

Public Document Pack



TRAFFORD COUNCIL

Tuesday, 19 July 2016

Trafford Town Hall
Talbot Road
Stretford
M32 0TH

Dear Councillor,

Your attendance is requested at a meeting of the Council of the Borough of Trafford on **WEDNESDAY, 27 JULY 2016**, at **7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

NOTE: PRESENTATION FOR MEMBERS OF COUNCIL - 6.15 P.M.

Prior to Council, all Members of Council are invited to attend at 6.15 p.m. in the Council Chamber to receive an update from Tony Lloyd, Greater Manchester Police and Crime Commissioner and Interim Mayor of Greater Manchester, on his role.

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|--|--------------|
| 1. Minutes | |
| To approve as a correct record the Minutes of the Annual Meeting of the Council held on 25 May 2016 for signature by the Mayor as Chairman. | 1 - 12 |
| 2. Announcements | |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairmen of Scrutiny Committees and the Head of Paid Service. | |
| 3. Questions By Members | |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairman of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. | |

4. Notification of Change to Membership of Outside Bodies

To note that Councillor M. Young has replaced Councillor Myers on AGMA/GMCA Audit Committee to comply with the criteria for membership that Members are either a GMCA substitute or a member of the Scrutiny Pool.

5. Revised Health and Well Being Board Governance Arrangements

To consider a report of the Interim Corporate Director Children, Families and Wellbeing. 13 - 16

6. Report of the Independent Remuneration Panel

To consider a report of the Chief Executive. 17 - 22

7. Treasury Management Annual Performance 2015/16

To note a joint report of the Executive Member for Finance and the Chief Finance Officer, referred to the Council by the Executive on 20 June 2016 and the Accounts and Audit Committee on 28 June 2016. 23 - 38

8. Year End Corporate Report on Health and Safety - 1 April 2015 to 31 March 2016

To consider a report of the Executive Member for Transformation and Resources. 39 - 54

9. Motions

To consider the following motions submitted in accordance with Procedure Rule 11:

(a) Motion Submitted by the Labour Group - Public Participation at Council Meetings

To consider the following Motion deferred from the Council meeting held on 23 March 2016:

This Council believes that it is crucially important that all the residents of Trafford play a full part in the democracy of Local Government and the decision making process.

Council further notes that in many other Local Authorities across the country, such as Cheshire East, the active participation of residents is encouraged by allowing them to speak at full Council and other designated meetings.

Continued ...

It is therefore proposed that this right is extended to Trafford citizens, based on certain agreed principles and conditions. These are broadly based on the Cheshire East model, which enables members of the public to make statements and ask questions at Council meetings, excluding Planning, Licencing and Scrutiny.

Under these guidelines:

- A total period of 15 minutes is allocated for members of the public to speak at Council meetings.
- A total period of 10 minutes will be allocated for members of the public to speak at meetings of the Executive, committees and sub-committees.
- Members of the public may speak on any matter relating to the work of the Council.
- Members of the public will normally be allowed up to 5 minutes each to speak, but the Mayor or Chair will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.
- Where a member of the public wishes to ask a question of an Executive member, or of the Chair of a committee or sub-committee, at least 3 clear working days' notice must be given in writing to Democratic Services, in order that an informed answer may be given.

Council are therefore asked to agree these broad proposals, and ask Officers to set up procedures in the near future for the implementation of this initiative, which will encourage active public participation.

(b) **Motion Submitted by the Labour Group - Statement re: Rise of Hate Crime/Xenophobia Following Brexit**

We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Our Council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

We will work to ensure that local bodies and programmes have the support and resources they need to fight and prevent racism and xenophobia.

We reassure all people living in this area that they are valued members of our community.

(c) Motion Submitted by the Conservative Group - Greater Manchester Specialist Leaving Care Trust

Whilst not being complacent, this Council is rightly proud of Trafford's position as an 'outstanding' authority for care leavers and would like to thank staff and partners who work incredibly hard to achieve this and meet increasing demand as child protection cases continue to rise.

In this context, this Council welcomes the proposed creation of the Greater Manchester Specialist Leaving Care Trust (the first of its kind in the country), a single GM organisation to provide corporate parenting for young people leaving care, working beyond Local Authority boundaries. The Trust will provide 16-25 year olds with access and support across a range of health and social care services and will bring all services to care leavers under one organisational form, delivered across Greater Manchester.

An initial coalition of a number of Local Authorities, led by Trafford as an 'outstanding' service, will commence the implementation of the foundations of the new organisation immediately, aiming to 'go live' from Spring 2017, before scaling up to include remaining local authorities by December 2017.

This Council fully supports the GM Specialist Leaving Trust and Trafford's leading role, recognising the benefits that this will bring to care leavers across Greater Manchester.

(d) Motion Submitted by the Conservative Group - EU Referendum

This Council respects the result that last month's referendum delivered by the country. Locally, its overarching message is one of reassurance and recognition of the incumbent responsibility on all elected members to provide leadership, stability and confidence both to the Council and most importantly to the communities we serve.


Those on both sides of the debate took the opportunity to put their arguments to the residents of Trafford and we must now come together and look to the future of our borough.

Our communities in Trafford are special and strengthened through their diversity. The contribution that everyone plays in creating a tolerant, respectful and inclusive culture in our society is highly valued, regardless of background, nationality, ethnicity, disability, sexuality and those of faith or none. We are confident we speak on behalf of everyone in the Council in saying we are all united in a common purpose to celebrate our differences and champion our togetherness as one place and one borough. We will not tolerate anything that threatens harmony in our communities and will continue to be a welcoming home.

Continued ...

This Council will pay close attention to the new and quickly evolving environment, to ensure we can support our local business and civil society, in order to keep Trafford integral to the regional economy and as one of the most successful, thriving and prosperous boroughs in Greater Manchester.

Yours sincerely,



pp

THERESA GRANT

Chief Executive

Membership of the Council

Councillors J. Lloyd (Mayor), J. Coupe (Deputy Mayor), D. Acton, S. Adshead, S.B. Anstee, S.K. Anstee, Dr. K. Barclay, J. Baugh, J. Bennett, Miss L. Blackburn, R. Bowker, C. Boyes, Mrs. A. Bruer-Morris, Mrs. J.E. Brophy, B. Brotherton, D. Bunting, D. Butt, K. Carter, M. Cawdrey, R. Chilton, M. Cordingley, M. Cornes, L. Dagnall, Mrs. P. Dixon, A. Duffield, Mrs. L. Evans, N. Evans, T. Fishwick, M. Freeman, P. Gratrix, Mrs. D.L. Haddad, J. Harding, J. Holden, D. Hopps, M. Hyman, C. Hynes, D. Jarman, P. Lally, J. Lamb, E. Malik, A. Mitchell, P. Myers, D. O'Sullivan, K. Procter, J.R. Reilly, Mrs J. Reilly, B. Rigby, T. Ross, M. Sephton, B. Sharp, B. Shaw, J. Smith, E.W. Stennett, S. Taylor, L. Walsh, Mrs. V. Ward, A. Western, D. Western, M. Whetton, A. Williams, J.A. Wright, M. Young and Mrs. P. Young

Further Information

For help, advice and information about this meeting please contact:

Ian Cockill, Democratic Services Officer

Tel: 0161 912 1387

Email: ian.cockill@trafford.gov.uk

This Summons was issued on **Tuesday, 19 July 2016** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

Any person wishing to photograph, film or audio-record a public meeting is requested to inform Democratic Services in order that necessary arrangements can be made for the meeting.

Please contact the Democratic Services Officer 48 hours in advance of the meeting if you intend to do this or have any queries.

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TRAFFORD BOROUGH COUNCIL

ANNUAL MEETING OF THE COUNCIL

25 MAY 2016

PRESENT

The Worshipful the Mayor (Councillor John Holden), in the Chair.

J. Lloyd (Deputy Mayor)	M. Cornes	D. O'Sullivan
D. Acton	J. Coupe	K. Procter
S. Adshead	Mrs. P. Dixon	Mrs J. Reilly
S.B. Anstee	A. Duffield	B. Rigby
S.K. Anstee	Mrs. L. Evans	T. Ross
Dr. K. Barclay	N. Evans	M. Sephton
J. Baugh	T. Fishwick	B. Sharp
J. Bennett	M. Freeman	B. Shaw
Miss L. Blackburn	P. Gratrix	J. Smith
R. Bowker	Mrs. D.L. Haddad	E.W. Stennett
C. Boyes	D. Hopps	Mrs. V. Ward
Mrs. J.E. Brophy	C. Hynes	A. Western
B. Brotherton	D. Jarman	D. Western
D. Bunting	P. Lally	M. Whetton
D. Butt	J. Lamb	A. Williams
K. Carter	E. Malik	J.A. Wright
R. Chilton	A. Mitchell	M. Young
M. Cordingley	P. Myers	Mrs. P. Young

In attendance

Chief Executive	Ms. T. Grant
Deputy Chief Executive and Corporate Director Economic Growth, Environment and Infrastructure	Mrs. H. Jones
Interim Corporate Director Children, Families and Wellbeing	Ms. J. Colbert
Director of Legal and Democratic Services	Ms. J. Le Fevre
Chief Finance Officer	Ms. N. Bishop
Director of Human Resources	Ms. L. Hooley
Democratic and Performance Services Manager	Mr. P. Forrester
Senior Business Change Manager	Ms. D. Geary
Interim Public Relations Manager	Mr. M. McAdam
Senior Democratic and Scrutiny Officer	Mr. I. Cockill

APOLOGIES

Apologies for absence were received from Councillors Mrs. A. Bruer-Morris, M. Cawdrey, L. Dagnall, J. Harding, M. Hyman, J.R. Reilly, S. Taylor and L. Walsh.

**Annual Meeting of the Council
25 May 2016**

1. ELECTION OF MAYOR AND CHAIRMAN OF COUNCIL

It was proposed, seconded, supported and

RESOLVED: That Councillor Judith Lloyd be and is hereby elected Mayor of the Borough of Trafford for the forthcoming municipal year.

The retiring Mayor presented the Requisition to the Mayor and invested her with the Chain and Badge of Office. Councillor Lloyd took the Chair and returned thanks to the Council for her election.

**THE WORSHIPFUL THE MAYOR
(COUNCILLOR JUDITH LLOYD) IN THE CHAIR**

2. APPOINTMENT OF DEPUTY MAYOR AND VICE-CHAIRMAN OF COUNCIL

It was proposed, seconded, supported and

RESOLVED: That Councillor Jonathan Coupe be and is hereby appointed Deputy Mayor of the Borough of Trafford for the ensuing municipal year.

The Mayor invested Councillor Coupe with the Chain and Badge of Office.

3. APPOINTMENT OF MAYORESS

The Mayor announced that Ms. Noelle Ryder, will act as her Mayoress during the ensuing year.

The retiring Mayoress invested the Mayoress with the Chain and Badge of Office and presented her with a bouquet of flowers.

4. APPOINTMENT OF DEPUTY MAYORESS

The Deputy Mayor informed the Council that his wife, Mrs. Diane Coupe, would act as his Deputy Mayoress during the ensuing year.

The Mayoress invested the Deputy Mayoress with the Chain and Badge of Office and presented her with a bouquet of flowers.

5. VOTE OF THANKS

It was proposed, seconded, supported and

RESOLVED: That the Council hereby place on record their appreciation for the manner in which Councillor John Holden has carried out his duties as Mayor of the Borough of Trafford during his period of office and tender to him their best thanks in that connection. They also express their gratitude to Mrs. Christine Holden for the manner in which she has acted as his Mayoress.

**Annual Meeting of the Council
25 May 2016**

The Mayor presented the retiring Mayor with a replica of the Badge of Office, a framed photograph and the Requisition to Councillor Holden to accept the Mayoral Office of Trafford 2015/16.

The Mayoress presented the retiring Mayoress with a replica of the Badge of Office and a bouquet of flowers.

The retiring Mayor then responded to the vote of thanks and expressed gratitude to his Chaplain, Brian McFaden.

6. MINUTES

RESOLVED: That the Minutes of the Meeting of the Council held on 23 March 2016, be approved as a correct record and signed by the Chairman.

7. RESULTS OF ELECTIONS OF COUNCILLORS

The Returning Officer submitted a report on the results of the Poll held on 5 May 2016 for the respective wards of the Borough.

The Mayor congratulated all those who were successfully elected, confirmed that they would all hold office until 2020 and welcomed Councillors Mrs. Haddad and Wright to their first Council meeting.

RESOLVED: That the list of newly elected Members and their Terms of Office be noted.

8. LEADER OF THE COUNCIL AND MEMBERSHIP OF THE EXECUTIVE

The Chief Executive submitted a report concerning the election of the Leader of the Council and advising on the appointment of the Executive and a Deputy Leader.

RESOLVED –

- (1) That Councillor Sean Anstee be elected Leader of the Council for a fixed term of office from this date of election to the first Annual Meeting of the Council after his normal day of retirement as a councillor in 2020.
- (2) That the Council notes that the Leader of Council determines that the Executive shall comprise himself plus 6 Councillors.
- (3) That the Council notes that the Leader of the Council appoints the membership of the Executive and a Deputy Leader for the 2016/17 municipal year, as follows:

**Annual Meeting of the Council
25 May 2016**

<u>Councillor</u>	<u>Portfolio</u>
Sean Anstee (Leader)	Reshaping Trafford
Alex Williams (Deputy Leader)	Adult Social Services and Community Wellbeing
Michael Hyman	Children's Services
John Lamb	Communities and Partnerships
John Reilly	Economic Growth, Environment and Infrastructure
Patrick Myers	Finance
Mrs. Laura Evans	Transformation and Resources

- (4) That the Council notes that the Leader of the Council appoints Deputies to the Executive Members as follows:

<u>Councillor</u>	<u>Deputy Portfolio</u>
Stephen Anstee	Adult Social Services and Community Wellbeing
Miss Linda Blackburn	Children's Services
Michael Cornes	Communities and Partnerships
Brian Shaw	Economic Growth, Environment and Infrastructure
Dylan Butt	Finance
Robert Chilton	Transformation and Resources

- (5) That the Director of Legal and Democratic Services be authorised to make the necessary amendments to the Constitution arising as a result of these arrangements.
- (6) That the Council notes that the Independent Remuneration Panel (IRP) will be requested to consider the level of Special Responsibility Allowances (SRA) which should apply as a result of these arrangements.

9. SHADOW EXECUTIVE

RESOLVED:

- (1) That the membership of the Shadow Executive, as set out below, for the 2016/17 municipal year be noted:

**Annual Meeting of the Council
25 May 2016**

Councillor

Andrew Western (Leader)
Catherine Hynes (Deputy Leader)
Joanne Harding

Jane Baugh
Stephen Adshead

Tom Ross
Anne Duffield

Shadow Portfolio

Reshaping Trafford
Communities and Partnerships
Adult Social Services and
Community Wellbeing
Children's Services
Economic Growth, Environment
and Infrastructure
Finance
Transformation and Resources

- (2) That the Council notes the appointment of Deputy Shadow Executive Members as follows:

Councillor

Denise Western
Karina Carter

Sophie Taylor

Mike Cordingley

Kevin Procter
Barry Brotherton

Deputy Shadow Portfolio

Communities and Partnerships
Adult Social Services and
Community Wellbeing
Children's Services

Economic Growth, Environment
and Infrastructure
Finance
Transformation and Resources

10. COUNCIL COMMITTEES

The Chief Executive submitted a report inviting the Council to agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2016/17 municipal year. In accordance with the provisions of the Local Government and Housing Act 1989, the Chief Executive had been informed of the following political groups on the Council:

Conservative Group	-	35 Members
Labour Group	-	25 Members
Liberal Democrat Group	-	3 Members

The regulations provided for the composition of Committees to be in accordance with the political balance of the 63 Members of the Council.

RESOLVED –

- (1) That the composition of the various standing Committees, as set out in Appendix 1 to the report, be approved.

**Annual Meeting of the Council
25 May 2016**

- (2) That the Terms of Reference for each Committee, as set out in Appendix 2 to the report, be approved.
- (3) That Council approves the membership of Committees for the 2016/17 Municipal Year, as set out below, including the appointment of Chairman (CH) and Vice-Chairman (V-CH) and notes the nominated Opposition Spokesperson (OS), where appropriate:

ACCOUNTS AND AUDIT COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Chris Boyes
Jonathan Coupe **CH**
Paul Lally **V-CH**
Alan Mitchell

**LABOUR
GROUP**

Councillors:

Jane Baugh
Barry Brotherton
Tom Ross **OS**

**LIBERAL
DEMOCRAT
GROUP**

Councillors:

-

EMPLOYMENT COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Mark Cawdrey
Mrs. Pamela Dixon **V-CH**
Nathan Evans
Brian Rigby **CH**

**LABOUR
GROUP**

Councillors:

Joanne Bennett
Catherine Hynes **OS**
David Jarman

**LIBERAL
DEMOCRAT
GROUP**

Councillors:

-

LICENSING COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Stephen Anstee
Dan Bunting
Mrs. Denise Haddad
Alan Mitchell **V-CH**
Matthew Sephton
Mrs. June Reilly
John Smith
Michael Whetton **CH**

**LABOUR
GROUP**

Councillors:

Barry Brotherton
Anne Duffield
Mike Freeman **OS**
Philip Gratrix
David Jarman
Ejaz Malik
Whit Stennett

**LIBERAL
DEMOCRAT
GROUP**

Councillors:

-

**Annual Meeting of the Council
25 May 2016**

PLANNING DEVELOPMENT CONTROL COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Dr. Karen Barclay
Daniel Bunting **V-CH**
Nathan Evans
David Hopps
Bernard Sharp
John Smith
Mrs. Viv Ward **CH**

**LABOUR
GROUP**

Councillors:

Philip Gratrix
Ejaz Malik
Dolores O'Sullivan
Laurence Walsh **OS**
James Wright

**LIBERAL DEMOCRAT
GROUP**

Councillors:

Tony Fishwick

Substitute Members of the Planning Development Control Committee:

Rob Chilton

Brian Rigby

Brian Shaw

Michael Whetton

Whit Stennett

Denise Western

Mrs. Jane Brophy

STANDARDS COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Dr. Karen Barclay **CH**
Miss Linda Blackburn
Chris Boyes
Mrs. Laura Evans
Patrick Myers
Alex Williams

**LABOUR
GROUP**

Councillors:

Louise Dagnall
Mike Freeman
Kevin Procter **V-CH**
Andrew Western

**LIBERAL DEMOCRAT
GROUP**

Councillors:

Ray Bowker

Co-optees (5)

2 Parish Representatives: Mr. A. Rudden and Vacancy

3 Independent Members: Mr. D. Goodman, Mr. C. Griffiths and
Mr. R. Brown

Independent Persons of the Hearing Panel (2)

(under Section 28 of the Localism Act 2011): Ms. N. Jackson and
Mr. M. Whiting

**Annual Meeting of the Council
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SCRUTINY COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Chris Boyes
Mrs. Pamela Dixon
John Holden
David Hopps
Matthew Sephton
Michael Young **CH**

**LABOUR
GROUP**

Councillors:

Karina Carter
Mike Cordingley **V-CH**
Louise Dagnall
Denise Western

**LIBERAL DEMOCRAT
GROUP**

Councillors:

Ray Bowker

Ex-Officio (Non-Voting Member): Chairman of Health Scrutiny Committee –
Councillor Joanne Harding

Co-opted Members for Education Matters:

Church Representatives (Voting Members)

Church of England: Vacancy
Roman Catholic: Sister P. Goodstadt

Parent-Governor Representatives (Voting Members)

Primary: Ms Saadia Shearaz Khan
Secondary: Mrs. Judith Hanley
Special: Ms Tora Rushby

Teacher Representatives (Non-Voting Members)

Primary: Mr. D. Kitchen
Secondary: Vacancy
Special: Vacancy

HEALTH SCRUTINY COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Mrs. Angela Bruer-Morris
Mark Cawdrey
Mrs. Denise Haddad
Alan Mitchell
Mrs. Viv Ward
Mrs. Patricia Young **V-CH**

**LABOUR
GROUP**

Councillors:

Joanne Harding **CH**
Kevin Procter
Sophie Taylor
Lawrence Walsh

**LIBERAL DEMOCRAT
GROUP**

Councillors:

Mrs. Jane Brophy

Ex-Officio (Non-Voting Member): Chairman of Scrutiny Committee –
Councillor Michael Young

**Annual Meeting of the Council
25 May 2016**

HEALTH AND WELLBEING BOARD

**CONSERVATIVE
GROUP**

Executive Members for:

Adult Social Services and
Community Wellbeing –
Councillor Alex Williams

Children's Services –
Councillor Michael Hyman

**LABOUR
GROUP**

Shadow Executive
Member (or Deputy) for:

Adult Social Services and
Community Wellbeing
Deputy – Councillor
Karina Carter

**LIBERAL DEMOCRAT
GROUP**

-

Officer(s) and External Partners:

Corporate Director of Children, Families and Wellbeing

NHS England representative

Director of Public Health

Chief Accountable Clinical Officer NHS Trafford Clinical Commissioning
Group

Chief Operating Officer NHS Trafford Clinical Commissioning Group

Chair of Health Watch

Third Sector representative

Independent Chair Children's Local Safeguarding Board

Independent Chair Adult Safeguarding Board

Chair of the Safer Trafford Partnership - GMP

Chair of the Trafford Sports and Physical Activity Partnership

Chief Executive Officers of health care providers: (Central Manchester
University Hospital NHS Foundation Trust; University Hospital South
Manchester NHS Foundation Trust; Pennine Care NHS Foundation Trust;
and Greater Manchester West Mental Health NHS Foundation Trust)

- (4) That the Licensing Committee be recommended to appoint the membership of the Safety at Sports Grounds Sub-Committee, namely Councillors Nathan Evans (Chairman), Matthew Sephton (Vice-Chairman) and Andrew Western.
- (5) That the Appointments and Appeals Panel be formally appointed and its membership be drawn from all Members of the Council.
- (6) That the membership of the Joint Health Scrutiny Committee be approved as follows:

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25 May 2016**

**CONSERVATIVE
GROUP**

Councillors:

Mrs. Angela Bruer-Morris
Mrs. Viv Ward
Mrs. Patricia Young

**LABOUR
GROUP**

Councillors:

Joanne Harding
Sophie Taylor

**LIBERAL DEMOCRAT
GROUP**

Councillors:

-

Substitute Members of the Joint Health Scrutiny Committee:

Chris Boyes

Kevin Procter

-

- (7) That the Council delegate to the Chief Executive, in accordance with the written request of the relevant Group Leader, the power and authority to change the membership of committees and sub-committees as may be needed from time to time.

11. APPOINTMENTS TO OUTSIDE AND INDEPENDENT BODIES

The Chief Executive submitted a report proposing the appointment of representatives to outside and independent bodies relating to the service areas and functions of the Council.

RESOLVED –

- (1) That approval be given to the appointment of representatives to those outside and independent bodies set out in Appendix 1 to the report.
- (2) That the Chief Executive, in consultation with the relevant Group Leader(s), be delegated authority to appoint members to any outside body vacancy that remains or arises after this Annual Meeting and to any other bodies to which the Council is required to make appointments (and to report back to Council on any changes or new appointments so made).
- (3) That the persons named in Appendix 2 to the report be authorised to sit on the Statutory School Appeals Committee for the 2016/17 Municipal Year and that the Director of Legal and Democratic Services be delegated authority to make changes to this list and to set up School Admission Appeals Committees including the appointment of Chairmen.

12. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS

RESOLVED: That the timetable of Council and Committee meetings for the 2016/17 Municipal Year be approved.

13. DELEGATED DECISIONS AND URGENT ACTION FOR COMMITTEES

RESOLVED -

**Annual Meeting of the Council
25 May 2016**

- (1) That where, under the approved Scheme of Delegation, decisions may be taken by officers in consultation with non-Executive Members, then in the absence of any specific arrangements having been made, the officer shall consult the appropriate Chairman, Vice-Chairman and Opposition Spokesperson.
- (2) That, in situations which require emergency action, the Chief Executive or the appropriate officer, in consultation with the Chairman and Vice-Chairman of the Committee concerned and the Opposition Spokesperson where appropriate (or their respective nominees), be authorised to deal from this date until the Annual Meeting of the Council in 2017, with any matters of urgency or any other matter that cannot conveniently be deferred to the next ordinary meeting of the Committee, subject to later report, for information, to the Committee in question.

14. DELEGATION OF FUNCTIONS AND AMENDMENTS TO THE CONSTITUTION

The Director of Legal and Democratic Services and Monitoring Officer submitted a report confirming the arrangements for the delegation of Council (non-Executive) and Executive functions and seeking to amend the Constitution of the Council to incorporate these arrangements.

RESOLVED –

- (1) That Council notes that Executive functions not covered by the Officers' Scheme of Delegation are delegated by the Leader of the Council as follows:
 - (a) Executive Terms of Office are delegated to individual Executive Members as set out in the Executive Members' Scheme of Delegation;
 - (b) all other functions are delegated to the Executive.
- (2) That the Scheme of Delegation to Officers be approved.
- (3) That the Director of Legal and Democratic Services be authorised to amend the Constitution of the Council in accordance with and as a consequence of this report and other decisions made by the Council at this Annual Meeting.

15. EXECUTIVE DECISIONS TAKEN UNDER SPECIAL URGENCY (REGULATION 11) PROVISIONS

RESOLVED: That, in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Council notes that, since the last Annual Meeting on 28 May 2015, no Executive Key Decisions have been taken under the Special Urgency provisions set out in Regulation 11.

The meeting commenced at 6.00 p.m. and finished at 7.24 p.m.

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TRAFFORD COUNCIL

Report to: Council
Date: 27 July 2016
Report for: Approval
Report of: Jill Colbert, Interim Corporate Director Children, Families & Well Being - Trafford Council

Report Title

Revised Health and Well Being Board Governance Arrangements

Summary

This report updates the Council on the revised 2016-17 municipal year governance arrangements for the Health and Wellbeing Board.

Recommendation(s)

That the Council approves the revised governance arrangements for the municipal year 2016-17 outlined within this report.

Contact person for access to background papers and further information:

Name: Jill Colbert
Extension: 1901

Background Papers: None

Implications

Relationship to Policy Framework/Corporate Priorities	The Health and Well Being Board is a statutory committee of Trafford Council as defined in the legislation, the Health and Social Care Act 2014.
Financial	None arising.
Legal Implications:	The recommendations within the report enable the Council to remain compliant with the legislation noted.
Equality/Diversity Implications	The recommendations will ensure that the Health and Wellbeing Board retains a diverse membership.
Sustainability Implications	None arising.
Staffing/E-Government/Asset	None arising.

Management Implications	
Risk Management Implications	None arising.
Health and Safety Implications	None arising.

1 Revised Health and Well Being Board Governance Arrangements

1.1 As the Trafford Health and Well Being Board is a statutory committee of Trafford Council the revised Health and Well Being Board governance arrangements at sections 2 and 3 were agreed at the Annual Council meeting for the municipal year 2016-17, and are outlined below in this report.

2 Health and Well Being Board Chair and Vice Chair Arrangements

2.1 For the municipal year 2016-17 the Chair of the Health and Well Being Board will rotate to the lead elected member for Adults, Community & Well Being (Councillor Alex Williams) and the vice Chair was anticipated to be the Chief Accountable Officer at NHS Trafford Clinical Commissioning Group (Dr Nigel Guest) but see the recommended change below at paragraph 4.3.

3 Shadow Executive Health and Well Being Board Member Arrangements

3.1 For the municipal year 2016-17 the Shadow Executive Member (or Deputy) appointed to the Health and Well Being Board is Councillor Karina Carter as Shadow Deputy Executive Member (Adult Social Services and Community Wellbeing).

4 NHS Trafford Clinical Commissioning Group (CCG) Representatives

4.1 Communication has been received from NHS Trafford Clinical Commissioning Group (CCG) on 14th July 2016 that it wishes to recommend that:

- NHS Trafford CCG Chair Matt Colledge formally joins the Health and Well Being Board replacing the Chief Clinical Officer Dr Nigel Guest.
- NHS Trafford CCG Chair is designated in the role of the Vice Chair of the Health and Well Being Board for the municipal year 2016/17 replacing the Chief Clinical Officer Dr Nigel Guest.
- There is an additional representative of the CCG who is a Clinical Director/Representative whose exact designation will be confirmed by the CCG.

5 NHS England/Greater Manchester Health & Social Care Partnership Representative

5.1 Communication has been received from NHS England Area Team that with effect from 1st April 2016 NHS England will no longer be represented at the Trafford Health and Well Being Board due to the new Greater Manchester devolution arrangements and the transfer of primary care commissioning to

Clinical Commissioning Groups. The Greater Manchester Health and Social Care Partnership were asked whether there will be representation from them on the local Health and Well Being Boards. They replied on 14th July 2016 to say that a decision on future representation at local Health and Well Being Boards will be made by Jon Rouse, Chief Officer on his arrival in Greater Manchester after 25th July 2016.

6 Voluntary and Third Sector Representative

- 6.1 The Health and Well Being Board agreed to a voluntary and third sector representative at the 6th June 2013 meeting and Trafford Council agreed to a named representative at their 10th July 2013 meeting. An appointment process was undertaken by the Partnerships Team and BlueSci attended the Health and Well Being Board meeting on 3rd December 2013. No set term was defined for the voluntary and third sector representation.
- 6.2 The arrangements for the Health and Well Being Board voluntary and third sector representative are now due for review. The representation on the Health and Well Being Board has been discussed at the newly established Voluntary and Third Sector Strategic Forum and options are being considered to refresh the representative membership from the next meeting on 21st October 2016. The existing third sector representative, Stuart Webster from BluSci, formally resigned his position from the board on 14th July 2016 which leaves a vacant seat at the board, to be filled subject to the debate with the 3rd sector as noted.

7 Fire Service Representative

- 7.1 It is recommended that Tony Holt, Group Manager Salford and Trafford, Greater Manchester Fire & Rescue Service is adopted as a member of the Health and Well Being Board from 27th July 2016.

8 Trafford Health Protection Forum and Trafford Joint Strategic Needs Assessment (JSNA) Group

- 8.1 The notes of the Forum and JSNA Group will, in future, be included on the agenda of the Health and Well Being Board under a 'minutes for information' heading.

9 Recommendations

- 9.1 It is recommended that Executive approves the revised governance arrangements for the municipal year 2016-17 outlined within this report.

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TRAFFORD COUNCIL

Report to: Council
Date: 27 July 2016
Report for: Decision
Report of: Chief Executive

Report Title

Report of the Independent Remuneration Panel

Summary

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Panel was convened to make recommendations to the Council in relation to amendments to the Scheme of Members' allowances.

The recommendations of the Panel are appended at appendix 1 to this report for consideration by the Council.

Recommendation(s)

1. The Council is asked to consider the recommendations of the Panel as set out in the report at Appendix 1.
2. That the Director of Legal and Democratic Services be authorised to make any revisions to Part 6 of the Constitution (Members Allowances Scheme) as a consequence of the decisions of the Council.

Contact person for access to background papers and further information:

Name: Peter Forrester
Extension: 1815

Background Papers:

Email to IRP Members – 10 June 2016 and responses.

Implications

Relationship to Policy Framework/Corporate Priorities	N/A
Financial	<p>The report recommends a net additional cost of this would be £3,019. The Council's approved budget includes provision for this.</p> <p>The Council achieved a saving of £59,000 in 2015/16 as a result of previous changes to the scheme and the phased removal of pension</p>

	contributions.
Legal Implications:	The Council is required to request an Independent Remuneration Panel to make recommendations about allowances for Members. The Council is required to give notice of a receipt of a report from a Panel and that it is about to make or amend a scheme. Notice of the receipt of a report was given on the 14 July 2016.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None
Risk Management Implications	None
Health and Safety Implications	None

Report

1 Introduction

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Panel was convened in June 2016 to make recommendations to the Council in relation to amendments to the Scheme of Members' allowances.

The independent panel comprised:

- Mr. Ralph Rudden, Voluntary Sector
- Sir Bill Moorcroft, Trafford College; and
- Mr Chris Fletcher, Greater Manchester Chamber of Commerce

The purpose was to consider the remuneration for the new Deputy Executive Member roles which were established at the Annual Meeting on the 25 May 2016.

2. The Panel's Findings

The Panel reviewed the report setting out the proposals and agreed that the roles should receive an allowance.

The Panel were informed that the Council had made changes to the arrangements for the Executive at the Annual Meeting. The Leader had reduced the size of the Executive by one and had discontinued the Lead Member roles for Safeguarding, Sports, Culture and Leisure and Integration of Health and Social Care.

They noted that the Leader had appointed six Members to act as Deputies for the Executive Members. These members would support the work of the Executive Members and provide an important link between Members and the Executive.

The Deputy Executive Members would support the Executive Members in their role and be able to attend Executive meetings. They would be able to speak at Executive meetings in the absence of the Executive Member although they would not have any decision making powers.

The main opposition party match the Executive and Deputy arrangements.

The Panel considered the level of allowance for the roles and proposed that the Deputy Executive Members should receive 50% of the Executive Member allowance and that the

Shadow Deputy Members should receive 50% of the allowance of the Shadow Executive Members. This would be with effect from 25 May 2016 when they assumed their role. The net additional cost of this would be £3,019 taking into account the new roles and the deletion of an Executive, Shadow Executive and Lead and Shadow Lead roles.

3. Recommendations

The Panel recommend

1. That the Scheme of Members' Allowances for Trafford Council be amended to include a Special Responsibility Allowance of £ 6,491.50 for Deputy Executive Members and £1,297.50 for Shadow Deputy Executive Members.
2. That the allowances be backdated to the date of appointment of 25 May 2016.
3. That allowances for the Lead Member and Shadow Lead Member roles be deleted from the scheme.

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REPORT OF INDEPENDENT REMUNERATION PANEL TO THE CHIEF EXECUTIVE OF TRAFFORD COUNCIL

RECOMMENDATIONS IN RELATION TO AMENDMENTS TO THE MEMBERS' ALLOWANCES SCHEME

1 Introduction

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 the Panel was convened in June 2016 to make recommendations to the Council in relation to amendments to the Scheme of Members' allowances.

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- Sir Bill Moorcroft, Trafford College; and
- Mr Chris Fletcher, Greater Manchester Chamber of Commerce

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The main opposition party match the Executive and Deputy arrangements.

The Panel considered the level of allowance for the roles and proposed that the Deputy Executive Members should receive 50% of the Executive Member allowance and that the Shadow Deputy Members should receive 50% of the allowance of the Shadow Executive Members. This would be with effect from 25 May 2016 when they assumed their role. The net additional cost of this would be £3,019 taking into account the new roles and the deletion of an Executive, Shadow Executive and Lead and Shadow Lead roles.

3. Recommendations

The Panel recommend

1. That the Scheme of Members' Allowances for Trafford Council be amended to include a Special Responsibility Allowance of £ 6491.50 for Deputy Executive Members and £ 1297.50 for Shadow Deputy Executive Members.
2. That the allowances be backdated to the date of appointment of 25 May 2016.
3. That allowances for the Lead Member and Shadow Lead Member roles be deleted from the scheme.

Ralph Rudden
Sir Bill Moorcroft
Chris Fletcher

Panel Members – June 2016

TRAFFORD BOROUGH COUNCIL

Report to: Executive 20 June 2016
Accounts & Audit Committee 28 June 2016
Council Meeting 27 July 2016

Report for: Information

Report of: The Executive Member for Finance and the Chief
Finance Officer

Treasury Management Annual Performance 2015/16 Report

Summary

In accordance with the CIPFA Code of Practice, as adopted by the Council this report outlines the treasury management activities undertaken in 2015/16 and during which:

- there was full compliance with all legislative and regulatory requirements, including all treasury management prudential indicators;
- the average level of external debt and interest rate payable for 2015/16 was £95.3m and 6.02% respectively, this compares to 2014/15 when the respective figures were £96.1m & 6.07%. Interest payable for 2015/16 was in line with budget;
- the average level of investments for 2015/16 was £106.6m with a rate of return of 0.84%, for 2014/15 this was £79.3m and 0.70% respectively. Interest received in 2015/16 was £(0.3)m above budget.

Recommendations

That the Accounts & Audit Committee and Executive advise the Council:

1. of the Treasury Management activities undertaken in 2015/16;
2. that no prudential limits were breached during 2015/16;
3. that there was full compliance with both the CIPFA Code of Practice on Treasury Management and CIPFA Prudential Code for Capital Finance.

Contact person for background papers:
Graham Perkins – Technical Accountant - Extension: 4017

Background papers: None

Relationship to Policy Framework/Corporate Priorities	Value for Money
Financial	In 2015/16 the Council paid loan interest of £5.7m which was in line with that budgeted for and received £(0.9)m from money market investments, which was £(0.3)m above budget.
Legal Implications:	All actions undertaken during the year were in accordance with legislation, CLG Guidance, CIPFA Prudential Code and CIPFA Treasury Management Code of Practice.
Equality/Diversity Implications	Not applicable
Sustainability Implications	Not applicable
Resources Implications e.g. Staffing/ICT/Assets	Not applicable
Risk Management Implications	The monitoring and control of risk underpins all treasury management activities. The Council's in-house treasury management team continually monitor to ensure that the main risks associated with this function of adverse or unforeseen fluctuations in interest rates are avoided and security of capital sums are maintained at all times.
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

1. INTRODUCTION AND BACKGROUND

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2015/16. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
- 1.2 During 2015/16, the minimum reporting requirements were that the Accounts & Audit Committee together with the Executive and Full Council should receive the following reports:
- annual treasury strategy for the year ahead (issued February 2015);
 - mid-year update report (issued November 2015);
 - annual outturn report describing the activity undertaken (June 2016 i.e. this report).
- 1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is therefore important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members.
- 1.4 The figures in this report are based on the actual amounts borrowed and invested and as such will differ from those stated in the final accounts which are shown in compliance with International Financial Reporting Standards.
- 1.5 The report comprises of the following sections:
- Major Economic Headlines 2015/16 (Section 2);
 - Treasury Position (Section 3);
 - Borrowing Position (Section 4);
 - Minimum Revenue Provision (Section 5);
 - Investment Position (Section 6);
 - Related Treasury Issues (Section 7);
 - Prudential and Performance indicators (Section 8);
 - Appendices.

2. MAJOR ECONOMIC HEADLINES 2015/16

- 2.1 A brief summary of the main events which occurred during the year and into 2016/17 are highlighted below for reference;

General: -

- Worldwide money market investment rates continued at low levels;
- Concerns that the UK would enter a period of deflation have subsided;
- China's slowing economy continues to give cause for concern;
- Oil prices fell to their lowest levels for 13 years;
- Continuing uncertainty with Eurozone growth remain;
- Despite Greece implementing a programme of austerity cuts to meet EU demands, concerns still remain that a Greek exit from the Euro will occur;
- US economy continues to grow healthily in response to consumer demand and in December 2015, the Central bank implemented the first increase in the central rate since December 2008 of 0.25% to 0.50%;

- Japan continues to suffer disappointing growth with an annual average of 0.5% despite a huge programme of quantitative easing;
- Russia and Brazil are both in recession.

UK: -

- Market expectations for the first increase in Bank Rate moved considerably during 2015/16, starting at quarter 3 2015 but by the end of the year this had moved back to quarter 4 2016.
- Gross Domestic Product Annual Growth Rate continued to register positive growth at an average of 2.2%;
- No additional quantitative easing was undertaken by the Bank of England;
- Bank Rate ended the year unchanged for the seventh successive year at 0.5%,
- Consumer Price Index inflation grew from -0.1% in April 2015 to 0.5% by March 2016;
- Unemployment rate continued to fall from the April 2015 opening position of 5.6% to close in March 2016 at 5.1% with the position for Trafford moving from 5.4% in April 2015 to 4.0% in March 2016;
- A majority Conservative Government was elected in May 2015 and as a result of this, a referendum on the UK remaining as part of the EU is set to take place on 23 June 2016.

2.2 The actual movement in interest rates when compared to the expectations in the strategy are shown below and a more detailed analysis detailing how investment rates moved during the course of the year is provided at Appendix A;

	2015/16	1 April 2015	31 March 2016	2015/16
	Forecast Average	Actual	Actual	Actual Average
	%	%	%	%
UK Bank Rate	0.63	0.50	0.50	0.50
Investment Rates				
3 month	0.70	0.44	0.46	0.46
1 Year	1.20	0.84	0.88	0.90
Loan Rates				
5 Year	2.40	1.90	1.60	2.00
25 Year	3.75	3.15	3.11	3.35

3. TREASURY POSITION

- 3.1 The Council's debt and investment position is controlled by the Council's Treasury Management team to ensure that security of funds, adequate liquidity for revenue and capital activities are maintained at all times and risks connected with these activities are managed effectively.
- 3.2 Procedures and controls to achieve these objectives are well established both through Member reporting and officer activity and this was highlighted in November 2015 when the Council's Audit & Assurance Service issued its annual report on treasury management with a High Level of Assurance for the 10th consecutive year.

- 3.3 At the beginning and end of 2015/16 the Council's treasury position was as follows:

	31 March 2016			31 March 2015		
	Principal	Total	Interest Rate	Principal	Total	Interest Rate
DEBT						
Fixed rate:						
-PWLB	£47.2m			£39.0m		
-Market	£6.0m	£53.2m	5.84%	£5.0m	£44.0m	6.67%
Variable rate:						
-PWLB	£0m			£0m		
-Market	£51.0m	£51.0m	5.73%	£51.0m	£51.0m	5.50%
Total debt		£104.2m	5.79%		£95.0m	6.05%
Capital Financing Requirement (to finance past capital expenditure)		£134.8m			£138.2m	
Over/ (under) borrowing		(£30.6m)			(£43.2m)	
INVESTMENTS						
- Fixed rate	£39.3m			£39.9m		
- Variable rate	£42.5m			£37.7m		
Total investments		£81.8m	0.98%		£77.6m	0.71%

Note - The above interest rates reflect the actual position as at 31 March.

- 3.4 Whilst the above table details the position as at the beginning and end of 2015/16, the average position for 2015/16 & 2014/15 was as follows:

	2015/16		2014/15	
	Principal	Interest Rate	Principal	Interest Rate
Average Debt	£95.3m	6.02%	£96.1m	6.07%
Average Investment	£106.6m	0.84%	£79.3m	0.70%

4. BORROWING POSITION

- 4.1 The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR) and is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2015/16 and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.
- 4.2 Part of the Council's treasury activities is to address the funding requirements for this borrowing need and this may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board [PWLB] or the money markets), or utilising temporary cash resources within the Council.
- 4.3 From the table at paragraph 3.3 it can be seen that the level of external debt increased during 2015/16 from the opening position of £95.0m to close at £104.2m as a result of the following transactions;

Lender	Principal – (Repayment) / New	Average Interest rate	Reason
PWLB	£(1,769,025)	6.825%	Natural maturity
PWLB	£10,000,000	2.94%	Funds taken at low levels of interest to protect the Council's reserves & provisions and to reduce but not eradicate the under borrowing position. All associated costs were contained within the MTFP.
SALIX Finance	£1,000,000	0%	First tranche of a £3.8m loan agreement to be used on the Council's Street Lighting Replacement Programme

- 4.4 Of the debt outstanding of £104.2m, £0.9m is administered on behalf of Greater Manchester Probation Service which leaves £103.3m in respect of the Council's own long term requirement.
- 4.5 A maturity profile of the Council's debt can be found at Appendix B & C for reference.
- 4.6 No rescheduling of the Council's existing debt was undertaken during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made this unviable due to the high breakage costs (premium) payable.

5. MINIMUM REVENUE PROVISION

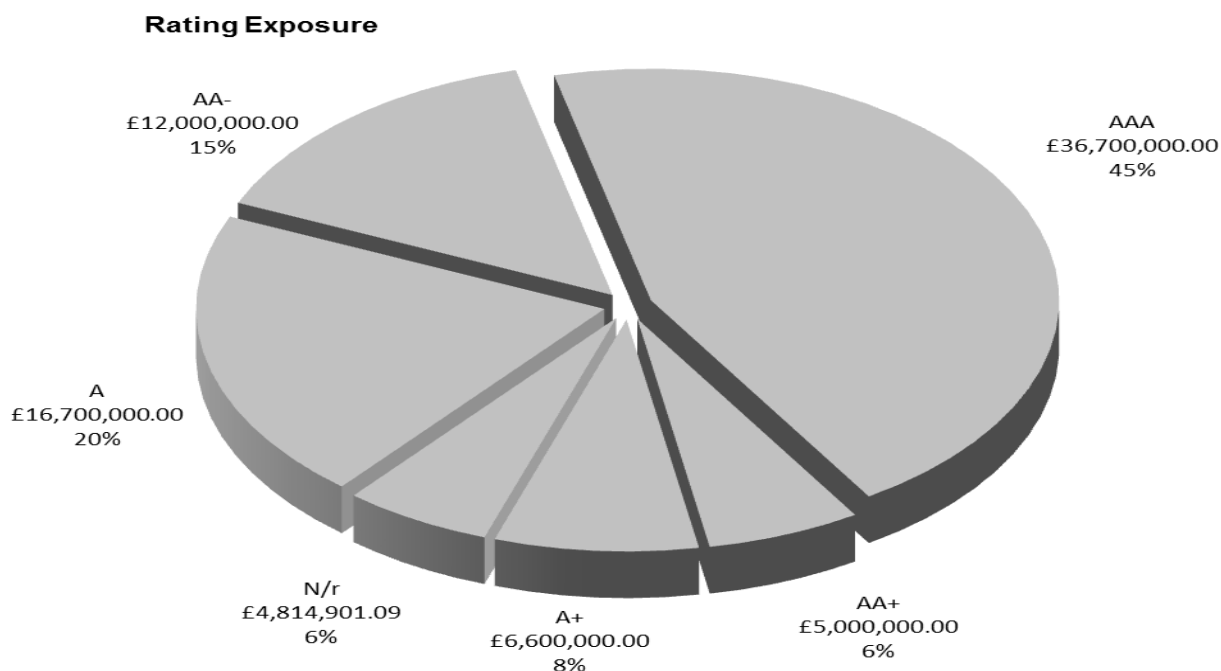
- 5.1 The Minimum Revenue Provision (MRP) is an annual charge to the revenue account for the repayment of debt incurred in respect of capital expenditure financed by borrowing.
- 5.2 During 2015/16 a review was undertaken on that element of the Council's debt incurred prior to 2008 (known as Supported Borrowing) which was charged at a rate of 4% of the Capital Financing Requirement (CFR) and therefore was never completely extinguished. Debt incurred after 2008 is charged on an equal instalment basis based on the life of the asset and was not subject to this review.
- 5.3 The basis of the review was to establish a process seeking a fairer and simpler approach for current and future council tax payers together with generating revenue savings and a report was presented and agreed by Members at the November 2015 Council meeting revising the methodology to be adopted for calculating this charge as shown below;

Previous method	New method
Capital expenditure incurred prior to 2008 was charged at a rate of 4% of the Capital Financing Requirement (CFR) and therefore was never completely extinguished.	Capital expenditure incurred prior to 2008 held within the CFR is to be written down over a period of 50yrs (this being the average life of the Council's assets over which they are depreciated).

5.4 The amendments to this policy remain fully compliant with Department for Communities & Local Government (DCLG) regulations on this issue, which permits costs to be calculated evenly over the useful life of an asset and maintains a stable and prudent charge to the revenue budget.

6. INVESTMENT POSITION

6.1 The Council's investment policy is governed by DCLG guidance issued in March 2010 and which was implemented in the annual investment strategy approved by Council on 18 February 2015. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.). The graph below provides a breakdown of the Council's investments placed as at 31 March 2016 by long term credit rating and further information detailing the make-up of this can be found at Appendix C & D;



6.2 The in-house treasury management team manages the investments using the institutions listed in the Council's approved lending list and funds can be invested for a range of periods from overnight to 3 years dependant on cash flow requirements, duration and counterparty limits set out in the approved investment strategy, its interest rate view and the interest rates on offer. Investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

6.3 The in-house team also continually monitors the markets and during the year there was very little movement in both credit ratings and interest rates highlighting the continuing movement by financial institutions to realign their balance sheets following the economic downturn.

6.4 The Council's main bank account with Barclays, is non-interest bearing and consequently if no investments were undertaken by the Council's in house treasury management team, the Council would miss the opportunity to generate a substantial amount of income.

- 6.5 Bank Rate remained throughout the year at its historic low level since March 2008, of 0.5% with market expectations as to when the first increase in rates will now occur being set for quarter 4 2016 at the earliest.
- 6.6 The Council maintained an average balance of £106.6m during 2015/16 with an investment rate of return of 0.84% being achieved through proactive investment management, generating £(0.9m) of interest.
- 6.7 Whilst the level of return achieved in 2015/16 of 0.84% was slightly below that originally budgeted for of 0.85%, it was 0.51% or £(0.5m) above the comparable performance indicator of the average 7-day London Interbank BID (LIBID) rate, of 0.36% and £(0.3)m above budget.
- 6.8 The amount of interest earned was above that originally budgeted due to the level of balances invested being higher than originally forecasted as a result of external grants & contributions being received ahead of spend requirement and re-phasing of projects within the capital programme.
- 6.9 A maturity profile of the Council's temporary investments can be found at Appendix C together with a further breakdown at Appendix D which details the historic risk of default.
- 6.10 The ability to generate a satisfactory level of return without exposing the Council to high levels of risk during the continuing climate of low interest rates remains challenging and new ways of being able to do this are constantly being sought.
- 6.11 At the July 2015 Council meeting, Members approved a report for the inclusion onto the list of approved Investment institutions and instruments to be used of The Local Authority Property Investment fund, which is managed by the Church Commissioners Local Authority.
- 6.12 This fund is only available to Local Authorities and the objective of it is to generate long-term growth in the original amount invested whilst generating returns in the form of annual dividends by investing in commercial property throughout the UK.
- 6.13 On 29 September 2015, £5m was placed into this fund for an expected minimum period of 5 years and after entry costs had been deducted of £0.3m, it enabled 1,643,872 units in the fund to be purchased which at 31 March 2016 were worth £4.8m. The annualised return this investment generated for the Council in 2015/16 was 4.85% and based on the current forecasted property growth rates, it is expected that the value of the Council's units will reach the level originally invested of £5m in 2018/19.

7. RELATED TREASURY ISSUES

- 7.1 Local Authority Mortgage Scheme – the Council participated in the national Local Authority Mortgage Scheme using the cash backed option with Lloyds bank by advancing £2m in 2012/13 at an interest rate of 4.41% and due to the success of this scheme, a further £1m was also advanced in 2013/14 at an interest rate of 2.7%, both for periods of 5 years. These are classified as being service investments, rather than a treasury management investment, and are therefore outside of the specified / non specified investment categories.

8. PRUDENTIAL AND PERFORMANCE INDICATORS

- 8.1 Within the Treasury Management Strategy for 2015/16, approval was given to the treasury management prudential & performance indicators for the period 2015/16 – 2018/19. All indicators and benchmarks set for 2015/16 were complied with and details of these are shown in Appendix E.

Other Options

This report has been produced in order to comply with Finance Procedure Rules and relevant legislation and provides an overview of the treasury management transactions undertaken during 2015/16.

Consultation

Advice has been obtained from Capita, the Council's external advisors.

Reasons for Recommendation

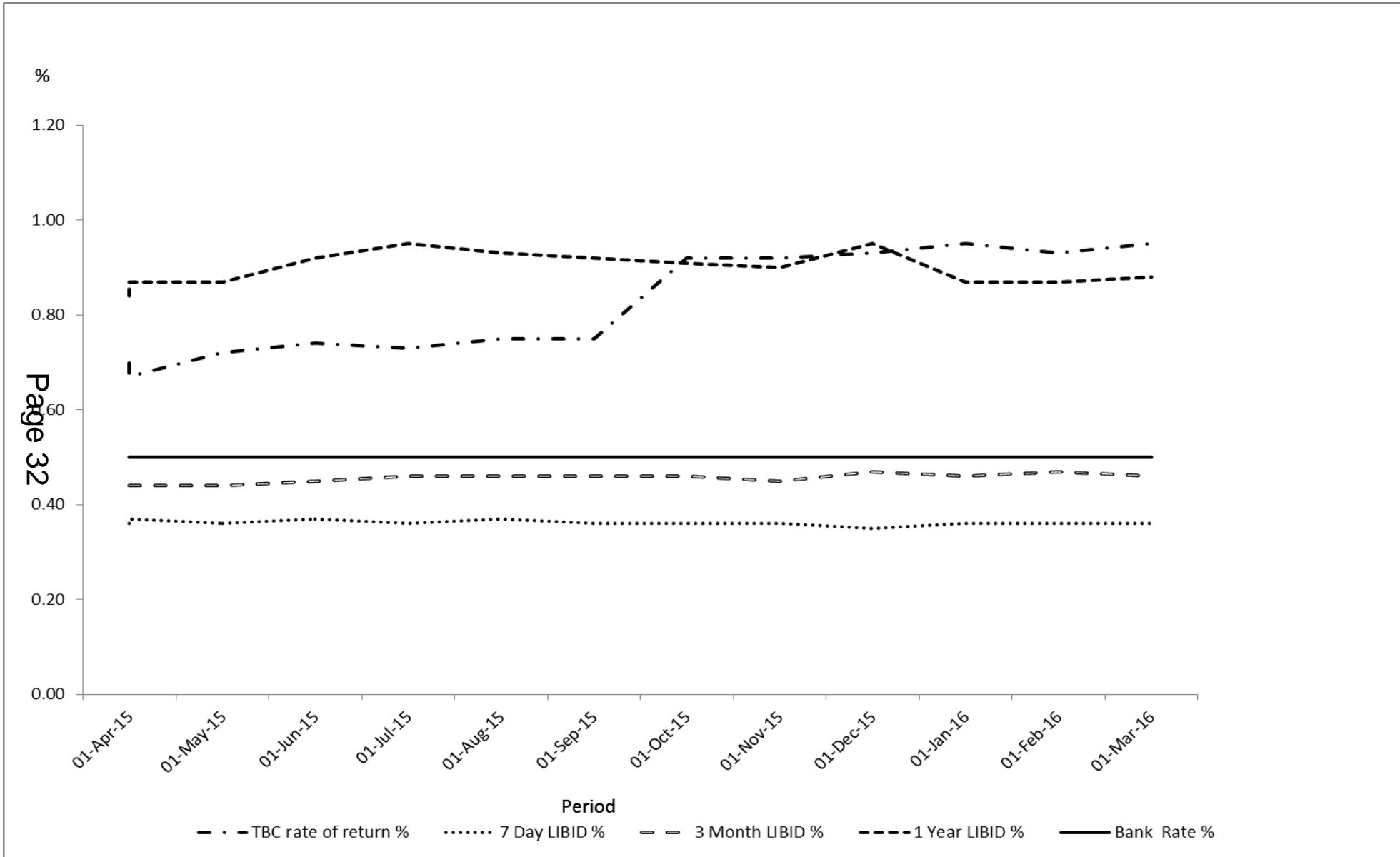
The report has been produced in order to meet the requirements of the Council's Financial Procedure Rules which incorporate the requirements of both the CIPFA Prudential Code and the CIPFA Treasury Management Code.

Finance Officer Clearance ... GB...

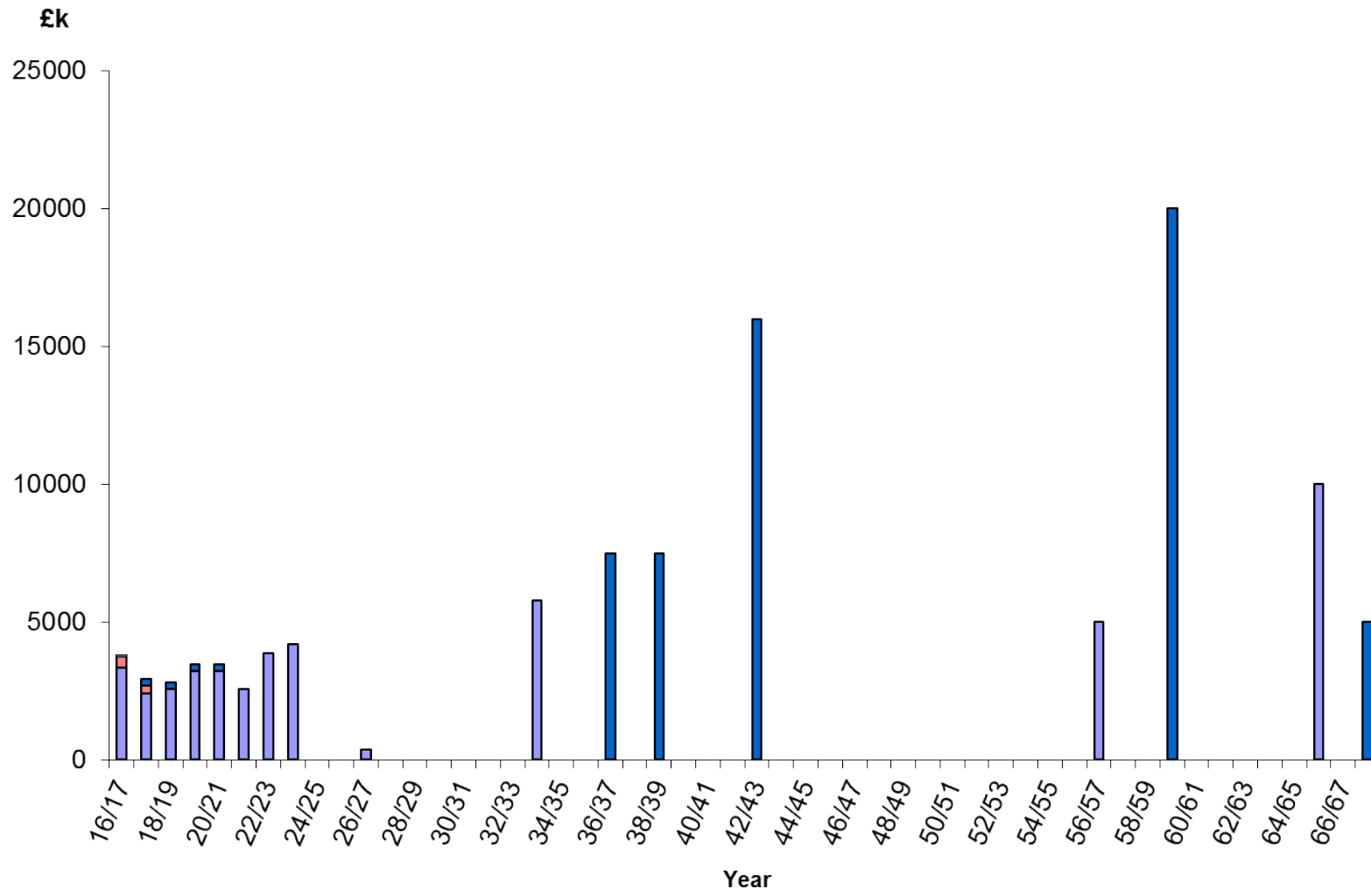
Legal Officer Clearance MRJ.....

DIRECTOR'S SIGNATURE 

Investment Interest rate movements in 2015-16



Profile of debt outstanding as at 31.03.2016



Maturity Profile

Debt portfolio:

	31 March 2016 Actual	31 March 2015 Actual
Under 12 months	£3.7m	£1.8m
12 months and within 24 months	£2.9m	£3.7m
24 months and within 5 years	£9.8m	£8.5m
5 years and within 10 years	£10.6m	£13.9m
10 years and above	£77.2m	£67.1m
Total	£104.2m	£95.0m

Investment portfolio:

	31 March 2016 Actual	31 March 2015 Actual
Instant Access	£37.7m	£37.7m
Up to 3 Months	£5.5m	£4.0m
3 to 6 Months	£16.7m	£9.5m
6 to 9 Months	£9.5m	£0.0m
9 to 12 months	£7.6m	£21.4m
Over 1 year	£4.8m	£5.0m
Total	£81.8m	£77.6m

Breakdown of Investments as at 31 March 2016

Counterparty	Amount £	Interest rate	Lowest Long Term Credit Rating*
Church Commissioners Local Authority	4,814,901	4.77%	Not rated
Close Brothers Bank	2,500,000	0.90%	A
Close Brothers Bank	2,500,000	1.05%	A
Federated Investors – Money Market Fund	19,410,000	0.54%	AAA
Goldman Sachs Bank	2,500,000	0.94%	A
Goldman Sachs Bank	2,000,000	0.77%	A
Greater Manchester Waste Disposal Authority	5,000,000	1.60%	AA+
Legal & General – Money Market Fund	2,290,000	0.49%	AAA
Lloyds Bank	1,500,000	1.00%	A+
Lloyds Bank	2,100,000	1.05%	A+
Lloyds Bank	3,000,000	1.05%	A+
Nationwide BS	2,200,000	0.82%	A
Santander UK Bank	3,000,000	0.69%	A
Santander UK Bank	2,000,000	1.00%	A
Standard Life – Money Market fund	15,000,000	0.50%	AAA
Total UK	69,814,901	1.03%	
Development Bank of Singapore	3,000,000	0.61%	AA-
National Bank of Abu Dhabi	2,000,000	1.00%	AA-
National Bank of Abu Dhabi	1,000,000	0.91%	AA-
National Bank of Abu Dhabi	2,000,000	0.80%	AA-
National Bank of Abu Dhabi	3,000,000	0.74%	AA-
Svenska Handelbanken – call account	1,000,000	0.45%	AA-
Total Non UK	12,000,000	0.75%	
Grand Total	81,814,901	0.98%	

Prudential Indicators for 2015/16

Figures are for the financial year	2015/16 Indicator set by Council	2015/16 Actual
<p>Authorised Borrowing Limit Maximum level of external debt, including other long term liabilities (PFI & leases) undertaken by the authority including any temporary borrowing - this is a statutory limit under Section 3(1) of the Local Government Act 2003.</p>	£146m	£110m
<p>Operational Boundary Calculated on a similar basis as the authorised limit but represents the expected level of external debt & other long term liabilities (PFI & leases) excluding any temporary borrowing – this is not a limit.</p>	£131m	£110m
<p>Upper limits on fixed interest rates (Maximum limit of net fixed interest rate exposure - debt less investment)</p>	£2.7m	£2.4m
<p>Upper limits on variable interest rates (Maximum limit of net variable interest rate exposure – debt less investment)</p>	£3.2m	£2.8m
<p>Gross debt and Capital Financing Requirement (This highlights all gross external borrowing, including PFI & leases) is prudent, for capital purposes and does not exceed the capital financing requirement. Figures reflect amount capital financing requirement which exceeds gross external borrowing).</p>	£4.4m	£24.8m
<p>Maturity structure of fixed rate borrowing (These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing – these are required for upper, as shown and lower limits which were set at 0%).</p>		
Under 1 year (this includes the next call date for Market loans)	70%	53%
1 year to 2 years	25%	3%
2 years to 5 years	25%	9%
5 years to 10 years	25%	10%
10 years to 20 years	25%	6%
20 years to 30 years	25%	0%
30 years to 40 years	25%	0%
40 years and above	25%	19%
<p>Maximum principal funds invested exceeding 364 days (including Manchester International Airport shares) - (These limits are set to reduce the need for early sale of an investment)</p>	£70m	£44.6m

Performance Indicators for 2015/16

Indicator	Target	Actual
Security – potential default rate of the Council's investment portfolio based on default rates from the 3 main credit rating agencies – inclusion is recommended by CIPFA.	Max 0.09%	Max 0.01%
Liquidity – investments available within 1 week notice	£15m min.	Achieved
Liquidity – Weighted Average Life of investments	6 months	6 months at 31 March 2016
Yield – Investment interest return to exceed 7 day London Interbank BID rate	0.36% (Avg. 7 day LIBID)	0.84%
Origin of investments placed - maximum investments to be directly placed with non-UK counterparties.	UK institutions 100% Non UK institutions 40%	Min 69% Max 31%

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TRAFFORD COUNCIL

Report to: Council
Date: 27th July 2016
Report for: Discussion
Report of: Executive Member for Transformation and Resources

Report Title

Year End Corporate Report on Health and Safety – 1 April 2015 to 31 March 2016

Summary

1. To provide information on council wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the period 1 April 2015 to 31 March 2016.

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Health & Safety Manager
 Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	The Council’s approach to managing health and safety at work is set out in the Corporate Health and Safety Policy. This includes the arrangements for ensuring the health, safety and welfare of employees and reporting on performance.
Financial	There are no foreseeable financial implications arising out of this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit, together with on-going policy/guidance developments, training provision and investigations of accidents and incidents are designed to continually improve compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None

Risk Management Implications	The total number of accidents to staff over the 12 month period has fallen compared to 2014-15. This presents reduced levels of risk to the Council in terms of civil claims. The number of injuries reportable to the HSE (RIDDOR reportable) has also fallen. An enforcement incident involving the HSE resulted in formal action in the provision of a 'Notice of Contravention' to Trafford Council. A robust response of action was provided to mitigate any potential further legal proceedings. The HSE responded that they were satisfied with the Council response and the actions that were taken following the incident.
Health & Wellbeing Implications	Improving the health and safety of staff contributes towards the Corporate objectives relating to Health and Wellbeing. RIDDOR reportable injuries are monitored in respect to the impact on sickness absence levels.
Health and Safety Implications	See Legal section above. The continuing auditing and monitoring arrangements combined with the mechanisms for the provision of advice and guidance are all focused on sensible and targeted risk management.

1. Introduction

The Council is committed to high standards in health, safety and wellbeing for all staff, visitors, contractors, Elected Members and others who may be affected by our activities. The Council accepts that reducing risks in the workplace reduces costs and that good health and safety is good business.

This report covers the period from 1 April 2015 to 31 March 2016. It identifies the key performance indicators that have been introduced to monitor health and safety performance across the organisation and highlights both proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period.

In addition to this report, separate detailed reports on Directorate performance have been provided to the relevant Corporate Directors and local Joint Consultative Committees.

2. Monitoring Statutory Compliance

2.1 Health and Safety Audits in Council Directorates and Schools

The purpose of the audits is to monitor statutory compliance and to identify areas of risk to the Council. A rolling audit programme has been in place, which is regularly reviewed. The Service continues to develop an increasingly risk-based and targeted approach to prioritising the nature and frequency of audits. Health and safety compliance rates for the period 2015-16 range between 57% and 99%.

Following all audits, the Health and Safety Adviser provides a summary of the findings including areas of good practice and an action plan with priority timescales to address areas of non-compliance. Services and schools are given an overall compliance score and a rating of excellent, good, fair or poor.

After September 2015, the audit documentation and scoring bandings of schools and services was amended to better reflect the standard of compliance and drive continuous improvement in health and safety across the organisation. The change in scoring bandings is detailed in table 1 below:

Table 1: Audit scoring changes

Scoring band	New percentage score	Previous percentage score
Excellent	91-100	91-100
Good	75-90	71-90
Fair	50-74	36-70
Poor	0-49	0-35

Subsequent monitoring is now undertaken where compliance falls below 75% or there are significant issues identified.

In 2015-16, 54 audits were undertaken within schools and all services (total of 8) within the Council's Regulatory Services were audited.

Schools or services achieving 'excellent' compliance rates

41% of all schools audited achieved an excellent score (between 91-100% compliance) as detailed in table 2.

Table 2: School audits by type of audit achieving an 'excellent' score

Schools audits achieving 'excellent'	Number of audits
Full Health and Safety Audit	6
Premises Audit	2
Risk Assessment Audit	4
Play area	2
Sports and PE	2
Design and Technology	1
Total	17

Schools and Services achieving 'fair or poor' compliance rates

Even taking into account the changes to the scoring bands within the second half of the reporting period, there were still no schools or services that achieved a poor score. 14% of schools achieved a fair score. It must be noted that only one of the schools that would have previously achieved a 'good' rating under the previous scoring system fell into the 'fair' category as a result of the banding change. Just one service within Regulatory Services received a fair score.

Services and schools developing the areas highlighted from the audits with the support of the Health and Safety Unit are detailed in table 3.

The remainder of schools and Regulatory Services achieved a 'good' compliance rate.

Table 3: Schools and services achieving a fair score

Name	Audit Type	Score	Main areas for development
Schools			
Trafford High School	Risk Assessment	58	<ul style="list-style-type: none"> Further development of risk assessments for certain work activities at the premises and monitoring of those risk assessments
Wellfield Infants	Play Area	67	For both schools receiving the play area audit: <ul style="list-style-type: none"> Further development of play area risk assessments Further implementation of periodic inspections for the play area Minor defects requiring attention
Flixton Junior School	Play Area	67	
Egerton	Premises	70	<ul style="list-style-type: none"> Reviewing the maintenance schedules for plant and equipment within the premises Further development of risk assessments for certain work activities at the premises
Heyes Lane Primary School	Fire Audit	74	<ul style="list-style-type: none"> Further review and development of fire risk assessments
Services			
Building Control	Full Audit	57	<ul style="list-style-type: none"> Further development of risk assessments for certain work activities and monitoring of those risk assessments

3. Accident Statistics

The overall total number of accidents involving staff reported to the HSU has decreased by 46%, with 124 accidents reported in 2015-16, compared to 231 accidents in 2014-15.

There has been a reduction in the workforce, including staff transferred to Amey LG under the Joint Venture arrangements in June 2015. The decrease in the overall rate of accidents however is significant, down from 4.02 per hundred employees in 2014-15 to 2.57 per hundred as detailed in Table 4.

The Council process for reporting incidents remains a well-established and embedded procedure within the Council's Health and Safety management arrangements. As such, the level of reported accidents should provide an accurate picture of reduced incidents across services and schools rather than indicating potential issues of non-reporting. The HSU continues to reinforce the importance of accident reporting and investigation as part of the corporate safety management arrangements.

Indicators – Year End Results	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Total number of accidents to employees (reported to HSU)	217	174	238	196	231	124
Number of employees	6200	5800	5875	5958	5749	4826
Overall rate of accidents to employees/100 employees	3.5	3.0	4.05	3.29	4.02	2.57

Table 4: Overall number and rate of accidents to staff

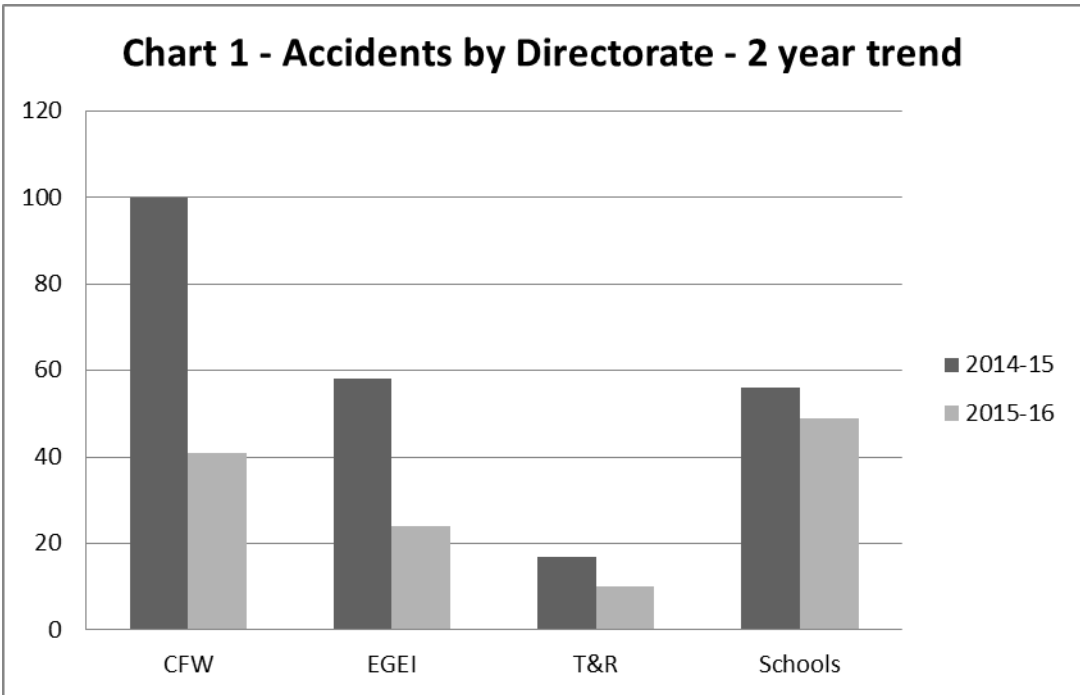
Rate based on number of staff at 1 April at the start of each reporting period.

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1 April 2015 to 31 March 2016. A summary of the findings is detailed below.

3.1 Numbers of Accidents by Directorate

Compared to 2014-15, the total number of reported accidents has decreased across all services; Children Families and Wellbeing (CFW), Economic Growth, Environment and Infrastructure (EGEI), Transformation and Resources (T&R) and community schools.

Analysis of service areas (see Appendix 1) show continued trends of a higher proportion of incidents in particular service areas, as would be expected due to the particular work activities undertaken and associated risks. However, it is encouraging to see some significant reduction in incidents particularly within CFW. Further detail and analysis per Service area will be provided in the Directorate reports.



3.1.1 Children, Families and Wellbeing (CFW)

The overall number of accidents reported in CFW, which mainly relate to violence and aggression, has reduced by 59% (from 100 to 41). As previously reported, the number of incidents can be very sensitive to managing particular service users as was the case in 2014/15, where a number of incidents did relate to an individual. Strategies were put into place to support the service user and prevent any further incidents taking place.

The rate of accidents in CFW in 2015-16 is 3.13 per hundred employees, compared to 5.98 in 2014-15.

3.1.2 Economic Growth Environment and Infrastructure (EGEI)

The overall number of reported accidents in services under EGEI has decreased by 59% from 58 to 24. The majority of incidents (14) took place within the cleaning and catering services and related to common accidents involving these work activities such as moving and handling. Four incidents involved Greenspace & Streetscape Operations which have now transferred to Amey LG.

The rate of reported accidents under EGEI in 2015-16 is 2.42 per hundred employees compared to 4.35 in 2014-15.

3.1.3 Transformation and Resources (T&R)

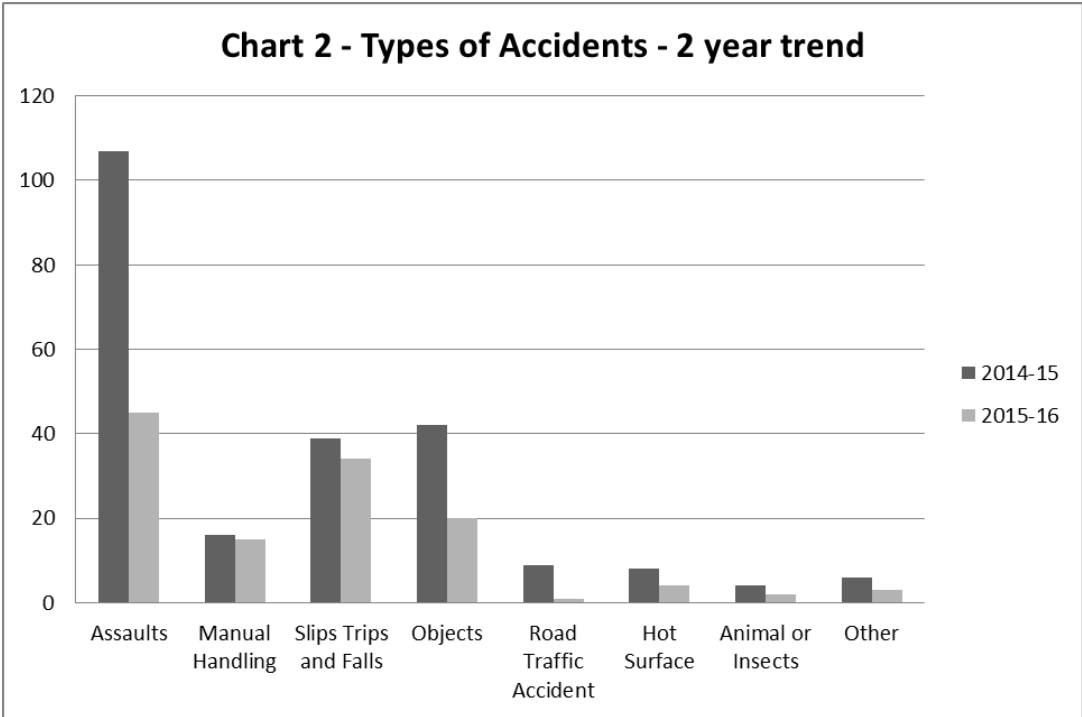
The overall number of accidents reported in Transformation and Resources (T&R) has decreased by 41% (from 17 to 10). The rate of reported accidents in T&R is 1.69 accidents per hundred employees in 2015-16, compared to 2.74 accidents per hundred employees in 2014-15.

3.1.4 Maintained Schools

The overall number of accidents reported by maintained schools has decreased by 13%, down from 56 to 49. The rate of reported accidents in schools in 2015-16 is 2.53 per hundred employees, compared to 2.63 in 2014-15.

3.2 Types of Accidents

Chart 2 below, shows a summary of the main types of accidents in 2015-16, compared to the same period in 2014-15. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate and service area.



3.2.1 Violence and Aggression

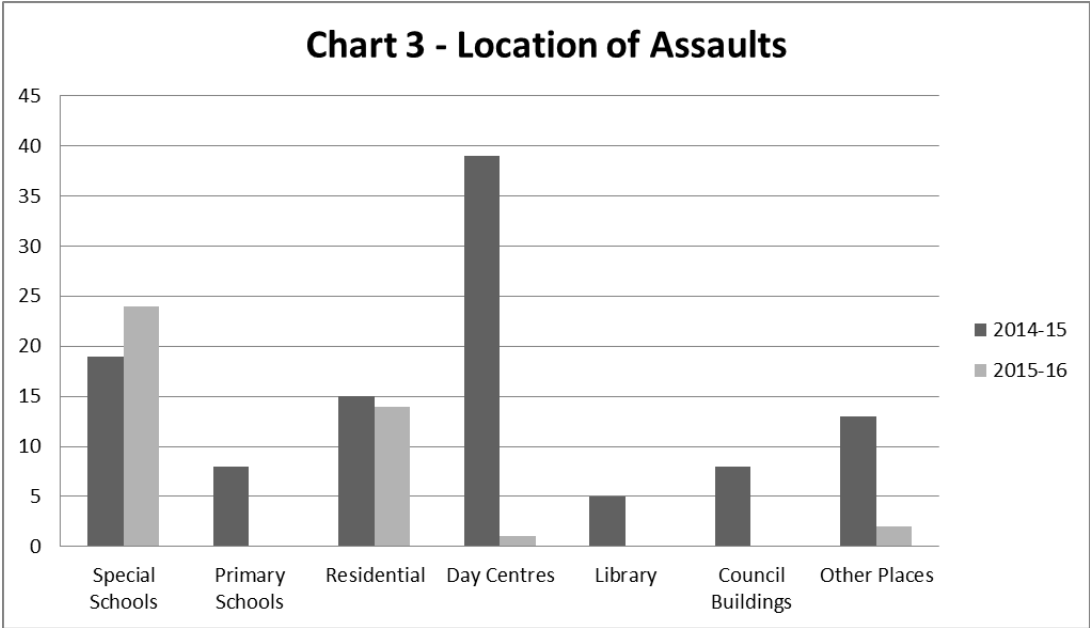
Incidents involving violence and aggression, which include two categories - reported assaults or threats of assault/intimidation - still remain the most reported incident type. There has however been a 58% decrease in the number of reported assaults (from 107 in 2014-15 to 45 in 2015-16). The number of reported threats of assault or intimidation has also fallen significantly with 4 reported incidents compared to 21 last year. One incident was reported to the HSE under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).

All of the assaults have been reported by services and schools dealing with adults or children displaying challenging behaviour. Chart 3 below gives a comparison of the numbers and location of the incidents in 2014-15 and 2015-16.

The most common circumstances for violence and aggression were staff working with vulnerable adults in the community through Integrated Health and Social Care Services. A total of 17 incidents were reported, including two within Ascot House, 12 incidents with service users being supported in residential properties, 1 incident at Pathways Day Centre and two incidents in other places (in the community).

The remaining incidents all took place within special schools. This was the only area of increase in 2015-16 with 24 incidents taking place compared to 19 in the same period last year and HSU continue to support schools in reviewing such incidents and ensuring appropriate strategies are implemented.

There were no obvious trends in 2015-16 relating to particular service users or children. There continues to be arrangements and training for staff to assist them in effectively responding to such incidents and managing the risks of violence including post event support.



There have been no reported incidents of assault within Council Buildings, libraries or other schools throughout 2015-16.

3.2.2 Slips, Trips and Falls

Slips, trips and falls remain the second most common cause of accidents. There was a 13% decrease in reported incidents from 39 last year to 34 in 2015-16. No particular trends were evident and the incidents took place in variety of settings.

Three of the incidents required notification under RIDDOR which included tripping over a flagstone and losing footing in a public area and a member of staff losing footing and falling on the stairs.

3.2.3 Objects

As detailed within the 6 month report, objects are the third common cause of accident, with 20 reported in 2015-16 compared to 42 in the previous year (a decrease of 42%).

Such incidents included being hit by or striking against an object and contact with a sharp object. No incidents required reporting under RIDDOR and no particular trends were identified for the incidents.

3.3 Rate of Reportable Injuries to Staff

From the overall number of accidents / incidents (124), the number of incidents reportable to the HSE under RIDDOR has substantially reduced with 5 reported in 2015-16 compared to 14 last year (a decrease of 64%). This is shown in Table 2 below:

Table 5: Rate of reportable injuries to staff

Local performance indicator	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Total Number of reportable accidents	18	19	18	9	13	14	5
Target for rate of reportable accidents/100 employees	0.38	0.36	0.34	0.32	0.30	0.28	0.26
Actual rate of reportable accidents/100 employees	0.24	0.31	0.31	0.15	0.21	0.24	0.10

The rate of reportable injuries per hundred employees has decreased from 0.24 to 0.10. The overall accident rate remains well below the performance indicator target for this year of 0.26 accidents per hundred employees.

4. Current Performance against 2015-16 Corporate and HSU Team Health and Safety Plan

In line with the current Corporate Health and Safety Plan and to ensure continuous review and improvement in HSU service delivery, the following key actions have been completed or progressed within HSU as detailed in table 6.

Table 6 – Areas of development

Area of development	Actions	Status
Corporate and schools health and safety guidance review	Managing Health and Safety in Construction Work and Construction, Design and Management (CDM) Regulations 2015 – Guidance for schools	Completed
	Managing the Health and Safety Risks to New and Expectant Mothers	Completed
	Manual Handling Guidance – People	Completed
	Manual Handling Guidance – Objects	Final draft
	Work at Height Guidance	Final draft
	Fire Safety Toolkit	Completed
Schools health and safety SLA	Revision and development of the HSU auditing toolkit	Completed
	Review of example risk assessments for schools	Completed
	Development of a Design and Technology Audit	Completed
	Transfer of schools health and safety guidance onto Trafford Services for Education	Completed
	Completion of programmed School SLA audits and training	Completed
First aid	Regular review of first aid provision across the Council	Progressing
Fire	Appointment of Health and Safety Advisor (Fire Lead)	Completed
	Review of Corporate fire safety evacuation arrangements	Progressing
	Review, appointment and briefing of 67 fire marshals at Trafford Town Hall and Sale Waterside	Completed

5. Training

The HSU has continued to work with the Learning and Development Team to ensure that a calendar of training is in place across the organisation. HSU has also provided direct training sessions to Trafford employees, schools and manual handling training to a private organisation. Table 7 below details the nature, number of courses and number of attendees throughout the reporting period.

Table 7: Corporate and schools training

Course	Course Number	Attendance
Moving and Handling (Adults) Update	10	55
Moving and Handling (Objects) Update	6	93
Moving and Handling (Adults) - Private Provider	4	20
Manual Handling (Objects) – Site Managers	3	24
Risk Assessment – Schools	1	5
Risk Assessment - Corporate	1	7
Site Managers Health and Safety	1	8
Working at Height (Safe use of ladders)	2	18
First Aid at Work (1 day)	2	23
First Aid at Work (3 day)	1	9
First Aid Paediatric (2 day)	1	13
First Aid at Work Refresher (2 Day)	2	8
Total	34	283

Online training has also provided staff with a large number of specific health and safety courses as detailed in Table 8.

Table 8: Online Training

Online courses	Number completed
Health and Safety Induction	204
Fire Safety and Evacuation	14
Asbestos awareness	22
Personal Safety for Lone Workers	7
Other	13
Total	260

6. HSE Enforcement Incident

As detailed in the 6 month report, in September 2015, an HSE Inspector observed a site manager, Amey contractor and other contractors on the roof of a Trafford Primary school with no precautions in place to minimise the risks of falls. The inspector identified breaches of the Work at Height Regulations 2005 and issued a Notice of Contraventions to Trafford Council and Amey.

The response to HSE outlined the guidance and risk assessments available to schools to manage safe work at height and monitor contractors. Further work has included:

- Communication to all schools regarding roof access
- Review of the work at height guidance and risk assessments available to schools
- Direct support to the school to review risk assessments and arrangements
- Audits at all schools in 2015-16 included focus on work at height and contractor issues

The HSE subsequently confirmed that they were satisfied with the Council response and the actions that were taken following the incident.

7. Legislative Changes – New Sentencing Guidelines

New sentencing guidelines in 2016 which include health and safety offences and corporate manslaughter cases are now in effect which significantly increase the potential fines organisations may receive for prosecution of offences.

Previously there was little guidance available to courts to determine the level of punishment for offences. The objective of these guidelines is to ensure there is a consistent and stricter approach to the sentencing of health and safety and corporate manslaughter cases. The court determines a level of offence to which a range of fines are available. The guidelines then consider a number of factors to determine the level of punishment to be administered.

A court will firstly identify the level of culpability (how responsible the guilty party is) ranging from low to very high. Secondly, the court decides the degree of harm (potential or actual) caused by failure to manage risks. Next the court will evaluate how many employees and members of the public were exposed to the harm and whether the offence itself posed significant harm.

The organisations financial position is considered to ensure the fine is proportionate and then any relevant mitigating factors, such as a good health and safety record, are taken into account.

The guidelines provide a clear message to organisations that health and safety should remain a clear priority as is demonstrated at the Council through the range of work highlighted within this report. The Sentencing Council has provided a document detailing the sentencing guidelines in detail

8. Key Achievements and Added Value

8.1 Audit Programme

The HSU audit and inspection programme has included the successful completion of 8 teams under Regulatory Services within EGEI and all planned schools under the SLA as detailed in section 2.1.

8.2 SLA buy-back

74% of all schools purchased the Health and Safety SLA and associated 'pay as you go' provision, generating additional income for the Council.

8.3 Requests for Service

HSU responded to 214 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

8.4 Event Applications

The HSU has reviewed and made recommendations on a total of 94 event applications for community events take place at numerous locations across Trafford.

8.5 Display Screen Equipment (DSE) Assessments

A total of 32 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting potential or existing health related issues, including two specialist assessments by the Council's Moving and Handling/Ergonomics Consultant. Following an assessment, a report of the findings and recommendations are provided to the employee's line manager for implementation.

8.6 Moving and Handling Assessments

Table 9 details the number of 'complex' moving and handling assessments carried out by the Council's Moving and Handling Lead and Consultant. The assessments carried out are mainly in relation to service users within CFW and pupils within schools who require assistance with a moving and handling task.

Table 9: Complex Moving and Handling Cases

Service Area	Number of Moving and Handling Referrals (complex cases) April 2015 – March 2016
CFW Adult Services	32
CFW Children's Services	4
Schools	4
TOTAL	41

9. Conclusion

The reduced incident rate across all services and schools as detailed in the 6 month report has continued throughout 2015-16 and is welcome. However, continuous improvement remains the key driver for ensuring the health safety and wellbeing of our workforce. The financial threats from the new sentencing guidelines for offences and potential civil claims also serve to ensure that good health and safety management remains a priority and integral part of the Council.

The Service will focus further on effective engagement with Members, Unions, Senior Management and the workforce to provide the collaborative support and guidance required to continue to maintain and improve health and safety standards across the organisation.

Key Health and Safety Data

Key data for reference is provided in the following tables included in the appendices below:

Corporate Accident Statistics April 2015 - March 2016

Appendix 1: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of incidents
Children, Families and Wellbeing	Education, Health and Care Commissioning	2
	Integrated Health and Social Care	31
	Services For Children Young People and Families	8
Total CFW		41
Economic Growth Environment and Infrastructure	Regulatory Services	5
	Strategic Business Unit (Catering and Cleaning Operations)	15
	Strategic Business Unit (Greenspace & Streetscape Operations – Now Amey LG)	4
Total EGEI		24
Schools	Special Schools	31
	Community Schools	18
Total Schools		49
Transformation and Resources	Customer Services	3
	Finance	3
	Human Resources	2
	Legal and Democratic Services	1
	Partnership and Communities	1
Total T&R		10
Grand Total		124

Appendix 2: Type of accident 2010-2016

Accident Type	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Assaults						
Physical Assault	76	45	116	75	86	41
Assault, Threats or Intimidation (previously Verbal Assault)	1	15	23	20	21	4
Total Assaults	77	60	139	95	107	45
Manual handling (lifting, moving, manoeuvring etc.)						
Manual handling	28	14	17	13	16	15
Slips, Trips and Falls						
Slipped, tripped or fell on same level	30	34	28	24	33	30
Fall down steps/stairs	4	4	3	7	3	4
Trip	9	0	N/A	N/A	N/A	N/A
Fall from height	3	1	1	1	3	0
Total Slips, Trips and Falls	46	39	32	32	39	34
Incidents involving objects						
Hit by moving vehicle (new category 14-15)	N/A	N/A	N/A	N/A	1	0
Hit by a moving, Flying or falling object	12	15	12	18	19	11
Striking against object/hit something fixed or stationary	10	9	9	5	10	4
Cut by a sharp object	8	6	5	5	9	4
Stepping / Kneeling on Object	0	0	0	1	3	1
Total Objects	30	30	26	29	42	20
Others						
Contact with a moving person (new category 12-13)	N/A	N/A	1	2	2	0
Other	5	9	4	7	3	1
Road Traffic Accident	16	7	4	4	9	1
Animal/Insect	2	6	3	2	4	2
Hot surface/substance	10	3	7	10	8	4
Trapped	2	3	1	1	0	1
Exposed to, or in Contact With, a Harmful Substance	0	2	0	0	1	0
Electricity	0	1	1	0	0	0
Plant & machinery (including hand and power tools)	2	0	2	1	0	1
Sports Injury	0	0	1	0	0	0
Total Others	37	31	24	27	27	10
Overall Total	218	174	238	196	231	124

Appendix 3: Type of accident by Directorate 2015-16

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	0	2	0	0	2
Threats of assault or intimidation	2	1	1	0	4
Physically assaulted by a person	17	0	0	24	41
Contact with a moving person	0	0	0	0	0
Cut by a sharp object	2	2	0	0	4
Exposed to, or in contact with, a harmful substance	0	0	0	0	0
Fall down steps/stairs	1	1	2	0	4
Fall from height	0	0	0	0	0
Hit by a moving, flying or falling object	1	2	1	7	11
Hit by moving vehicle	0	0	0	0	0
Hit something fixed or stationary	0	1	0	1	2
Hot surface/substance	2	1	1	0	4
Manual handling(lifting, moving, manoeuvring)	7	5	0	3	15
Other	0	1	0	2	3
Road traffic accident	0	1	0	0	1
Slipped, tripped or fell on same level	6	7	5	12	30
Stepping/kneeling on object	1	0	0	0	1
Striking against object	2	0	0	0	2
Totals	41	24	10	49	124

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