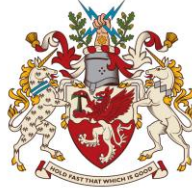


Public Document Pack



TRAFFORD COUNCIL

Tuesday, 25 May 2021

Trafford Town Hall
Talbot Road
Stretford
M32 0TH

Dear Councillor,

Please find enclosed reports in respect of the following items of business listed on the Summons for the **ANNUAL MEETING** of the Council on **WEDNESDAY, 26 MAY 2021**, at **6.00 P.M.** at **THE POINT, LANCASHIRE COUNTY CRICKET CLUB, TALBOT ROAD, STRETFORD, M16 0PX:**

| | Pages |
|--|--------------|
| 6. Shadow Executive | |
| To note the membership of the Shadow Executive. | 1 - 2 |
| 7. Council Committees | |
| To receive a report on the Committees of the Council, their composition, membership and terms of reference for the 2021/22 Municipal Year. | 3 - 42 |
| 8. Appointments to Outside and Independent Bodies | |
| To receive a report on Council appointments to outside and independent bodies for the 2021/22 Municipal Year. | 43 - 54 |

Yours sincerely,

SARA TODD
Chief Executive

Annual Meeting of the Council - Wednesday, 26 May 2021

Membership of the Council

Councillors L. Walsh (Mayor), C. Boyes (Deputy Mayor), D. Acton, S. Adshead, A. Akinola, J.M. Axford, Dr. K. Barclay, J. Bennett, Miss L. Blackburn, J. E. Brophy, B. Brotherton, D. Bunting, D. Butt, T. Carey, Dr. S. Carr, G. Carter, K.G. Carter, D.N. Chalkin, R. Chilton, G. Coggins, M. Cordingley, L. Dagnall, J. Dillon, N. Evans, M. Freeman, S.J. Gilbert, J. Harding, B. Hartley, W. Hassan, S. J. Haughey, J. Holden, C. Hynes, D. Jarman, D. Jerrome, J. Lamb, J. Lloyd, S. Longden, S. Maitland, M. Minnis, M. Mirza, A. Mitchell, D. Morgan, P. Myers, A. New, J.D. Newgrosh, D.C. O'Sullivan, E. Patel, K. Procter, T. Ross, J. Slater, S. Taylor, S. Thomas, R. Thompson, M.J. Welton, A. Western, D. Western, M.P. Whetton, G. Whitham, A.M. Whyte, A.J. Williams, B.G. Winstanley, J.A. Wright and Mrs. P. Young.

Further Information

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

Ian Cockill, Governance Officer
Tel: 0161 912 1387
Email: ian.cockill@trafford.gov.uk

This Supplementary to the Summons was issued on **Tuesday, 25 May 2021** by the Governance Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

1.

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 26 May 2021
Report for: Information
Report of: Corporate Director of Governance and Community Strategy

Report Title

SHADOW EXECUTIVE

Summary

To note the Members of the main opposition with shadow responsibility for the Executive portfolio areas.

Recommendation(s)

To note the members of the Shadow Executive as set out in the Appendix.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers: None.

MEMBERSHIP OF THE SHADOW EXECUTIVE 2021/22

| <u>Councillor</u> | <u>PORTFOLIO</u> |
|-------------------------------|--|
| Nathan Evans | Leader of the Opposition (with portfolio responsibility for Sustainability and Climate Change) |
| Patrick Myers (Deputy Leader) | Finance and Governance |
| Dr. Karen Barclay | Adult Social Care |
| Miss Linda Blackburn | Children's Services (with all statutory children's responsibilities) |
| Mussadak Mirza | Communities and Partnerships (with responsibility for Poverty Strategy) |
| Chris Boyes | Covid-19 Recovery and Reform |
| Dylan Butt | Culture and Leisure |
| Dave Morgan | Environmental and Regulatory Services |
| John Holden | Health, Wellbeing and Equalities |
| Daniel Chalkin | Housing and Regeneration |
| | <u>Non-Executive Portfolio</u> |
| Thomas Carey | Lead Member for Education |

Note: The Members' Allowances Scheme specifies that Shadow Executive arrangements should reflect the composition of the Council's Executive, thus:

- (a) the Shadow Executive must be composed of identical portfolio areas; and*
- (b) the number of Members appointed to the Shadow Executive (including the Members appointed as Leader and Deputy Leader) must be equal to or less than the number of Members appointed to the Executive.*

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 26 May 2021
Report for: Decision
Report of: Corporate Director of Governance and Community Strategy

Report Title

COUNCIL COMMITTEES

Summary

To agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2021/22 municipal year.

Recommendation(s)

- 1) That the Standing Committees and their composition, as set out in Appendix 1 to the report, be approved.
- 2) That the Terms of Reference for each Committee, as set out in Appendix 2 to the report, be approved.
- 3) That the membership of Committees for the 2021/22 municipal year, as set out in Appendix 3 to the report, be approved.
- 4) That the appointment of Committee Chairs and Vice-Chairs, as set out in Appendix 3, be approved and the nomination of Opposition Spokespersons (where appropriate), be noted.
- 5) That the Council approves the appointment and memberships of the three Sub-Committees of Licensing Committee, as set out in Appendix 4.
- 6) That the Appointments and Appeals Panel be formally appointed, the membership for which will be drawn from all members of the Council.

[When sitting, the Panel shall comprise a smaller number of members selected for specific purposes and shall include representation from all parties and appointed on the basis of 2:1:1:1. When acting as an Appeals Panel, the membership shall be restricted to a pool of Members who have undertaken the necessary Members Appeals Training. Please refer to the Terms of Reference (Appendix 2) for details on the role of this Panel.]

- 7) That the Council appoints to the Health and Wellbeing Board, as set out in Appendix 5, and the Board be recommended to endorse the Council's membership.
- 8) 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.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers: None.

1. COMPOSITION OF COUNCIL COMMITTEES

1.1 The Local Government and Housing Act 1989 requires the composition of committees to be in accordance with the political balance of the 63 members of the Council and this shall be reviewed as a result of any changes to that balance. Currently the political make-up of the Council is as follows:

- Labour Group - 40 members
- Conservative Group - 17 members
- Liberal Democrats Group - 3 members
- Green Party Group - 3 members

1.2 The regulations require that the composition of committees is in accordance with the political balance of the 63 members of the Council and that this is reviewed as a result of any changes to that balance.

1.3 Subject to the need to allocate each political group a total allocation of seats in proportion to its strength on the Council and with no requirement to offer any seats to an Independent since an individual does not constitute a group, the Membership of each Ordinary Committee should be made up of the following proportions: -

- Labour (40/63) - 63.492%
- Conservative (17/63) - 26.984%
- Liberal Democrats (3/63) - 4.762%
- Green Party (3/63) - 4.762%

1.4 The proposed Committee structure is set out in Appendix 1.

PROPOSED COMMITTEE ENTITLEMENTS FOR THE MUNICIPAL YEAR 2021/22

| Committee | No. of Members | Ex-officio Members | Co-opted Members | Proposed Places | | | |
|--|----------------|--------------------|------------------|-----------------|-----------|----------|----------|
| | | | | LAB | CON | L/D | GP |
| <u>Ordinary Committees</u> | | | | | | | |
| Accounts and Audit | 9 | - | 1 | 6 | 2 | 0 | 1 |
| Employment | 9 | - | - | 7 | 2 | 0 | 0 |
| Planning and Development Management | 13 | - | - | 8 | 3 | 1 | 1 |
| Licensing * | 15 | - | - | 9 | 4 | 1 | 1 |
| Standards | 11 | - | 5^^ | 6 | 3 | 1 | 1 |
| Scrutiny | 11 | 2# | - | 7 | 3 | 1 | 0 |
| Health Scrutiny | 11 | 2# | - | 7 | 4 | 0 | 0 |
| Children and Young Peoples Scrutiny | 11 | 2# | 5^ | 8 | 3 | 0 | 0 |
| POLITICALLY BALANCED PLACINGS (excluding other Committees) | 90 | 6 | 11 | 58 | 24 | 4 | 4 |

| | | | | | | | |
|------------------------------|-----------|----------|-----------|-----------|-----------|----------|----------|
| <u>Other Committee(s)</u> | | | | | | | |
| Health and Wellbeing Board** | 5 | - | 16^^^ | 3 | 1 | 1 | 0 |
| OVERALL PLACINGS | 95 | 6 | 27 | 61 | 25 | 5 | 4 |

* Committees for which political balance rules may be disapplied

** Committee for which political balance rules do not apply

The Chairmen of the three Scrutiny Committees shall be appointed as ex-officio non-voting members on each of the other Committees. (Temporarily suspended)

^ 2 Church and 3 Parent-Governor representatives

^^ 2 Parish representatives and 3 Independent members

^^^ Corporate Director of Children, Families and Wellbeing, Corporate Director of Adult Services, Director of Public Health plus 13 External Partners

ACCOUNTS AND AUDIT COMMITTEE

Statement of Purpose

The purpose of the committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

Composition

Membership of the Audit and Accounts Committee shall comprise 9 Members, be politically balanced and shall not include any Members of the Executive. A non voting member, with appropriate skills and experience, may be co-opted on to the Committee with the approval of the Council.

Terms of Reference

Internal and External Audit

- a) Review and approve (but not direct) the Internal Audit Charter and Strategy, including internal audit resourcing.
- b) Review and approve (but not direct) the annual Internal Audit work programme. Consider the proposed and actual Internal Audit coverage and whether this provides adequate assurance on organisations main business risks, review the performance of Internal Audit.
- c) Receive summary internal audit reports and seek assurance on the adequacy of management response to internal audit advice, recommendations and action plans.
- d) Review arrangements made for cooperation between Internal Audit, External Audit and other review bodies and ensure that there are effective relationships which actively promote the value of the audit process.
- e) Receive the Annual Internal Audit report and opinion.
- f) Review and consider proposed and actual External Audit coverage and its adequacy and consider the reports of external audit and inspection agencies.
- g) Receive updates from External Audit on External Audit findings and opinions (including the audit of the annual financial statements and the value for money conclusion) and seek assurance on the adequacy of management response to External Audit advice, recommendations and action plans.

Risk Management

- a) Review the adequacy of arrangements for identifying and managing the organisation's business risks, including partnerships with other organisations. This

includes review of the Council's risk management policy and strategy and their implementation.

- b) Review the robustness of the strategic risk register and the adequacy of associated risk management arrangements.
- c) Receive and consider regular reports on the risk environment and associated management action.

Internal Control Arrangements, Corporate Governance and the Annual Governance Statement

- a) Review the effectiveness of corporate governance arrangements and internal control across the organisation and the adequacy of action taken to address any weaknesses or control failures.
- b) Conduct a review of the draft Annual Governance Statement (AGS), which is a key assurance statement required to be completed each year in accordance with the Accounts and Audit (Amendment) Regulations 2021.
- c) Approve the final version of the Annual Governance Statement.

Anti - Fraud and Corruption Arrangements

- a) Review and ensure the adequacy of the organisation's Anti – Fraud & Corruption policy and strategy and the effectiveness of their application throughout the Authority.
- b) Review and ensure that adequate arrangements are established and operating to deal with situations of suspected or actual fraud and corruption.

Accounts

- a) Approve the annual Statement of Accounts, including subsequent amendments.
- b) Consider the External Auditor's report on the audit of the annual financial statements.
- c) Be responsible for any matters arising from the audit of the Council's accounts, including the auditor's opinion on the accounts, identification of any misstatements, comments on the accounting and internal control systems and qualitative aspects of accounting practices and financial reporting.

Access and Reporting

- a) To have the right of access to senior officers and all committees of the Council.
- b) To report directly to the Executive or Council, as appropriate, on matters within these terms of reference.

Delegation

In exercising the power and duties assigned to the Committee in its terms of reference, the Audit and Accounts Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

EMPLOYMENT COMMITTEE

The Employment Committee shall consist of at least 9 members and be established in accordance with the political balance of the Council and shall have a quorum of 3 members.

The Employment Committee shall meet at least quarterly and also when convened by the Monitoring Officer.

Terms of Reference

1. To determine and keep under review collective and corporate terms and conditions of employment.
2. To approve the Council's draft Pay Policy Statement prior to recommendation to full Council for approval and adoption.
3. To keep under review the consistent and lawful application of the Councils Pay Policy and publication requirements in respect of transparency of pay, termination payments and audit responsibilities.
4. Except in exceptional circumstances, to approve the job description, salary and benefits for Chief Officers prior to appointment.

(exceptional circumstances to be determined by the Proper Officer in consultation with the Chair of the Employment Committee.)

5. To approve any decisions for the re engagement or reemployment of former Chief Officers.
6. To consider and determine decisions about the recovery of exit payments or overpayment of pension for Chief Officers.
7. To consider any matter referred to the Committee by the Head of Paid Service or Corporate Director of People.
8. To consider, approve and adopt any new or significant revision to existing corporate human resources strategies and policies in so far as they relate to the appointment, terms and conditions of employment and dismissal of staff.
9. To determine any other matters relating to the appointment, terms and conditions of employment, severance and dismissal of staff which are neither covered by policies of the Council, required to be decisions of full Council nor delegated to Officers under the Scheme of Delegation.
10. To review proposals for severance payments in excess of £100,000 prior to consideration of the proposals by full Council.

Delegation

The Executive Member with responsibility for Strategic HR and the Corporate Director of People will notify/keep the Employment Committee informed of all other relevant HR related issues, as required.

In exercising the above powers and responsibilities, the Employment Committee shall have delegated power (subject to Council Procedure Rule 9 - Call-in of Decisions taken under Delegated Powers) to make decisions on behalf of the Council, except for any matter where:

- the Head of the Paid Service determines the matter should be considered by full Council, or
- the Council has resolved to determine the matter

[Note: The Committee may itself determine not to exercise its delegated powers and instead make recommendations to Council.]

LICENSING COMMITTEE

Terms of Reference

1. To exercise the Council's licensing functions under the Licensing Act 2003 with the exception of any function conferred on the Council under Section 5 of the Act (statement of licensing policy).
2. In respect of each 5 year period, in consultation with the Executive, to formulate or prepare for approval by the Council its policy with respect to the exercise of its licensing functions under the Licensing Act 2003.
3. To keep the policy with respect to the exercise of its licensing functions under the Licensing Act 2003 under review and recommend any revisions to the policy to the Council.
4. To exercise the Council's licensing functions under the Gambling Act 2005 with the exception of any function conferred on the Council under Section 349 of the Act (statement of licensing policy).
5. To exercise powers in relation to the following functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
 - (i) all licensing and registration functions except those relating to town and country planning and the regulation of the use of the highway;
 - (ii) functions under any 'relevant statutory provision' within the meaning of Part I of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as employer; and
 - (iii) associated functions under any local Act.
6. To establish one or more Sub-Committees under Section 10(1) of the Licensing Act 2003 and Section 154 of the Gambling Act 2005 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Licensing Act 2003 and the Gambling Act 2005. The functions to be exercised by the Sub-Committees include the functions set out at Appendix 1 and Appendix 2. Licensing Act and Gambling Act Sub-Committees shall be chaired in accordance with the protocol set out at Appendix 3.
7. To establish a Safety at Sports' Grounds Sub-Committee consisting of three Members of Council to oversee the exercise of the Council's functions in relation to safety at sports' grounds.
8. To establish a Public Protection Sub-Committee for the discharge of all other licensing, registration and regulatory functions within the terms of reference of the Licensing Committee not covered by the sub-committees in paragraphs 6 and 7 above. That in establishing a Public Protection Sub-Committee this is to be a Sub-Committee of 9 Members (5:3:1) with up to 5 substitute Members for the Sub-Committee Members being allowed (3:2:0). The substitute Members for the Sub-Committee can only be nominated from the membership of the Licensing Committee.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Licensing Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

Appendix 1 to the Licensing Committee's Terms of Reference

Delegated Functions

Licensing Act

TABLE OF DELEGATED FUNCTIONS

| Matter to be dealt with | Full Committee | Sub Committee | Officers |
|--|----------------|--------------------------------------|---------------------------------------|
| Application for personal licence | | If a police objection is made | If no objection is made |
| Application for personal licence with unspent convictions | | All Cases | |
| Application for premises licence/club premises certificate | | If a relevant representation is made | If no relevant representation is made |
| Application for provisional statement | | If a relevant representation is made | If no relevant representation is made |
| Application to vary premises licence/club premises certificate | | If a relevant representation is made | If no relevant representation is made |
| Application to vary designated premises supervisor | | If a police objection is made | All other cases |
| Request to be removed as designated premises supervisor | | | All cases |
| Application for transfer of premises licence | | If a police objection is made | All other cases |
| Application for interim authorities | | If a police objection is made | All other cases |
| Application to review premises licence/club premises certificate | | All cases | |
| Decision to Serve Counter Notice to Temporary Event Notice | | All cases | |

Appendix 2 to the Licensing Committee's Terms of Reference

Delegated Functions

Gambling Act

TABLE OF DELEGATED FUNCTIONS

| Matter to be dealt with | Full Council | Sub-Committee of Licensing Committee | Officers |
|---|---------------------|--|---|
| Final approval of three year licensing policy | X | | |
| Policy not to permit casinos | X | | |
| Fee setting (when appropriate) | | | X |
| Application for premises licences | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Application for a variation to a licence | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Application for a transfer of a licence | | Where representations have been received from the Commission | Where no representations received from the Commission |
| Application for a provisional statement | | Where representations have been received and not withdrawn | Where no representations received/representations have been withdrawn |
| Review of a premises licence | | X | |
| Application for club gaming/club machine permits | | Where objections have been made (and not withdrawn) | Where no objections made/objections have been withdrawn |
| Cancellation of club gaming/club machine permits | | X | |
| Application for other permits | | | X |
| Cancellation of licensed premises gaming machine permits | | | X |
| Consideration of temporary use notice | | | X |
| Decision to give a counter notice to a temporary use notice | | X | |

Appendix 3 to the Licensing Committee's Terms of Reference

List of proposed Chairs

| Name | Order of Priority |
|---|-------------------|
| Chair of Licensing Committee | 1 |
| Vice-Chair of Licensing Committee | 2 |
| Opposition Spokesperson for Licensing Committee | 3 |
| Member of Licensing Committee | 4 |
| Member of Licensing Committee | 5 |

Note: the order of priority is applicable when more than one chair is a member of the same Sub-Committee.

PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEE

Terms of Reference

1. To exercise powers in relation to planning and development management over development proposals in the Borough in the context of Government and Council policies and guidance in order to maintain and improve the quality of life and the natural and built environment of the Borough.
2. To exercise powers in relation to the following functions as specified in schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended:
 - (i) town and country planning;
 - (ii) the protection and registration of common land or town and village greens and to register the variation of rights of common; and
 - (iii) the exercise of powers relating to the regulation of the use of highways.
3. To exercise powers under Section 101 of the Local Government Act 1972 in respect of the discharge of functions under the Planning Acts to any other local authority.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Planning and Development Management Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

STANDARDS COMMITTEE

Terms of Reference

1. To promote and maintain high standards of conduct.
2. To make recommendations to Council on the council's code of conduct and its register of interests.
3. To determine by way of its Hearing Panel whether a breach of the code has occurred; if so, whether to take any action and, if so, what action to take.
4. To determine appeals from the Monitoring Officer's decision on dispensations.

Delegation

In exercising the power and duties assigned to the Committee in its terms of reference, the Standards Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

SCRUTINY COMMITTEE

Terms of Reference

1. To act as the Council's Overview and Scrutiny Committee and Crime and Disorder Committee for the purposes of all relevant legislation including, but not limited to, the Local Government Act 2000 (as amended), and Police and Justice Act 2006.

General Role

2. Subject to statutory provision, to review and scrutinise decisions made or actions taken in connection with the discharge by the Council of its functions and by relevant partner authorities.
3. In relation to the above functions:
 - a) to make reports and/or recommendations to the full Council, Executive of the Council, any joint committee or any relevant partner authority as appropriate
 - b) to consider any matter affecting the area or its inhabitants
4. In relation to any function within the remit of this Committee:-
 - a) as set out in (b) below to exercise the power to call in, for reconsideration, executive decisions made but not yet implemented set out in Section 21(3) of the Local Government Act 2000.
 - b) The call-in of an executive decision is to be exercised as follows:-
 - i) the decision must not have been designated as urgent by the decision taker
 - ii) the request to call in a decision must be made within 5 working days of the decision being published
 - iii) any 3 members of an overview and scrutiny committee or select committee can ask the Chair of this Committee or, in his/her absence, the Vice-Chair to call in an executive decision
 - iv) in deciding whether or not to approve the request to call in a decision, the Chair or Vice-Chair may consult the Vice-Chair and the chairs of the Select Committees as appropriate
 - v) if the Chair, or Vice-Chair as appropriate, approve the call in of a decision the request to call in the decision must be made to the Chief Executive within the timescale set out in (ii) above
 - vi) the Chair may decide, after consulting as appropriate, to call in a decision whether or not a request under (iii) has been received.
5. To put in place and maintain a system to ensure that referrals from overview and scrutiny to the Executive, either by way of report or for reconsideration, are managed efficiently and do not exceed the limits set out in the Constitution.

6. At the request of the Executive, to make decisions about the priority of referrals made in the event of reports to the Executive exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
7. To report annually to full Council on its workings, set out their plans for future work programmes and amended working methods if appropriate.

Specific functions

8. Maintain a strategic overview of progress towards the achievement of the ambitions and priorities within Trafford's Sustainable Community Strategy.
9. Identify the Committee's strategic priorities and determine the Overview and Scrutiny work programme to facilitate constructive evidence based critical-friend challenge to policy makers and service providers within the resources available.
10. Assist and advise the Council in the continued development of the Overview and Scrutiny function within Trafford.
11. Receive, consider and action as appropriate requests:
 - a) from the Executive in relation to particular issues; and
 - b) on any matters properly referred to the Committee
12. Identify areas requiring in-depth review and allocate these to an appropriate Topic Group. The Committee in consultation with the leader of the relevant Topic Group will set the terms of reference, scope and time frame for the review by the Topic Group.
13. In relation to the terms of reference of the Committee it may:
 - a) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
 - b) review and scrutinise the decisions made by and performance of the Executive and/or committees and Council officers both in relation to individual decisions and over time;
 - c) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - d) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance;
 - e) conduct research, community and other consultation as it deems appropriate in the analysis of policy issues and possible options;
 - f) question and gather evidence from any other person with their consent.
 - g) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

- h) question members of the Executive and/or committees, senior officers of the Council and representatives of relevant partner authorities on relevant issues and proposals affecting the area and about decisions and performance;
- i) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- j) undertake any other activity that assists the Committee in carrying out its functions.

Delegation

14. The Scrutiny Committee shall have all delegated power to exercise the power and duties assigned to them in their terms of reference.

HEALTH SCRUTINY COMMITTEE

Terms of Reference

1. To act as the Council's Overview and Scrutiny Committee for the purposes of all relevant legislation including, but not limited to the Health and Social Care Act 2001 and the National Health Service Act 2006.
2. All health scrutiny powers provided under the Health and Social Care Act 2001 are delegated to the Health Scrutiny Committee.
3. The Health Scrutiny Committee will have the power to refer a proposed substantial variation in service delivery to the Secretary of State. If the Committee wish to exercise this power, then this must also be agreed by the Chair of the Scrutiny Committee who will be an ex-officio member of the Health Committee and will hold the power of veto in respect of any proposed referral of a substantial variation to the Secretary of State.

General Role

4. Subject to statutory provision, to review and scrutinise decisions made or actions taken in connection with the discharge by the Council of its functions and by relevant partner authorities in relation to health and well-being issues.
5. In relation to the above functions:
 - a) to make reports and/or recommendations to the full Council, Executive of the Council, any joint committee or any relevant partner authority as appropriate
 - b) to consider any matter affecting the area or its inhabitants
6. To put in place and maintain a system to ensure that referrals from the Health Scrutiny Committee to the Executive, either by way of report or for reconsideration, are managed efficiently and do not exceed the limits set out in the Constitution.
7. At the request of the Executive, to make decisions about the priority of referrals made in the event of reports to the Executive exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
8. To report annually to full Council on its workings, set out their plans for future work programmes and amended working methods if appropriate.

Specific functions

9. Maintain a strategic overview of progress towards the achievement of the ambitions and priorities within Trafford's Sustainable Community Strategy in relation to health and well-being matters.
10. Identify the Committee's strategic priorities and determine the Overview and Scrutiny work programme to facilitate constructive evidence based critical-friend challenge to policy makers and service providers within the resources available.

11. Assist and advise the Council in the continued development of the Overview and Scrutiny function within Trafford.
12. Receive, consider and action as appropriate requests:
 - a) from the Executive in relation to particular issues; and
 - b) on any matters properly referred to the Committee
13. Identify areas requiring in-depth review and allocate these to an appropriate Topic Group. The Committee in consultation with the leader of the relevant Topic Group will set the terms of reference, scope and time frame for the review by the Topic Group.
14. In relation to the terms of reference of the Committee it may:
 - a) assist the Council, Executive and shadow Health and Well-being Board in the development of its budget and policy framework by in-depth analysis of policy issues;
 - b) review and scrutinise the decisions made by and performance of the Executive and/or committees and Council officers both in relation to individual decisions and over time;
 - c) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - d) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance;
 - e) conduct research, community and other consultation as it deems appropriate in the analysis of policy issues and possible options;
 - f) question and gather evidence from any other person with their consent.
 - g) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
 - h) question members of the Executive and/or committees, senior officers of the Council and representatives of relevant partner authorities on relevant issues and proposals affecting the area and about decisions and performance;
 - i) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
 - j) undertake any other activity that assists the Committee in carrying out its functions.

Delegation

15. The Health Scrutiny Committee shall have all delegated power to exercise the power and duties assigned to them in their terms of reference.

CHILDREN AND YOUNG PEOPLE'S SCRUTINY COMMITTEE

Terms of Reference

1. The Committee will be responsible for the review and scrutiny of decisions made or actions taken in connection with the provision, planning and management of education in the borough of Trafford and, in particular, all of the functions of the Council as an education authority under the Education Acts, School Standards and Framework Act 1998 and all other relevant legislation in force from time to time. Co-opted Members will be appointed to discuss education matters and will attend the Scrutiny Committee when they consider education matters.
2. To review and scrutinise decisions made or actions taken in connection with:
 - (a) the provision, planning and management of children's and young people's services and community lifelong learning in the borough of Trafford;
 - (b) all functions of the council insofar as they relate to the provision of opportunities for education, training and learning outside the school environment, including pre-school, adult and community learning.
3. The development of the council's LEA Strategic Plan (incorporating the Education Development Plan) and the Early Years Development Plan.

General Role

4. Subject to statutory provision, to review and scrutinise decisions made or actions taken in connection with the discharge by the Council of its functions and by relevant partner authorities.
5. In relation to the above functions:
 - (a) to make reports and/or recommendations to the full Council, Executive of the Council, any joint committee or any relevant partner authority as appropriate.
 - (b) to consider any matter affecting the area or its inhabitants.
6. To put in place and maintain a system to ensure that referrals from the Children and Young People's Scrutiny Committee to the Executive, either by way of report or for reconsideration, are managed efficiently and do not exceed the limits set out in the Constitution.
7. At the request of the Executive, to make decisions about the priority of referrals made in the event of reports to the Executive exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of Council business.
8. To report annually to full Council on its workings, set out their plans for future work programmes and amended working methods if appropriate.

Specific functions

9. Identify the Committee's strategic priorities and determine the Overview and Scrutiny work programme to facilitate constructive evidence based critical-friend challenge to policy makers and service providers within the resources available.
10. Assist and advise the Council in the continued development of the Overview and Scrutiny function within Trafford.
11. Receive, consider and action as appropriate requests:
 - (a) from the Executive in relation to particular issues; and
 - (b) on any matters properly referred to the Committee.
12. Identify areas requiring in-depth review and allocate these to an appropriate Topic Group. The Committee in consultation with the leader of the relevant Topic Group will set the terms of reference, scope and time frame for the review by the Topic Group.
13. In relation to the terms of reference of the Committee it may:
 - (a) assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;
 - (b) review and scrutinise the decisions made by and performance of the Executive and/or committees and Council officers both in relation to individual decisions and over time;
 - (c) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - (d) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance;
 - (e) conduct research, community and other consultation as it deems appropriate in the analysis of policy issues and possible options;
 - (f) question and gather evidence from any other person with their consent.
 - (g) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
 - (h) question members of the Executive and/or committees, senior officers of the Council and representatives of relevant partner authorities on relevant issues and proposals affecting the area and about decisions and performance;
 - (i) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
 - (j) undertake any other activity that assists the Committee in carrying out its functions.

Delegation

The Children and Young People's Scrutiny Committee shall have all delegated power to exercise the power and duties assigned to them in their terms of reference.

APPOINTMENTS AND APPEALS PANEL (EMPLOYMENT MATTERS) (THE “PANEL”)

To act as the Council’s appeals body regarding appeals other than those for which specific arrangements have been established.

All elected members of the authority shall be eligible to be appointed as a Panel member. Smaller numbers of members will constitute individual panels.

The Appointment and Appeals Panel shall be constituted by the Monitoring Officer, unless a matter relates to the appointment, terms and conditions of employment, severance or dismissal of the Monitoring Officer in which case it shall be constituted by the Proper Officer, in accordance with relevant conditions of service and employment procedures, including Joint Negotiating Conditions (JNC) of Service in respect of Chief Officers.

Unless otherwise determined by the Monitoring Officer, all Panels constituted for the purposes of staff appointments and related matters shall be constituted in accordance with the political balance of the Council and will have a membership of at least 3, except when constituted for Investigating and Disciplinary functions when the minimum shall be 5.

The Panel shall:

- act as the Council’s appeals body regarding appeals other than those for which specific arrangements have been established;
- be (except in exceptional circumstances) responsible for staff appointments and related matters regarding short-listing and interview of external and internal applicants and appointments of Corporate Directors and Directors (Statutory and Non-Statutory Chief Officers and Deputy Chief Officers as defined in the Officer Employment Procedure Rules) in accordance with the Officer Employment Procedure Rules;
- short-listing applicants and appointments of Joint Council / Trafford Clinical Commissioning Group Director level posts. Appointment panels to consist of one member from each political party and 2 from the Governing Body;
- except in exceptional circumstances, approve the interim appointment of Chief Officers;
- act as an investigatory and disciplinary Panel in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, as amended in 2015 and JNC Conditions of Service and the Appendix to the Officer Employment Procedure Rules;
- be responsible for appeals in accordance with the disciplinary and grievance procedures;
- be responsible for appeals by employees against grading.

For meetings of Appointment and Appeal Committees the quorum shall be as follows:

- (i) for a committee comprising 3 members the quorum shall be 2;
- (ii) for a committee comprising 5 members the quorum shall be 3;
- (iii) in all other cases the quorum shall be 4.

HEALTH AND WELLBEING BOARD

Terms of Reference

1. To provide strong leadership and direction of the health and wellbeing agenda by agreeing priority outcomes for health and wellbeing.
2. To develop a shared understanding of the needs of the local population and lead the statutory Joint Strategic Needs Assessment (JSNA).
3. To seek to meet those needs by producing a Joint Health and Wellbeing Strategy for Trafford and ensure that it drives commissioning of relevant services.
4. To drive a genuine collaborative approach to commissioning of improved health and care services which improve the health and wellbeing of local people and reduces health inequalities.
5. To promote joined-up commissioning plans across the NHS, social care and public health.
6. To have oversight of local Clinical Commissioning Group (CCG) and local authority commissioning plans.
7. To operate as a thematic partnership within the context of the Sustainable Community Strategy Trafford 2021 and align its work to the Trafford Partnership in that capacity.
8. To improve local Democratic accountability and engage with the Health and Wellbeing Forum which includes Trafford residents, service providers and other key stakeholders to understand health and wellbeing needs in Trafford.
9. To monitor and review the delivery of health and wellbeing improvements and outcomes through robust performance monitoring.

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Note on Membership: In accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) recommended practice the Chair and Vice-Chair of the Accounts and Audit Committee should not also be a Chair or Vice-Chair of an Overview and Scrutiny Committee / Select Committee.

| COMMITTEE | | NO. OF MEMBERS | |
|---|--|--------------------------------|--------------------------|
| ACCOUNTS AND AUDIT | | 9 (plus 1 Co-optee) | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Barry Brotherton CH Ged Carter Mike Cordingley Waseem Hassan Judith Lloyd V-CH Rose Thompson | Chris Boyes OS Alan Mitchell | - | Geraldine Coggins |
| TOTAL | 6 | 2 | 0 |
| | | | 1 |

NON-VOTING CO-OPTEE (1) – Mrs. Jeannie Platt

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Note on Membership: Members of the Employment Committee will also be appointed as representatives of the Council (Employer's Side) on the Joint Consultative Panel.

| COMMITTEE | | NO. OF MEMBERS | |
|--|--------------------------------------|--------------------------------|--------------------------|
| EMPLOYMENT | | 9 | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| David Acton Joanne Bennett CH David Jarman Steven Longden Dolores O'Sullivan Amy Whyte V-CH Aidan Williams | Chris Boyes OS John Holden | - | - |
| TOTAL | 7 | 2 | 0 |

Substitute Members:

| | | | |
|----------------|-----------------|-----|-----|
| <i>vacancy</i> | Michael Whetton | - | - |
| (1) | (1) | (0) | (0) |

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Notes on Membership:

(1) It is advisable that the number of members serving on both the Licensing and Planning and Development Management Committees in each political group is kept to a minimum to ensure that the potential for conflicts of interest is kept to a minimum.

(2) All Licensing Committee Members may be called upon as Members of the Licensing Sub-Committee, the meetings for which are held during the working day. Therefore, it would be preferable if Members serving on this Committee could also be available during the day time.

| COMMITTEE | | NO. OF MEMBERS | |
|---|---|--------------------------------|--------------------------|
| LICENSING | | 15 | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Jill Axford Barry Brotherton Sarah Haughey David Jarman CH Dolores O'Sullivan Sophie Taylor Simon Thomas V-CH Denise Western Barry Winstanley | Dan Bunting Dylan Butt OS John Holden Michael Whetton | Julian Newgrosh | Michael Welton |
| TOTAL | 9 | 4 | 1 |
| | | 1 | 1 |

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Note on Membership: It is advisable that the number of members serving on both the Planning & Development Management and Licensing Committees in each political group is kept to a minimum to ensure that the potential for conflicts of interest is kept to a minimum.

| COMMITTEE | | NO. OF MEMBERS | |
|--|--|--|------------------------------|
| PLANNING AND DEVELOPMENT MANAGEMENT | | 13 (plus 7 Substitutes) | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Akilah Akinola Louise Dagnall Ben Hartley V-CH Waseem Hassan Sue Maitland Simon Thomas Aidan Williams CH Barry Winstanley | Dan Bunting OS Daniel Chalkin Dave Morgan | Meena Minnis | Daniel Jerrome |
| TOTAL | 8 | 3 | 1 |

**Substitute
Members:**

| | | | |
|---|--------------------------------------|-------------|----------------|
| David Acton Denise Western <i>vacancy</i> | Dr. Karen Barclay Michael Whetton | Jane Brophy | Michael Welton |
| (3) | (2) | (1) | (1) |

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

| COMMITTEE | | NO. OF MEMBERS | |
|--|--|---|--------------------------|
| STANDARDS | | 11 | |
| | | + 2 PARISH REPRESENTATIVES + 3 INDEPENDENT MEMBERS | |
| | | + 2 INDEPENDENT PERSONS (of the Hearing Panel) | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Dr. Serena Carr Jayne Dillon Shona Gilbert Adele New Kevin Procter CH Denise Western | John Holden V-CH Mussadak Mirza Patrick Myers | Julian Newgrosh | Geraldine Coggins |
| TOTAL | 6 | 3 | 1 |

NON-VOTING CO-OPTTEES (5)

2 Parish Representatives: **Mr. A. Rudden** and **1 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**

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Notes on Membership:

(1) The Scrutiny Committee shall have a membership of 11, or, where this does not achieve the political balance required under the Local Government and Housing Act 1989, whatever figure is necessary to reflect the proportional representation of political groups.

(2) The Scrutiny Committee shall be chaired by a Councillor who is a member of the largest political group on the Council. The person appointed as Vice-Chair shall not be a member of the same political group as the person appointed as Chair.

(3) The Chairs of both the Health Scrutiny Committee and the Children and Young People's Scrutiny Committee shall be appointed as ex-officio Members of the Scrutiny Committee.

| COMMITTEE | NO. OF MEMBERS |
|--------------------|---|
| SCRUTINY COMMITTEE | 11 |
| | (plus the Chair of Health Scrutiny Committee and the Chair of Children and Young People's Scrutiny Committee as ex-officio Non-Voting Members) |

| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP | |
|--|--|--|------------------------------|----------|
| Councillors: | Councillors: | Councillors: | Councillors: | |
| David Acton CH Jill Axford Ged Carter Louise Dagnall Kevin Procter Rose Thompson Barry Winstanley | Dylan Butt Robert Chilton V-CH Mussadak Mirza | Julian Newgrosh | - | |
| TOTAL | 7 | 3 | 1 | 0 |

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Notes on Membership:

(1) The Health Scrutiny Committee shall have a membership of 11, or, where this does not achieve the political balance required under the Local Government and Housing Act 1989, whatever figure is necessary to reflect the proportional representation of political groups.

(2) The Health Scrutiny Committee shall be chaired by a Councillor who is not a member of the largest political group on the Council, unless there is no such person serving on the Committee. The person appointed as Vice-Chair shall be a member of the largest political group on the Council.

(3) The Chairs of both the Scrutiny Committee and the Children and Young People's Scrutiny Committee shall be appointed as ex-officio Members of the Health Scrutiny Committee.

| COMMITTEE | | NO. OF MEMBERS | |
|---|---|---|--------------------------|
| HEALTH SCRUTINY COMMITTEE | | 11 | |
| | | (plus the Chair of Scrutiny Committee and the Chair of Children and Young People's Scrutiny Committee as ex-officio Non-Voting Members) | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Akilah Akinola Dr. Serena Carr Mike Cordingley Shona Gilbert Ben Hartley Judith Lloyd Sophie Taylor V-CH | Dr. Karen Barclay CH Rob Chilton Alan Mitchell Miss Linda Blackburn | - | - |
| TOTAL | 7 | 4 | 0 |
| | | 0 | 0 |

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Notes on Membership:

(1) The Children and Young Peoples Scrutiny Committee shall have a membership of 11, or, where this does not achieve the political balance required under the Local Government and Housing Act 1989, whatever figure is necessary to reflect the proportional representation of political groups.

(2) The Scrutiny Committee shall be chaired by a Councillor who is a member of the largest political group on the Council. The person appointed as Vice-Chair shall not be a member of the same political group as the person appointed as Chair.

(3) The Children and Young Peoples Scrutiny Committee shall appoint co-opted Members when that committee considers education matters.

(4) The Chairs of both the Scrutiny Committee and the Health Scrutiny Committee shall be appointed as ex-officio Members of the Children and Young People's Scrutiny Committee.

| COMMITTEE | | NO. OF MEMBERS | |
|---|---|--|------------------------------|
| CHILDREN AND YOUNG PEOPLE'S SCRUTINY COMMITTEE | | 11 | |
| | | (plus the Chair of Scrutiny Committee and the Chair of Health Scrutiny Committee as ex-officio Non-Voting Members) | |
| | | + 5 CO-OPTED MEMBERS + 3 NON-VOTING MEMBERS (when considering Education matters) | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Joanne Bennett Jayne Dillon Sarah Haughey Steven Longden Sue Maitland Adele New Denise Western CH Amy Whyte | Miss Linda Blackburn Thomas Carey Mrs. Patricia Young V-CH | - | - |
| TOTAL | 8 | 3 | 0 |
| | | 0 | 0 |

CHILDREN AND YOUNG PEOPLES SCRUNTINY COMMITTEE CO-OPTED MEMBERS FOR EDUCATION MATTERS

Church of England (*VOTING MEMBER*): ***Vacancy***

Roman Catholic (*VOTING MEMBER*): ***Vacancy***

Parent-Governor Representatives

Primary (*VOTING MEMBER*): ***Vacancy***

Secondary (*VOTING MEMBER*): ***Vacancy***

Special (*VOTING MEMBER*): ***Vacancy***

Teacher Representatives

(*NON-VOTING MEMBER*): Vacancy

(*NON-VOTING MEMBER*): Vacancy

(*NON-VOTING MEMBER*): Vacancy

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

| COMMITTEE | | NO. OF MEMBERS | |
|--|---|--|------------------------------|
| PUBLIC PROTECTION SUB-COMMITTEE | | 9 | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Jill Axford Barry Brotherton David Jarman CH Sophie Taylor Simon Thomas V-CH Barry Winstanley | Dylan Butt OS Michael Whetton | - | Michael Welton |
| TOTAL | 6 | 2 | 0 |
| | | | 1 |

[5 Substitutes: Councillors Dan Bunting, Sarah Haughey, John Holden, Dolores O’Sullivan and Denise Western]

Terms of Reference

1. To exercise powers in relation to the following functions as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000:
 - (i) all licensing and registration functions except those relating to town and country planning, the regulation of the use of the highway and Safety at Sports Grounds.
 - (ii) functions under any ‘relevant statutory provision’ within the meaning of Part I of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the Council’s capacity as employer; and
 - (iii) associated functions under any local Act.
2. Membership of the Public Protection Sub-Committee shall comprise 9 Members (5:3:1) with up to 5 substitute Members being allowed (3:2:0). The substitute Members for the Public Protection Sub-Committee can only be nominated from the membership of the Licensing Committee.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Public Protection Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

| | |
|--------------------------------|--|
| LICENSING SUB-COMMITTEE | Membership to be drawn from all members of the Licensing Committee. |
| | Order of priority for Chairing a meeting applies when more than one of the appointed chairs is a member of the same Sub-Committee. |

| | |
|--------|---|
| CHAIRS | 5 |
|--------|---|

| CHAIR | ORDER OF PRIORITY | |
|------------------|--------------------------|-------------------------|
| David Jarman | 1 | Chair of Licensing |
| Simon Thomas | 2 | Vice-Chair of Licensing |
| Dylan Butt | 3 | Opposition Spokesperson |
| Barry Brotherton | 4 | Member of Licensing |
| Sophie Taylor | 5 | Member of Licensing |
| TOTAL | 5 | |

LICENSING SUB-COMMITTEE

Terms of Reference

1. To exercise the Licensing Sub-Committee's functions under the Licensing Act 2003 regarding consideration of contested applications and reviews.
2. To establish one or more Sub-Committees under Section 10 (1) of the Licensing Act 2003 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Licensing Act 2003. The functions to be exercised by the Sub Committees include the functions set out at Agenda Item 4, Appendix 1.
3. To establish one or more Sub-Committees under Section 154 of the Gambling Act 2005 consisting of three members of the Licensing Committee for the discharge of functions exercisable by the Committee under the Gambling Act 2005. The functions to be exercised by the Sub-Committees include the functions set out at Agenda Item 4, Appendix 2.
4. Sub-Committees shall be appointed as follows:-
 - (a) one Member to be taken from the list of proposed Chair;
 - (b) the other two Members to be drawn from membership of the Licensing Committee, and may include Members from the list of Chairs;

- (c) the membership of the Sub-Committees to reflect the political balance of the Council where possible;
 - (d) subject to the above, membership of the Sub-Committees to be determined by the Corporate Director of Governance and Community Strategy in consultation with the Chair of the Licensing Committee;
 - (e) where possible a Sub-Committee will not consider applications relating to premises located in the wards represented by its members.
5. When the Licensing Sub-Committee consists of more than one member from the list of Chairs it will be chaired in accordance with the order of priority.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Licensing Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

TRAFFORD COUNCIL

MEMBERSHIP OF COMMITTEES 2021/22

Note on Membership: Membership of the Sub-Committee should not include ward Members for the wards where the relevant stadia are situated, currently Gorse Hill, Hale Central and Longford, to minimise potential conflicts of interest.

| COMMITTEE | | NO. OF MEMBERS | |
|--|-------------------------------|--|------------------------------|
| SAFETY AT SPORTS GROUNDS SUB-COMMITTEE (to be appointed by Licensing Committee) | | 3 | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Ged Carter V-CH Amy Whyte CH | John Holden | - | - |
| TOTAL | 2 | 1 | 0 |
| | | 0 | 0 |

Terms of Reference

To receive reports from the Safety at Sports Grounds Advisory Group, or other source, in relation to any matters concerning safety at sports grounds in the Borough. To promote public awareness of safety issues arising from those reports and to undertake annual inspections of the sports grounds on behalf of the Council.

Delegation

In exercising the power and duties assigned to them in their terms of reference, the Safety at Sports Grounds Sub-Committee shall have delegated power to resolve and to act on behalf of and in the name of the Council.

TRAFFORD COUNCIL**MEMBERSHIP OF COMMITTEES 2021/22****Notes on Membership:**

(1) The Council Membership is nominated by the Leader of the Council.

(2) The Chair for the Health and Wellbeing Board will rotate on an annual basis between Trafford Council and NHS Trafford Clinical Commissioning Group.

(3) * Denotes that this position must be represented on the HWB as per the Health and Social Care Act 2012 (Note: at least one Councillor, one member of each relevant CCG, a representative of the local Healthwatch organisation plus any other members considered appropriate by the Council, must be appointed.)

| COMMITTEE | | NO. OF MEMBERS | |
|---|--|--|--------------------------|
| HEALTH AND WELLBEING BOARD | | 5 | |
| | | (plus *Corporate Director of Children Services, Corporate Director of Adult Services, *Director of Public Health and 13 External Partners) | |
| LABOUR GROUP | CONSERVATIVE GROUP | LIBERAL DEMOCRATS GROUP | GREEN PARTY GROUP |
| Councillors: | Councillors: | Councillors: | Councillors: |
| Executive Member for Health, Wellbeing and Equalities | Shadow Executive Member for Health, Wellbeing and Equalities | Jane Brophy | |
| Executive Member for Adult Social Care | | | |
| Executive Member for Children's Services | | | |
| TOTAL | 3 | 1 | 0 |

Membership of the Health and Wellbeing Board shall also comprise of:

- NHS Trafford Clinical Commissioning Group (3 representatives: Chair, Chief Operating Officer and Clinical Director/Representative)
- Chair of Health Watch
- Third Sector (2 representatives)
- Independent Chair Local 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 (2): (Manchester University NHS Foundation Trust and Greater Manchester West Mental Health NHS Foundation Trust)
- Greater Manchester Fire and Rescue Service Representative
- Greater Manchester Health and Social Care Partner Representative

TRAFFORD COUNCIL

Report to: Annual Meeting of the Council
Date: 26 May 2021
Report for: Decision
Report of: Chief Executive

Report Title

APPOINTMENTS TO OUTSIDE AND INDEPENDENT BODIES

Summary

To agree the appointment of representatives to outside and independent bodies relating to the service areas and functions of the Council for the 2021/22 Municipal Year.

Additionally, there is a more extensive list of outside and independent bodies whose activities relate to Executive functions. The Council is asked to note the representatives on these bodies which are to be confirmed by the Leader of the Council.

Recommendation(s)

1. That approval be given to the appointment of representatives to those outside and independent bodies set out in Appendix 1 to this report.
2. That the Council notes the representatives appointed by the Leader of the Council to those outside, independent and Executive bodies set out in Appendix 2 to this report.
3. 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 when such appointments specifically relate to Council functions, to report back to Council on any changes or new appointments so made).
4. That the Council approves the persons named in Appendix 3 to sit on the Statutory School Appeals Committee for the 2021/22 Municipal Year and that the Corporate Director of Governance and Community Strategy be delegated authority to make changes to this list and to set up School Appeals Committees, including the appointment of Chairs.

Contact person for access to background papers and further information:

Name: Ian Cockill
Extension: 1387

Background Papers: None.

Item 8: Appendix 1

TRAFFORD BOROUGH COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES AND ORGANISATIONS

PERSONS NOMINATED – 2021/22

APPOINTMENTS MADE BY THE COUNCIL

| Organisation | Number of Representatives Required | LAB:CON:LD:GRN | 2021/22 Nominations Councillor(s) |
|--|--|----------------|--|
| 1. Greater Manchester Combined Authority (GMCA) / Association of Greater Manchester Authorities (AGMA) | | | |
| (a) AGMA Executive Board | 1 | 1:0:0:0 | Andrew Western Substitute: Catherine Hynes |
| | (Leader of the Council plus 1 named substitute from the Executive) | | |
| (b) (1) Clean Air Charging Authorities Committee and (2) Air Quality Administration Committee | 1 | 1:0:0:0 | Stephen Adshead Substitute: Jane Slater |
| | Executive Member for clean air (plus substitute) | | |
| (c) Draft Joint Development Plan – Places for Everyone Committee | 1 | 1:0:0:0 | Andrew Western Substitute: James Wright |
| | (Leader plus substitute) | | |
| (d) GMCA | 1 | 1:0:0:0 | Andrew Western Substitute: Catherine Hynes |
| | (Leader plus substitute) | | |
| (e) GMCA Audit Committee | 1 | 1:0:0:0 | GMCA Executive to determine (Chris Boyes) |
| | (Cannot be the Leader) (Appointed by GMCA not a Council nomination) | | |

| Organisation | Number of Representatives Required | | 2021/22 Nominations Councillor(s) |
|---|--|------------|--|
| | LAB | CON:LD:GRN | |
| (f) <u>GMCA Scrutiny Committees</u> | 6 | 4:2:0:0 | |
| | (having regard to equality and diversity and the conurbation's population) | | |
| (i) Corporate Issues and Reform | | | Jill Axford (1 st preference) |
| (ii) Economy, Business Growth and Skills | | | Barry Brotherton (1 st preference) |
| (iii) Housing, Planning and Environment | | | Kevin Procter (1 st preference) |
| (iv) 2 nd Preference Pool (3 Members) | | | Akilah Akinola (No preference) |
| | | | Nathan Evans (Corporate Issues and Reform) |
| | | | Mussadak Mirza (Scrutiny Pool) |
| (g) Greater Manchester Culture and Social Impact Fund Committee | 1 | 1:0:0:0 | Liz Patel |
| | (plus substitute) | | Deputy: Mike Freeman |
| | Membership to replicate AGMA Statutory Functions (o) below | | |
| (h) Greater Manchester Health Scrutiny Committee | 1 | 1:0:0:0 | Sophie Taylor |
| | Non-Executive Member | | Substitute: Barry Winstanley |
| | (plus Non-Executive substitute) | | |
| (i) Greater Manchester Pensions Fund Management Panel | 1 | 1:0:0:0 | AGMA Executive to determine (Alan Mitchell) |
| (j) Greater Manchester Police and Crime Panel | 1 | 1:0:0:0 | Graham Whitham |
| | (Cannot be the Leader) | | Substitute cannot be Leader: Mike Freeman |
| (k) Greater Manchester Police and Crime Steering Group | 1 | 1:0:0:0 | Graham Whitham |
| | (Cannot be the Leader) | | |

| Organisation | | Number of Representatives Required | | 2021/22 Nominations |
|--------------|--|------------------------------------|---------|--|
| | | LAB:CON:LD:GRN | | Councillor(s) |
| (l) | Greater Manchester Transport Committee | 1 | 1:1:0:0 | Stephen Adshead Nathan Evans |
| | (plus substitute) | | | Substitute: James Wright |
| | (plus 1 nominee to be appointed by the GM Mayor, ensuring that political balance across GM is represented) | | | |
| (m) | Greater Manchester Waste and Recycling Committee | 2 | 1:1:0:0 | Stephen Adshead Dylan Butt |
| (n) | Greater Manchester Work and Skills Executive | 1 | 1:0:0:0 | Mike Freeman |
| | Executive Member for Work & Skills | | | |
| (o) | Health and Social Care Partnership Board | 1 | 1:0:0:0 | Andrew Western |
| | (plus substitute) | | | Substitute: Jane Slater |
| (p) | Health and Social Care Joint Commissioning Board | 1 | 1:0:0:0 | Jane Slater |
| | (plus deputy) | | | Deputy: Andrew Western |
| (q) | Planning and Housing Commission | 1 | 1:0:0:0 | AGMA Executive to agree final membership James Wright |
| | Member from Planning & Housing portfolio holders | | | |
| (r) | Statutory Functions Committee | 1 | 1:0:0:0 | Liz Patel |
| | Membership to replicate GM Culture & Sound Impact Fund Committee (e) above | | | Substitute: Mike Freeman |
| (s) | <u>Nominations invited to be made, should the Council wish to do so:</u> | | | |
| (i) | Christie Hospital NHS Foundation Trust: Council of Governors | 1 | 1:0:0:0 | AGMA Executive to determine |
| | (3 year appointment no nomination required) | | | |
| (ii) | Halle | 1 | 1:0:0:0 | AGMA Executive to determine |
| (iii) | Peoples History Museum: Charity Trustee role | 1 | 1:0:0:0 | AGMA Executive to determine |
| (iv) | Transport for the North – Substitute Member for the GM Mayor | 1 | 1:0:0:0 | GMCA Executive to determine Andrew Western |

| Organisation | Number of Representatives Required LAB:CON:LD:GRN | 2021/22 Nominations Councillor(s) |
|---|--|---|
| (v) Transport for the North – Scrutiny Committee | 1 (plus substitute) | GMCA Executive to determine |
| 2. Local Government Association - General Assembly | 4 | Joanne Harding Catherine Hynes Andrew Western Nathan Evans |
| 3. Manchester Port Health Authority | 1 (plus deputy) | David Jarman Deputy: Jayne Dillon |
| 4. North West Employers | 1 (plus deputy) | Joanne Bennett Deputy: Amy Whyte |
| 5. Statutory School Admissions Appeals Committee | (See appendix 3 attached – not Council members) | |

Item 8: Appendix 2

TRAFFORD BOROUGH COUNCIL

REPRESENTATIVES ON OUTSIDE, INDEPENDENT AND EXECUTIVE BODIES

PERSONS NOMINATED – 2021/22

APPOINTMENTS MADE BY THE EXECUTIVE

| Organisation | Number of Representatives | | 2020/21 |
|---|---|--|--|
| | Required | LAB:CON:LD:GRN | Appointments Councillor(s) |
| 1 Age UK (Trafford) | 2 | 2:0:0:0 | Joanne Harding Kevin Procter |
| 2 Altrincham and Sale Chamber of Commerce | 1 (plus 1 Deputy) | 1:0:0:0 | James Wright Deputy: Amy Whyte |
| 3 Assets of Community Value | Pool of 12 Panel comprises 7 Members (4:2:0:1) To be Chaired by the Executive Member for Communities and Partnerships | 8:3:0:1 (agreed no LD nominee) | Akilah Akilnola David Jarman Liz Patel Kevin Procter Simon Thomas Barry Winstanley Graham Whitham Dylan Butt Rob Chilton John Lamb Daniel Jerome |
| 4 Bollin Valley Scheme Steering Committee | 2 (plus 2 Deputies) | 2:0:0:0 | Aidan Williams Steven Longden Deputies: Vacant |
| 5 Bridgewater Canal Trust | 1 | 1:0:0:0 | Barry Brotherton |
| 6 Citizens' Advice Trafford | 1 | 1:0:0:0 | James Wright |
| 7 Corporate Parenting Board | 3 Portfolio Holder for Children's Services, Shadow Member for Children's Services, Leader / Deputy Leader of the Council | 2:1:0:0 | Cath Hynes Andrew Western Miss Linda Blackburn |
| 8 Early Years Strategic Board | 3 | 2:1:0:0 | Karina Carter Cath Hynes Miss Linda Blackburn |
| 9 Greater Manchester Accessible Transport Ltd. – Ring and Ride Steering Group | 1 | 1:0:0:0 | James Wright |

| Organisation | Number of Representatives Required | | 2020/21 Appointments |
|---|--|--|---|
| | | LAB:CON:LD:GRN | Councillor(s) |
| 10 Greater Manchester Forests Partnership | 2 | 2:0:0:0 | Steve Adshead Liz Patel |
| | Executive Member(s) for Planning and Environment | | |
| 11 Groundwork, Manchester, Salford, Stockport, Tameside and Trafford | 1 local authority Nominated Trustee | 1:0:0:0 | Sophie Taylor |
| 12 Investment Management Board | 6 | Agreed 3:1:1:1 | Andrew Western Tom Ross James Wright Nathan Evans Geraldine Coggins LD do not wish to nominate |
| | | (All Group Leaders, Executive Member for Housing & Regeneration, Executive Member for Finance & Investment and Chief Executive plus Shadow Member for Housing & Regeneration as a non-voting Member) | |
| 13 Larkhill Centre Community Association – General Committee | 1 | Agreed 0:0:1:0 | Julian Newgrosh |
| 14 Local Government Association Founder Members Mutual Member | 1 | 1:0:0:0 | Andrew Western |
| 15 Local Strategic Partnership | 2 (plus Chief Executive) | 2:0:0:0 | Andrew Western Graham Whitham |
| 16 Manchester Airport Consultative Committee | 3 (plus 1 Deputy) | 2:1:0:0 | Liz Patel Barry Winstanley Chris Boyes |
| | | | Deputy: Graham Whitham |
| 17 Manchester University NHS Foundation Trust (MFT) – Nominated Governor | 1 (3 year appointment) | 0:1:0:0 | Chris Boyes (until October 2023) |
| | Note: must not be a member of a local authority's scrutiny committee covering health matters | | |
| 18 North West Reserve Forces and Cadets Association (NWRFCFA) | 1 | 1:0:0:0 | Judith Lloyd |
| 19 One Trafford Partnership Board | 3 | 2:1:0:0 | Stephen Adshead Andrew Western Dylan Butt |
| 20 Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee / Bus Lane Adjudication Service Joint Committee | 1 (plus 1 Deputy) | 1:0:0:0 | Stephen Adshead Deputy: Mike Freeman |

| Organisation | Number of Representatives | | 2020/21 |
|--|--|---|--|
| | Required | LAB:CON:LD:GRN | Appointments Councillor(s) |
| 21 Standing Advisory Council for Religious Education (SACRE) | 7 | 4:2:1:0 (agreed no Green nominee) | Karina Carter Dave Jarman Miss Linda Blackburn Robert Chilton LD vacancy |
| 22 Sale Town Centre Partnership | 1 | 1:0:0:0 | Barry Brotherton |
| 23 Sharon Youth Association Management Committee | 2 | 2:0:0:0 | Akilah Akinola Waseem Hassan |
| 24 STAR Joint Committee | 1 (plus 1 Substitute) | 1:0:0:0 (Executive Member for Finance plus 1 Executive Member to be appointed as a Substitute) | Tom Ross Substitute: Mike Freeman |
| 25 Stretford War Memorial Red Cross Public Nursing Services | 1 | 1:0:0:0 | Judith Lloyd |
| 26 Teachers Joint Negotiating Committee (Schools) | 4 To be appointed as per the JNC Constitution | 3:1:0:0 (Executive Members for Education, Children's Social Services, Chair of the Employment Committee and the Shadow Member for Education) | Karina Carter Mike Freeman David Acton Tom Carey |
| 27 Timperley Village Club - Management Committee | 1 (observer) | Agreed 0:0:1:0 | Meena Minnis |
| 28 Trafford Arts Association | 2 | 2:0:0:0 | Barry Brotherton Liz Patel |
| 29 Trafford Safeguarding Children Board | 2 | 2:0:0:0 | Joanne Harding Catherine Hynes |
| 30 Trafford Community Leisure Trust | 2 | 2:0:0:0 | Liz Patel Simon Thomas |
| 31 Trafford Housing Trust Customer Scrutiny Panel | 1 | 1:0:0:0 | Joanne Bennett |
| 32 Trafford Sports Council | 2 | 2:0:0:0 | Judith Lloyd Kevin Procter |
| 33 Trans-Pennine Trail | 2 | 2:0:0:0 | Mike Cordingley Ben Hartley |
| 34 University of Manchester – General Assembly (3 year appointment) | 1 | 1:0:0:0 | Graham Whitham (until June 2022) |

| Organisation | Number of Representatives | | 2020/21 |
|---|---|----------------|--|
| | Required | LAB:CON:LD:GRN | Appointments Councillor(s) |
| 35 Victim Support - Trafford (Management Committee) | 1 | 1:0:0:0 | Adele New |
| <u>CHARITIES</u> | | | |
| 36 The James Bradshaw Charity and the Bradshaw Educational and Richard Newton Foundations (3 year appointment) | 3 | 2:1:0:0 | Simon Thomas (until June 2024) Laurence Walsh (until June 2024) John Holden (until June 2023) |
| 37 Mayor's Land Charity and New Town Night School Fund | 3 (The Mayor, Deputy Mayor and Retiring Mayor) | 1:2:0:0 | Mayor: Laurence Walsh Deputy Mayor: Chris Boyes Retiring: Rob Chilton |
| 38 Frances Del Panno Trust | As set out | | The Mayor Chief Executive & Chief Finance Officer are ex-officio Trustees |
| 39 Sale Educational Foundation Note: The Charity requests the appointment of Members living in Sale and representing Sale wards. | 10 (Need not be Elected Members) | 6:3:1:0 | Joanne Bennett Barry Brotherton Steven Longden Adele New Liz Patel Rose Thompson Chris Boyes John Holden Kay Dwyer (Con. Nom.) LD vacancy |
| <u>COMPANY DIRECTORSHIPS</u> | | | |
| 40 Trafford Bruntwood LLP | 1 | 1:0:0:0 | Andrew Western Corporate Director Place Corporate Director Finance & Systems Chris Oglesby Chris Roberts Kevin Crotty |
| 41 Trafford ES LLP | 1 | 1:0:0:0 | Andrew Western Corporate Director Place Corporate Director Finance & Systems Michael Dwan Timothy Edghill John Connolly |
| 42 Trafford Leisure Community Interest Company Limited Board of Directors | 1 | 1:0:0:0 | Liz Patel Susan Aldridge Yvonne Burke Gareth Evans Daniel Gidney Eamonn O'Rourke Eleanor Roaf Andrew Worthington |

| Organisation | Number of Representatives Required LAB:CON:LD:GRN | | 2020/21 Appointments Councillor(s) |
|---|--|---------|--|
| 43 Trafford Regeneration and Investment Limited | 1 (plus Chief Executive) | 1:0:0:0 | Andrew Western Chief Executive |

Note: Re 40 to 43

Where these are Directors' appointments it will be necessary for the current members to sign resignation forms and for new members to be appointed and the details need to be lodged at the Companies Registry.

**STATUTORY SCHOOL ADMISSION APPEALS COMMITTEE –
PANEL MEMBERS FOR 2021/22**

Lay People:

Mrs. Bracegirdle
Mrs Broadstock
Mrs. Finn (Chair)
Ms. Hall
Mrs. Javaid
Mrs. A. Jones
Mrs. Keavney

Mr. Lea
Mr. Munday (Chair)
Mr. Padden
Mrs. Smith (Chair)
Mr. Turner
Mr. Whitehead (Chair)

People with an Interest in Education:

Mrs. Coulburn
Ms. Dawson-Smith
Mrs. Dee
Mr. Flannery
Mrs. Foan (Chair)
Mr. Hall (Chair)
Mrs. Hassan

Mrs. D. Jones
Mrs. Kelly
Mrs. Peters
Mrs. Quest
Mrs. Sher (Chair)
Ms Sproston

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