvements have continued to take place to ensure Bradford gets the best value from every pound. This has included renewing our garden waste paid subscriptions which are at an all-time high of 42,000 compared to 34,500 in 2019/20. Several new waste contacts have been procured which provide stability for the next few years in various sectors.

Continued investigation into an Advanced Fuel Centre (AFC) is taking place to assist with providing a cleaner/cheaper fuel (compressed natural gas) for the Council's heavy goods fleet.

Should the forth coming winter period bring similar issues, we are in a better position to act accordingly based on this experience. However, operational capability could potentially be impacted by increased demand, staff shortages and contractor availability/capacity.

The recyclable material market continues to be extremely volatile. Prices for paper, card, plastics, aluminium and steel can vary on a weekly basis which has impacts on the processing costs and relative income received for the materials.

To aid with budget recovery, we are in the early stages of investigating opportunities for upgrading our Material Recycling Facility (MRF) which would allow us to process and sell our own material, potentially saving £1m plus each year in third party processing costs. This would require approx. £3m investment.

4. FINANCIAL & RESOURCE APPRAISAL

The additional waste tonnages and costs in comparison to average levels are shown below. These are purely based on collection and processing costs alone.

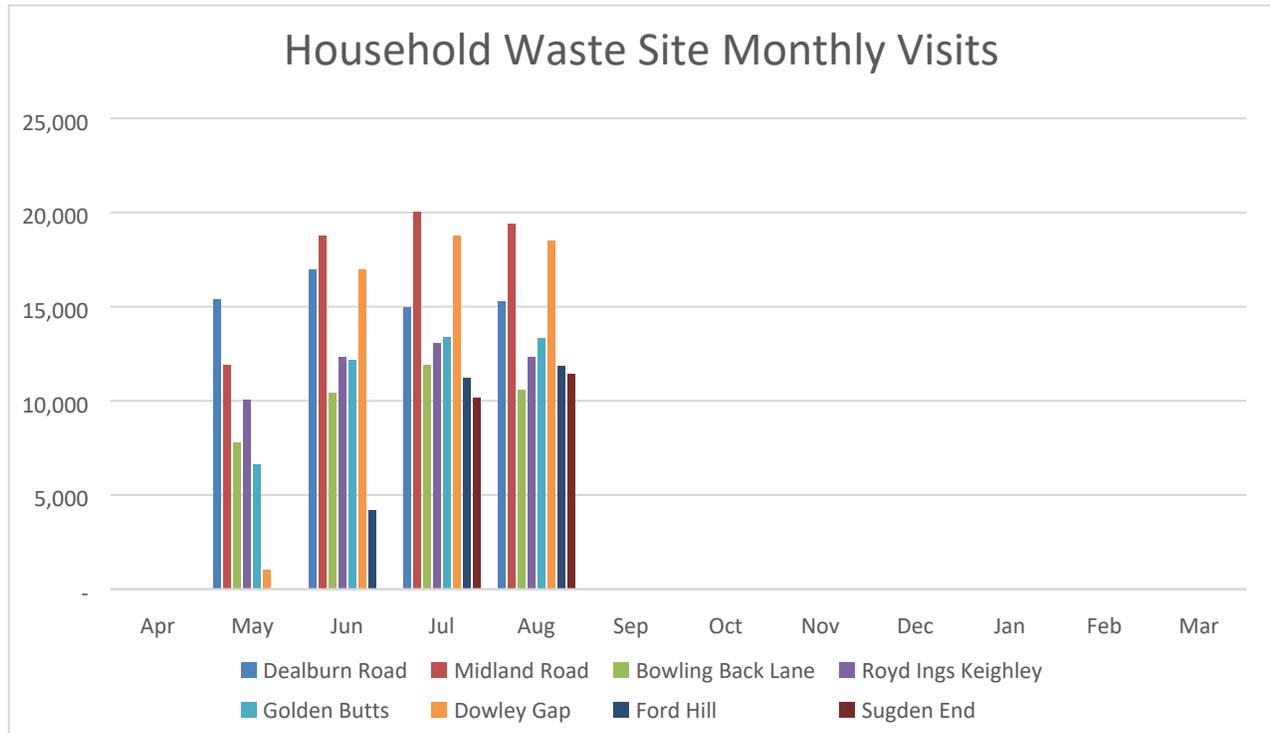
| Covid impact 1 st April to 30th August | MIXED RECYCLING | GREEN | WOOD | TRADE (reduced tonnage = income loss) | Recycling Waste (Contamination) | Domestic Waste |
|---|-----------------|-----------|-----------|---------------------------------------|---------------------------------|--------------------|
| Total Tonnages | 17,023 | 8,189 | 2,745 | 4,431 | 5,914 | 68,658 |
| Variance to 2019 | 2,897 | -819 | -974 | -2,148 | 2,840 | 6,071 |
| Cost | £ 209,776 | -£ 28,682 | -£ 14,614 | £ 139,644 | £ 255,572 | £ 617,728 |
| | | | | | Total Covid impact | £ 1,179,423 |

The current 2020-21 forecast for Trade Waste income assumes an annual loss of £0.4m, partly mitigated by a £0.275m reduction in disposal costs.

The forecast for domestic waste & recycling contamination waste assumes an additional cost of £2.0m due to the effects of COVID-19.

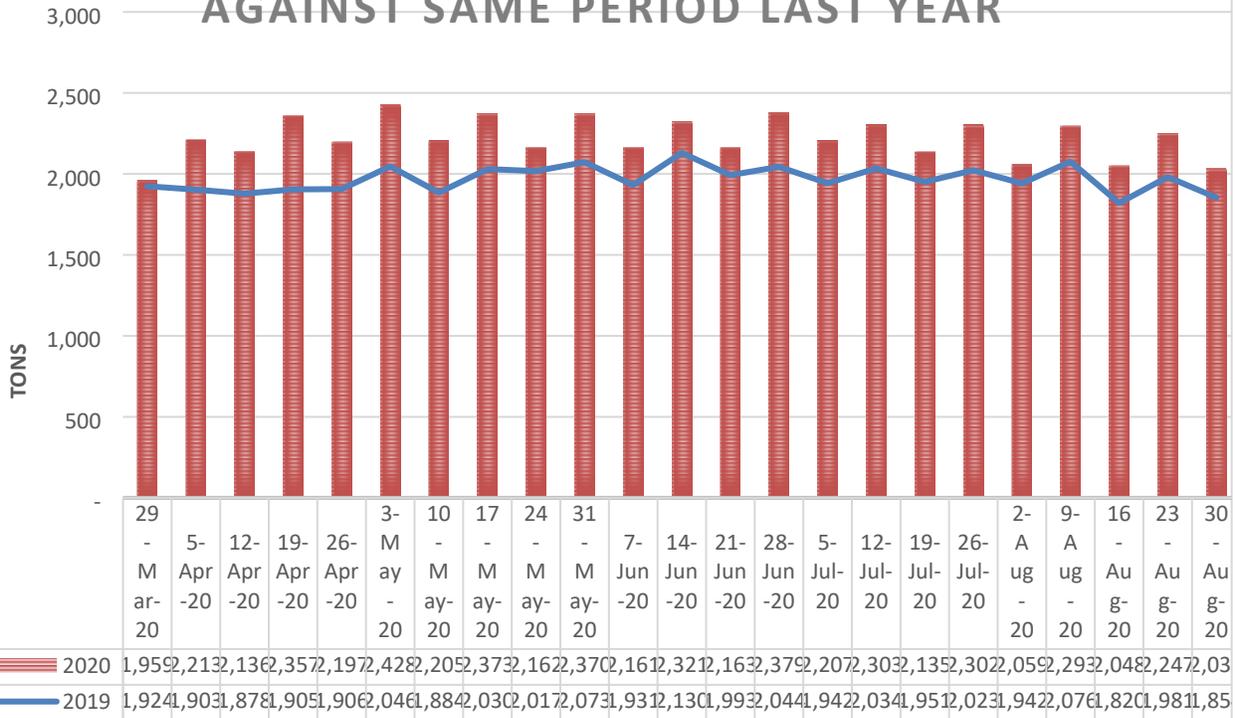
Where additional costs have been incurred and are a direct result of the pandemic, emergency funding from the government will be used and the income compensation scheme will fund losses from reduced levels of income.

The volume of visits to the HWRCs and the tonnage variations collected are shown in the information below. This gives an indication of the resources needed to facilitate the safe operation of the sites and provide the various collection services.

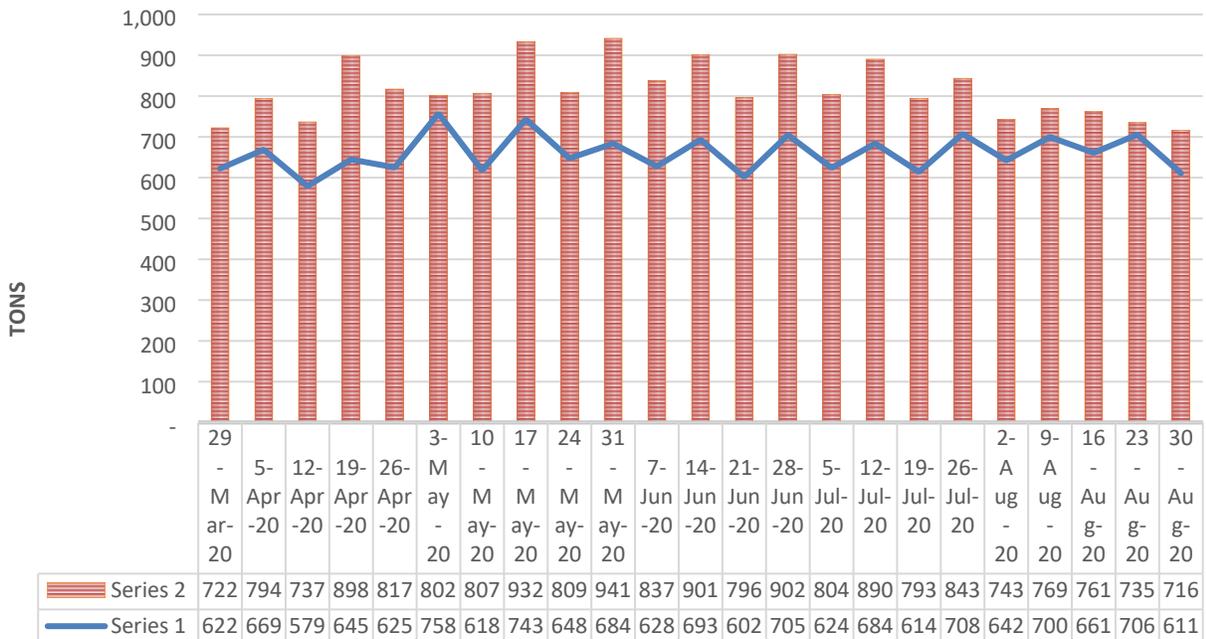


| Household Waste Site | May | Jun | Jul | Aug | % | Total |
|----------------------|---------------|---------------|----------------|----------------|-----|----------------|
| Dealburn Road | 15,400 | 16,990 | 14,973 | 15,266 | 17% | 62,629 |
| Midland Road | 11,912 | 18,761 | 20,044 | 19,384 | 19% | 70,101 |
| Bowling Back Lane | 7,771 | 10,441 | 11,911 | 10,575 | 11% | 40,698 |
| Royd Ings Keighley | 10,048 | 12,329 | 13,054 | 12,332 | 13% | 47,763 |
| Golden Butts | 6,634 | 12,160 | 13,382 | 13,355 | 12% | 45,531 |
| Dowley Gap | 1,026 | 16,975 | 18,780 | 18,520 | 15% | 55,301 |
| Ford Hill | - | 4,176 | 11,220 | 11,866 | 7% | 27,262 |
| Sugden End | - | - | 10,160 | 11,429 | 6% | 21,589 |
| Total | 52,791 | 91,832 | 113,524 | 112,727 | | 370,874 |

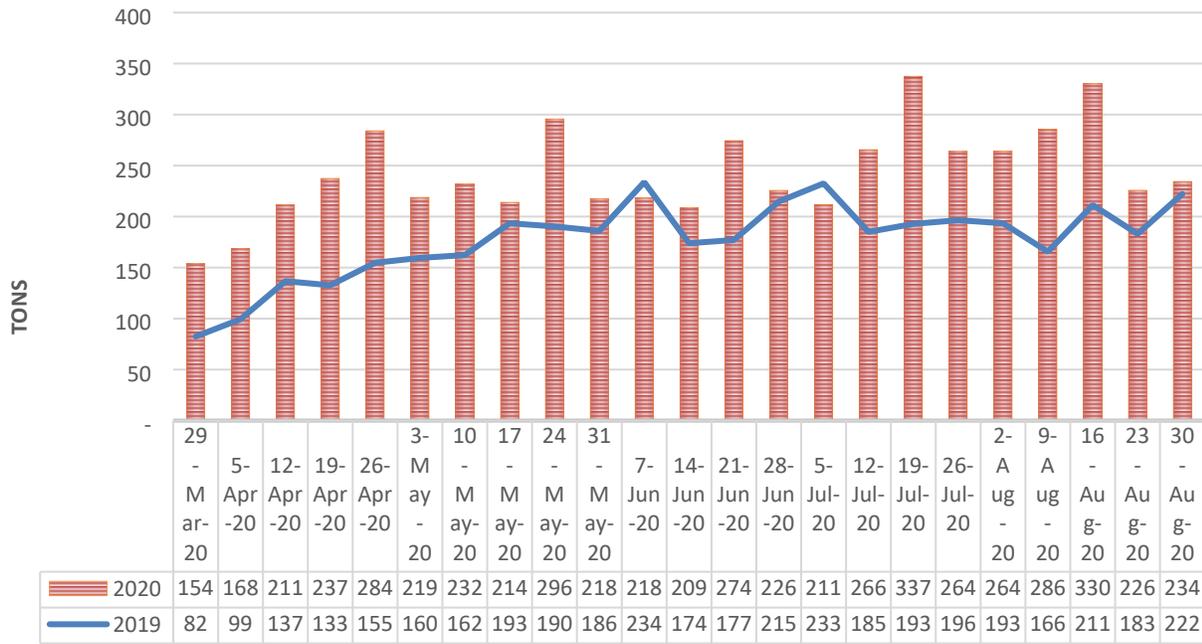
TONS OF REFUSE COLLECTION EACH WEEK AGAINST SAME PERIOD LAST YEAR



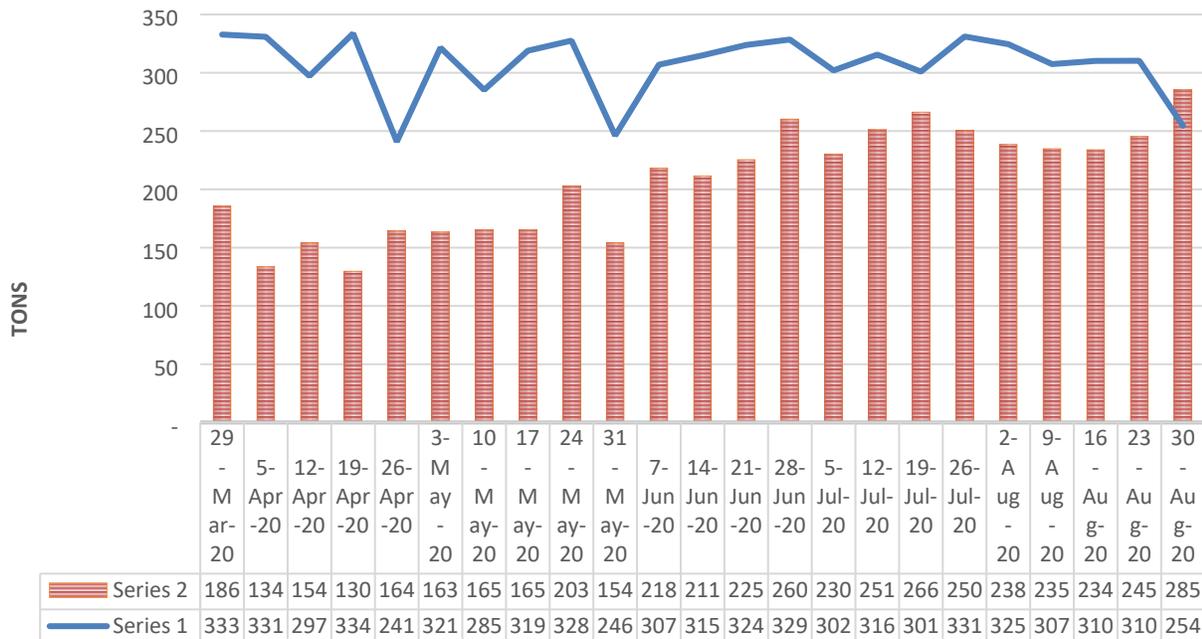
TONS OF RECYCLING COLLECTIONS EACH WEEK AGAINST SAME PERIOD LAST YEAR



TONS OF GARDEN COLLECTIONS EACH WEEK AGAINST SAME PERIOD LAST YEAR



TONS OF TRADE WASTE EACH WEEK AGAINST SAME PERIOD LAST YEAR



5. RISK MANAGEMENT AND GOVERNANCE ISSUES

All associated risk assessments have been carried out to ensure staff members follow current Covid19 guidance and safe working practices with measures in place to take effect if a staff member shows signs of Coronavirus.

6. LEGAL APPRAISAL

N/A

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

During the pandemic to date, residents from various backgrounds including the BAME community will have been affected by such issues as missed/late bin collections due to access restrictions (see Ward Implications). This will undoubtedly have caused confusion and potential upset. Waste Services have continued to provide information to all residents and attempted repeat visits wherever possible. Usual enforcement of recycling policies regarding contamination levels has been temporarily cancelled during the pandemic to date.

7.2 SUSTAINABILITY IMPLICATIONS

N/A

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The additional tonnage is the equivalent of 715 full RCV trips over the five-month period and 490 onward haulage trips.

7.4 COMMUNITY SAFETY IMPLICATIONS

N/A

7.5 HUMAN RIGHTS ACT

N/A

7.6 TRADE UNION

The recognised Trade Unions were fully consulted throughout the current Covid-19 pandemic on any changes proposed for Waste Collection and Disposal Services. They were very supportive of all changes that were proposed and subsequently implemented.

7.7 WARD IMPLICATIONS

On-going work takes place with various wards as necessary to reduce contamination levels within recycling bins which in turn will aid with budget

recovery.

Various wards have been affected over recent months due to increased numbers of parked cars in and around narrow streets due to business and schools being closed and residents staying at home more often. Wherever possible, “missed bins” are collected on return visits but there have been instances which are reported daily of access being impossible for RCVs.

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

N/A

7.9 IMPLICATIONS FOR CORPORATE PARENTING

N/A

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

N/A

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

N/A

10. RECOMMENDATIONS

Members are asked to consider this report and the obstacles that Waste Services have had to overcome to maintain this essential operation. Any recommendations to further aid with service provision are welcome.

11. APPENDICES

Appendix 1 - Covid19 Risk Assessment – Ford Hill HWRC
Appendix 2 – Covid19 Risk Assessment – three in a cab
Appendix 3 – Covid19 Risk Assessment – Harris Street Depot

12. BACKGROUND DOCUMENTS

N/A

RISK ASSESSMENT FORM – FORD HILL HWRC

| | |
|---|--|
| Name of Establishment | Ford Hill Household Waste Recycling Centre |
| Address | Hill End Lane, Queensbury, BD13 2NQ |
| <i>Name of person making assessment</i> | David M Copeland |
| Job Title | Waste Disposal Manager |
| Assessment date | 16 th June 2020 |
| Review due date | 15 th June 2021 |
| Signed by assessor | <i>David M Copeland</i> |
| | |

| | |
|---|--|
| 1st review Signed by reviewer | |
| Date reviewed | |
| 2nd review Signed by reviewer | |
| Date reviewed | |

Assessment Reference RA/WM-FH-0005

A new risk assessment should be completed if an operation has changed in any way or the reviewer has identified changes required to an existing risk assessment

Verbally dealing with service users
whilst enforcing permit, tipping and use restrictions
during COVID-19

RISKS & HAZARDS

List significant hazards

Collision with vehicles (Trapping of body parts)
Personal threats & verbal abuse against staff (Stress & Anxiety)
Physical assault, to site staff, possible (personal injuries and or broken bones)
Risk to other site users who may become involved directly or indirectly
Risk of COVID-19 Contamination from members of the public or employees

Which groups of people are at risk from the hazards shown above?

All employee's
Contractors
Visitors, members of the public

How would you classify the risk of an accident occurring?

MEDIUM

What is likelihood of a significant injury occurring?

HIGH

How often are people exposed to this risk?

Monday to Friday 08.00am to 17.00pm
Saturday 08.00am to 16.00pm
Sunday 09.00am to 16.00pm

How many people are affected?

4 Members of staff
Up to 10 members of the public at any one time

CONTROL MEASURES IN PLACE

List any existing precautions

Employee site Induction, covering conduct, permit system, waste limits.

Staff training in customer care.

Advertised zero tolerance policy in place for aggressive and verbal abuse Police called as necessary

Safe working procedures on how to deal with the public and handle possible volatile situations.

Area supervisors/ manager to be available to clarify or calm down situations on site or by telephone to talk to site users and site staff.

Regular visits to site by Area Supervisors/manager.

Violence at work reporting and monitoring forms/Procedures.

CCTV Monitoring of site

Staff and contractor PPE:

- Hi visibility vests or hi visibility coats
- Corporate uniform
- Safety Boots with steel or composite toe cap and mid-sole protection
- Gloves as approved and supplied by management PVC/Rubber
- Hard hat with visor
-

Additional measures for social distancing COVID-19

All Staff in contact via two way radios Radio communications between front gate staff and queuing coordinators.

Body cameras on main gate staff and queuing coordinator.

Disposable gloves and personal alcohol gel for all employees

Mask's on request

Clear displayed information & warning signage around site (Remain in vehicle with Windows up please display residential permit, ensure 2 meters social distancing).

Traffic controlled at main gates by 2 staff members at all times, if violence erupts gates will be locked and police called.

Residents Permit MUST be shown in car windscreen clearly visible from the outside (no permit, no tip rule).

8 Designated 2 metre coned off bays for resident's to use to allow social distancing

All waste types accepted Household/Bulk waste, green garden waste WEEE electrical wastes

Sites staffed by 4 staff members (No lone working). 4 staff including a Supervisor on site at all times

Monitoring officer designated to monitor queuing traffic and non-compliant vehicles outside of the sites boundaries.

Site lockdown procedure in place for situations beyond control.

RISK LEVEL AFTER CONTROL MEASURES

How would you classify the risk of an accident occurring?

LOW

What is likelihood of a significant injury occurring?

HIGH

Is there still a significant risk YES / NO

NO

List significant hazards and risks requiring further control

Members of the public not maintaining social distancing therefore putting our staff at risk

Probability of injury occurring H/M/L

M

New control measures needed and target date for implementation

Maintain social distancing and traffic management control on and off site at all times

Date introduced

11th May 2020

RISK ASSESSMENT FORM – THREE IN A CAB

Part A

| | | | | | | | | | |
|---|----------------------------|---|----------------------------------|-------------------|---------------------------|--|--------------------------------|----------|-------------------------|
| DEPARTMENT/ SERVICE | | | Place- Waste Collection services | | | | | | |
| Assessor/ Person(s) assisting with the assessment | | David Crabb | | DATE | 22 nd May 2020 | | | | |
| TASK / ACTIVITY (Include duration and frequency of task activity) | | Multiple-person crews sharing vehicle cab during the day. Up to 2 hours per day including travel time to and from depot and transfer loading station (TLS). Also including movement between streets/areas throughout the day. | | | | | | | |
| Likelihood of Occurrence 1 Very Unlikely 2 Unlikely 3 Possible 4 Probable 5 Very Likely | Severity of Outcome | | | | | Persons / groups at risk | | | |
| | 1 Negligible | 2 Slight | 3 Moderate | 4 Severe | 5 Very Severe | A | Employees | E | General Public / Pupils |
| | LOW (1) | LOW (2) | LOW (3) | LOW (4) | LOW (5) | B | New Employees | F | Visitors |
| | LOW (2) | LOW (4) | LOW (6) | MEDIUM (8) | MEDIUM (10) | C | Contractors / Sub-Contractors | G | Volunteers |
| | LOW (3) | LOW (6) | MEDIUM (9) | HIGH (12) | HIGH (15) | D | Young person / Work experience | H | Clients / Service users |
| | LOW (4) | MEDIUM (8) | HIGH (12) | HIGH (16) | HIGH (20) | Likelihood of occurrence X Severity of outcome = Risk Rating Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9) | | | |
| LOW (5) | MEDIUM (10) | HIGH (15) | HIGH (20) | HIGH (25) | | | | | |

Part B

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|---|-------------------------|---|---------------------------------|---|--|
| Time crewmembers spend in the vehicle cab together increasing possible risk of infection. | A,B | <ul style="list-style-type: none"> Encouraging crew members to start and finish onsite and not in depot. Encouraging one crewmember only to travel to Transfer Loading Site (TLS) or depot with driver. | 9 | <ul style="list-style-type: none"> The issuing and use of face masks to all crewmembers whilst in vehicle cab. Limit use of RPE (Respiratory Protective | 4 |

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|--|-------------------------|--|---------------------------------|---|--|
| | | <ul style="list-style-type: none"> • Crew to structure daily route to minimise need of getting in the cab between locations. • Maintain consistent/same crew members in each team. • If not reasonable or practicable crew members continue to follow the primary control measures in place using a high standard of hygiene through available materials. | | Equipment) to the vehicle cab. | |
| Risk of contamination and infection from outside of the vehicle. | A,B | <ul style="list-style-type: none"> • Wearing of P.P.E gloves and practicing good glove discipline and additional good hygiene measures. | 9 | <ul style="list-style-type: none"> • Regular inspection and tests from managers/vehicle enforcement officers to check that crews are following good hygiene standards of safety. • Posters, leaflets and other materials are available for display. • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. | |
| Risk of contamination and infection from cab area/surfaces. | A,B | <ul style="list-style-type: none"> • Cabs to have alcohol or soap-based cleansing and/or wipes available for all surfaces and to be cleaned periodically | 9 | <ul style="list-style-type: none"> • Scheduled vehicle deep clean prior to new weekly shift commencing. | 4 |

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|---|-------------------------|---|---------------------------------|--|--|
| | | <p>throughout the day and at the end of each shift.</p> <p>Open cab windows to encourage airflow.</p> | | <ul style="list-style-type: none"> Posters, leaflets and other materials are available for display. | |
| <p>Crewmember develops symptoms of COVID-19</p> | <p>A,B</p> | <ul style="list-style-type: none"> Crew member showing symptoms to be sent home immediately. The cab to be decontaminated or the vehicle parked-up for at least 72 hours. This must be done immediately even if it means aborting the collections round. | <p>6</p> | <ul style="list-style-type: none"> Posters, leaflets and other materials are available for display | |
| <p>Adverse reaction from public including aggression and violent behaviour.</p> | <p>A,B</p> | <ul style="list-style-type: none"> Bodycams are worn by crewmember. Works Procedures stipulate that crews leave area or contact management and police if situation escalates. | <p>4</p> | | |

Part C

| | | | |
|---|---|---------------------|---------------------------------|
| <p><i>Links to other risk assessments and or safe working instructions - please state</i></p> | <p>Individual risk assessments Waste Collection Works Procedures Government guidance for maintaining social distancing in the workplace</p> | | |
| <p><i>Name and Sign</i> <i>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i></p> | <p>David Crabb</p> | | <p>Date</p> |
| | | | <p>22nd May 2020</p> |
| <p>Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign</p> | | | |
| <p>Reviewer Name & Date</p> | | <p>Notes</p> | |
| <p>Reviewer Name & Date</p> | | <p>Notes</p> | |
| <p>Reviewer Name & Date</p> | | <p>Notes</p> | |
| <p>Reviewer Name & Date</p> | | <p>Notes</p> | |

RISK ASSESSMENT FORM – HARRIS STREET DEPOT

Part A

| | | | | | | | | |
|---|----------------------------|-------------|--|-------------|--|--------------------------------|-------------|---------------------------|
| DEPARTMENT/ SERVICE | | | | | Place- Waste Collection Services | | | |
| Assessor/ Person(s) assisting with the assessment | | | David Crabb | | | | DATE | 21 st May 2020 |
| TASK / ACTIVITY (Include duration and frequency of task activity) | | | Social Distancing Harris Street Depot | | | | | |
| | | | | | Persons / groups at risk | | | |
| | | | | | A | Employees | E | General Public / Pupils |
| | | | | | B | New Employees | F | Visitors |
| | | | | | C | Contractors / Sub-Contractors | G | Volunteers |
| | | | | | D | Young person / Work experience | H | Clients / Service users |
| | | | | | Likelihood of occurrence X Severity of outcome = Risk Rating | | | |
| | | | | | Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9) | | | |
| Likelihood of Occurrence | Severity of Outcome | | | | | | | |
| | 1 Negligible | 2 Slight | 3 Moderate | 4 Severe | 5 Very Severe | | | |
| 1 Very Unlikely | LOW (1) | LOW (2) | LOW (3) | LOW (4) | LOW (5) | | | |
| 2 Unlikely | LOW (2) | LOW (4) | LOW (6) | MEDIUM (8) | MEDIUM (10) | | | |
| 3 Possible | LOW (3) | LOW (6) | MEDIUM (9) | HIGH (12) | HIGH (15) | | | |
| 4 Probable | LOW (4) | MEDIUM (8) | HIGH (12) | HIGH (16) | HIGH (20) | | | |
| 5 Very Likely | LOW (5) | MEDIUM (10) | HIGH (15) | HIGH (20) | HIGH (25) | | | |

Part B

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|--|-----------------------------------|--|------------------------------|---|---------------------------------------|
| Social distancing must be observed where possible in the workplace. Failure to do so | All staff and visitors within our | Peak times 05.45 to 06.30 for staff starting waste collection rounds, Poster and signs have been put up, | 15 | Social distancing has been adopted | 10 |

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|--|---|--|-------------------------------------|--|--|
| could result in a COVID-19 outbreak amongst our workforce | buildings A,B,C,E,F. | with continues updates to signage. | | | |
| Staff who are not fit to work, COVID-19 type symptoms or who have COVID-19 | A,B,C,E,F. | Stay at home and contact NHS111 follow advice | 15 | For symptoms contact line manager who will arrange a test for you or family member | 10 |
| The office layout and positioning of furniture does not readily allow social distancing to be observed. | Staff | A number of staff are working from home to allow social distancing in the office. | 15 | | 10 |
| Entrances and exits to some buildings are too narrow to allow 2m social distancing of people passing in opposite directions | Staff and visitors entering or leaving premises | People are instructed to observe social distancing where possible. Path ways and corridors are marked out with yellow tape at 2 metre intervals. | 15 | Office hatch is operated as one person at a time. i.e one person in as one comes out. | 10 |
| Corridors and circulation areas are too narrow for 2m social distancing of people passing in opposite directions, or to pass a person stood in the area. | All staff and visitors within a building | People are instructed to observe social distancing where possible. Occupancy levels are very low, mitigating the likelihood. | 15 | One way systems and no stopping rules to be introduced in such buildings. The direction of travel to be clearly marked using signage on floors, walls and doors. | 10 |
| Officers manned increases the risk of infection spreading between people. | Staff | At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood. | | | 10 |
| Non-compliance with social distancing during an emergency evacuation and requirement for | All staff and visitors | At present only key workers delivering essential services are permitted to attend, thereby reducing | 15 | In the event of an emergency evacuation the priority will be to vacate the building, which will impact on social distancing. Fire | 10 |

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|--|--|--|-------------------------------------|---|--|
| people at assembly points to remain 2m apart. | | the likelihood. | | warden and fire marshall training and advice to be reviewed and amended accordingly. | |
| Staff with a Personal Emergency Evacuation Plan (PEEP) which requires physical assistance during an emergency evacuation will not be able | Staff with a PEEP requiring physical assistance during an evacuation | At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact. | 15 | [Advice to be obtained from HR] | 10 |
| Toilets may be too small to accommodate 2m of social distancing. | All staff and visitors | At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact. | 15 | Bradford depot toilets for men are multi occupancy. At peak times 05.45 am to 06.30 am all staff are asked to limit number of occupants at any one time. | 10 |
| At present the majority of toilets use powered air units to dry hands. These units blow air around a room and could spread COVID-19 virus should the virus be present on surfaces within a toilet. | All staff and visitors | Powered hand dryers to be temporarily decommissioned and paper towel dispensers to be installed in all toilets. | 15 | Hand towels ordered | 10 |
| Some kitchens and tea points are too small to accommodate social distancing. | All staff | At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood. | 15 | Kitchens and tea points to be assessed for maximum occupancy (likely to be 1 in most cases). Appropriate signage to be placed on doors and 2m queuing areas | 10 |

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|---|--------------------------------|--|-------------------------------------|---|--|
| | | | | to be marked nearby. | |
| With the exception of certain larger rooms across the depot, it will be difficult to maintain 2m of social distancing within meeting rooms. | All staff and visitors | At present meeting room use is discouraged and capacities have been reduced by 50% | 15 | Each meeting room to be reviewed and chairs put 2m apart, with the remainder to be removed. Protocols for usage to be implemented including face to face meetings only to be held when there is no alternative. People entering meeting rooms and moving to the furthest away available chair. Circulation during meetings to be discouraged. | 10 |
| Stairwells in most buildings are too narrow for people to pass 2m or more apart. | All staff and visitors | At present only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact. | 15 | Stairwells at Harris Street operate traffic light system over seen by a Manager at peak times 05.45 am to 06.30 am | 10 |
| Risk of contamination and infection from surfaces and waste. | All staff and visitors | Cleaning levels have been increased across the depot and deep cleans are implemented on request. | 10 | More regular treatment of high touch surfaces such as door handles, railings, locks cleaned daily | 10 |
| Staff and visitors not washing or sanitising their hands often enough could lead to an outbreak. | All staff and visitors | Staff are encouraged to wash hands through signage. Hand sanitizer is available in receptions. | 15 | Installation of hand sanitizer dispensers at each building entrance and exit. Consideration to be given to installation of hand washing | 10 |

| What are the hazards and What could happen | Affected persons groups | What are the existing control measures | Risk rating (refer to chart) | Further action required to eliminate or reduce the risk (who by and Date) | Residual risk rating (refer to chart) |
|--|-------------------------|---|------------------------------|---|---------------------------------------|
| | | | | stations, although noting that this may lead to reduced capacity. | |
| An increase in occupation will lead to an increase in staff going outside to smoke or vape. Often people smoking or vaping sometimes gather around entrances and exits, which could lead to instances of social distancing rules being broken. | All staff and visitors | Not working at full capacity at present and only key workers delivering essential services are permitted to attend, thereby reducing the likelihood and impact. | 15 | Rules for smoking and vaping currently advise staff to do so away from buildings in designated areas. | |

Page 22

Part C

| | | |
|---|--|---------------------------|
| <i>Links to other risk assessments and or safe working instructions - please state</i> | Individual Building risk assessments. Fire Safety Strategy Individual building fire risk assessments Government guidance for maintaining social distancing in the workplace | |
| <i>Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i> | David Crabb | Date |
| | | 21 st May 2020 |

Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?

Please record any changes required and or action taken, then date and sign

| | | | |
|---------------------------------|--|--------------|--|
| Reviewer Name & Date | | Notes | |
| Reviewer Name & Date | | Notes | |
| Reviewer Name & Date | | Notes | |
| Reviewer Name & Date | | Notes | |

Report of the Director of Place to the meeting of the Regeneration and Environment Overview and Scrutiny Committee to be held on 29th September 2020

G

Subject:

Fly Tipping in the Bradford District.

Summary statement:

The report provides an update on Environmental Enforcement and provides information on the number of fly tips reported to the council and an analysis of relevant waste data.

Report Contacts:

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

Stuart Russo
Senior Technical Officer
Officer Phone: (01274) 437146
Email: stuart.russo@bradford.gov.uk

Portfolio:

Healthy People and Places

Overview & Scrutiny Area:

Regeneration and Environment

1. SUMMARY

- 1.1 The report provides an update on Environmental Enforcement and provides information on the number of flytips reported to the council and an analysis of relevant waste data.

2. BACKGROUND

Environmental Enforcement

- 2.1 The Environmental Enforcement Team is responsible for enforcing legislation relating to waste and the visible environment.
- 2.2 Environmental Enforcement Officers respond to complaints generated through the Council's Contact Centre and from referrals by Wardens and other Neighbourhoods staff. Typically these referrals (known as service requests) can range from fly tipping, rubbish in gardens, waste from commercial premises, burning of waste and rodent infestations. Last year the Environmental Enforcement Team dealt with 12,119 service requests of which 3688 (approx. a third) were in relation to complaints about fly tipping.
- 2.3 Fly tipping is a criminal offence that carries an unlimited fine or up to 5 years imprisonment upon successful prosecution. Nationally there have been year on year increases in fly tipping. In 2019/20 – 15,174 incidents of fly tipping were recorded by the Contact Centre in Bradford and 3,878 tonnes of fly tipped waste and litter was collected by the Council.
- 2.4 The Environmental Enforcement Team actively investigates fly tipping incidents to identify and prosecute offenders. However, prosecution of offenders is difficult as fly tipping is usually done covertly to avoid being caught. Nevertheless the Team has had some successes outlined further in this report.

Update on the New Restructured Service

- 2.5 In April 2019 the Neighbourhood Service was restructured in order to further align services and to bring about improvements in service delivery. Due to the synergies between Neighbourhood Wardens and Environmental Enforcement Officers the 2 services were brought together under a single management structure working from each of the 5 Area Co-ordinators' Offices.
- 2.6 Training of new managers and recruitment and training of new staff was undertaken during 2019. The new structure has "bedded in" well and strong working relationships between Enforcement Officers and Wardens have been established.
- 2.7 The new working relationships have allowed Enforcement Officers to allocate work to Wardens who are able to do door knocking to speak to residents and promote responsible waste management practices such as raising awareness about recycling and using the household waste recycling centres. This allows the service to educate and change behaviour rather than relying on enforcement action to bring

about change. It also allows Enforcement Officers to focus their work on more serious cases or where Wardens interventions are not having the desired effect.

- 2.8. In January 2020 the work of the team received regional recognition and was given an award by the Yorkshire Environmental Enforcement Group (YEEG) for actions taken to improve the environment of Bradford.

Enforcement Actions 2019/20

- 2.9 In 2019/20 the Enforcement Team dealt with 12,119 service requests. Of these 3688 complaints of flytipping were referred to the Enforcement Team for investigation. The table below highlights some of the actions by the Enforcement Team in relation to waste offences:

| Enforcement Action Taken | Total |
|--|--------------|
| Community Protection Warnings issued (CPWs) | 1620 |
| Community Protection Notices issued (CPNs) | 323 |
| Other Statutory Notices issued | 513 |
| Fly tipping Fixed Penalty Notices issued (FPNs) | 15 |
| Other Fixed Penalty Notices issued | 38 |
| Prosecutions & cautions | 24 |
| Litter from Vehicle FPNs | 163 |
| Litter from persons FPNs (mostly issued by Wardens) | 97 |

Surveillance of fly tipping hotspots

- 2.10 The team continues to use CCTV technology to attempt to capture fly tippers in the act. A range of cameras are used to suit different circumstances allowing flexibility on where and how the cameras are sited e.g. rural locations, lay-bys, residential areas.
- 2.11 During 2019 the Council went through a procurement process to appoint a CCTV contractor. As such there was a period of approx. 6 months where the Enforcement Team were unable to install new fixed cameras at emerging fly tipping locations. However, the team continued to deploy mobile cameras as and when appropriate.
- 2.12 A contractor has now been appointed and the team is currently working with the contractor to deploy cameras at new and emerging locations.

Tackling fly tipped domestic waste

- 2.13 Earlier this year a pilot project was undertaken to deal with fly tipped bags of domestic waste. A warden was trained by Enforcement Officers and asked to patrol a small number of streets where regular flytipping of black bags was occurring. The Warden was tasked to search through bags of waste to find any evidence of where the waste had come from. If details of an address were found the Warden then visited the property to identify the person who was responsible. The person was interviewed under caution on site by the Warden using a body camera to record the interview. If the person admitted the offence they were issued with a £100 Fixed Penalty Notice.

- 2.14 The In total 8 FPNs were issued and the numbers of fly tipped bags of waste on the streets reduced dramatically. We believe that due the word of mouth residents were becoming aware of much tougher sanctions for leaving waste on streets and therefore began to stop doing this. The pilot has not been concluded and a full review of the effectiveness of this approach needs to be done. However, initial findings seem to indicate that this approach is proving to be successful and as such may be rolled out across other areas.

Crime Scene Tape

- 2.15 Usually when flytipping on highways and streets is reported to the Street Cleansing Service the waste is removed within 24 hours. Whilst this provides an efficient service to the public, research undertaken by Keep Britain Tidy suggests that this may also encourage fly tipping as the waste is removed quickly and nobody notices it is there as often the waste is removed first thing in the morning.
- 2.16 Over the last year when Wardens have come across flytipping they have been placing “crime scene tape” around the waste. They also place a sign on the waste stating that a crime has been committed and evidence has been removed and that the matter has been reported. The waste is then left for several days before being removed to ensure as many people as possible see the message – namely that fly tipping is a crime and that there may be potential consequences if anybody is caught dumping rubbish.
- 2.17 The use of crime scene tape has helped raise awareness of the fly tipping problem as wardens are often asked why the tape is being used and Wardens have received some positive feedback from the public.

Partnership Work – Operation Steerside

- 2.18 Operation Steerside is a Police-led initiative aimed at tackling vehicle crime. As part of this operation the Police hold multi-agency static “Stop & Search” events where agencies from a number of organisations e.g. Police, DVLA, VOSA, HM Customs & Excise, Trading Standards stop and check vehicles to ensure they are complaint with the law.
- 2.19 Over the last year the Environmental Enforcement Team has worked in partnership with the Police on Operation Steerside to identify vehicles that are carrying waste illegally. This has resulted in a number of illegal waste carriers being stopped and issued with notices to produce waste carriers licences and waste transfer notes.
- 2.20 Over the last year 29 producers have been issued resulting in most drivers obtaining waste carriers licences..

Householder Duty of Care – Fixed Penalty Notice

- 2.21 Nationally there has been a year on year increase in fly tipping offences. Over a third of the waste involved in illegal fly-tipping is from households, resulting in waste crime costing the UK economy around £600 million every year, according to The Environment Agency.

- 2.22 The householders duty of care under section 34(2A) of the Environmental Protection Act 1990 requires occupiers of a domestic property to take all reasonable measures available to them to ensure that they only transfer household waste to an authorised person.
- 2.23 If an unauthorised waste carrier is found to be carrying waste and/or the waste is subsequently fly tipped and can be directly linked back to the householder, the householder has committed an offence under the householder duty of care if the householder cannot demonstrate that they took the above mentioned reasonable measures.
- 2.24 Changes in the law mean that householders are being held more accountable for their household waste and where it ends up. If householders are found to have disposed of waste with someone who is going to illegally dispose of it, they can be prosecuted or now be offered a fixed penalty notice (FPN).
- 2.25 On 7th January 2019 the Environmental Protection (Misc. Amendments)(E&W) Regs 2018 came into effect allowing for a Fixed Penalty Notice (FPN) to be issued for Householder Duty of Care (HHDcC) Offences as an alternative to prosecution.
- 2.26 In April 2019 the Council Executive approved the introduction and use of a fixed penalty notice. The level of the fine was set at £250 reduced to £200 for early payment. To date 8 Householder Duty of Care fixed penalty notices have been issued.

Litter from vehicles – new Penalty Charge Notice

- 2.27 Under the Environmental Protection Act 1990 section 87, the Council currently issues fixed penalty fines for the offence of leaving litter where litter is dropped from a vehicle, but only where the person dropping litter can be identified.
- 2.28 The Environmental Enforcement Team regularly receives complaints of litter from vehicles. This includes reports from members of the public. Where a report is received about a litter from vehicle offence a DVLA check is undertaken and the registered keeper is identified. A letter is sent to the keeper asking them to provide details of the offender. Where the offender is identified a Fixed Penalty Notice (FPN) is issued. Last year 163 litter from vehicle fixed penalty notices were issued.
- 2.29 Under the new Littering from Vehicles outside London (Keepers: Civil Penalties) Regulations 2018 regulations, the registered keeper of the vehicle can be held responsible for the litter from vehicle offence and a Penalty Charge Notice (PCN) can be issued to the registered keeper of the vehicle.
- 2.30 In June 2019 the Council Executive approved the introduction and use of the new litter from vehicles Penalty Charge Notice. Officers from Environmental Enforcement and Parking Services have been working with the Council's IT services and the Parking Services software provider to configure systems to allow the processing of litter from vehicles offences. The new process became operational in mid July 2020 and to date 29 Penalty Charge Notices in relation to litter from vehicles have been issued.

Marketing and communications

- 2.31 The Environmental Enforcement Team have been working closely with the Council's Corporate Marketing and Communications Service to deliver district-wide campaigns, neighbourhood projects and to share key messages that encourage behaviour change, supports people to take positive social action, increase reporting and raise awareness. This has involved a mix of using social media including Facebook, What's App groups, neighbourhood networks, local media and new publications of leaflets and posters.
- 2.32 In recent months we have refreshed no dog fouling, no fly-tipping and no bird feeding signage promoting new fines and how to report offenders. The online reporting form has been updated and simplified to make it easier for members of the public who witness people fly-tipping. In addition, a campaign 'Don't be a tosser' has been developed raising awareness of the impact and consequences of littering & fly tipping and how to report information which is to be launched officially in September 2020. An anti-dog fouling campaign 'Don't be a mutt' has also been developed promoting problems caused by dog fouling, that dog owners can be fined and how to report culprits. A householder duty of care campaign is also being finalised which informs householders of their responsibilities and raises awareness of using licensed and authorised waste removal contractors.

Covid-19 Pandemic

- 2.33 As a result of the lockdown restrictions imposed during the Covid Pandemic there has been a significant effect on the work on the Environmental Enforcement Team. During the early stages of the lockdown all Wardens and Enforcement staff were deployed to the 5 Covid hubs to assist setting up the systems and resources for the delivery of food parcels, food shopping and undertaking welfare visits to vulnerable members of the public.
- 2.34 The lack of Wardens and Enforcement staff meant that nearly all environmental enforcement work was suspended unless complaints were in relation to waste/rodents that posed a significant risk to public health. Any remaining service requests/ enforcement work was dealt with by managers.
- 2.35 The risks of infection meant that the team could no longer deploy mobile CCTV cameras at residential or business locations and therefore all cameras were recalled.
- 2.36 Reports from wardens suggested that the closure of the household waste sites led to an increase of fly tipped bags of household waste. However, staff were unable to search through bags of rubbish to look for evidence due to the risk of infection.
- 2.37 All formal Police and Criminal Evidence Act (PACE) interviews were cancelled due to the pandemic which severely impacted on the team's ability to investigate offences.
- 2.38 The issuing of litter fines by staff was also suspended due to the risks of Covid transmission.

- 2.39 In addition the team was advised by Legal Services that due to the closure of the Magistrates Courts and the subsequent back log of cases that would need to be dealt with once the Courts opened again, that environmental enforcement prosecutions should only be prepared for the most serious of cases. As a result only one prosecution case has been sent to Legal Services since the pandemic started.
- 2.40 With the easing of lockdown restrictions and the introduction of work related risk assessments the majority of the enforcement work is slowly returning to normal. In August 2020 a vehicle that was involved in multiple fly tips was seized and the offender will be prosecuted.
- 2.41 However, many Wardens are still assisting with the Council's Covid response and are supporting other Council services e.g. Environmental Health & Public Health to ensure the public and businesses comply with Covid guidance and the Health Protection (Covid) Regulations and this will continue to impact on the team's ability to deal with environmental crime.

Future Trends

- 2.42 It is not possible to predict future trends and public behaviours will be heavily influenced by both the continuing efforts to minimise the transmission of Covid-19 and the and weaker economic forecast that is expected.

Waste profiles are intrinsically related to public and commercial consumption; if there is a scenario of widespread reduced spending by people who are feeling the financial strain of the pandemic, then there may well be a reduced volume of waste passing through Council services.

- 2.43 There is also a risk that financial pressures can lead more people to look for ways to avoid charges. For example, some businesses may try to avoid trade waste contracts and more illegal waste traders may be drawn to the business of cash-in-hand removals or collections.
- 2.44 There are often discussion about how charging for certain household collections, or restrictions on trade waste using HWRC's may be causing increases in fly tipping, however all such discussions need to consider that the vast majority are following the rules – a change in policy would impact the wider group and risk the council incurring substantial costs which far outweigh the current costs of clearing and investigating fly tipping across the district.

Summary

- 2.45 Almost all fly tipping is cleared upon attendance and where evidence is available, some form of enforcement activity will be undertaken. The number of enforcement actions that have successful outcomes is heavily dependent on more information from the wider public to enable cases to be brought to more significant conclusions such as prosecution.

- 2.46 Officers continue to research best-practise within other local authorities by using networking organisations such as Keep Britain Tidy, APSE and regional groups to improve working methods.
- 2.47 As part of the search for solutions there are two pilot-projects working with external partners that were put on hold due to lock-down and social distancing. As soon as the opportunity is suitable these projects will be re-initiated, and any findings will be shared in future reports.

Fly Tipping Data

- 2.48 There continues to be a rising trend in the number of fly tips recorded within the district.
- 2.49 The last available national data shows an increase of 8% in fly tipping incidents recorded between 2017/18 and 2018/19.

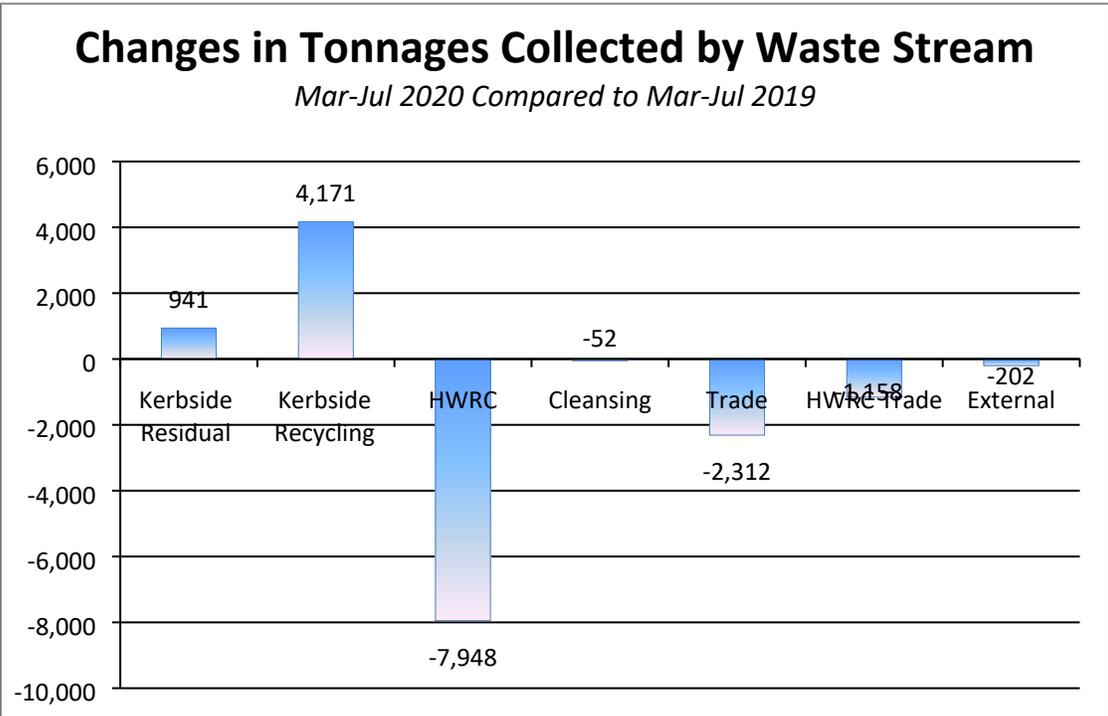
Tonnage of Waste Collected by The Authority

- 2.50 Whilst this report focusses on Fly Tipping, the current Covid pandemic means that questions are being asked about the potential relationship and impacts of enforced waste policy decisions. As a result of this, the following section looks at the changes in tonnes collected for different waste streams to allow perspective.

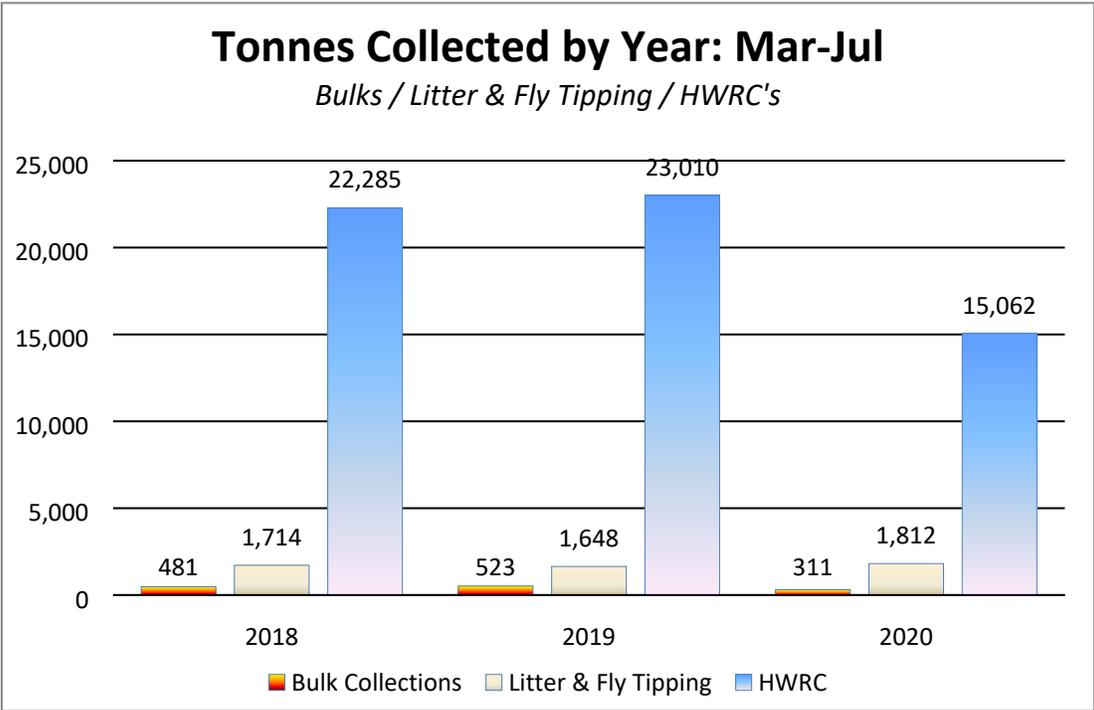
The chart below shows the change in tonnes handled by each of the major waste collection streams. Considering the changes made to meet the demands of the pandemic it is therefore not surprising to see an increase in waste handled by the kerbside collection services, whilst seeing a reduction in waste handled across all the other services.

It is positive to see that the majority of the increase at kerbside went through the recycling service, and the reductions in commercial waste are to be expected with many businesses either closing or operating at reduced levels over the past few months. The fall in tonnage at HWRC's may concern many as the assumption is that waste always has to go somewhere, however in assuming that just over 5,000 tonnes have been gained at the kerbside that only leaves an unknown outcome for approximately 1,900 tonnes.

There are many variables that can lead to this disappearance e.g. people disposing of trade waste under the guise of commercial waste, people stockpiling some items for later disposal (e.g. textiles), more home composting, people not generating as much waste if shielding and unable to carry out their full range of activities, annual fluctuations in tonnages, reduced incomes in some households that mean they are buying and disposing of less items etc

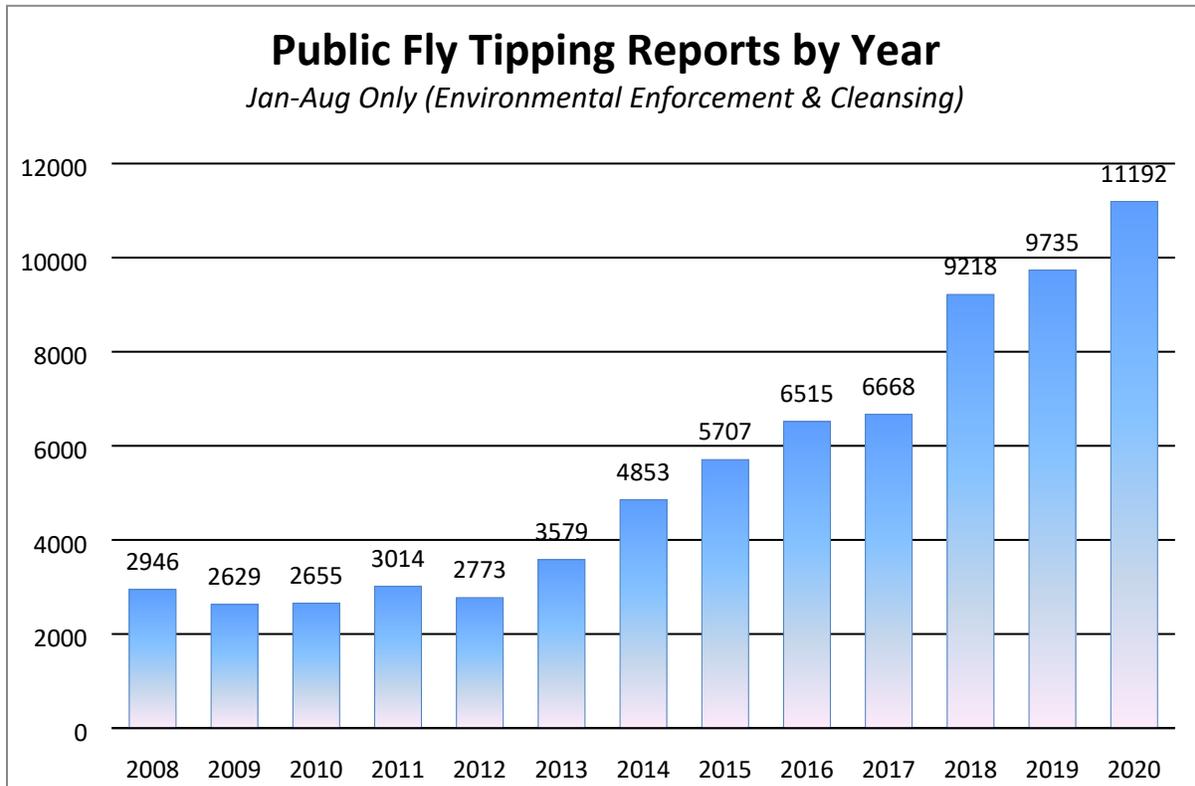


2.51 To add some perspective on how the tonnage handled by the Bulk Collection service and the HWRC's compares with the residual waste collected by street cleansing, the table below shows all residual waste collected by street cleansing transits which includes litter and fly tipping. It is clear that there isn't any significant transfer of waste from one service to the other, which indicates that the vast majority of residents are managing their waste effectively either by minimisation, re-use, recycling or disposing through other means e.g. kerbside



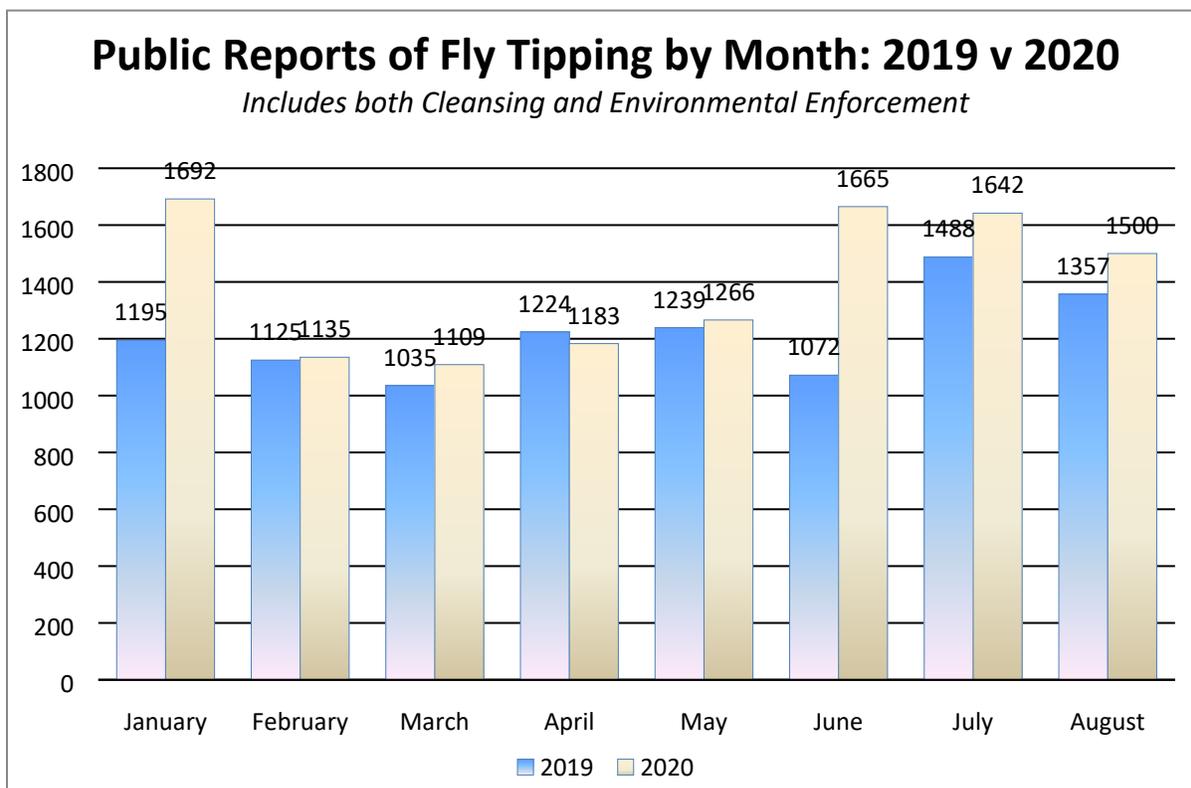
Public Reported Fly Tipping & Attended Cases of Fly Tipping

2.52 There has been a steady increase in the number of fly-tipping cases reported by the public for many years now, the table below shows data for the same comparative Jan-Aug period for each calendar year since 2008; there is a jump up from the figure recorded in 2019 which is explored below



2.53 The next table shows the same data but broken down by month, and shows that the increase hasn't been uniform across all months. A significant spike occurred in January 2020, whilst February to May saw very similar levels of fly tipping reported as the equivalent months in the previous year. Then as the district started to emerge from the full lockdown in June a sharp increase in reported levels occurred; this increase was followed by further higher than expected totals in July and August.

There does however seem to be the start of a trend in slightly decreasing month-on-month totals, which could possibly suggest this is a reaction related to the lockdown period. There hasn't been any information that supports any other theory as to why these changes are happening; if the trend continues in to the months ahead, then this theory will become more likely to be the correct one.



Fly Capture

- 2.54 Fly Capture is the term used to describe the legally required process of recording data about Fly Tipping and submitting it to DEFRA. Each fly tip attended has a Fly Capture form completed on site recording some key facts that are then aggregated up and reported quarterly to DEFRA. The Fly Capture data is usually slightly higher than the number of public reports as it includes fly tips that have been found by staff whilst out and about on their normal schedules.
- 2.55 The data from Fly Capture does show some changes in the composition of fly tipping between April-July 2020 and the same period in 2019. There has been a numeric increase for all bar 3 of the 15 categories, however 76% of the increase can be attributed to the 'Other Household Waste' category which constitutes household waste that is not bagged i.e. furniture and non-electrical goods. A further 15% of the increase is comprised of the two categories that relate to green and construction waste.

These categories do support the wider anecdotal evidence that during the lockdown period many householders have been taking the opportunity to carry out DIY work on homes and gardens. This may have been exacerbated somewhat by the enforced disruption to the Bulk Collection Service and Household Waste Recycling Centres.

| Predominant Waste Type Category | Numeric Change on Previous Yr. | % Of Overall increase |
|--|---------------------------------------|------------------------------|
| Animal Carcass | -1 | -0.1% |
| Green/Garden Waste | 146 | 8.5% |
| Vehicle Parts | 25 | 1.4% |
| White Goods | 54 | 3.1% |
| Other Electrical | 34 | 2.0% |
| Tyres | 22 | 1.3% |
| Asbestos | 25 | 1.4% |
| Clinical | 4 | 0.2% |
| Construction/Demolition/Excavation | 118 | 6.8% |
| Black Bags - Commercial | 41 | 2.4% |
| Chemical Drums - Oil/Fuel | 1 | 0.1% |
| Other Household Waste | 1324 | 76.8% |
| Other Commercial Waste | -108 | -6.3% |
| Other - Unidentified | -11 | -0.6% |
| Black Bags - Household | 51 | 3.0% |
| Total | 1725 | 100.0% |

2.56 The above changes did alter the overall proportion of fly tipping by waste type, though the two main categories still remain as 'Black Bags – Household' and 'Other Household Waste'

| Predominant Waste Type Category | Apr-Jul 2019 | Apr-Jul 2020 |
|--|---------------------|---------------------|
| Animal Carcass | 0.1% | 0.1% |
| Green/Garden Waste | 3.4% | 4.6% |
| Vehicle Parts | 0.8% | 1.0% |
| White Goods | 8.6% | 7.3% |
| Other Electrical | 0.6% | 0.9% |
| Tyres | 1.5% | 1.5% |
| Asbestos | 0.2% | 0.5% |
| Clinical | 0.0% | 0.1% |
| Construction/Demolition/Excavation | 6.1% | 6.3% |
| Black Bags - Commercial | 0.5% | 1.0% |
| Chemical Drums - Oil/Fuel | 0.1% | 0.1% |
| Other Household Waste | 36.8% | 46.6% |
| Other Commercial Waste | 13.1% | 8.3% |
| Other - Unidentified | 2.7% | 1.9% |
| Black Bags - Household | 25.4% | 19.9% |
| Total | 100.0% | 100.0% |

2.57 The table below shows the changes in proportion of fly tipping by estimated size, the last two columns showing that there has been a very small increase in the proportion of commercial-vehicle sized fly tipping.

| Estimated Size of Fly Tip | Apr-Jul 2019 | Apr-Jul 2020 | Apr-Jul 2019 | Apr-Jul 2020 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| 1 Black Bag Count | 1.8% | 1.8% | 51.0% | 50.3% |
| Single Item | 21.0% | 17.7% | | |
| Car Boot Load Or Less | 28.1% | 30.8% | | |
| Small Van Load | 38.5% | 36.3% | 49.0% | 49.7% |
| Transit Van Load | 8.7% | 10.6% | | |
| Tipper Lorry Load | 1.1% | 1.7% | | |
| Significant/Multiple Loads | 0.8% | 1.1% | | |
| Total No Fly Tips | 100.0% | 100.0% | 100.0% | 100.0% |

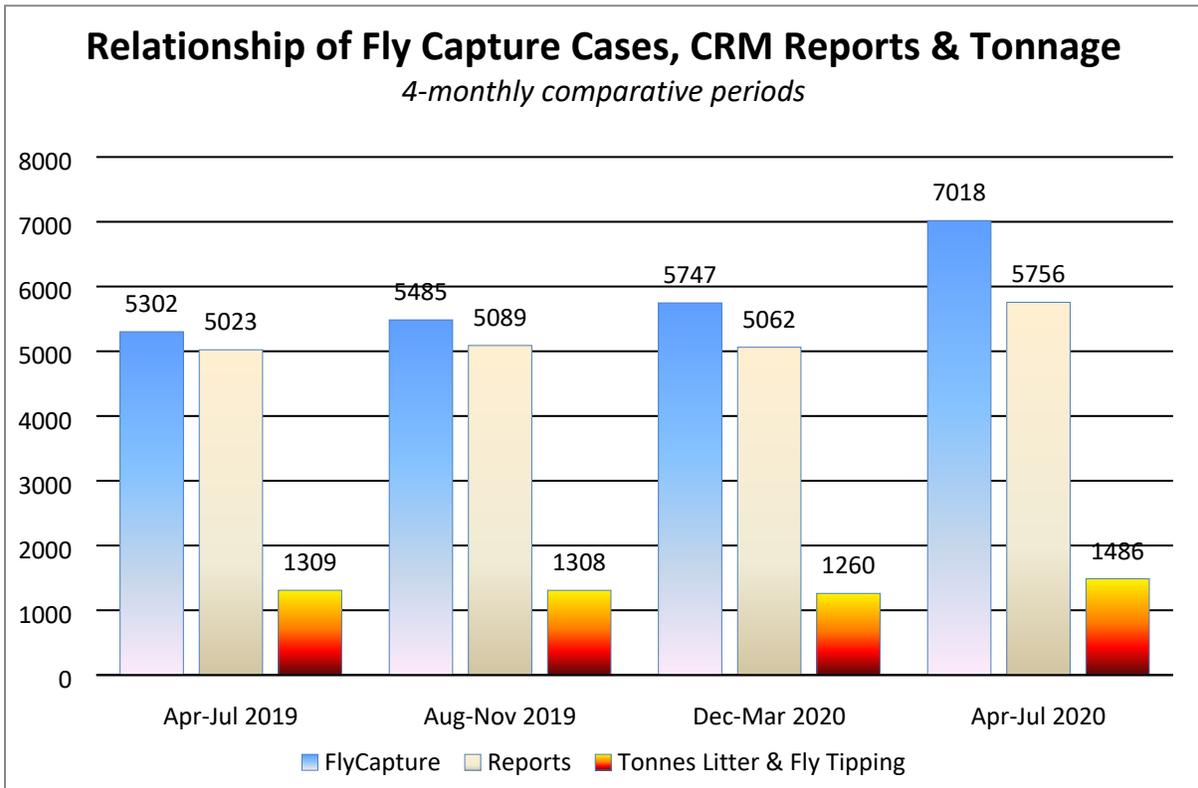
2.58 Over 90% of fly tips attended are removed by Street Cleansing, a small percentage are referred to other organisations, and a small percentage are deemed not to be fly tipping e.g. builders bags on verges, bulk collections etc.

Combining the Data

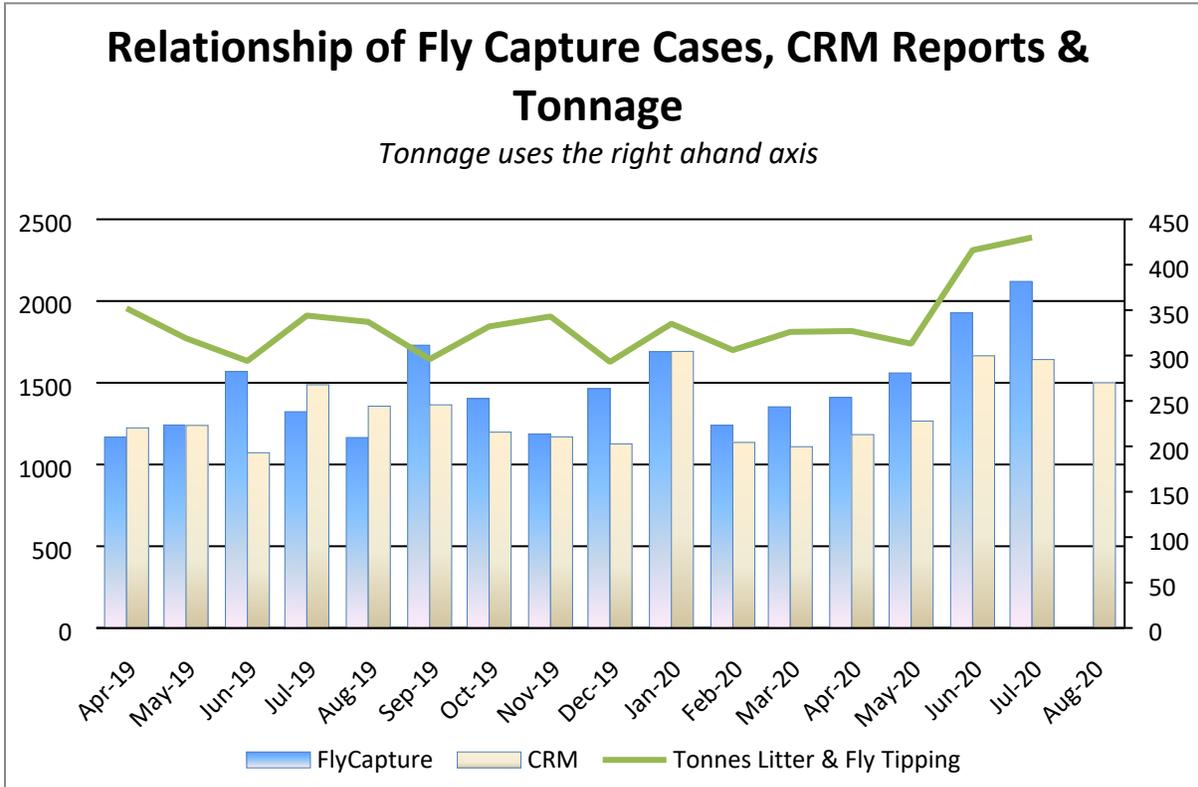
2.59 The final two charts try to bring together the different data regarding fly tipping to show the relationship between public reports, attended fly tips and the total tonnage of cleansing waste collected.

Broadly there is a correlation between the number of reports and the total number of fly tips attended leading to a Fly Capture form being completed. The difference between the two figures are cases found by crews as they travel around the district on their cleansing schedules.

As more than 90% of fly tips attended are cleared by crews, and only a small percentage being referred to other parties, we know that almost all fly tipping waste is collected and therefore will be accurately reflected in the tonnage figures in the graph below.



2.60 This second chart below shows the same data as in the first chart above, but broken down by month to show how the emergence from lockdown has been more problematic for the service than the previous months.



3. OTHER CONSIDERATIONS

None.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 This report is a briefing on levels of fly tipping and enforcement within the district at the present time. This work is funded within mainstream revenue budgets.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 No specific issues.

6. LEGAL APPRAISAL

- 6.1 No specific issues.

7. OTHER IMPLICATIONS

7.1 Equality & Diversity

- 7.1.1 The Council has four key equality objectives relating to community relations, employment and skills, organisational equalities, culture and equality data. In relation to this report, fly tipping is a serious blight on the environment and can increase community divisions and antisocial behaviour. Proactive action against fly tipping and environmental crime provides a positive response in seeking to reduce antisocial behaviour and stronger relationships within the community.

7.2 Sustainability Implications

- 7.2.1 Where waste is disposed of correctly there is an increased likelihood of improved levels of recycling occurring. The majority of householders are using the correct channels. Waste recovered from fly tipping within the district comprises of an estimated 0.5% to 1% of all waste handled by the authority.

7.3 Greenhouse Gas Emissions Impacts

- 7.3.1 Fly tipping does increase the use of vehicles on the road making unnecessary trips to collect this waste that has been disposed of illegally.
- 7.3.2 There maybe some marginal impact on emissions around the final disposal method, however these are mitigated by Street Cleansing using the same disposal channels that are used by residual waste collection services which see waste go through a treatment plant to recover some of the waste for recycling.

7.4 Community Safety Implications

- 7.4.1 Fly tipping is illegal and has been classified as one of several types of ASB under the Anti Social behaviour Act.

7.5 Human Rights Act

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

7.6 Trade Union

7.6.1 No specific issues.

7.7 Ward Implications

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

7.8 Implications For Corporate Parenting

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

7.9 Issues Arising From Privacy Impact Assessment

7.9.1 There are no specific issues arising from this report.

8. Not For Publication Documents

8.1 There are no not for publication documents.

9. Options

9.1 None.

10. Recommendations

10.1 That the Committee continue to receive an annual update on fly tipping and enforcement actions for consideration.

10.2 The the 2021/22 update be scheduled for January 2022 and every year thereafter to allow future briefings to include benchmarking data and trend analysis drawn from DEFRA's annual release which normally occurs in Oct/Nov of each year.

11. Appendices

11.1 None.

12. Background Documents

12.1 Report of the Strategic Director, Place to the meeting of Environment and Waste Management and Scrutiny Committee on 19 December 2017 (Document P) 'Update on fly tipping in the District'.

12.2 Report of the Strategic Director of Place to the meeting of the Regeneration and Environment Overview and Scrutiny Committee on 19 September 2019 (Document J) 'Fly Tipping in the Bradford District'.



Report of the Chair of the Regeneration and Environment Overview and Scrutiny Committee to the meeting to be held on Tuesday 29 September 2020

H

Subject:

REGENERATION AND ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2020-21

Summary statement:

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

Cllr Kamran Hussain
Chair – Regeneration and
Environment O&S Committee

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

Report Contact:
Caroline Coombes
Overview and Scrutiny Lead
Phone: 07970 413828
E-mail: caroline.coombes@bradford.gov.uk

1. SUMMARY

1.1 This report presents the Committee's Work Programme 2020-21.

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. Appendix 2 lists unscheduled items.

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

None

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

7.4 COMMUNITY SAFETY IMPLICATIONS

None

7.5 HUMAN RIGHTS ACT

None

7.6 TRADE UNION

None

7.7 IMPLICATIONS FOR CORPORATE PARENTING

None

7.8 ISSUES ARISING FROM PRIVACY ASSESSMENT

None

8. NOT FOR PUBLICATION DOCUMENTS

None

9. RECOMMENDATIONS

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

10. APPENDICES

10.1 Appendix 1 – Regeneration & Environment Overview and Scrutiny Committee Work Programme 2020-21

10.2 Appendix 2 – Unscheduled items

11. BACKGROUND DOCUMENTS

Bradford Council Constitution.

Democratic Services - Overview and Scrutiny

Appendix 1

Regeneration and Environment O&S Committee

Scrutiny Lead: Mustansir/Caroline tel - 2574/2313

Work Programme

| Agenda | Description | Report | Comments |
|---|---|----------------------------|---|
| Tuesday, 24th November 2020 at Remote Meeting. Chair's briefing 02/11/2020. Report deadline 11/11/2020. | | | |
| 1) Councils involvement in Residential High Rise Buildings following the Grenfell Tower Disaster. | To be considered in 12 months. | Julie Rhodes/Justin Booth. | Regeneration & Environment Overview & Scrutiny Committee recommendation from 7 November 2019. |
| 2) Utilisation Of Outdoor Space | To report back in 12 months. | Angela Hutton | Regeneration & Environment Overview & Scrutiny Committee recommendation from 9 October 2019. |
| 3) Water Management Scrutiny Review. | To be considered before October | Julian Jackson/Ed Norton. | Regeneration & Environment Overview & Scrutiny Committee recommendation from 9 October 2019. |
| 4) Work Planning. | There is a need to regularly review the work programme, in order to prioritise and manage the work. | Caroline Coombes. | |
| Tuesday, 19th January 2021 at Remote Meeting. Chair's briefing 21/12/2020. Report deadline 06/01/2021. | | | |
| 1) Pavement Parking. | That the Regen & Env Committees considers the problem of excessive pavement parking and what options may be available to address the issue. | Richard Gelder. | Council resolution from 14 Jan 2020. To schedule for early in the new Municipal year. |
| 2) Cultural Strategy 2020-30. | | | Carry forward from the cancelled April 2020 meeting. |
| 3) Museums Service. | Update to be considered in November 2020. | Phil Barker. | Regeneration & Environment Overview & Scrutiny Committee recommendation from 9 January 2020. |
| 4) West Yorkshire Combined Authority/LEP. | Progress to be considered in 12 | Julian Jackson. | Regeneration & Environment Overview & Scrutiny Committee recommendation from 9 January 2020. |
| 5) COVID19 Economy Recovery Plan. | | Steve Hartley. | Corporate Overview & Scrutiny Committee recommendation from Thursday 23 July 2020. |

Regeneration and Environment O&S Committee

Scrutiny Lead: Mustansir/Caroline tel - 2574/2313

Work Programme

| Agenda | Description | Report | Comments |
|--|---|----------------------------------|---|
| Tuesday, 19th January 2021 at Remote Meeting. | | | |
| Chair's briefing 21/12/2020. Report deadline 06/01/2021. | | | |
| 6) Work Planning. | There is a need to regularly review the Work programme, in order to prioritise and manage the work. | Mustansir Butt. | |
| Tuesday, 30th March 2021 at Remote Meeting. | | | |
| Chair's briefing 08/03/2021. Report deadline 17/03/2021. | | | |
| 1) West Yorkshire Local Transport Plan. | To be considered in 12 months. | John Davis. | Regeneration & Environment Overview & Scrutiny Committee recommendation from 9 January 2020. |
| 2) Stimulating Housing Growth. | Progress to be considered in 12 | Shelagh O'Neill/Lorraine Wright. | Regeneration & Environment Overview & Scrutiny Committee recommendation from 9 January 2020. |
| 3) Affordable Housing. | To be considered in 12 months | Shelagh O'Neill/Lorraine Wright. | Regeneration & Environment Overview & Scrutiny Committee recommendation from 7 November 2019. |
| 4) Climate Emergency Update/Sustainability. | | Jamie Saunders/Neill Morrison. | |
| 5) Work Planning. | There is a need to regularly review the work programme, in order to prioritise and manage the work. | Mustansir Butt. | |

Democratic Services - Overview and Scrutiny

Scrutiny Committees Forward Plan

Unscheduled Items

Regeneration and Environment O&S Committee

| Agenda item | Item description | Author | Comments |
|---|---|---|---|
| 1 Report on Crematoria. | | John Schofield | A briefing note to be circulated followed by a Committee report at a later date if required |
| 2 School/Play Streets. | | Sarah Possingham/Simon D'Vali/Andrew Smith/Darren Bradrock. | Carry forward from the cancelled April 2020 meeting. |
| 3 Air Quality Scrutiny Review. | Pending on the outcomes from the work being undertaken in relation to the Air Quality Action Plan for the District. | Mustansir Butt/Caroline Coombes. | Recommendation from Environment & Waste Management Overview and Scrutiny Committee on Tuesday 27 March 2018. Scrutiny Review pending - outcome from Air Quality Strategy developments for the District. |
| 4 Environment Agency Annual Report. | That a progress report be provided in 12 months, on the work undertaken in the District. | Nicola Hoggart. | Recommendation from Environment & Waste Mangt Overview & Scrutiny from Tuesday 26 Sept 2017 - Electronic Briefing. |
| 5 Bradford Environment Forum. | That a further report be provided to update the Committee on the work undertaken in 2017-18. | Julia Pearson. | Recommendation from Environment & Waste Mangt Overview & Scrutiny from Tuesday 26 Sep 2017 - Electronic Briefing. |
| 6 Consultation - West Yorkshire Devolution. | | | |
| 7 Squire Lane Development. | The Committee will receive a report on the progress of development of the Squire Lane sports facility. | Andy Ross. | Regeneration & Environment Overview & Scrutiny Committee recommendation on 19 Sep 2019 - was on agenda for 8 April - reschedule to June/July 2020. |
| 8 District Heat Network. | | Neill Morrison. | Carry forward from the cancelled April 2020 meeting. |

This page is intentionally left blank