

Department of Corporate Resources

Members of Council

Committee Secretariat
Legal and Democratic Services
Room 112, 1st Floor
City Hall
Bradford
West Yorkshire
BD1 1HY

Tel: 07811 503906
Contact: Guy Close
Email: guy.close@bradford.gov.uk
Your Ref: GC/Council

Date: 6 December 2021

Dear Councillor

MEETING OF COUNCIL – TUESDAY, 14 DECEMBER 2021

You are requested to attend the meeting of the Council to be held in City Hall, Bradford, on Tuesday, 14 December 2021 at 4.00 pm.

The agenda for the meeting is set out overleaf.

Yours sincerely



Parveen Akhtar
City Solicitor

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.

- ◆ The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present at the meeting should be aware that they may be filmed or sound recorded.

- ◆ On the day of the meeting please ensure that you comply with the Covid restrictions in place. Staff will be at hand to advise accordingly.

- ◆ The Fire Bell and Evacuation Procedure requires people to leave the building in an orderly fashion by the nearest exit, should the fire alarm sound. No one will be allowed to stay or return until the building has been checked.

Members are reminded that under the Members' Code of Conduct, they must register within 28 days any changes to their financial and other interests and notify the Monitoring Officer of any gift or hospitality received.

AGENDA

A. PROCEDURAL ITEMS

1. 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.*

2. MINUTES

Recommended –

That the minutes of the meeting held on 12 October 2021 be signed as a correct record (previously circulated).

(Guy Close – 07811 503906)

3. APOLOGIES FOR ABSENCE

4. WRITTEN ANNOUNCEMENTS FROM THE LORD MAYOR (Standing Order 4)

(To be circulated before the meeting).

5. 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.

(Guy Close – 07811 503906)

B. BUSINESS ITEMS

6. PETITIONS (Standing Order 11)

To consider up to five requests for the Council to receive petitions in accordance with Standing Orders.

- (i) Proposal to develop a health and wellbeing hub on former Keighley College site – Keighley Central Ward.

Please note that as petition (i) has over 1,500 signatures there will be a debate.

If any further requests are received, in writing, by mid-day three working days before the meeting (Thursday), details will be circulated.

(Fatima Butt – 07970 411746)

7. PUBLIC QUESTION TIME (Standing Order 13)

There are no public questions.

(Fatima Butt – 07970 411746)

8. MEMBERSHIP OF COMMITTEES AND JOINT COMMITTEES (Standing Order 4)

To consider any further motions (i) to appoint members to a Committee or a Joint Committee; or (ii) to appoint Chairs or Deputy Chairs of Committees (excluding Area Committees).

9. REPORT BY THE LEADER OF THE COUNCIL

A written report by the Leader of Council giving an update on key issues will be circulated before the start of the meeting. There shall be a period of up to 15 minutes during which any Member of Council may ask the Leader of the Council (or a Member of the Council nominated by the Leader) a question on any matter arising out of the written report.

10. MEMBER QUESTION TIME (Standing Order 12)

To deal with supplementary questions arising from the attached questions of which written notice has been given.

Notes:

- (i) *Answers to written questions shall be circulated at the commencement of the meeting.*
- (ii) *The Lord Mayor will have regard to the list of questions and the political composition of the Council in calling on Members to put their supplementary question to the Leader of Council and Portfolio Holders.*
- (iii) *A period of up to 30 minutes shall be available for supplementary questions to Members of the Executive.*

1. Councillor Carol Thirkill

Can you outline the work undertaken by the council to reduce the number of empty homes in the district?

2. Councillor Sally Birch

Given the increasing number of high profile organisations including The Equality and Human Rights Commission, the BBC, the Government's Equality Office and numerous Government Departments to name but a few, opting to withdraw from the highly controversial Stonewall Equality Index, what benefits does the Council believe will be achieved by continuing to pursue this "accreditation"?

3. Councillor Jeanette Sunderland

Figures reported by the ADASS (Association of Directors of Adult Social Services) show a "rapidly deteriorating situation in relation to social care for older and disabled people and for carers." Their (ADASS) Rapid Survey shows that whilst Councils are delivering more care and support in people's homes, people are waiting longer for assessments and reviews. In the light of this report can you inform members of Council either the Council's response to both the Rapid Survey and the Spring Survey or confirm for our District a) How many people are currently awaiting social care assessments, care and support or reviews and if there has been an increase in the last three months compared to the figures for the last three years, b) How many people have been waiting for more than six months for each of the last three years c) How many people are waiting for a review of their existing care and support plans and how long have they been waiting and d) How many people have been offered care and support that they would not have chosen due to recruitment and retention issues?

4. Councillor Matt Edwards

What meetings have taken place since May 2021 between the portfolio holder, any councillors and Council Officers regarding the plans for 'improvements' to the A650 Tong Street? When will ward councillors be consulted on current plans? – and most importantly

when will the public be consulted?

5. Councillor Nussrat Mohammed

The Council closed off Shay Lane in our ward to make it safer for cyclists as part of temporary road changes during the pandemic. I've been getting lots of positive feedback from residents and requests to make it permanent, so could the portfolio holder advise if that's an option?

6. Councillor Taj Salam

What more can we do to press the government to help with the transition to electric vehicles given the financial burden that people and businesses will face – in particular taxi and other vehicle operators? I'm concerned about the purchase price of EVs but also the cost of charging – surely the government should put in place a price cap on energy firms' excessive profiteering from charging EVs? Can't the government also offer better financial incentives to encourage the switch to EVs and reduce the charging costs for small businesses?

7. Councillor Debbie Davies

Whereas most libraries in the district re-opened fully earlier this year Baildon library continued with a click and collect service only because of structural problems with the building. Last month we were told it has now re-opened for limited visitors which is obviously great news but was it kept closed unnecessarily for six months as Officers have confirmed there have been no material changes to the condition of the building?

8. Councillor Nazam Azam

What are the next steps in Bradford's bid to be UK City of Culture?

9. Councillor Vanda Greenwood

Can the portfolio holder outline the key points from the social care white paper and what it means for the people of our district? Also do you share my concern that the government's approach shockingly puts the burden on the least well off and fails to deliver the real reforms we need?

10. Councillor Debbie Davies

Could the Portfolio Holder for Healthy People and Places please provide an update on the Covid Hub team – how many people are there, where they are based, what they are doing and what are the future plans are?

11. Councillor Alun Griffiths

Of the 582 cut down lighting columns listed in the answer to my question at the last council meeting, how many have been replaced

since then? How many of the 19 in Idle and Thackley Ward?

12. Councillor Shakeela Lal

Does the Leader join me in congratulating the University of Bradford's business school for being named best in the country at the Times Higher Education Awards?

13. Councillor Nussrat Mohammed

Double parking is an ongoing problem raised by a number of constituents and it is a worry that emergency vehicles could struggle to get past. Can the portfolio holder outline what powers local authorities have on this and what actions are we able to take to tackle the problem?

14. Councillor Geoff Winnard

Could the Portfolio Holder for Healthy People and Places inform members of what the Council is doing to ensure that the health and social care needs of our district will be heard and taken into account in the proposed statutory Integrated Care System for West Yorkshire and will the new arrangements provide an opportunity for joint commissioning of services with the NHS?

15. Councillor Taj Salam

The government is finally catching up with Bradford Council's approach on EV charging points. The Prime Minister has announced plans for all new-builds to have EV charging points. Can the portfolio holder confirm how many years we've had this policy in Bradford and what successes it's achieved so far?

16. Councillor Caroline Firth

Can the leader explain what communication the council's emergency response team had from Northern Power grid after power was knocked out in various areas across the district due to Storm Arwen? What help did they put in place for residents and what offer of support was made to the council from Northern Power grid to aid our residents? What is the learning from this incident? Will she join me in thanking and praising residents and council staff who stepped up and helped those affected?

17. Councillor Bob Felstead

We note that Bradford Council support the West Yorkshire Mayor's White Rose Forest scheme which seeks to remove carbon from the air and also to address the issue of natural flood management in the Aire Valley and should be grateful if the Leader of Council would guarantee a similar commitment to support the excellent work carried out by the Yorkshire Dales Millennium Trust, which will also remove CO2 from the atmosphere and also fulfils the Council commitments to improve natural flood risk management along the

Wharfe Valley, which affects homes in the district.

18. Councillor David Warburton

Can the portfolio holder give an update on Wyke Sports Village?

19. Councillor Paul Godwin

I welcome that the Leader has called on government to bring an end to the environmentally damaging practice of heather burning on our moorlands. Has the Leader had a response yet from government and what are the next steps?

20. Councillor David Heseltine

Given that young people want to feel safe and be able to use play facilities such as Skateparks and MUGAS in the dark days of winter, would it not be sensible, while upgrading our street lamps to LED, that BMDC consider lighting play facilities to allow them to be used for more of the year?

21. Councillor Matt Edwards

Following the Schools Street Pilot, can you provide a breakdown of each school site and whether the pilot has been deemed to have succeeded or requires improvements, or indeed has failed.

22. Councillor Hassan Khan

We have badly ageing hospital buildings in the Bradford district and yet we've not seen the same government grant funding here that other parts of the country have seen. I know the Leader has lobbied strongly on this and is supporting our district's bid for brand-new hospitals to replace Airedale, Lynfield Mount and the BRI. When will we hear back from government?

23. Councillor Zafar Iqbal

What actions are we taking together with the police to help women stay safe on nights out and in other public spaces?

24. Councillor Mike Pollard

As a result of performance shortcomings in respect of years prior to 2020/21, the Council's delivery of the 'Families First' programme was placed on a 'Recovery Plan' with increased MHCLG (as then named) intervention and scrutiny, due to not meeting its targets of the numbers of families being worked with in a 'whole family' way and the number of family outcomes achieving significant and sustained progress. Could the Portfolio Holder please quantify the monetary resource lost to the Council over the period of the underperformance identified (the benchmark to be used in that calculation being the 100% achieved in 2020/21)?

25. Councillor Jeanette Sunderland

Does the Portfolio Holder think that the current arrangements for scrutinising the work of the West Yorkshire Combined Authority and the Mayor are sufficiently robust to give confidence to residents that the governments "levelling up" agenda will indeed work for Bradford?

26. Councillor Mohsin Hussain

Does the portfolio holder have an update on timescales for delivery of the Towns Fund projects in Keighley?

27. Councillor Taj Salam

As we head into the cold winter months will the portfolio holder outline our current actions to support rough sleepers off the streets and into accommodation.

28. Councillor David Heseltine

Further to the last Council meeting what progress has been made on the "priority" that is resolving the ventilation and now flooring problems, to allow Bingley Youth Cafe to open again and as Bingley Pool is destined to close due to Bradford Council being unwilling to offer up a serviceable facility for a CAT, what plans are there to ensure Bingley Youth Cafe has a permanent home in the town?

29. Councillor Aneela Ahmed

Can the portfolio holder give an update on how the Darley Street Market and Bradford Live regeneration schemes are progressing and how many jobs they are expected to create?

30. Councillor Mohammed Shafiq

Can the portfolio holder update me on the progress made in children's services?

31. Councillor Rebecca Poulsen

Could the Portfolio Holder for Childrens' Services inform members of what incentives have been given consideration as part of a recruitment package to attract experienced children's' social workers to work for Bradford MDC?

32. Councillor Nussrat Mohammed

Will the portfolio holder give an update on how we are progressing with delivery of the new streetlights programme, the main benefits in terms of maintenance, cost savings and the environment and how it's being rolled out across the district?

33. Councillor Kyle Green

Could the Portfolio Holder for Healthy People and Places advise when the council will look to invest in Ilkley Pool and Lido to provide adequate family changing facilities, modern equipment including gym facilities?

34. Councillor Geoff Reid

Is the provision of traffic signals at the junction of Moorside Road and Harrogate Road, Eccleshill, still on the agenda? If so, at which point in the construction of hundreds of houses on the Fagley Quarry site are they likely to appear?

35. Councillor Matt Edwards

What is the status of plans for a truck rest stop in Bradford South and what action does the Council plan to take to assist residents who are seeing their roads becoming “unofficial” rest stops and being subjected to round the clock disruption from HGVs parking for extended breaks outside their homes?

36. Councillor Debbie Davies

Would the Leader of the Council inform colleagues why, instead of spending £27.5m on One City Park for 56,000 square feet of office space, the council doesn't just buy The Interchange building which is £4.2m for 60,000 square feet of Grade A office space and available now?

37. Councillor Jeanette Sunderland

Will the Leader join me in commending local people in Idle and Thackley ward and elsewhere who have fund-raised to enable the installation of defibrillators in public spaces? Will she then advise what plans does the Council have to help with the installation of defibrillators in community used buildings and spaces?

38. Councillor Kevin Warnes

Would the Leader please (a) update Council on the School Streets pilot programme currently being trialled across the District; (b) agree to circulate minutes from the meetings of the working group that – I understand - is made up of the Council's Highways and Public Health Teams and which was established to guide the process moving forward; and (c) provide some details about how the Council has engaged with school, political, and other key stakeholders such as the emergency services over the past six months?

11. RECOMMENDATIONS FROM THE EXECUTIVE AND COMMITTEES (Standing Order 15)

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a) At the meeting of the Governance and Audit Committee held on

25 March 2021 consideration was given to the report (Document “AD”) of the Director of Finance and IT which presented the Council’s 2021-22 Treasury Management Strategy.

Resolved – That the report be noted and referred to Council for adoption.

Action: Director of Finance

- b) At the meeting of the Governance and Audit Committee held on 25 November 2021 consideration was given to the report of the Director of Finance and IT which presented the Council’s Treasury Mid-Year Review up to 30 September 2021.

Resolved – That the details in paragraph 3 of Document “R” be noted and the report be referred to the 14 December 2021 Council meeting for adoption.

Action: Director of Finance

12. NOTICES OF MOTION (Standing Order 17)

To consider the notices of motions set out below:

12.1

Healthy Homes and Places

To be moved by: Councillor Matt Edwards
Seconded by: Councillor Martin Love

This Council notes:

- The powerful evidence which demonstrates the link between people’s homes and their health, wellbeing and life chances.
- That the COVID-19 emergency has reinforced the need for healthy environments which provide space for recreation, children’s play and walkable streets.
- That well-designed homes that meet all our resident’ needs over their lifetimes can radically reduce costs to NHS and social care budgets.
- That people have a basic right to live in environments free from unacceptable levels of air and noise pollution.
- That homes must be affordable to heat
- This is a climate emergency. Houses in the UK account for 30 per cent of the UK’s total energy use, 27 per cent of UK carbon dioxide emissions and around 24 per cent of greenhouse gas emissions. It is therefore more important than ever that new houses are built to zero carbon standards.
- That current government policy to deregulate planning is creating thousands of substandard homes through conversion of existing

buildings into homes without planning permission.

This council also notes that these are the Healthy Homes Principles, as promoted by the Town and Country Planning Association:

- all new homes must be safe in relation to the risk of fire;
- all new homes must have, as a minimum, the liveable space required to meet the needs of people over their whole lifetimes, including adequate internal and external storage space;
- all main living areas and bedrooms of a new dwelling must have access to natural light;
- all new homes and their surroundings must be designed to be inclusive, accessible, and adaptable to suit the needs of all;
- all new homes should be built within places that prioritise and provide access to sustainable transport and walkable services, including green infrastructure and play space;
- all new homes must secure radical reductions in carbon emissions in line with the provisions of the Climate Change Act 2008;
- all new homes must demonstrate how they will be resilient to a changing climate over their full lifetime;
- all new homes must be built to design out crime and be secure;
- all new homes must be free from unacceptable and intrusive noise and light pollution;
- all new homes must not contribute to unsafe or illegal levels of indoor or ambient air pollution and must be built to minimise, and where possible eliminate, the harmful impacts of air pollution on human health and the environment, and;
- all new homes must be designed to provide year-round thermal comfort for inhabitants.

This Council resolves to:

- Strive to ensure that the principles of Healthy Homes and Places are met, in order to create the highest quality places for residents which will be a fitting legacy for future generations;
- Review related policies, processes and procedures as part of current Local Plan review, and develop and adopt new policies, to ensure that all new development is in line with the Healthy Homes and Places Principles;
- Make the Healthy Homes and Places principles an integral part of Council decision making on housing and planning; and
- Ensure the next review of the corporate plan includes healthy homes and places as a priority.

12.2

Residents' Parking Permit Reform

To be moved by: Councillor Peter Clarke

Seconded by: Councillor Mike Pollard

The Council notes:

- That the current system of Resident's Parking Permits is in parts not fit for purpose and has caused some residents significant anxiety, stress and concern.
- The current system is cumbersome in certain situations and doesn't provide simplicity for the individual needs of some residents.
- Under the current system contractors or health care visitors etc are needlessly inconvenienced.

The Council resolves:

- To increase support for those applying for permits, who do not have ready access to the internet, those who are infirm or who have a disability, including offering easy access to paper Parking Permits for residents and visitors.
- To review the application system to make it easier for residents to apply and to simplify provision for contractors, health-carers and other visitors.

12.3

Home – school transport

To be proposed by: Councillor Kyle Green

To be seconded by: Councillor Rebecca Poulsen

Council notes:

- That there have been significant failings over a protracted period, in the Children's Services that it provides.
- Many families rely on home – school transport, with much of it provided via council contracts with taxi, private hire or Hackney Carriage companies.
- Several of these contracts have been cancelled recently at short notice.

Council resolves:

- To request that appropriate officers undertake an urgent review focussing on adherence with council safeguarding policies, by the providers of home – school transport and the measures taken by the Council to monitor this and provide a comprehensive report for the Executive Committee. To also examine whether changes to the Personal Transport Assistance Budget impacted on parental choice in relation to home – school provision.
- To provide parents and guardians with a dedicated point of contact for raising any safeguarding concerns that they may have in relation to home – school transport.

12.4

Bradford – Britain’s biggest Levelling Up opportunity

To be moved by: Councillor Susan Hinchcliffe

Seconded by: Councillor Alex Ross-Shaw

Council notes:

Bradford is Britain’s biggest levelling up opportunity. We are a young, entrepreneurial and globally connected district, ripe with potential for exponential growth – subject to the right level of national investment to match our ambition. For the country to truly level up, it depends on Bradford levelling up.

We have a high quality, deliverable plan. At the heart of that plan is a new city centre through station on Northern Powerhouse Rail within the Southern Gateway – a vision for Britain’s largest clean growth development zone with over 1 million sq ft of work space.

A new Bradford city centre rail station has the potential to deliver 27,000 jobs and £30bn in economic benefits to the district over the next decade, whilst bringing 6.7 million people and an area of over £167bn of annual economic output to within a 35-minute journey of central Bradford.

The Prime Minister and his government have repeatedly promised to deliver Northern Powerhouse Rail in full, in line with our vision. The Government’s Integrated Rail Plan (IRP) downgraded the PM’s original ambition to line upgrades.

Bradford cannot take ‘no’ for an answer. We will hold government to account to deliver on its promises to the people and businesses of our district.

Our Mayor, Tracy Brabin, as well as other Mayors and Leaders from across the Country and across the political divide have spoken up for Bradford and agree with us that we should be a stop on NPR.

Council resolves to:

Continue the delivery of our ambitious vision for the district’s transformational growth, which includes plans for a city centre stop on Northern Powerhouse Rail.

Proceed with the Bradford Development Framework as well as the sister development frameworks for our four principal towns, Keighley, Ilkley, Shipley and Bingley. This will create a framework for unlocking the development, clean growth and decarbonisation opportunities across the district.

Continue delivery of our district's ambitious regeneration schemes and our plans for greater economic development as part of our vision to become Britain's leading clean growth city, which would be accelerated by the new city centre station.

Council calls on government to:

Hear the voice of the North – its people, businesses and leaders across the political spectrum – and urgently reconsider the Integrated Rail Plan.

Deliver on its promise to build the new line for Northern Powerhouse Rail – including a new Bradford city centre through-station to accelerate the massive regeneration benefits the district needs

Work with us in Bradford and regionally to achieve our objectives of levelling up and ensure that the people of our district can have the same great opportunities to fulfil their potential as anyone else in the country.

12.5

Gambling

To be moved by: Councillor Sarah Ferriby

Seconded by: Councillor David Green

The Council notes that over the past 18 months Corporate Overview & Scrutiny Committee has looked into the issue of gambling-related harm as part of an informal review process.

Whilst we note that much of the gambling industry is regulated at a national level we also note that there is more that we can do to address the issue of gambling-related harm at a regional and local level. We therefore make recommendations to the Government via our MPs regarding national policy as well as making recommendations for action at a local level. Whilst the date of the formal national call for evidence in the gambling review has expired we feel that it is important that our district's MPs are aware of the views of the Council.

We therefore ask the Executive to instruct the Chief Executive to write to the District MPs and relevant Minister requesting that consideration be given to the following recommendations as part of the ongoing review of national regulations:

- i. The Government should publish a White Paper setting out its next steps by the end of the year.
- ii. Gambling should be considered a public health issue. Current approaches targeting affected individuals substantially underestimate the harms of gambling. Public health approaches to reduce harms related to gambling should encompass a range of population based approaches supported by regulation,

legislation and funding.

- iii. Consider a mandatory levy to fund prevention and treatment of gambling-related harm and independent research into the issue. Funding must be spent independently of the companies and exclusively focused on reducing gambling related harm.
- iv. The Government amend the definition of gaming in section 6 of the Gambling Act 2005 to regulate loot boxes as gambling.
- v. To end all gambling advertising, sponsorship and promotion including bonus inducements and VIP schemes; and any exposure of gambling products likely to be viewed by children.
- vi. All new gambling products to be licensed and classified according to a series of harm indicators
- vii. Introduce limits/caps for online betting, and measures to reduce stakes and speed of play
- viii. To consider a national membership scheme for those wishing to gamble in person or online.
- ix. Simplify and improve self-exclusion schemes and measures from gambling premises and online sites, enforcing industry adherence and protecting gamblers from harm.

Locally the committee asks that the council and its partners:

- a. Carries out further work to establish the nature and level of gambling at elevated risk in the district, and use its links across Yorkshire and the Humber to develop data and insights on gambling-related harm.
- b. Works across Yorkshire and the Humber to produce training and information materials for frontline services to improve the identification of gambling-related harm for those who come into contact with agencies such as social services, mental health and the police.
- c. Uses local mechanisms to communicate the reality of gambling activity and related harms (including lived experience), and amplifies regional messaging to raise awareness, reduce stigma and encourage early help-seeking for those directly affected by gambling and affected others
- d. Establish an officer group on reducing gambling-related harms aligned with the Directors of Public Health, Yorkshire and the Humber and the NHS Gambling Addiction Centre in Leeds

- e. Promote the educational tools that are available to schools and other organisations to engage and raise awareness of gambling-related harm with young people, and use these as a basis for developing programmes that meet the needs of our community and add to local insight
- f. Work with community groups and workplaces to address gambling-related harms, particularly with at-risk groups.
- g. Collaborate to develop a public health approach to gambling-related harm across Yorkshire and the Humber, to support local plans self-exclusion, planning, licensing and education.

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