



**Report of** Chief Officer Highways and Transportation and  
Chief Officer Environmental Action

**Report to** Director of City Development and  
Director of Communities and Environment

**Date:**

**Subject:** Transfer of Gully Cleaning Service to Highways and Transportation

**Capital scheme number:** not applicable

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

1. This proposal supports the Best Council Plan ambition of becoming a more efficient and enterprising organisation and Best Council Plan priorities of keeping the streets clean and improving road safety and helping to deliver a well-connected transport system.
2. The purpose of this report is to seek approval to the proposal to transfer the management of the gully cleaning service from Communities and Environment Directorate to the City Development Directorate.
3. The proposed transfer will align the gully cleaning service with highway maintenance and flood risk management to achieve a more aligned approach to road drainage management and maximise long term service efficiencies.

### Recommendations

4. The Director of City Development and Director of Communities and Environment are recommended to approve the transfer of the gully cleaning service with associated staff, machinery and revenue budget from the Environmental Action service within Communities and Environment Directorate to Highways and Transportation within City Development Directorate with immediate effect.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek approval to transfer the management arrangements for the gully cleaning service from Communities and Environment Directorate to City Development Directorate.
- 1.2 The proposed transfer will take effect on the date of approval of this report and will require a transfer of machinery, personnel and budget provision between the directorates.

## **2 Background information**

- 2.1 The gully cleaning service is currently managed by the Environmental Action Service within the Communities and Environment Directorate. The service includes cleaning in excess of 145,000 gullies and over 42 kilometers of linear drainage (kerb drainage or channels with grills or slots). Maintenance of the gullies and linear drainage (other than routine cleaning) is managed by the Highways and Transportation Service within the City Development Directorate.
- 2.2 Effective road drainage reduces the risk of localised flooding, aids road safety and helps to prolong the life of road surfaces.
- 2.3 Having a well maintained gully network with a structured and thorough cleaning regime is critical to road maintenance and flood risk management. At times of particularly heavy rainfall, the city's drainage system is unable to cope with the volume of water present. Without adequate maintenance, gullies will overflow creating surface water on roads. A more co-ordinated approach across all cleansing, installation and repair of gullies would maximise the ability of the city's drainage infrastructure to deal with periods of persistent and heavy rainfall.
- 2.4 The rationale for the transfer of the service is to align both the cleaning and maintenance of road gullies into one service to create a more joined-up approach with the ability to realise long term efficiencies. The link between road drainage defects, road asset management and flood risk management make it appropriate for the road drainage system to be entirely managed (both cleaned and maintained) by the Highways and Transportation service.

## **3 Main issues**

- 3.1 The gully cleaning service operates 5 leased gully tankers and employs 20 operatives. Subject to approval these will all report to the Highways Maintenance service within Highways and Transportation, with immediate effect.
- 3.2 Subject to approval, the service operating revenue budget of £832,000 will be reallocated from Communities and Environment to City Development. The budget does not include for supervisory staff and does not cover the total cost of ICT equipment required to deliver the service. Further discussions will take place to confirm the financial settlement.
- 3.3 In addition, in order to maintain productivity such that a two year cycle time to clean all the gullies in Leeds is achieved, there is a need to supplement the existing resource so that the use of the gully tankers is maximized. Further reports will be prepared for appropriate consideration.

- 3.4 Environmental Action have proposed to the Strategic Investment Board that the use of a fast fill facility at the operating base will improve productivity significantly and this option will also be investigated through a formal tendering process. It may be the case that alternative uses for this funding may be identified; again, appropriate reports will be prepared to approve any changes.
- 3.5 City Development expect the service to require a budget in the region of £968k which leaves the service £136k short. City Development have agreed to fund £65k of this. Further discussions will take place between the Directorates and Finance to resolve this issue.

## **4 Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 The Executive Member for Environment and Sustainability has given support to the proposal to transfer the service to Regeneration, Transport and Planning.
- 4.1.2 The Executive Member for Regeneration, Transport and Planning has given support to the proposal to transfer the service from Environment and Sustainability.
- 4.1.3 The Leader of the Council has given support to this proposal.
- 4.1.4 The staff to be transferred have been consulted and have not raised any objections to the proposal.
- 4.1.5 The Trade Unions have been consulted and support the proposals

### **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 A screening document has been prepared and an independent impact assessment is not required for the approvals requested. The screening document has been sent to the equality team to be approved and published.

### **4.3 Council policies and the best council plan**

- 4.3.1 This proposal supports the following best council plan priorities:

- An efficient and enterprising organisation
- Keeping the streets clean and improving road safety
- Helping to deliver a well-connected transport system

### **4.4 Resources and value for money**

- 4.4.1 There are no further capital implications as a direct consequence of this proposal although a further report may be needed to address other concerns yet to be fully investigated.
- 4.4.2 The service operating revenue budget of £832,000 will be reallocated from Communities and Environment to City Development. The following table illustrates the alterations which will be necessary to the department's revenue budget (2017/18 estimated and dependent on committed costs at date of transfer):

REVENUE EFFECTS	2017/18 (Estimated) £000's	2018/19 and SUBSEQUENT YEARS £000'S
EMPLOYEES	486.0	583.2
PREMISES COSTS	5.6	7.5
SUPPLIES & SERVICES	53.4	241.3
EXTERNAL INCOME GENERATED	0.0	0.0

The alterations illustrated in this table will be incorporated into the department's revenue budget by means of transfer from Communities and Environment

4.4.3 Further discussions between the Directorates will take place to finalise the budget transfer.

#### **4.5 Legal implications, access to information and call-in**

4.5.1 There are no legal implications as a consequence of this report.

4.5.2 The recommendations within this report are an administrative decision and are not subject to call-in.

#### **4.6 Risk management**

4.6.1 The transfer of the gully service to Highways and Transportation within the City Development Directorate will allow road drainage cleaning and maintenance to be aligned to strategic asset management principles in order to reduce overall risks to the council.

### **5 Conclusions**

5.1 Transfer of the management of the gully cleaning service from Communities and Environment Directorate to City Development Directorate will bring the cleaning, maintenance and flood risk functions of road drainage within a single service area. Bringing these functions together will provide more aligned services that will maximise opportunities to realise efficiencies in the longer term.

### **6 Recommendations**

6.1 The Director of City Development and Director of Communities and Environment are recommended to approve the transfer of the gully cleaning service with associated staff, machinery and revenue budget from the Environmental Action service within Communities and Environment Directorate to Highways and Transportation within City Development Directorate with immediate effect.

### **7 Background documents<sup>1</sup>**

7.1 None

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<sup>1</sup> The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate:</b> City Development	<b>Service area:</b> Gully Cleaning Service
<b>Lead person:</b> Andrew Molyneux	<b>Contact number:</b> 0113378590

## 1. Title: Gully Cleaning Service Transfer

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

## 2. Please provide a brief description of what you are screening

The transfer of the management of the gully cleaning service, machinery and operatives from Environmental Action within Communities and Environment Directorate to Highways and Transportation within City Development Directorate.

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings** (**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception

that the proposal could benefit one group at the expense of another)
<ul style="list-style-type: none"> <li>• <b>Actions</b> (<b>think about</b> how you will promote positive impact and remove/ reduce negative impact)</li> </ul>

5. If you are <b>not</b> already considering the impact on equality, diversity, cohesion and integration you <b>will need to carry out an impact assessment.</b>	
Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

<b>6. Governance, ownership and approval</b>		
Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
<b>Andrew Molyneux</b>	<b>Highways Asset Manager</b>	<b>6 April 2017</b>
<b>Date screening completed</b>		<b>6 April 2017</b>

<b>7. Publishing</b>	
Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>Executive Board, Full Council, Key Delegated Decisions</b> or a <b>Significant Operational Decision</b> .	
A copy of this equality screening should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> <li>• Governance Services will publish those relating to Executive Board and Full Council.</li> <li>• The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.</li> <li>• A copy of all other equality screenings that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record.</li> </ul>	
Complete the appropriate section below with the date the report and attached screening was sent:	
For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: