

# Public Document Pack



## TRAFFORD COUNCIL

Tuesday, 12 March 2019

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, 20 MARCH 2019, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

- |  | <b>Pages</b> |
|--|--------------|
| <b>1. Minutes</b>  |              |
| To approve as a correct record the Minutes of the Meeting of the Council held on 20 February 2019 for signature by the Mayor as Chairman.  | 1 - 12       |
| <b>2. Announcements</b>  |              |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairs of Scrutiny Committees and the Head of Paid Service.                                |              |
| <b>3. Questions By Members</b>   |              |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairs of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. |              |
| <b>4. Petition Regarding Unsafe Pedestrian Crossing on Dunham Road in Altrincham</b>   |              |
| To consider the following petition requiring debate:<br><br>"The Council is requested to improve the crossing outside St. Margaret's Church on Dunham Road in Altrincham.                |              |

*Continued ...*

The A56 is always busy before and after school with a constant flow of traffic and cars rarely stop for pedestrians. There are many pupils at Altrincham Grammar School for Girls and other schools who have to cross and there is nothing to make cars stop to allow people to cross. A safe crossing point would encourage more pupils to walk to school and also benefit people going to and from the church.”

***Note: In accordance with the Council’s Petition Scheme, a petition containing more than 500 signatures will be debated by the Council. The petition organiser will be given five minutes to present the petition and then it will be discussed by the Council for a maximum of 15 minutes.***

**5. Trafford Council's Pay Policy Statement for 2019/20**

To consider a report of the Corporate Director of People, further to a referral from Employment Committee held on 11 March 2019. 13 - 24

**6. Revised Implementation Arrangements regarding the National Two Year Pay Deal for 2019/20 and Proposed New Pay Structure following Regional Trade Union Negotiations**

To consider a report of the Corporate Director of People, further to a referral from Employment Committee held on 11 March 2019. 25 - 30

**7. Trafford Council Corporate Plan**

To consider a joint report of the Leader and Deputy Leader of the Council, which is expected to be referred from the Executive meeting on 18 March 2019. To Follow

**8. Investments in Fossil Fuel Industry**

To note a report of the Executive Member for Finance and the Corporate Director of Finance and Systems, further to the Council resolution of 28 November 2018 (Minute No. 56 refers). 31 - 40

**9. 6-month Corporate Report on Health and Safety - 1 April to 30 September 2018**

To consider a report of the Executive Member for Equalities and Partnerships. 41 - 54

**10. Motions**

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

**(a) Motion Submitted by the Labour Group - Dignity in Social Care: Improving Social Care Services and Jobs**

This Council recognises growing concern over the continuing crisis of social care.

This Council notes with alarm the continuing issue of social care underfunding that makes it hard for local authorities and provider organisations to ensure decent jobs and quality services.

This Council supports the provisions of UNISON's Ethical and Residential Care Charters.

This Council intends to sign the Unison Ethical Care Charter and to implement the stages of the charter at the earliest practicable opportunity, recognising that some aspects of the charters will require additional funding and a phased approach.

This Council welcomes the additional short term funding that the government pledged for social care in the 2018 budget but notes that this does not go far enough and does not represent a sustainable solution.

This Council undertakes to work with and encourage those care providers that we currently commission or purchase provision from and to require those care providers that we commission or purchase provision from in future to:-

- Work towards the implementation of the 3 stages of the Ethical Care Charter in a phased way. Ensuring that we engage with providers as part of this process.
- Respect the right of care staff to engage with a union in their workplace and do nothing to undermine the reasonable efforts of staff to engage with a union.
- Pursue a partnership approach to employment relations. We would expect the provider to engage constructively with the union including a recognition and facilities agreement to underpin collective working.

This Council is committed to an ongoing journey to drive up standards and quality across the homecare and residential care sector. By pledging our support to and signing the Ethical Care Charter we are signing up to the overriding objective of the Charter which is to establish a minimum baseline for safety, quality and dignity in care.

**(b) Motion Submitted by the Labour Group - The Windrush Generation**

Last year saw commemorations of the 70<sup>th</sup> anniversary of the arrival of the Empire Windrush at Tilbury Docks carrying the first of thousands of people from the Caribbean who went on to make the UK their permanent home. The 'Windrush Generation' played a lasting and significant role in rebuilding the UK after two world wars and did so with a sense of loyalty, dedication and commitment. In 2018, after decades of living, working and raising families in this country, a number of those dutiful citizens were confronted with the outrageous, wrongful accusation of being illegal immigrants.

Many Windrush Generation migrants settled and made a life here in Trafford and there are now many generations of Windrush descendants residing here. For this we are thankful and celebrate the diversity and cultural enrichment they have brought and continue to bring their communities.

The Windrush scandal is not over yet and following this shameful episode in the UK's history we call upon this Council to undertake the following:

1. Challenge the criminalisation of Windrush families.
2. To lobby the government to abolish prejudiced, discriminatory immigration policies which resulted in the 2018 Windrush Scandal.
3. To support Trafford residents who continue to be affected by these policies and uphold their right to full UK citizenship and leave to remain in the UK.
4. To lead the way in eradicating hate crime and its attendant ills.
5. Encourage communities to celebrate Windrush Day on 22 June annually to recognise and uphold the valuable contributions of those who came to the UK between 1948 and 1971.
6. To ensure the Prime Minister makes good on all the promises to apologise to and compensate those who have been affected by the Windrush Scandal in a timely manner.

**(c) Motion Submitted by the Green Party Group with the support of a Liberal Democratic Member - Glyphosate-Free Trafford**

This Council notes:

There has been a 60% increase in the use of pesticides such as glyphosate in the UK since 1990 [1]. Italy, Portugal and the Canadian city of Vancouver have all banned use of glyphosate [or glyphosate based weed killers] and France is working towards this. Monsanto and German owner Bayer face 9,000 lawsuits in the US from those that

*Continued ...*

believe their illnesses are caused by their products, the first plaintiff won unanimously with many more to follow [2]. That recent studies published in ScienceDirect show a 41% increased risk of Non-Hodgkin Lymphoma caused by exposure from glyphosate-based weed killers and products [3].

This Council believes:

- There is compelling evidence these glyphosate and a wide range of other herbicides and pesticides may be harmful to human health
- The use of pesticides and weed killers reduces biodiversity, impacting negatively on insects, birds and bees, in a time when the world is losing 2.5% of its insect population per-year [4].
- Harmful weed killer residues can creep into the food chain.
- Pets and children should not be playing in parks treated with such chemicals.

This Council resolves to:

- Phase out the use of all pesticides and weed killers on council land.
- Cut out all use of glyphosate based treatments in all council operations in one year.
- Trial pesticide-free alternatives during this period. Particularly those adopted by the likes of Hammersmith and Fulham and Lewes Councils who use biodegradable foam or hot steam treatments on weeds. To be decided by Executive.
- Grant an exception to the above ban regarding the control of Japanese knotweed, or other invasive species, where there are currently no effective mechanical techniques available. However, in this case chemicals such as glyphosate will only be stem-injected, rather than sprayed, to reduce its spread in the environment.
- Grant an exception on sprays only in relation to Giant Hogweed where it's not safe to be dug out or safely removed by other means.
- Write to the prime minister to inform the government of this Council's opposition to glyphosate-based pesticides and to call for a UK-wide programme to phase out use

1. <http://www.pan-uk.org/pesticides-agriculture-uk/>
2. <https://www.theguardian.com/science/2018/oct/07/monsanto-trial-cancer-appeal-glyphosate-chemical>
3. <https://www.sciencedirect.com/science/article/pii/S1383574218300887>
4. <https://www.theguardian.com/environment/2019/feb/10/plummeting-insect-numbers-threaten->

**(d) Motion Submitted by the Labour Group - Community Safety in Times of Austerity**

This Council notes recent community concern about crime and disorder in Trafford. In particular concerns surrounding burglary and car theft, as well as crime and disorder involving young people, have been highlighted.

Council recognises the importance of strong public services in tackling and reducing crime. Cuts to children's centres, youth services, social services, mental health services and support for community and voluntary groups are just some examples of the ongoing impact of austerity and indicative of the scale of services impacted since 2010. It is the view of this Council that cuts to such services have a significant detrimental effect on crime and public safety. Given such cuts to preventative and community services, Council also believes that national cuts to police budgets have been short-sighted and that the safety of residents is being placed at risk as a result.

This Council therefore calls for urgent investment at a national level to replace the 2000 police officers lost in Greater Manchester since 2010. The efforts of the Mayor of Greater Manchester to recruit additional police officers are welcomed, but are only required because of the shameful decision of the Government to pass on the burden of policing costs to local residents. Council further calls for the Prime Minister to make good on her promise that austerity has ended by adequately resourcing public services and local authorities in order to strengthen and safeguard communities and as a means of preventing crime and disorder. Only with a full suite of effective and well-resourced preventative and community services, and a properly funded and equipped police force, can we make our communities safer.

**(e) Motion Submitted by the Conservative Group - Greater Manchester Spatial Framework**

This Council notes with interest the comments of the Housing Minister in relation to assessed housing need which casts further considerable doubt on the integrity of the Greater Manchester Spatial Framework (GMSF). The Minister has confirmed the Government's policy position that it is for local areas to determine, and make the justification for any deviation from assessed housing need in a local area.

This follows a protracted two year delay to revise the document primarily, for partisan political purposes, the outcome of which is still vague assurances over infrastructure, which in many respects lack credibility and therefore confidence of the public, and still contains the release of significant amounts of green belt.

*Continued ...*

Council is concerned that Trafford is releasing more green belt land, as a percentage of its proposed allocations to meet need than any other borough in Greater Manchester, and is doing so whilst this uncertainty exists.

Given these factors, and until a satisfactory resolution is found, the Council cannot support the GMSF in its present form and instructs the Leader of the Council to:

- confirm as such to the Mayor of Greater Manchester;
- confirm that unless these factors can be overcome, that the Council wishes to pursue its own local plan outside of the GMSF, but that the Council wishes to see a satisfactory conclusion and is willing to work cross party to achieve as such and therefore;
- will establish a Scrutiny Task and Finish Group with the sole intention of securing cross party support for housing proposals in Trafford alongside securing definitive transporting social infrastructure commitments from relevant bodies.

Yours sincerely,



**SARA TODD**  
Chief Executive

#### Membership of the Council

Councillors T. Ross (Mayor), R. Chilton (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, J. E. Brophy, B. Brotherton, D. Bunting, D. Butt, T. Carey, M. Cawdrey, G. Coggins, M. Cordingley, J. Coupe, J. Dillon, A. Duffield, Mrs. L. Evans, N. Evans, M. Freeman, Mrs. D.L. Haddad, J. Harding, J. Holden, D. Hopps, M. Hyman, C. Hynes, D. Jarman, D. Jerrome, P. Lally, J. Lamb, J. Lloyd, S. Longden, E. Malik, A. Mitchell, P. Myers, A. New, E. Patel, K. Procter, J.R. Reilly, B. Rigby, B. Sharp, B. Shaw, J. Slater, E.W. Stennett, S. Taylor, S. Thomas, L. Walsh, A. Western, D. Western, M. Whetton, G. Whitham, A.M. Whyte, A.J. 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](mailto:ian.cockill@trafford.gov.uk)

This Summons was issued on **Tuesday, 12 March 2019** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

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## TRAFFORD BOROUGH COUNCIL

20 FEBRUARY 2019

### PRESENT

The Worshipful the Mayor (Councillor Tom Ross), in the Chair.

R. Chilton (Deputy Mayor)	J. Coupe	E. Patel
D. Acton	J. Dillon	K. Procter
S. Adshead	A. Duffield	J.R. Reilly
S.B. Anstee	Mrs. L. Evans	B. Rigby
S.K. Anstee	N. Evans	B. Sharp
Dr. K. Barclay	M. Freeman	B. Shaw
J. Baugh	J. Harding	J. Slater
J. Bennett	J. Holden	E.W. Stennett
Miss L. Blackburn	D. Hopps	S. Taylor
R. Bowker	M. Hyman	S. Thomas
C. Boyes	C. Hynes	L. Walsh
Mrs. A. Bruer-Morris	D. Jarman	A. Western
J. E. Brophy	D. Jerrome	D. Western
B. Brotherton	P. Lally	M. Whetton
D. Bunting	J. Lloyd	G. Whitham
D. Butt	S. Longden	A.M. Whyte
T. Carey	E. Malik	A.J. Williams
M. Cawdrey	A. Mitchell	J.A. Wright
G. Coggins	P. Myers	M. Young
M. Cordingley	A. New	Mrs. P. Young

### In attendance

Interim Chief Executive	J. Taylor
Corporate Director of Governance and Community Strategy	J. Le Fevre
Corporate Director of People	S. Saleh
Acting Corporate Director of Adult Services	D. Eaton
Corporate Director of Finance and Systems	N. Bishop
Head of Financial Management	G. Bentley
Senior Democratic and Scrutiny Officer	I. Cockill

### **APOLOGIES**

Apologies for absence were received from Councillors Mrs. D.L. Haddad and J. Lamb.

### **61. MINUTES**

That the Minutes of both the Extraordinary and Ordinary Meetings of the Council held on 28 November 2018, be approved as a correct record and signed by the Chair.

**Meeting of the Council  
20 February 2019**

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**62. ANNOUNCEMENTS**

(a) Councillor Stephen Anstee

Being aware that it was Councillor Stephen Anstee's last Council meeting, as he was to stand down at the next elections and was unable to attend the March Meeting, the Council joined the Mayor in conveying appreciation for his efforts on behalf of Trafford and wished him well for the future.

(b) Her Majesty the Queen's New Year's Honours

It being the first meeting since the announcement of Her Majesty the Queen's New Year Honours, the Mayor took the opportunity to acclaim the local recipients, namely:

Councillor Sean Anstee, awarded the citation of Commander of the Most Excellent Order of the British Empire (CBE) for services to Local Government;

Mr. Christopher Harrop of Sale, awarded the citation of Officer of the Most Excellent Order of the British Empire (OBE) for services to the Prevention of Modern Slavery and Exploitation; and

Mr. Nasar Mahmood of Altrincham, awarded an OBE for services to Community relations in Manchester.

The Mayor advised that on behalf of the Council he had written to convey the Council's congratulations.

(c) Environmental Improvement Team Award

The Mayor congratulated the Council's Environmental Improvement team on collecting the Litter Initiative of the Year award at the Keep Britain Tidy awards. The award recognised the highly successful Conscience Project set up to tackle littering and public urination in public passageways before Manchester United football matches at Old Trafford. During the 2017/18 football season the team designed conscience boards and involved local residents and children in the campaign artwork.

(d) Interim Chief Executive

Acknowledging that it was the last meeting for Jim Taylor, the Council's interim Chief Executive, the Council joined with the Mayor to wish him the very best for the future and thank him for his good work in Trafford.

**63. QUESTIONS BY MEMBERS**

The Mayor reported that no questions had been received under Procedure Rule 10.2.

**Meeting of the Council  
20 February 2019**

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**64. MEMBERSHIP OF COMMITTEES**

RESOLVED: That the Council notes that the Interim Chief Executive, in consultation with the respective Group Leaders, has approved the appointment of Councillors Sean Anstee and Laurence Walsh as Substitute Members of Employment Committee for the remainder of the 2018/19 Municipal Year, effective from 18 December 2018 and 7 January 2019, respectively.

**65. APPOINTMENT OF INDEPENDENT MEMBER OF THE ACCOUNTS AND AUDIT COMMITTEE**

The Corporate Director of Governance and Community Strategy submitted a report recommending the appointment of a non-voting co-opted Member of the Accounts and Audit Committee.

RESOLVED: That Jeannie Platt be appointed as a non-voting co-opted Member of the Accounts and Audit Committee, with effect from 1 March 2019 until the Annual Meeting in 2023.

**66. BUDGET 2019/20**

(Note: PROCEDURAL ARRANGEMENTS - In respect of the main item of business on the agenda, the Mayor announced that the Leader of the Council (or his nominee) would have a maximum of 15 minutes to make the initial speech and a further maximum of 15 minutes to summarise the debate. The Leaders of the Main Opposition and the Minority Opposition Groups (or their respective nominees) would each have a maximum of 15 minutes and 10 minutes, respectively, to make their initial speeches and a further maximum of 5 minutes to summarise on behalf of their respective Groups. The Mayor also outlined the approach for dealing with amendments. Members were instructed that, should an amendment be made to the main motion, the mover of that amendment would have a maximum of 3 minutes to make their speech. The Mayor further confirmed that, the time for all other speeches would be restricted to a maximum of 3 minutes.)

The Executive Member for Finance presented a number of reports setting out the proposed budget for the forthcoming year which had been recommended by the Executive at its meeting held earlier that evening.

It was moved and seconded that the Executive's recommendations set out in each of the following reports, be approved and that the Council sets and approves the amounts as the amounts of the Council Tax for the year 2019/2020, in accordance with the Local Government Finance Act 1992, as amended, for each of the categories of dwellings included in the respective valuation bands A to H:

- Executive's Revenue Budget Proposals 2019/20 and Medium Term Financial Strategy 2020/21 – 2021/22
- Capital Strategy, Capital Programme and Prudential and Local Indicators 2019-2022

**Meeting of the Council  
20 February 2019**

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- Treasury Management Strategy 2019/20 – 2021/22
- Fees, Charges and Allowances 2019/20

Councillor Myers responded to the Motion on behalf of the Conservative Group and gave notice of an amendment. Councillor Bowker, on behalf of the Liberal Democrat Group and then Councillor Coggins, on behalf of the Green Party Group also responded to the Motion.

Dealing with the amendment signified, it was moved and seconded as an amendment that:

“The Council agrees these recommendations, subject to the following amendments:

<b>Amendment</b>	<b>Some benefits</b>	<b>Impact on Revenue</b>	<b>Impact on Capital</b>
Freeze at the present level the general Council Tax for the financial year 2019/20, reversing the proposed 2.99% increase.	Council tax forms a higher proportion of outgoing for lower income families. There are already significant precept increases being applied that lower income households will be required to budget for.	£2.97m	None
Reintroduction of weekly general refuse collections of household domestic waste.	The proposal will see a reduction in general litter and fly-tipping across the borough and offer a comprehensive household waste collection service.	£2.4m (maximum)	None
Cancel proposed parking charges for 1800 – 2000 period and stop proposed increase for short stay car parking.	Fairer for short term shoppers in town centres. Helps maintain night-time economy.	£84,000	None
Install 60 charging stations for electric cars.	For plug-in customers: Convenience. Attracts out of town visitors. Supports local business.	Contained within present budget. Ignores income from customers.	£150,000

**Meeting of the Council  
20 February 2019**

<b>Amendment</b>	<b>Some benefits</b>	<b>Impact on Revenue</b>	<b>Impact on Capital</b>
Increase removal of old street trees which are in danger of falling or are dying and replace with smaller, ornamental trees on a 5 for 2 basis.	Safety. Improves air quality and street scene. Reduces damage to footpaths and roadways. Reduces insurance claims	None	£100,000
Institute a Council Accreditation Scheme for retail businesses that do not supply goods / foods in single-use plastic containers or plastic bags.	Less landfill, improved recycling. Boost for local retailers.	£2,000 (notional)	None
Introduce CCTV in public parks and areas prone to fly-tipping.	Increased public safety. Improves civic pride. Acts as a deterrent. Saves clear-up costs.	None	£282,000
Proactively offer grants for resident groups that take on litter picking. Increase funding for this initiative by £16,000.	Bags, reach-grabbers, yellow vests, etc. Website to attract volunteers and communicate with members.	£16,000	None
Proactively offer grants for Friends of Parks for marketing. Increase maximum grant from £2,000 to £4,000.	Websites, leaflet drops, membership management systems	£118,000	None

**Meeting of the Council  
20 February 2019**

<b>Amendment</b>	<b>Some benefits</b>	<b>Impact on Revenue</b>	<b>Impact on Capital</b>
Establish scheme for employers to buy parking permits for staff.	Guarantees parking for workers.	None (Cost Neutral)	None (Cost Neutral)
Borrowing for Capital Expenditure	To cover implementation of capital schemes referenced above	£45,000	None
		£5,633,000	£532,000

The Corporate Director for Finance and Systems has advised that these proposals, if adopted, would enable the Council to set a legal budget. These proposals would be funded through the application of the following funds:

- General Reserve (£1 million)
- Smoothing Reserve (£1 million)
- Business Rates Growth Pilot (£1 million)
- Budget Support Reserve (£2.633 million)"

Following a debate on the matter, the amendment was put to the vote and declared lost.

The Council proceeded to debate the substantive Motion and then, in accordance with procedures agreed at the outset of the debate, the Political Group Leaders summarised the essential views of their respective group and responded to some of the issues that had arisen from the debate.

The substantive Motion was then put to a recorded vote, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014. The result was as follows:

Those in favour of the substantive Motion: Councillors Acton, Adshead, S.B. Anstee, S.K. Anstee, Dr. Barclay, Baugh, Bennett, Miss Blackburn, Bowker, Boyes, Mrs. Bruer-Morris, Brophy, Brotherton, Bunting, Butt, Carey, Cawdrey, Chilton, Cordingley, Coupe, Dillon, Duffield, Mrs. Evans, N. Evans, Freeman, Harding, Holden, Hopps, Hyman, Hynes, Jarman, Lally, Lloyd, Longden, Malik, Mitchell, Myers, New, Patel, Procter, J.R. Reilly, Rigby, Ross, Sharp, Shaw, Slater, Stennett, Taylor, Thomas, Walsh, A. Western, D. Western, Whetton, Whitham, Whyte, A.J. Williams, Wright, M. Young and Mrs. Young.

Those against the substantive Motion: Councillors Coggins and Jerrome.

No Councillors signified that they wished to abstain.

With the result of the vote being 59 in favour and 2 against, with no abstentions, the substantive Motion was declared carried.

**Meeting of the Council  
20 February 2019**

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RESOLVED –

- (A) That the Council approves:
- (1) The 2019/20 net Revenue Budget of £169.94 million.
  - (2) The 2020/21 to 2021/22 Medium Term Financial Strategy (MTFS) including the income and savings proposals.
  - (3) The calculation of the Council Tax Requirement as summarised in Section 9.1 of the budget report and set out, as required under statute, at (D) below.
  - (4) To increase Council Tax by 3.99% in 2019/20:
    - 2.99% general increase in the ‘relevant basic amount’ in 2019/20, 2020/21 and 2021/22, and
    - 1.0% for the ‘Adult Social Care’ precept in 2019/20.
  - (5) The Fees and Charges for 2019/20 and those relating to Registration of Births, Deaths and Marriages also shown for 2020/21, as set out in the Fees and Charges booklet available on the Council’s web site.
  - (6) The delegation of authority to each Corporate Director, in consultation with the Corporate Director of Finance and Systems, to amend fees and charges during 2019/20 in the event of any change in VAT rate, as appropriate.
  - (7) The delegation of authority to each Corporate Director, in consultation with the Corporate Director of Finance and Systems to amend fees and charges during 2019/20 where the economics of the charge levels have changed (e.g. costs have risen unexpectedly), or for commercial reasons.
  - (8) That the minimum level of General Reserve for 2019/20 be increased to £7.0 million, an increase of £1.0 million from 2018/19, as detailed in Section 7.2 of the budget report.
  - (9) The Capital Strategy, Prudential and Local Indicators and overall level of the Capital Programme and Asset Investment Fund of £212.28 million (as detailed in the Capital Strategy, Capital Programme and Prudential Indicators 2019/22) of which £167.93 million relates to 2019/20; this includes £106.91million of new prudential borrowing.
  - (10) The Treasury Management Strategy 2019/20 to 2021/22, including the debt strategy (as set out in Section 3 of the report), the investment strategy (Section 5) and the Prudential Indicators, including the Authorised Limit (as required by Section 3(1) of the Local Government Act 2003), Operational Boundary, Minimum Revenue Provision and Investment Criteria, as set out in Appendix 3 of the report.

**Meeting of the Council  
20 February 2019**

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- (11) The distribution of Dedicated Schools Grant as recommended by the School Funding Forum and Executive, as summarised in Section 8 and detailed in Annex H of the budget report.
- (B) That, in approving the above, it is noted that the Council has taken into consideration
- (1) The objective assessment by the Corporate Director of Finance and Systems of the robustness of budget estimates and adequacy of the financial reserves (Section 7 and Annex G of the budget report).
  - (2) The Executive's response to the Scrutiny Committee's recommendations to the budget proposals as included in a separate report considered at the Executive meeting held on 20 February 2019.
  - (3) The Council's Public Sector Equality duty.
  - (4) The results of the consultation on the budget proposals.
- (C) That in addition, the Council notes the following:
- (1) The approval on 23 January 2019 under delegated powers by the Corporate Director of Finance and Systems of the Council Tax Base for 2019/20 at 76,999 Band D equivalents.
  - (2) Along with the calculation of the estimated Council Tax surplus, sufficient to release £(1.324) million to support the Council's 2019/20 revenue budget and a distribution of £(187,000) and £(74,000) representing the respective shares of the Mayoral Police and Crime Commissioner Precept and Mayoral General Precept (including Fire Services).
  - (3) The base budget assumptions as set out in the Medium Term Financial Strategy (MTFS) as detailed in Annex A of the budget report.
  - (4) The budget gap for the two years 2020/21, £15.71 million and 2021/22, £12.81 million.
  - (5) That the Capital Investment Programme for 2019/20, 2020/21 and 2021/22 is to be set at an indicative £167.93 million, £32.99 million and £11.36 million respectively (indicative at this stage as a number of capital grants not yet known).
  - (6) That the Council Tax figures included in the report for the Mayoral Police and Crime Commissioner Precept and Mayoral General Precept (including Fire Services) are the recommended provisional amounts pending their formal approval.

**Meeting of the Council  
20 February 2019**

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(D) That, as referred to in A3 above, the Council calculates the formal Council Tax Resolution as follows:

1. It be noted that on 23 January 2019 the Council calculated
  - (a) the Council Tax Base 2019/20 for the whole Council area as 76,999 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and;
  - (b) 1,577 for dwellings in the Parish of **Partington**;  
  
to which Parish Precepts relate.
  
2. That the Council approve the Council Tax Requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) as £99,499,648.
  
3. That the Council agrees the calculation of the Aggregate Amounts for the year 2019/20 in accordance with Sections 31 to 36 of the Act:
  - (a) £482,463,213 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (b) £382,896,542 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £99,566,671 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
  - (d) £1,293.09 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - (e) £67,023 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act, as detailed below:
  - (f) £1,292.22 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

**Meeting of the Council  
20 February 2019**

(g) £1,334.72      **Parish of Partington**

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned at 3(e) above divided by the amount at 1(b) above, calculated by the Council, in accordance with section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

4. The council tax set by Trafford Council includes a 1.0% increase to be spent exclusively on supporting the delivery of adult social care services.
5. That it be noted that for the year 2019/20 the Mayoral Police and Crime Commissioner and the Mayoral General (including Fire Services) have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each category of dwellings in the Council's area as indicated in the table below.
6. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate shown in the tables below as the amounts of Council Tax for 2019/20 for each part of its area and for each of the categories of dwellings.

**Valuation Bands**

<b>Council Tax Schedule 2019/20</b>	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>
<b>Trafford Council (including Adult Social Care Precept)</b>	861.48	1,005.06	1,148.64	1,292.22	1,579.38	1,866.54	2,153.70	2,584.44
<b>Mayoral Police and Crime Commissioner Precept</b>	132.20	154.23	176.27	198.30	242.37	286.43	330.50	396.60
<b>Mayoral General Precept (including Fire Services)</b>	51.29	59.84	68.39	76.95	94.05	111.15	128.24	153.90
<b>Sub total</b>	<b>1,044.97</b>	<b>1,219.13</b>	<b>1,393.30</b>	<b>1,567.47</b>	<b>1,915.80</b>	<b>2,264.12</b>	<b>2,612.44</b>	<b>3,134.94</b>

**Meeting of the Council  
20 February 2019**

<b>Partington</b>	<b>Band A £</b>	<b>Band B £</b>	<b>Band C £</b>	<b>Band D £</b>	<b>Band E £</b>	<b>Band F £</b>	<b>Band G £</b>	<b>Band H £</b>
Parish only	28.33	33.06	37.78	42.50	51.94	61.39	70.83	85.00
Parish & District only	889.81	1,038.12	1,186.42	1,334.72	1,631.32	1,927.93	2,224.53	2,669.44
<b>Aggregate of Council Tax requirements (incl. – Mayoral Precepts)</b>	<b>1,073.30</b>	<b>1,252.19</b>	<b>1,431.08</b>	<b>1,609.97</b>	<b>1,967.74</b>	<b>2,325.51</b>	<b>2,683.27</b>	<b>3,219.94</b>

**PARISH COUNCIL PRECEPTS**

<b>Parish/Town Council</b>	<b>2018/19</b>			<b>2019/20</b>			<b>C Tax Increase</b>
	<b>Tax Base</b>	<b>Precept £</b>	<b>Council Band D (£)</b>	<b>Tax Base</b>	<b>Precepts £</b>	<b>Council Band D (£)</b>	
Partington	1,550	65,875	42.50	1,577	67,023	42.50	0.0%
<b>TOTAL</b>	<b>1,550</b>	<b>65,875</b>		<b>1,577</b>	<b>67,023</b>		

The meeting commenced at 7.00 p.m. and finished at 9.18 p.m.

**67. INFORMAL MEETING OF THE COUNCIL**

(Note: At the conclusion of the formal meeting of the Council, an informal meeting was held to extend an invitation to:

Councillor Rob Chilton to be the Mayor of the Borough of Trafford for 2019/20;

and

Councillor Laurence Walsh to be the Deputy Mayor of the Borough of Trafford for 2019/20.

The informal meeting concluded at 9.24 p.m.)

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## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 20<sup>th</sup> March 2019  
**Report for:** Approval  
**Report of:** Sara Saleh, Corporate Director of People

### Report Title

**Trafford Council's Pay Policy Statement for 2019/20**

### Summary

**This paper provides Council with information relating to Trafford's pay policy for 2019/20 in line with the requirements for the Localism Act 2011.**

### Recommendations

**To note and approve the 2019/20 Pay Policy statement as set out in the attached report further to approval at Employment Committee on 11<sup>th</sup> March 2019.**

### Contact person for access to background papers and further information:

**Name:** Kate Sturman  
**Extension:** 2148

### Background Papers:

The Code of Recommended Practice for Local Authorities on Data Transparency - Department for Communities and Local Government.

Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011 – Department for Communities and Local Government.

Local Government Transparency Code 2015.

Relationship to Policy Framework/Corporate Priorities	The information provided within the report aligns with the Council's corporate priority of 'Low Council Tax and Value for Money'
Financial	The report information ensures that we comply with financial regulations in respect of data transparency and accounts and audit regulations.
Legal Implications:	Compliance with all relevant employment legislation is a critical and a key component of this strategy to ensure that our legal governance structure is robust and can defend employment claims should the need arise.
Equality/Diversity Implications	The pay policy will ensure that we remunerate our employees fairly and with due respect to all equality policies and strategies.
Sustainability Implications	Not applicable
Staffing/E-Government/Asset Management Implications	Not applicable
Risk Management Implications	Not applicable
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

## 1. Background

The Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The requirements of the Localism Act in respect of transparency about senior pay builds on the Accounts and Audit Regulations 2015 with which the Council is also compliant; published details of the Council's remuneration of its Chief Executive and Corporate Directors can be found on the Council's public website.

The Pay Policy Statement articulates the Council's own policies towards a range of issues relating to the pay of its workforce, in particular its senior staff (Chief Officers, as defined by the Local Government and Housing Act 1989) and to its lowest paid employees. The purpose of the Pay Policy Statement is to increase accountability in relation to pay.

As specified in the Act, this requirement does not extend to schools and this Statement does not therefore include school based employees.

The statement also incorporates the Council's Gender Pay Gap information as the Council is now required to publish this on an annual basis under the GPG reporting requirements.

In summary, the Pay Policy Statement identifies:

- ❖ The method by which salaries and severance payment are determined;
- ❖ The detail and level of remuneration of the Council's most senior managers i.e. Chief Executive, Corporate Leadership Team, Service Directors;
- ❖ The committee responsible for ensuring that the Pay Policy Statement is applied consistently, the Employment Committee, which has delegated powers in relation to senior manager employment;
- ❖ The detail and level of remuneration for the lowest level of post/employee;
- ❖ The ratio of pay of the top earner and that of the median earner.
- ❖ The Council's Gender Pay Gap

## **2. Recommendation**

Council is recommended to note and approve the 2019/20 Pay Policy statement as set out in the attached report.

**TRAFFORD PAY POLICY STATEMENT 2019/20**

**1. Introduction**

1.1 The purpose of the Pay Policy Statement is to ensure transparency and accountability with regard to the Council's approach to setting pay.

1.2 The Pay Policy Statement has been approved by Council and is publicised on the Council's website in accordance with the requirements of the Localism Act 2011.

1.3 The Pay Policy Statement identifies:

- The methods by which salaries of all employees are determined;
- The detail and level of remuneration of its most senior staff i.e. Head of Paid Service, 'Chief Officers', the Monitoring Officer, and Deputy Chief Officers as defined by the relevant legislation;
- The remuneration of its lowest paid employees;
- The relationship between the remuneration levels of the most senior employees and that of other employees;
- The Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and making recommendations on any amendments to Full Council.

1.3 Once approved by Full Council, this policy statement will come into immediate effect and will be subject to review as a minimum on an annual basis.

**2. Legislation Relevant to Pay and Remuneration**

2.1. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the National Minimum Wage (Amendment) Regulations 2018, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

2.2 The Council ensures there is no discrimination within its pay structures and that all pay differentials can be objectively justified through the use of NJC and Hay job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

**3. Accountability and Decision Making**

3.1 In accordance with the Constitution of the Council, the Employment Committee is responsible for decision making in relation to the recruitment, pay,

terms and conditions and severance arrangements in relation to employees of the Council.

3.2 Decisions relating to salary packages for new posts above £100k are subject to full Council approval. In addition, any severance arrangements agreed in line with the relevant policies that exceed £100k are subject to full Council approval.

#### **4. Pay Structure**

4.1 The Council's pay strategy must be one of balance between securing and retaining high-quality employees whilst maintaining pay equality and avoiding excessive pay rates.

4.2 The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure, which determines the salaries of the large majority of its (non-teaching) workforce together with the use of locally determined rates where these do not apply.

4.3 All other pay-related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time further to collective bargaining.

4.4 In determining its grading structure and setting remuneration levels for any posts, which fall outside its scope, the Council takes account of the need to ensure value for money in respect of the use of public expenditure. However this has to be balanced against the need to recruit and retain employees who are able to provide high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

4.5 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although from time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

4.6 To meet specific operational requirements, it may be necessary for an individual to temporarily take on extra duties, which are in addition to their normal role. The Council's arrangements for authorising any additional remuneration relating to temporary additional duties are set out in the Acting-up and Additional Responsibility Payments Policy.

4.7 Any temporary supplement to the salary scale for the grade is approved in accordance with the Council's Market Supplement Policy.

4.8 An organisational chart covering staff in the top three levels of the organisation provides information on the senior salary pay structure for the Council.

## **5. Senior Management Pay Arrangements**

5.1 For the purposes of this statement, senior management means 'Chief Officers' as defined within the Localism Act. The posts falling within the statutory definition are set out in the data published for the Local Government Transparency Code 2015 and the Accounts and Audit Regulations 2015.

5.2 The Chief Executive and Chief Officers receive minimal additions to salary. The Chief Executive receives Returning Officer fees for local and other elections as they arise from time to time. The Returning Officer fees for Local Elections have remained at the same level since 2012 and are published along with the fees for other elections, annually in the Council's annual Statement of Accounts.

5.3 The Chief Officer car allowance scheme was deleted as part of the 2014/15 budget proposals along with the general essential car user scheme which was replaced by a critical car user scheme. The Chief Executive and Chief Officers do not qualify for the scheme and so do not receive critical car user allowance.

5.4 The Council does not pay performance related pay to Senior Managers or any other employee group.

5.5 The Council does not pay bonuses to Senior Managers or any other employee group.

5.6 We will continue to consider how we can introduce more transparent performance arrangements at a senior management level. Salary progression within the range is linked to attainment of pre-determined objectives and targets as set out in the Performance Development Review process.

## **6. Recruitment of Chief Officers**

6.1 The Council's policy and procedures with regard to recruitment of Chief Officers is set out within the Council constitution Part 4 Officer Employment procedure rules.

6.2 When recruiting to all posts, the Council will take full and proper account of all provisions of relevant employment law and its own Equality, Recruitment and Redeployment Policies as approved by Council.

6.3 Decisions relating to the remuneration of any newly appointed Chief Officer will be in accordance with relevant job evaluation methodology, market factors and recruitment policies in place at the time. For new posts, with recommended salary packages in excess of £100k, approval of Full Council is required.

6.4 Where the Council is unable to recruit Chief Officer posts, or there is a need for interim support to provide cover for a substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits, from competition, in securing the relevant service.

6.5 It should be noted that when these engagements are established, the Council is not required to make either pension or national insurance contributions for such individuals.

6.6 The Council has had 1 interim appointment in place at Chief Officer level throughout 2018/19 to lead on the Property and Investment strategy supporting the regeneration priorities of Trafford. This has required specialist expertise not readily available in the current market.

## **7. Pension Contributions**

7.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee.

7.2 The rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate is set at 20.4%

## **8. Payments on Termination**

8.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [and if appropriate] Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

8.2 The proposed 'Public Sector Exit Payments (Limitation) Bill 2017-19 has been delayed and timescales for likely implementation are unclear. The bill proposes to cap public sector exit payments and to enforce the repayment of public sector payments in certain circumstances where an individual returns to the public sector. The cap for exit payments is currently proposed at £95,000 on the total value of exit payments made and applies to all types of arrangements and forms of exit payment such as redundancy payments, compensatory payments and lump sums awarded under a settlement agreement or a COT3, for example. The recovery of exit payments is suggested as being for those who earn £80,000 or more who return to the public sector within 12 months. There would be a requirement to repay a proportion of exit payments.

8.3 The Council will fully comply with changes to legislation in relation to remuneration and exit payment requirements should legislation change.

8.4 Any current payments falling outside of these provisions or the relevant periods of notice within the contract of employment shall be subject to a formal decision made by the Employment Committee. Payments on termination in relation to the policy set out above that exceed £100k are subject to approval of Full Council.

## 9. Re-employment / Re-engagement of former Chief Officers

9.1 The Organisational Change Framework sets out the arrangements and restrictions by which Chief Officers are re-employed or re-engaged on a contract for services following termination of employment.

9.2 The repayment of public sector exit payments as per 8.2 once confirmed will determine our revised approach to the re-engagement of Chief Officers.

## 10. Lowest Paid Employees

10.1 The lowest paid employees employed under a contract of employment with the Council are employed on full time [36.25 hours] equivalent salaries in accordance with the minimum spinal column point (scp) currently in use within the Council's grading structure.

10.2 As at 1<sup>st</sup> April 2019, the lowest entry level spinal column point is equivalent to £17,364 per annum. This is an hourly rate of £9.19.

10.3 We track the current national and local initiatives regarding low paid staff, benchmarking with our regional counterparts to ensure pay parity. The Real Living Wage, is a minimum hourly rate based on the real cost of living and is currently at £9.00 and will rise again in November 2019. The Council's minimum hourly rate will rise above the Real Living Wage from April 2019.

10.4 The Council employs Apprentices who receive the National Living Wage, which is based on age.

### National Living Wage rates 2019

Age	25 plus	21 to 24	18 to 20	Under 18	Apprentice (under 19 or in first year)
Hourly rate	£8.21	£7.70	£6.15	£4.35	£3.90

## 11. Pay Ratio

11.1 The following information is provided to assist with understanding the ratio calculation;

The Chief Executive Salary level used for comparative purposes is £165,000

- The lowest paid Council job has a maximum salary level of £15,016
- The Median (middle) of the salary range is £23,111

11.2 The ratio of pay of the top earner i.e. Chief Executive and that of the median earner is 1 to 7.14 and is within the 1:20 ratio recommended by the Hutton Review. In other words for every £1 earned by the median earner the Chief Executive earns £7.14.

11.3 The ratio between the lowest paid employee and average Chief Officer is 1:6.23 so for every £1 earned for the lowest paid member of staff the Chief Officer earns £6.23.

11.4 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmarking information as appropriate. In addition, upon the annual review of this statement, it will also monitor any changes in the relevant 'pay multiples' and benchmark against other comparable Local Authorities.

## **12. Gender Pay Gap**

12.1 2018 is the second year of statutory Gender Pay Gap (GPG) reporting for the public sector. Public Authorities including government departments, the armed forces, local authorities and NHS bodies and most schools with 250 employees or more, must publish and report specific figures about their gender pay gap.

12.2 The information which must be published is the mean gender pay gap in hourly pay, the median gender pay gap in hourly pay, the mean bonus gender pay gap, the median bonus gender pay gap: promotion of males and females receiving a bonus payment and the proportion of males and females in each pay quartile.

A point to note is that Trafford Council does not have any pay bonus schemes and so we do not report on this aspect.

12.3 The figures are based on pay received in March 2018, and the Council will publish on the National Gender Pay Gap Reporting website before the deadline of 30<sup>th</sup> March 2019.

12.4 Trafford Council's overall mean pay gap is 10.9% and the median is 17.6%, both in favour of male employees. There are a number of influencing factors which are as follows.

- Our GPG is significantly affected by the gender composition of our workforce which is 75% female and 25% male.
- We employ a lot of part time roles in Trafford (around 50% of posts) which attract females and evidence shows that part-time roles pay less than full time roles.

When part-time roles are looked at the gender pay gap is only 0.18% (mean) and the median gap is positive for women at -5.99%. For full-time employees the gender pay gap is 2.58% (mean) and 5.61% (median).

- We have some large in house services with lower paid bands which traditionally attract females – catering, cleaning, passenger assistants, care assistants and support workers; If we remove these groups the gap reduces to 2.44% (mean) and 6.95% (median);
- We have an ageing workforce and evidence shows that the gender pay gap widens above age 40;
- Some services such as highways and street cleaning services that predominantly attract male workers have been transferred out to a Contractor; this will have affected our GPG as associated posts tended to be on the lower pay bands;
- When we break this down into workforce quartiles, the gap significantly reduces or becomes negative. When looking at the mean gender pay gap, women in the top quartile of earners and women in the bottom quartile of earners in the organisation actually have a higher average hourly rate than men in the corresponding quartiles.

12.5 This is a very marginal increase on the figures for 2017, as published in March 2018 when the mean pay gap was 10.7% and the median pay gap was 17.0%.

12.6 Further to the implementation of Gender Pay Gap reporting, the Department for Business, Energy & Industrial Strategy has recently closed consultation on ethnicity pay reporting (11<sup>th</sup> January 2019). We are starting to consider what steps the Council might need to take in preparation.

### **13. Equality and Inclusion**

13.1 Chief Officers are responsible for ensuring that they operate within the Council's Equality & Diversity Policy to provide equality of opportunity for all employees.

13.2 The Council is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, particularly based on age; disability; gender reassignment; race, religion or belief; sex; sexual orientation; marriage and civil partnership and pregnancy and maternity. This policy will be applied equally to all employees irrespective of their background or membership of a particular group.

13.3 In addition, in line with the Trade Union and Labour Relations (Consolidation) Act 1992 (TULCRA) Part 3, the Council is committed to ensure that employees are not disadvantaged or discriminated against by virtue of their trade union membership in the application of this policy.

13.4 The Council will regularly review this policy's impact on any equality and diversity issues, and will identify any inequalities by monitoring and will take appropriate action where necessary.

## **14. Trade Unions**

14.1 The Council recognises two trade unions – UNISON and GMB, for collective bargaining purposes and there are currently two full time equivalent UNISON officials in employment.

## **15. Publication**

15.1 Upon approval by the Full Council, this statement will be published on the Council's Website.

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## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 20<sup>th</sup> March 2019  
**Report for:** Approval  
**Report of:** Sarah Saleh, Corporate Director of People

### Report Title

Revised implementation arrangements regarding the national two year pay deal for 2019/20 and proposed new pay structure following regional trade union negotiations.

### Summary

The purpose of this report is to seek approval for the new NJC pay structure which is as a result of the requirement to implement year 2 (2019-20) of the NJC Pay Agreement. This is further to Employment Committee approving a proposed new pay structure in December 2018 and then following trade union negotiations at regional level there was a variation to the initial proposal, which led to a revised pay structure which was agreed by Employment Committee in March 2019.

These proposals have been developed in consultation with the Head of Financial Management and the Corporate Director People.

There is support at UNISON and GMB regional and local levels for the proposals contained in this report for a collective local agreement.

The revised pay structure has been approved by Employment Committee, however the constitution requires that this is approved by Council. This report seeks the approval of Council.

### Recommendation(s)

Further to approval at Employment Committee on 11<sup>th</sup> March 2019.

1. Agree the adoption of the new grade structure and spinal column points, as set out in Appendix 1 to be applied across staff employed by the Council on Grades 1 – SM4 with effect from 1 April 2019.
2. Agree that the bar for enhanced overtime payments will remain at the top of band 5 new scp 22.
3. Approve the new pay structure as part of the Pay Policy Statement.

Contact person for access to background papers and further information:

Name: Sara Saleh  
Extension: 4007

Relationship to Policy Framework/Corporate Priorities	These proposals align with the council's Corporate Priorities in respect to 'Low Council Tax and Value for Money' and 'Reshaping Trafford'
Financial	The financial impact on the Council will be contained within the Revenue Budget and Schools will be required to manage the increase within their individual DSG allocations Minimal
Legal Implications:	The implementation process will be fully compliant with employment and equalities legislation.
Equality/Diversity Implications	An Equality Impact Assessment is being undertaken in line with the Equality Framework.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	The introduction of the new minimum hourly rate of £9.19. This is a really positive step for those entering on the pay ladder and will better support our recruitment offer.
Risk Management Implications	See impact on catering & cleaning A review of Catering and Cleaning Service contracts will be undertaken to ensure we have a robust contractual position in advance of the implementation of the pay award, to mitigate risk of redundancy costs following potential TUPE exercises.
Health & Wellbeing Implications	N/A
Health and Safety Implications	N/A

## 1. Background

1.1 Agreement was reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2018** and **1 April 2019**. This was a 2 year pay deal which included the introduction of a new pay spine from 1 April 2019 that is based on the following:

- A bottom rate of £9.00 per hour (£17,364) on new Spinal Column Point (SCP)1 (equivalent to old SCPs 6 & 7) based on a 37 hour week and for Trafford this equates to **£9.19** per hour on a 36.25 working week;
- Recognition of the future changes to the minimum wage;
- Renumbering of spinal column points in recognition of amalgamated old SCPs 6-17 incl. to create new SCPs 1-6 inclusive;
- Equal steps of 2.0% between each of the new SCPs 1-22 inclusive (equivalent to old SCPs 6-28 incl.)

1.2 In 2014, the pay structure in Trafford was revised into a more linear structure, removing all overlapping grades. A new pay grade of Band 12 was introduced at the top of the pay structure in recognition of the gap to senior management grade SM4C.

- 1.3 The Council's current entry level is Band 1, SCP 6 which has an hourly rate currently of £8.67 and SCP7 has an hourly rate of £8.73. Both entry level points are below the current Real Living Wage rate of £8.75 but above the National Minimum wage of £7.38 and National Living Wage of £7.83 per hour.
- 1.4 In April 2019, following the implementation of the NJC pay award, the Council's lowest hourly rate and entry level will be **£9.19** per hr which means we will be above the Real Living Wage set to rise to **£9.00** per hour and National Minimum Wage rates as they currently stand.
- 1.5 The age rates for employees is attached below for information and for those under age 25 they will attract national minimum wage rates and for those over 25 it's called the national living wage rate which will be £8.21 from April 2019.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2018 (current rate)	£7.83	£7.38	£5.90	£4.20	£3.70
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

- 1.5 Having a linear and equal pay compliant pay structure will assist with a fairly straight forward transition to the new pay spine along with incremental progression for most staff in January 2019. The new pay spine introduces a new numbering system corresponding to the new pay rates implementation recommendations are outlined below.

## 2. Design Principles & Scope

- 2.1 The principles outlined below guided the design of the new pay structure;
- Minimise impact on pay for staff;
  - 5 spinal column points as a maximum per band;
  - No overlapping bands;
  - Increment first then assimilate to new pay spine where appropriate;
  - No job re-evaluations;
  - Equality compliant;
  - Minimum impact to budgets.
- 2.2 All staff employed by Trafford Council and Schools in our control who are on NJC terms and conditions will be included in the implementation of the new national pay spine. As discussed at the last Employment Committee we have been updating Schools to alert them to these changes and a series of meetings have taken place with Head teachers and Business and Finance Managers so they are fully prepared and can factor the new proposals into their financial planning.

- 2.3 Trafford's Schools Finance and HR teams offer advice and guidance for those Schools who buy back our services. It is anticipated that those Trafford Schools who do not buy back will receive assistance from their own advisers.

### **3. Pay Structure Design - amendment**

- 3.1 As previously discussed at the last Employment Committee there is a degree of local flexibility for implementation of the new pay spine and this proposal sets out Trafford's *revised* recommended approach following further negotiations with UNISON at regional level.
- 3.2 To recap on the process undertaken to arrive at the new pay structure - a pay modelling exercise was undertaken to identify cost impact to the Council's salary budgets for staff on Bands 1 to 5 who are in the main affected by the changes proposed to the introduction of the year 2 pay award and a new pay spine. A range of options were developed utilising the above design principles and presented to Employment Committee in December 2018.
- 3.3 Benchmarking was carried out to identify how other Councils across GM are approaching implementation and there is a varied approach consistent with their local pay scales and grading structures. One issue that Trafford will not have to grapple with is the principle of whether to pay annual increments first then implement the pay award as in the main our incremental progression occurs in January. For roles where this does not apply, in the main in schools, we will adopt the position currently negotiated with GM Trade Unions of increment first.
- 3.4 In line with the Government's pledge to increase the National Living Wage to £9.00 per hour from 2020, this exercise enables us to achieve this sooner and based on our 36.25 hrs per week, the new hourly rate for entry level and the bottom point from 1<sup>st</sup> April 2019 will be **£9.19** per hour.
- 3.5 This is a really positive step for those entering on the pay ladder and will better support our recruitment offer, as well as enabling a better standard of living for people working in and for Trafford.

### **4. Pay Structure Revised Recommendation**

- 4.1 As referenced in Paragraph 3, a number of options were considered and an option was agreed at the last Employment Committee for the preferred implementation approach that saw a range of changes to the numbers of grade levels in each band, introduced as part of year 2 of the pay award.
- 4.2 Since the last Employment Committee, further discussions have been held with UNISON Regional Officers who raised concerns over the implementation arrangements that introduced new scps in some

grades. Their concerns centred around the increased length of time it would take employees to reach the top of the grade.

- 4.3 Following discussions a revised approach has been proposed and they are in agreement to this proposal and willing to enter into a collective agreement based on the revised pay structure as outlined in Appendix 1.
- 4.4 There is no change to the overall costs to the council including Schools of adopting the new pay structure highlighted, will be in the region of £2.8m and includes the additional costs to the Catering & Cleaning Service of £274k included in the MTFP for 2019/20.

## **5. Recommended changes to implementation of part 2 of the NJC pay award**

- 5.1 The recommended changes as discussed and agreed with UNISON are as follows:
- Agree that the mapping of old scp to new scp follows the NJC principles outlined in the 2018/19 agreement;
  - Retain the entry level point for band 3 at new scp 6 £19,171;
  - Those new scps proposed in the option discussed in December (scp 10, 13, 16, 18 and 21 highlighted in Appendix 1) to be deemed inactive and not to be used for any staff to assimilate to or progress onto.
  - The overtime threshold scp 28 will remain at the equivalent top of grade band 5 that will be renamed scp 22 in the new pay spine.

## **6. Conclusion**

- 6.1 The revised proposal offers a robust and equitable pay structure, where there will be no financial impact on staff and meets our aspirations to pay above the Real Living Wage and National Minimum Wage pay rates. From 1<sup>st</sup> April our entry level will be £9.19 per hour in Trafford based on a 36.25 working week.

## **7. Recommendation**

Council is recommended to note and approve the new NJC pay structure as detailed in this report.

## APPENDIX 1

01-Apr-18		Old proposal 01/04/2019			New Proposal following UNISON agreement		
SCP	£ per annum	New SCP	£ per annum	New Proposed Bands	New SCP	£ per annum	New Proposed Bands
6	£16,394	1	£17,364	BAND 1	1	£17,364	BAND 1
7	£16,495						
8	£16,626	2	£17,711		2	£17,711	
9	£16,755						
10	£16,863	3	£18,065		3	£18,065	
11	£17,007						
12	£17,173	4	£18,426	BAND 2	4	£18,426	BAND 2
13	£17,391						
14	£17,681	5	£18,795		5	£18,795	
15	£17,972						
16	£18,319	6	£19,171		6	£19,171	
17	£18,672						
18	£18,870	7	£19,554	7	£19,554		
19	£19,446					8	£19,945
20	£19,819	9	£20,344	9	£20,344		
						10	£20,751
21	£20,541	11	£21,166	11	£21,166		
22	£21,074					12	£21,589
		13	£22,021	13	£22,021		
23	£21,693					14	£22,462
24	£22,401	15	£22,911	15	£22,911		
						16	£23,369
25	£23,111	17	£23,836	17	£23,836		
						18	£24,313
26	£23,866	19	£24,799	19	£24,799		
27	£24,657					20	£25,295
		21	£25,801	21	£25,801		
28	£25,463					22	£26,317
29	£26,470	23	£26,999	23	£26,999		
30	£27,358					24	£27,905
31	£28,221	25	£28,785	25	£28,785		
32	£29,055					26	£29,636
33	£29,909	27	£30,507	27	£30,507		
34	£30,756					28	£31,371
35	£31,401	29	£32,029	29	£32,029		
36	£32,233					30	£32,878
37	£33,136	31	£33,799	31	£33,799		
38	£34,106					32	£34,788
39	£35,229	33	£35,934	33	£35,934		
40	£36,153					34	£36,876
41	£37,107	35	£37,849	35	£37,849		
42	£38,052					36	£38,813
43	£39,002	37	£39,782	37	£39,782		
44	£39,961					38	£40,760
45	£40,858	39	£41,675	39	£41,675		
46	£41,846					40	£42,683
47	£42,806	41	£43,662	41	£43,662		
48	£43,757					42	£44,632
49	£44,697	43	£45,591	43	£45,591		
50	£45,659					44	£46,572
51	£46,623	45	£47,555	45	£47,555		
52	£47,585					46	£48,537
53	£48,558	47	£49,529	47	£49,529		

## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 30 January 2019  
**Report for:** Information  
**Report of:** The Executive Member for Finance and the Corporate Director of Finance and Systems

### Report Title

**INVESTMENTS IN FOSSIL FUEL INDUSTRY**

### Summary

This report details the level of investments which the Council and its pension provider have in the fossil fuel industry.

### Recommendations

It is recommended that Council note the contents of the report.

Contact person for access to background papers and further information:

Name: Graham Perkins  
Extension: 4017

Background papers: None

Relationship to Policy Framework / Corporate Priorities	Value for Money
Relationship to GM Policy or Strategy Framework	Not applicable
Financial	There are no specific financial issues arising from this report.
Legal Implications:	Not applicable
Equality/Diversity Implications	Any equality and diversity implications are as set out in this report
Sustainability Implications	Not applicable
Staffing/E-Government/Asset Management Implications	Not applicable
Risk Management Implications	Not applicable
Health and Safety Implications	Not applicable

## 1. **Background**

- 1.1 This report has been produced in response to a request made at the Council meeting held on 28<sup>th</sup> November 2018 for details of the level of investment which the Council and its pension provider, Greater Manchester Pension Fund (GMPF), have in the fossil fuel industry.

## 2. **Trafford Council**

- 2.1 All investments undertaken by the Council's in-house treasury management team are made in accordance with criteria stipulated within the Investment Strategy. This strategy forms part of the annual Treasury Management Strategy report issued and approved by Members prior to the commencement of each financial year.
- 2.2 The main purpose of the Investment Strategy is to provide a framework which is followed by the in-house team whenever it makes an investment. This strategy as well as stipulating the maximum amount which can be placed and how long for, also details which type of institutions are to be used and these comprise Banks, Building Societies, Money Market Funds and Local Authorities. The Council's framework does not permit any institutions in the fossil fuel industry and therefore the Council does not have any direct investments in these areas.

## 3. **GMPF**

- 3.1 The Greater Manchester Pension Fund (GMPF) administers the Local Government Pension Scheme (LGPS) for Council employees.
- 3.2 The rules of the Local Government Pension Scheme are set nationally, although it is administered at local level by administering authorities, whose responsibilities include managing fund investments within the statutory framework.
- 3.3 When making decisions on investment, the primary responsibilities of administering authorities are to deliver the returns needed to pay scheme members' pensions, and to protect local taxpayers and employers from high pension costs.
- 3.4 The level of funds administered by the GMPF is currently around £23bn and in order to ensure that investment risks are kept to a minimum whilst enabling a reasonable rate of return to be achieved, funds are spread across various types of investments including equity and bond holdings in companies which extract or process fossil fuels as part of their operations.
- 3.5 It must be acknowledged that given the size and frequency of transactions undertaken and the variation of market pricing, the level and make-up of the GMPF fund will vary day by day. In addition, for many of the companies in which GMPF invests, the extraction or processing of fossil fuels only forms a small part of their operation. As such it is not possible to provide an accurate figure of GMPF's current investment in fossil fuels.
- 3.6 GMPF's listed equity and bond holdings at 31 March 2018 can be viewed on the following link:  
<https://www.gmpf.org.uk/documents/investments/holdings/2018/mar/mainstream.pdf>
- 3.7 Appendix 1 includes more specific details from GMPF on this position.

**Other Options**

This report has been produced for information purposes in response to a request made at a previous Council meeting.

**Consultation**

Advice has been obtained from Greater Manchester Pension Fund.

**Reasons for Recommendation**

Not applicable

**Key Decision**

This is not a key decision

**Finance Officer Clearance**                      **GB**

**Legal Officer Clearance**                      *DS*

**Corporate Director's Signature**



## TRAFFORD COUNCIL – REQUEST FOR INFORMATION RE FOSSIL FUEL INDUSTRY AND APPROACH TO BECOMING CARBON NEUTRAL

The Greater Manchester Pension Fund is asked to provide the level of investment in what is known as the fossil fuel industry – this includes traditional fossil fuel companies such as Centrica, formerly and better known as British Gas.

It is not possible to give an accurate figure as whilst the Pension Funds public shareholdings are made available publically, they are published in arrears to ensure that they are not tracked and the Fund loses its commercial advantage.

However, whilst the fund has no active position or holding in fracking, it generally holds about 5% in traditional fossil fuel companies such as BP, Shell and Centrica. The current level of funding is around the £23 bn level. This needs to be set against the fact that the Fund holds about 2% in renewables and has just committed and in process of implementing a 10% allocation to a beta smart green passive fund.

Independently, TRUCOST a globally recognised Ethical, and Governance analyst, which assess risks relating to climate change, natural resource constraints, and broader environmental, social, and governance factors stated that the **Greater Manchester Pension Fund's carbon footprint was 20% less carbon intensive than the benchmark as at 31.3.17 in our active equities.**

Moreover, experts and those with an interest in environmental sustainability would say that the more important question to be asked is not about its fossil fuel shareholding but what the Greater Manchester Pension Fund is doing to become carbon neutral by 2050 if not sooner in line with the Paris Agreement.

As we know Carbon is used as the shorthand for greenhouse gas emissions, including CO<sub>2</sub>, methane, nitrous Oxide and F-Gases. These gases are released by many different types of activity – not just the burning of fossil fuels, but also farming, deforestation and some industrial processes.

Global emissions can be allocated to human activities in various ways. One of the most granular analyses is this one from the World Resources Institute (WRI), which breaks down total global emissions into the following headline sectors:

### **Energy**

- Electricity & heat (24.9%)
- Industry (14.7%)
- Transportation (14.3%)
- Other fuel combustion (8.6%)
- Fugitive emissions (4%)

**Agriculture** (13.8%)

**Land use change** (12.2%)

**Industrial processes** (4.3%)

**Waste** (3.2%)

These sectors are then assigned to various end uses, giving the following most significant impacts:

Deforestation (11.3%)

Road transport (10.5%)

Fuel and power for residential buildings (10.2%)

Other industry (7.0%)

Oil and gas production (6.4%)  
Fuel and power for commercial buildings (6.3%)  
Livestock and manure (5.4%)  
Agricultural soils (5.2%)  
Cement production (5.0%)  
Chemicals production (4.1%)  
Iron and steel production (4%)

It should be stressed that there is a fair degree of uncertainty about the precise contribution of some activities, especially those which include biological processes such as land use change and agriculture. The other point to note is that emissions levels are permanently changing. Total global emissions are significantly higher now than they were last measured, and the ratios between sectors will also have changed because global datasets take a long time to compile, hence there is usually a multi-year lag before reliable figures are published.

Nevertheless, what it shows is this is a very complex problem affecting all industries and commercial sectors such as financial sector that the Pension Fund invests in.

That said we are working hard at addressing the issue and significantly the Greater Manchester Pension Fund has been recognised as being:

- 30<sup>th</sup> best out of the *World's Top 500 Institutional Investors* for taking account of climate change risk – 2<sup>nd</sup> best of all Local Government Pension Schemes after the Environment Agency.
- rated as achieving the 'highest standard' of being 'more engaged' by Mary Creagh MP's Environmental Audit Committee, which published her committee's assessment<sup>1</sup> on the steps that the UK's largest pension funds are taking to manage the risks that climate change poses to UK pension investments.
- formally acknowledged as a *Transition Pathway Initiative Supporter* meaning that it is recognised as being committed to the transition to a low-carbon economy, and supporting efforts to address climate change.

The rules of the Local Government Pension Scheme are set nationally, although it is administered at local level by administering authorities, whose responsibilities include managing fund investments within the statutory framework.

When making decisions on investment, the primary responsibilities of administering authorities are to deliver the returns needed to pay scheme members' pensions, and to protect local taxpayers and employers from high pension costs.

New guidance on preparing and maintaining an investment strategy statement was published on 15 September 2016. On taking social, environmental and corporate governance considerations into account, it says:

*The law is generally clear that schemes should consider any factors that are financially material to the performance of their investments, including social, environmental and corporate governance factors, and over the long term, dependent on the time horizon over which their liabilities arise. However, the Government has made clear that using pension policies to pursue boycotts, **divestment** and sanctions against foreign nations and UK defence industries are inappropriate, other*

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<sup>1</sup> <https://www.parliament.uk/business/committees/committees-a-z/commons-select/environmental-audit-committee/news-parliament-2017/top-25-pension-funds-letters-17-19/>

You can read our response to the committee here:

<https://www.parliament.uk/documents/commons-committees/environmental-audit/Pension%20fund%20letters/Greater%20Manchester%20response.pdf>

*than where formal legal sanctions, embargoes and restrictions have been put in place by the Government.*

In managing a Local Government Pension Scheme fund, the administering authority has both fiduciary duties and public law duties (which are in practice likely to come to much the same thing). Prior to the new guidance being published, the Local Government Association published legal advice on the fiduciaries duties of Local Government Pension Scheme administering authorities. This said that the power of investment must be exercised for investment purposes and not for wider purposes. However, as long as this remained true, the precise choice of investment could be influenced by wider considerations. Nigel Giffen QC stated:

*The administering authority's power of investment must be exercised for investment purposes, and not for any wider purposes. Investment decisions must therefore be directed towards achieving a wide variety of suitable investments, and to what is best for the financial position of the fund (balancing risk and return in the normal way).*

*However, so long as that remains true, the precise choice of investment may be influenced by wider social, ethical or environmental considerations, so long as that does not risk material financial detriment to the fund. In taking account of any such considerations, the administering authority may not prefer its own particular interests to those of other scheme employers, and should not seek to impose its particular views where those would not be widely shared by scheme employers and members (nor may other scheme employers impose their views upon the administering authority).*

*So for example, in our view, an administering authority may choose to take into account the public health implications of tobacco investment but only if the result of such consideration is the replacement of these investments with assets producing a similar return.*

*Alternatively, in our view, an administering authority may take account of social housing needs but only if an investment in such stands up as an investment in its own right and can demonstrate that it is not preferring its own interests over other scheme employers in making the investment."*

Accordingly, the Fund is not in a position to divest itself of such fossil fuel shares as it would fetter the legal fiduciary duty of the Fund.

The Fund has an excellent long term investment track record, over the last 30 years; the value of its returns has been **£3.7 billion more** than would have been the case if it had achieved the average Local Government Pension Fund return.

All employers and the taxpayer have benefited from this outperformance of the Greater Manchester Pension Fund through lower employer contribution rates, which enables more to be spent on local services.

That said collectively the £250billion Local Government Pension Scheme funds are one of the largest 10 global sources of capital and importantly can influence behavioural changes that lead to better stewardship by the global asset management community and the entities and places they invest in and thus serve to improve the world we live in.

The Greater Manchester Pension Fund has published its Statement of Investment Principles, which complies with the Myners Principles believed to be best practice for the governance of pension schemes.

The UK Stewardship Code (second edition 2012) and global United Nations Principles of Responsible Investment (UNPRI) set out key principles of effective stewardship for asset owners to help them better to exercise their stewardship responsibilities.

Compliance with these UK and global sets of principles is not mandatory for Local Government Pension Scheme funds although they have the support of the UK Government and Local Authority Pension Fund Forum (LAPFF).

Nevertheless, the Greater Manchester Pension Fund was one of the first to sign up to compliance the UK Stewardship Code (second edition 2012) and global United Nations Principles of Responsible Investment (UNPRI).

Significantly, five Local Government Pension Scheme funds were named and **ranked in the top 500 of the worlds institutional investors for taking account of climate change risk** in their investments in the 2016 annual survey by the global 'Asset Owners Disclosure Project'. They were Environment Agency 1st, **Greater Manchester 30th**, Norfolk 66th, West Midlands 75th, West Yorkshire 95th.

A notable addition to the work on the Pension Fund in the past financial year has been reviewing the Pension Fund's approach to Climate Risk as the Fund believes that this is an area of work that requires constant attention and vigilance.

The Pension Fund whole-heartedly supports the recommendations of the Financial Stability Board's Task Force on Climate-related Financial Disclosures.

Despite financial decarbonisation of the economy being a complex and challenging issue, particularly for long-term investors such as pension funds, the Pension Fund has COMMITTED to the Paris Agreement goal of 100% of our assets being compatible with the net-zero emissions ambition by c2050.

Progress towards this goal is being regularly evaluated in line with the Pension Fund's objective of maintaining long-term financial performance, ensuring that we can continue to deliver affordable and sustainable pensions for employers and taxpayers.

On the 25 May of this year, Mary Creagh MP, Chair of the Environmental Audit Committee published her committee's assessment<sup>2</sup> on the steps that the UK's largest pension funds are taking to manage the risks that climate change poses to UK pension investments.

The committee rated the Greater Manchester Pension Fund as achieving the 'HIGHEST STANDARD' of being 'MORE ENGAGED' against the criteria they set - noting that we are committed to reporting on the climate change risks and opportunities facing our funds in line with the recommendations of the Task Force on Climate-related Financial Disclosures.

Further on the 5 June this year, the Greater Manchester Pension Fund was formally acknowledged as a Transition Pathway Initiative Supporter meaning that it is **recognised as being committed to the transition to a low-carbon economy**, and supporting efforts to address climate change.

In line with the Environment Agency Pension Fund who are leading on this we are tackling climate change through three pillars; **"to invest, decarbonise and engage"**:

1. The Greater Manchester Pension Fund continues to be the **biggest local government pension investor in low-carbon sources** with over £444 million invested in renewable energy and /low carbon/sustainable investments. The Fund has just finalised a £130m portfolio of biomass assets that will convert 350

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<sup>2</sup> <https://www.parliament.uk/business/committees/committees-a-z/commons-select/environmental-audit-committee/news-parliament-2017/top-25-pesion-funds-letters-17-19/>

You can read our response to the committee here:

<https://www.parliament.uk/documents/commons-committees/environmental-audit/Pension%20fund%20letters/Greater%20Manchester%20response.pdf>

thousand tonnes of waste per year into useful gas, electricity and fertiliser. During the Summer, the Pension Fund also completed our phased investment into Clyde windfarm which is the third biggest onshore windfarm in Europe, a vital component of UK renewables and generation as a whole, providing power to over 300,000 homes and roughly 3% of UK wind generation.

2. At the Pension Fund Management meeting on the 19 October 2018, the Greater Manchester Pension Fund took a major step and significant step toward integrating climate risk into our investment process and **decarbonising** by approving that **£2.3 billion** of the Fund Assets to be moved to a low carbon approach targeting a significant reduction in carbon footprint and intensity as we move on our journey to become carbon neutral. This will be the largest allocation from any single local Government pension Fund or indeed any of the eight pools that have been created from the 98 local government pension funds.
3. The Greater Manchester Pension Fund will continue to **engage** with companies, voting against them where it feels they are making inadequate progress towards decarbonisation and actively engage with fossil fuel companies to encourage “real change” in the industry bringing shareholder resolutions at companies including Shell, BP, Rio Tinto, Anglo American and Glencore. The Fund continues to use its voice and size on the Local Authority Pension Fund Forum (LAPFF)<sup>3</sup> and the Institutional Investor’s Group on Climate Change to engage with and challenge companies in which we have an interest. The Fund uses shareholder engagement to engage companies not only on climate change but also on employment and labour issues. This is a clear example of implementing leading practices on responsible investment.

Friends of the Earth Manchester and Fossil Free GM were invited to the Greater Manchester Pension Fund’s first (and in fact the first in the local government) stakeholder Stewardship day last year where 80% of the Fund’s stakeholders agreed with our approach, that engagement is more effective than divesting our holdings and **passing the buck on to someone else who may not share our commitment to responsible investment.**

The Pension Fund will continue to keep our Responsible Investment policy under review in order to bring it into line with the goals set out in the 2015 Paris Agreement on climate change.

We are implementing our Climate Risk Strategy and moving towards ‘decarbonisation’, reducing our exposure to investments that are connected to climate change and TRUCOST<sup>4</sup> a globally recognised Ethical, and Governance analyst, which assess risks relating to climate change, natural resource constraints, and broader environmental, social, and governance factors stated that the **Greater Manchester Pension Fund’s carbon footprint was 20% less carbon intensive than the benchmark as at 31.3.17 in our active equities.**

The Greater Manchester Pension Fund through its asset ownership will continue to campaign for all companies that we have an interest in to clean up their act and become carbon neutral. The Fund will not shirk from its leadership role and disinvest allowing others who do not care about the environment to own those shares instead and fail future generations to come.

The Greater Manchester Pension Fund is operating within a clear ethical framework and seeking to change the behaviours of those companies we invest in to become carbon

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<sup>3</sup> <http://www.lapfforum.org/>

<sup>4</sup> <https://www.trucost.com/>

neutral whilst ensuring we protect the pensions of our members and reduce cost to taxpayers.

The Pension Fund is working hard to achieve carbon neutral status as quickly as possible but it will not jeopardise hard earned pensions of our workers and pensioners or importantly increase the costs for hardworking taxpayers of Greater Manchester.

## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 30 January 2019  
**Report for:** Information  
**Report of:** Executive Member for Equalities and Partnerships

### Report Title

**6-month Corporate Report on Health and Safety – 1 April to 30 September 2018**

### 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 to 30 September 2018

### 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 incidents to staff over the 12 month period has increased compared to 2017. These are attributable to increased reports of violence and aggression in particular services and schools who deal with service users displaying challenging behaviour. A focused cross service audit in 2018-19 in examining how these risks are effectively managed across the organisation
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 of health, safety and wellbeing for all staff, visitors, contractors, Elected Members and others who may be affected by our activities.

This report covers the 6 month period from 1 April to 30 September 2018. It provides key health and safety performance data across the organisation and highlights proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period. Updates are also provided to the relevant Corporate Directors and Joint Consultative Committees.

## 2. Monitoring Statutory Compliance

### 2.1 Health and Safety Audits in Council Directorates and Schools

HSU continues a targeted and risk-based programme of audits to monitor statutory compliance and identify areas of risk to the Council. They support services and schools through identifying areas for development and recognising good practice.

The subsequent audit report provides a summary of findings including identified good practice and an action plan to address areas of non-compliance or further development. Services and schools are given a compliance score and a rating of excellent, good, fair or poor. Subsequent monitoring is undertaken where there are significant issues identified or further support is required.

Certain audits may not receive a score, due to the nature and type of the visit being unsuitable for a scoring approach. These may include bespoke and monitoring audits and visits to complete fire risk assessments. These audits still provide a report and action plan. As detailed below, HSU are now also implementing cross-service audits to evaluate how specific risk areas are managed.

## 2.1.1 Council Directorates

### ***One Trafford Partnership Audit***

HSU supported the Council's One Trafford Client Team within 'Place' with a joint audit of the One Trafford Highways Service. This forms part of Trafford Council's arrangements as client to monitor the health and safety performance of Amey LG as contractor.

Audit findings indicated that work was underway to develop and improve staff health and safety communication and training focusing on areas such as manual handling. Further resourcing was also being implemented to improve the supervision of staff and monitor safe working practices. Areas for development included the implementation of a health surveillance programme for risks from hand-arm vibration in the use of equipment (which has now been completed) and ensuring that an ongoing robust programme of monitoring staff was in place. Health and Safety performance issues are discussed at monthly One Trafford Partnership meetings with representatives from the Client Team and Amey Services.

### ***Procurement and Contract Monitoring Audit***

Between February and September 2018, HSU completed an extensive cross-service audit of the Council processes for ensuring that organisations that carry out work or provide a service on our behalf are competent to do so safely. These processes include assessing health and safety arrangements at contract tender and award stages and then monitoring a provider's health and safety performance at regular intervals to ensure ongoing compliance.

The audit included discussion and analysis of arrangements with STAR Category Managers and Procurement Officers and also Council Commissioning Leads and Contract Managers across a variety of services.

A full report has been provided highlighting areas of good practice with an action plan to develop further work to improve the integration of health and safety issues in the procurement and contract monitoring process. The action plan will be completed with STAR and Health and Safety Teams from other Local Authorities included within the STAR partnership. Actions include:

- Review and embed the process for where higher risk contracts are identified and require the involvement of health and safety teams to assess the competency of contractors
- Improved liaison between health and safety teams and STAR to review new contracts and frameworks that may require health and safety involvement.
- Developing the Procurement and Monitoring Guidance available for managers to provide improved support for robust monitoring arrangements.

### ***Violence and Aggression Audit***

Violence and aggression continues to be the most prevalent type of incident reported within the Council. HSU are currently undertaking a targeted cross-service violence and aggression audit programme throughout 2018-19 to examine how effectively these risks are being managed across a range of services. These service areas have been identified through the recorded incident data.

The audit has currently been completed within Customer Services and will shortly be carried out within TTCU (Trafford Travel and Co-ordination Unit). The audit will also include relevant Adult and Children's Health and Social Care Services and Special Schools. A report with a plan of identified actions to better support managers and the workforce in managing these risks will be provided.

### **Trafford Watersports Centre**

HSU have supported work to review the management of Sale Water Park. This has included a health and safety audit of the Trafford Watersports Centre and contracted water sports provider based at the location. The audit included a review of health and safety arrangements at the site and completion of a fire risk assessment. Advice has also included safety issues around access to the water.

### **2.1.2 Schools**

In April-September 2018, 31 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 84% and 99%

### **2.1.3 Trafford Community Schools achieving 'excellent' compliance rates**

Twelve Trafford Community Schools achieved an 'excellent score' (between 91-100% compliance), as listed below.

<b>Schools</b>	Full Health and Safety Audit	3
	Premises Audit	6
	Play Area	3
<b>Total</b>		<b>12</b>

All other Trafford Community Schools, received a 'good' score (between 75 and 90%).

### **2.1.4 SLA Buy Back**

Following 74 schools purchasing the SLA in 2017-18, the same number of schools have now purchased for the school year 2018-19 including the majority of Trafford Community Schools (only 1 community school has not currently purchased the SLA). A new Trafford Academy secondary school and a Tameside primary and secondary school have also bought the SLA

**Table 1: Breakdown of school SLA buy-back**

<b>School Type</b>	<b>Number</b>
Community	39
Voluntary Controlled	1
Voluntary Aided	20
Independent	1
Academy	13
<b>Total</b>	<b>74</b>

## **3. Accident Statistics**

Accident statistics provide an important aspect of monitoring health and safety performance and help identify areas where risk needs to be managed more effectively.

Overall, the total number of incidents reported to the HSU involving staff has shown an increase of 37% in the first 6 months of 2018, compared to the same period in 2017 (from 49-68 accidents). This is clearly attributable to an increase in reports of violence and aggression which will be analysed further in this report.

**Table 2: Overall number and rate of accidents to staff –**

Indicators – First 6 months Results	2013	2014	2015	2016	2017	2018
Total number of accidents to employees (as reported to the HSU)	94	128	61	54	49	68
Number of employees	5958	5749	5506	5394	5504	5732
Overall rate of accidents to employees/100 employees	1.60	2.22	1.11	1.00	0.89	1.17

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

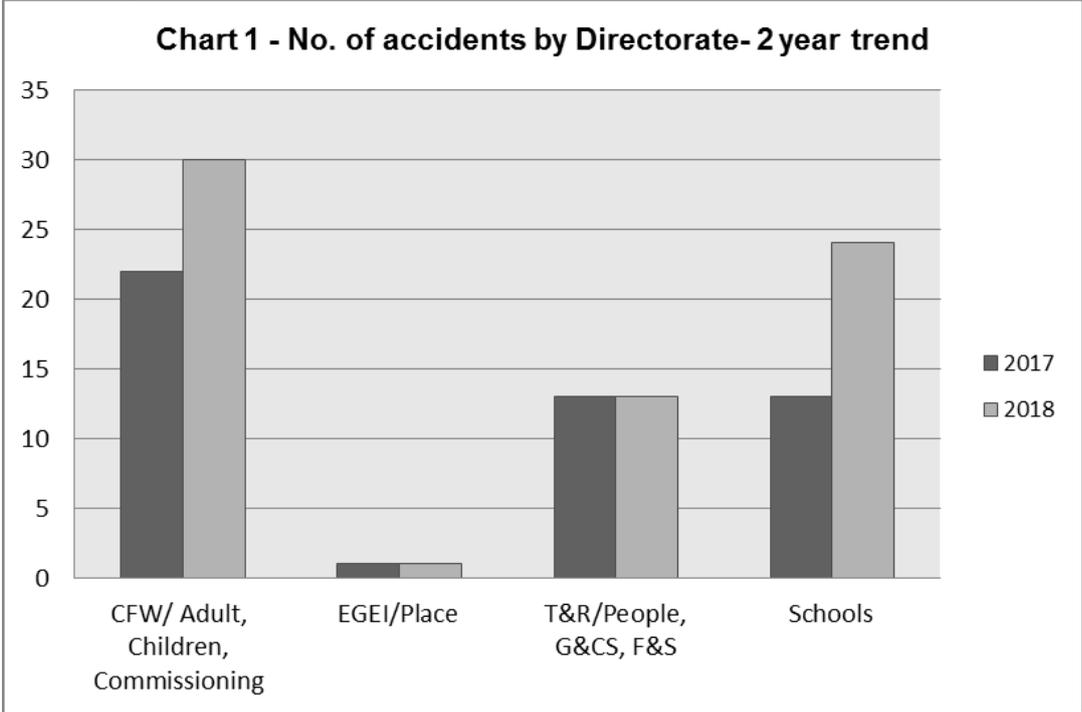
Appendix 1 provides details of the accident statistics, broken down by directorate and service area for staff for the period 1st April to 30th September 2018. A summary of the findings is detailed below.

**3.1 Numbers of Accidents by Directorate**

Due to the change of Directorates in 2018, comparison of accident numbers for 2017 and 2018 has been achieved through combining some of the new seven Directorates to capture all the services that were within the three previous Directorates as follows:

- CFW is compared to Adult Services, Childrens Services and Commissioning
- EGEL is compared to Place
- T&R is compared to People, Governance & Community Strategy and Finance & Systems
- Schools are directly comparable

The two year trends are shown in Chart 1



**3.1.1 Adults, Childrens and Commissioning Services**

Services in these Directorates have seen an increase of 8 accidents in 2018 compared to 2017 (from 22 to 30). Twenty of those incidents related to violence and aggression including 7 incidents of verbal threats or intimidation and 13 incidents of physical assault.

**3.1.2 Place**

Place only had one reported incident for 2018 as was the case in 2017 and involved an incident within Regulatory Services which resulted in no injury.

**3.1.3 People, Governance & Strategy and Finance and Systems**

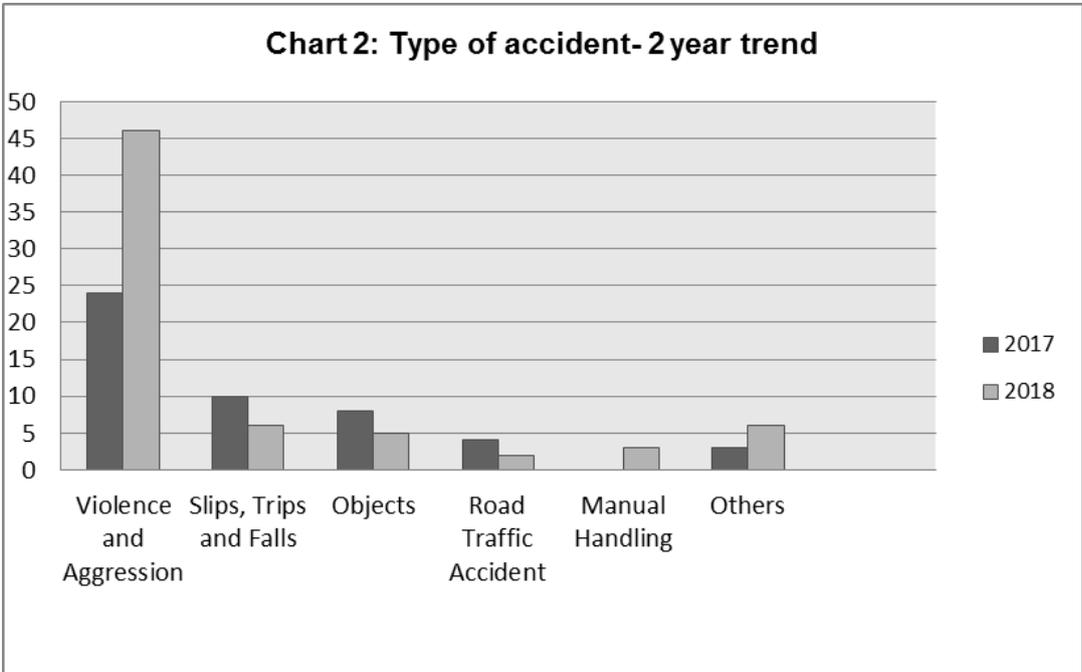
Services in these Directorates saw the same number of accidents in 2018 compared to last year (13). The majority of incidents (7) took place within Catering and Cleaning Services with no particular trends evident. Four incidents occurred within Customer Services and related to incidents of verbal aggression or threats.

**3.1.4 Maintained Schools**

Reported incidents from maintained schools have increased from 13-24 incidents. All, except two incidents, were cases of physical assault reported by special schools and one community school relating to staff managing pupils displaying challenging behaviour.

**3.2 Types of Accidents**

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2017. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each directorate and service area.

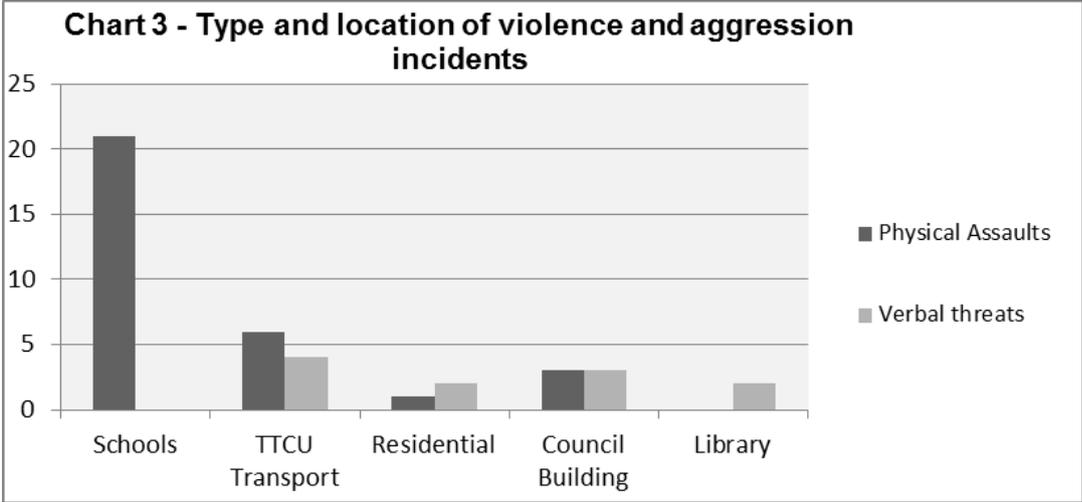


### 3.2.1 Violence and Aggression

Violence and aggression incidents (threats of assault/intimidation and physical assaults) remain the most reported incident type and there has been an increase from 24 incidents reported in 2017 to 46 this year.

Physical assaults include a wide range of physical incidents stemming from aggressive behavior. They accounted for 35 incidents (compared to 17 in 2017). 2017-18 saw a total of 78 physical assaults reported and the current number would indicate a similar trend for 2018-19. 11 incidents of verbal threats or intimidation were reported

The location and nature of such incidents are shown in Chart 3.



Special Schools have reported the majority of physical assaults when dealing with Children presenting challenging behaviour. Other services as in previous years have included Integrated Health and Social Care Services and Trafford Transport Provision (TTCU), who have also reported incidents of verbal threats or intimidation where staff have felt at risk. Customers Services have also reported incidents of verbal threats or intimidation e.g. within Council reception areas and libraries.

HSU support management of these risks with Service and Schools through:

- Provision of advice and documented guidance
- Encouraging and reinforcing the importance of reporting violent and aggressive incidents and supporting managers in the review of certain incidents
- Attendance at multi-agency case management meetings to support safeguarding and health and safety arrangements for colleagues
- Focused work with teams to improve systems and processes to manage such risks

As detailed in section 2.1.1, to provide further targeting of such incidents, HSU are now in the process of delivering a cross-service violence and aggression audit across a variety of services and Special Schools. The audit has been developed to comprehensively cover how such risks are managed including awareness of the risks, identification and assessment (e.g. risk assessment, safe system of work and behaviour plans), emergency arrangements and post incident support.

### 3.2.2 Other Accidents

Other incidents have remained at similar levels to 2017 as detailed in Appendix 2, with no specific trends highlighted.

### 3.3 Rate of Reportable Injuries to Staff

There have been five incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive due to lost time from work exceeding 7 days. These incidents included:

- An incident in TTCU when a passenger assistant had her seatbelt removed by a service user and fell from her seat
- Two incidents in catering services relating to a fall and a cut from a knife
- Two incidents within Council offices relating to office chairs.

**Table 2: Rate of reportable injuries to staff**

Local performance indicator-	2013	2014	2015	2016	2017	2018
Total Number of reportable accidents	4	7	4	1	2	5
Target for rate of reportable accidents/100 employees	0.16	0.15	0.14	0.12	0.10	0.08
Actual rate of reportable accidents/100 employees	0.07	0.12	0.07	0.02	0.04	0.07

## 4. Current Performance against 2018-19 Health and Safety Improvement Plan

In line with the current HSU Health and Safety Plan and to ensure continuous review and improvement in HSU service delivery, the following actions detailed in Table 3 have been completed or are being progressed within HSU:

**Table 3: Key work programme actions completed or being progressed by HSU**

Area of development	Actions	Status
<b>Corporate and schools health and safety guidance review</b>	One Trafford Asbestos Policy	Completed
	First Aid at Work Guidance	Completed
	Fire Policy	Progressing
	One Trafford Legionella Policy	Progressing
	Display Screen Equipment Guidance	Progressing
<b>Corporate Audits</b>	Procurement Cross Service Audit	Completed
	Violence and Aggression Cross Service Audit	Progressing
<b>Schools health and safety SLA</b>	Completion of programmed school SLA audits and training for School Year Sept 2017-Aug 2018	Completed
	Review of HSU schools auditing tools to assess schools Health and Safety Compliance	Completed
<b>First aid</b>	Regular review of first aid provision across the Council	Ongoing

## 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 and schools. Table 4 below details the nature of training, number of courses and number of attendees throughout the reporting period.

**Table 4: Training delivered April-September 2018**

<b>Course/Training</b>	<b>Number of Courses</b>	<b>Number Attended/Trained</b>
First Aid at Work Refresher (2 day)	1	5
First Aid at Work (3 day)	2	10
Fire Awareness – Services	1	70
Fire Awareness - Schools	1	40
Moving and Handling and Fire Awareness (Supported Living)	2	17
Moving and Handling (Adults) Update	2	17
Moving and Handling (Children)	1	8
Moving and Handling (People) Transport	1	4
Moving and Handling (Adults) Update	4	24
Working at Height (Use of Ladders)	1	11
Online Health & Safety Induction	-	129

## 6. Key Achievements and Added Value

### 6.1 Corporate Landlord

The Health and Safety Unit provide support and guidance at every level of the Corporate Landlord framework to ensure health and safety matters are integrated within how the Council uses, manages and strategically plans the use of the Council's building assets through:

- Co-chairing and facilitating the Trafford Town Hall and Sale Waterside Staff User Groups where building matters can be discussed and resolved or escalated as required.
- Management attendance at the monthly Operational and quarterly Strategic Landlord meetings.

### 6.2 Employee Health and Wellbeing Strategy

Trafford's Employee Health & Wellbeing Strategy has continued to deliver a range of interventions to support and improve the health and wellbeing of Council employees and partners. Highlights have included:

- Mental Wellbeing awareness and support for colleagues via:
  - Delivery of two mental health fitness programmes for managers and staff
  - Promotion of Mental Health Awareness week and World Mental Health Day
  - Monthly 'Thinking Space' Sessions for staff through Pennine Care
- A Health and Wellbeing Day held at Trafford Town Hall with opportunities for health checks, wellbeing advice and mindfulness sessions
- Supporting initiatives to enable a more active workforce through cycling promotion, led walks and offering a range of sports and exercise opportunities

### **6.3 Audit Programme**

The planned HSU audit and inspection programme for schools under the SLA has been successfully completed as detailed in section 2.1. Both schools and further corporate audits are underway or currently being scheduled.

### **6.4 Requests for Service**

HSU continue to respond to a wide range of requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

### **6.5 Display Screen Equipment (DSE) Assessments**

A total of 19 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting health related issues. Following an assessment, a report of the findings and recommendations are provided to the employee's line manager for implementation.

### **6.6 Event Applications**

The HSU has reviewed a total of 42 event applications for community events take place at numerous locations across Trafford.

### **6.7 Moving and Handling Assessments**

The Council's Moving and Handling Lead and Consultant have completed two 'complex' moving and handling assessments for staff. These have included assessment of a pupil requiring further moving and handling support within a school and a complex DSE assessment for a member of staff.

### **6.8 Fire Safety**

The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services and schools including:

- Fire risk assessment and audits conducted within schools
- Coordinating full fire evacuations at Trafford Town Hall and Sale Waterside
- Fire risk assessments and support for Corporate buildings and estate including Flixton House and Trafford Watersports Centre and Visitors Centre at Sale Water Park.

## **7. Key Health and Safety Data**

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

## **8. Conclusion**

The report has highlighted an increased number of incidents being notified involving violence and aggression particularly within Adults/Childrens Services and Special Schools. The targeted work being undertaken will evaluate what further support can be implemented to manage such risks. Other incidents continue to remain on lower trends noted for previous years.

The HSU continues to deliver a wide range of proactive work programmes, guidance and training to support the health, safety and wellbeing of the workforce and partners which will continue through 2018-19.

## Corporate Accident Statistics April-September 2018

### Appendix 1: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of incidents
Children's Services	Access and Inclusion	14
	Safeguarding	5
<b>Total</b>		<b>19</b>
Adult's Services	Integrated Services	10
<b>Total</b>		<b>10</b>
Commissioning	All Age Commissioning	1
<b>Total</b>		<b>1</b>
People	Catering and Cleaning	7
	GMSS	1
<b>Total</b>		<b>8</b>
Governance and Community Strategy	Customer Services	4
<b>Total</b>		<b>4</b>
Place	Regulatory Services	1
<b>Total</b>		<b>1</b>
Finance and Systems	Exchequer Services	1
<b>Total</b>		<b>1</b>
<b>Schools</b>	Special Schools	23
	Community Schools	1
<b>Total</b>		<b>24</b>
<b>Total Accidents</b>		<b>68</b>

## Appendix 2: Type of accident 2014 - 2018

Accident Type	2014	2015	2016	2017	2018
<b>Occurrences of violence and aggression</b>					
Physical Assault	54	19	17	17	35
Assault, Threats or Intimidation	16	2	9	7	11
<b>Total occurrences of violence and aggression</b>	<b>70</b>	<b>21</b>	<b>26</b>	<b>24</b>	<b>46</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	15	13	7	10	5
Fall down steps/stairs	2	3	1	0	0
Fall from height	3	0	0	0	1
<b>Total Slips, Trips and Falls</b>	<b>20</b>	<b>16</b>	<b>8</b>	<b>10</b>	<b>6</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	8	7	5	6	1
Striking against object	6	4	1	2	2
Contact with sharp object	4	0	0	0	2
<b>Total Objects</b>	<b>18</b>	<b>11</b>	<b>6</b>	<b>8</b>	<b>5</b>
<b>Others</b>					
Other kind of accident	2	1	3	0	2
Road Traffic Accident	4	1	1	4	2
Hit by a moving vehicle	0	0	1	0	0
Animal/Insect	3	1	2	0	0
Contact with hot surface/substance	1	3	1	2	2
Collision with a moving person	1	0	0	0	0
Trapped	0	1	1	0	1
Plant, machinery, tools or electricity	0	0	1	1	0
Contact with chemical agent	0	0	1	0	1
<b>Total Others</b>	<b>11</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>8</b>
<b>Overall Total</b>	<b>128</b>	<b>61</b>	<b>54</b>	<b>49</b>	<b>68</b>

### Appendix 3: Type of accident by Directorate April-September 2018

Type of accident	Directorates – See Key Below								Total
	A	B	C	D	E	F	G	H	
Assault threats or intimidation	7	0	0	0	4	0	0	0	11
Physically assaulted by a person	8	5	0	0	0	0	0	22	35
Slipped, tripped or fell on same level	1	1	0	2	0	0	1	0	5
Hit by a moving, flying or falling object	0	0	1	0	0	0	0	0	1
Cut by a sharp object	0	1	0	1	0	0	0	0	2
Striking against an object	0	2	0	0	0	0	0	0	2
Fall from height	0	0	0	1	0	0	0	0	1
Manual Handling	0	0	0	2	0	0	0	1	3
Contact with harmful substance	0	0	0	1	0	0	0	0	1
Contact with hot surface	0	0	0	1	0	0	0	1	2
Road traffic accident	2	0	0	0	0	0	0	0	2
Trapped	0	0	0	0	0	1	0	0	1
Other	1	1	0	0	0	0	0	0	2
<b>Totals</b>	<b>19</b>	<b>10</b>	<b>1</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>24</b>	<b>68</b>

A - Childrens

C - Commissioning

E - Governance & Community Strategy

G - Finance and Systems

B - Adults

D - People

F - Place

H - Schools