

## **EVENTS AT OLD TRAFFORD TASK AND FINISH GROUP TERMS OF REFERENCE**

At their meeting on the 29<sup>th</sup> June 2022 the Scrutiny Committee agreed to form a task and finish group to review the impact events held at Old Trafford Stadium had upon the Local Community.

### **1. Purpose**

- a. To assess the impact events held at Old Trafford have on the local community.
- b. To consider the approach put in place by Manchester United, GMP, and Amey for events at Old Trafford.
- c. To consider approaches taken by similar organisations, especially any identified as exhibiting best practice.
- d. To present any concerns identified to representatives of Manchester United, GMP, and Amey.
- e. To consider and develop an alternative approach for events at Old Trafford with Manchester United, GMP, and Amey.
- f. To consult with residents and fans on the alternative approach.
- g. To hold an engagement session with key stakeholders on any proposed changes.
- h. To present a report detailing the groups findings to the Executive.

### **2. Aim**

To create a report that:

- Highlights any problems for the local community caused by events at Old Trafford as identified by the review.
- Highlights any good practice in the organisation of events at Old Trafford identified by the review.
- Outlines where responsibility lays for tackling any issues identified.
- Proposes actions to be taken to address those issues.
- Sets out a realistic timeline for completion of those actions.
- Makes recommendations to the Executive to complete any actions deemed to be the Councils responsibility.
- Makes recommendations for the Executive to support the changes to be made outside of the Council's responsibility.
- Promotes and encourages Member and stakeholder engagement and involvement in the completion of the action plan.

### **3. Methodology**

To gather insight, consult with key stakeholders and consider relevant data and information from key sources as deemed necessary and appropriate to ensure an effective review of the impact of events at Old Trafford.

Key stakeholders are identified as;

- Ward residents
- Gorse Hill Studio's – Community Groups
- Local Businesses
- Greater Manchester Police
- Ward Councillors
- Manchester United Fans
- Amey and Council Officers
- Representatives of Manchester united
- Commissioned Home Care Services

To produce a draft report setting out the proposals for consideration by the Scrutiny Committee at its meeting on the 8<sup>th</sup> of March. The agreed final report will then be submitted to the first meeting of the Executive in the 2023/24 municipal year.

It is critical to ensure that the review is thorough and robust, therefore should the review need to go past this deadline, this will need to be agreed between the Chair of the Review Panel and the Corporate Director for Governance and Community Strategy.

### **4. Accountable**

The Scrutiny Review Panel will report to the Scrutiny Committee on the outcomes of the Review. The Scrutiny Committee shall present a report to the Executive on the findings of the Review, with any recommendations being sent to Council.

### **5. Membership and Membership operation**

The membership of the Scrutiny Review Panel shall comprise of the following:

#### Elected Members

- Councillor Acton
- Councillor Carter
- Councillor Haughey
- Councillor Hornby
- Councillor Jarman
- Councillor Zhi

## Co-opted Members

The group can agree to appoint Co-opted Members for the duration of the review. Co-Opted Members will be awarded the same status as full Members of the Group.

## Officers

- Alexander Murray – Governance Officer

The Task and Finish Group may invite other members or third parties to its meetings as it considers appropriate and necessary to undertake the review.

## **6. Chair**

Councillor Walsh was appointed as Chair of the Task and Finish Group by the Scrutiny Committee.

The Chair will ensure:

- Meetings are conducted in a fair and transparent business-like fashion.
- Decisions are clear and organisations are accountable.
- Any actions required have a clearly identified lead person to take forward the action, and identify a timescale for these actions.

If the Chair or Vice-Chair are not in attendance then a Chair will be appointed from the floor of those Members present.

## **7. Vice-Chair**

Councillor Acton was appointed as Vice-Chair of the Task and Finish Group by the Scrutiny Committee.

## **8. Voting**

Proposals will be taken where possible on a collaborative basis, but each Member of the panel will have one vote. The Chair at their discretion can choose to withhold their vote, but in the event of a split decision will have the casting vote.

## **9. Decision Making**

The Scrutiny Task and Finish Group is not a decision-making body, but will submit proposals in accordance with these Terms of Reference to the Scrutiny Committee.

## **10. Quorum**

Although the Scrutiny Review Panel is not a formal meeting, for the panel to make a recommendation the quorum shall be any three members of the Task and Finish Group.

Where a meeting is inquorate those Members in attendance may meet but any recommendations shall require appropriate ratification at the next quorate meeting of the Task and Finish Group.

## **11. Meetings of the Task and Finish Group**

The Task and Finish Group is not a constitutional meeting of the Council or a sub-committee the Scrutiny Committee and as such is not subject to the Access to Information Rules.

Meetings of the Task and Finish Group will be held in private, virtually, hybrid, or in person and shall be held on a minimum of once a month (with exceptions) Starting in August 2022.

Meetings will be held at 6 p.m. unless agreed otherwise by the Group

## **12. Co-ordination and Servicing of Task and Finish Group meetings**

The Governance Officer, shall provide advice and administrative support to the Task and Finish Group, and will:

- Produce a schedule of meetings for the Task and Finish Group.
- Administer and maintain the Task and Finish Group Actions/Task log.
- Prepare the agenda, collate reports/evidence and produce minutes of each meeting.
- Undertake any follow up action arising from meetings (unless a Group Member is named against an action).
- Offer the Chair and Members constitutional, procedural and general governance advice as and when required.