

Public Document Pack



TRAFFORD COUNCIL

Tuesday, 12 January 2016

Trafford Town Hall
Talbot Road
Stretford
M32 0TH

Dear Councillor,

Your attendance is requested at a meeting of the Council of the Borough of Trafford on **WEDNESDAY, 20 JANUARY 2016, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

- | | Pages |
|--|--------------|
| 1. Minutes | |
| To approve as a correct record the Minutes of the Meeting of the Council held on 11 November 2015 for signature by the Mayor as Chairman. | 1 - 14 |
| 2. Announcements | |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairmen of Scrutiny Committees and the Head of Paid Service. | |
| 3. Questions By Members | |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairman of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. | |
| 4. New Revised Terms of Reference for the Trafford Health and Wellbeing Board | |
| To consider a report of the Acting Corporate Director Children, Families and Wellbeing. | To Follow |

5. Treasury Management - Minimum Revenue Provision

To consider a joint report of the Executive Member for Finance and the Director of Finance, which has been recommended to the Council by the Executive on 16 November 2015 and the Accounts and Audit Committee on 25 November 2015.

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6. Council Tax Support Scheme for 2016/17

To consider a joint report of the Executive Member for Finance and the Director of Finance that is anticipated to be referred from the Executive meeting on 20 January 2016.

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7. Cities and Local Government Devolution Bill 2015/16

To receive an oral update by the Leader of the Council.

8. 6-month Corporate Report on Health and Safety - 1 April to 30 September 2015

To consider a report of the Corporate Director Resources.

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9. Motions

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

(a) Motion Submitted by the Labour Group - Post-16 Home to School Transport - Brentwood School

This Council notes the Home to School Transport Policy for Special Needs Children and in particular Annex A; Transport Guidance for young people aged 16-18 in Further Education and Continuing Students aged 19 – May 2011.

Council notes the withdrawal of School Transport to some of the 16 plus special needs teenage cohort attending Brentwood School in September this year, and further notes under the existing policy that this is the first year that the parents and carers of 16 plus teenagers attending Brentwood have had to apply for continuing transport. Indeed up until the Review of Transport Provision undertaken in May 2015 the parents and carers of pupils reaching the age of 16 were not asked to re-apply for travel assistance as long as they had been deemed eligible when starting school. This measure has caused considerable distress to the teenagers and families concerned, who are the parents of some of our most vulnerable children.

Continued ...

This Council notes the lack of meaningful consultation that has taken place with those affected by this policy change and therefore resolves with immediate effect to reinstate Transport to all the teenagers from whom the service has been withdrawn, and enter into meaningful consultation with Parents and Carers over future provision in a wholly open and transparent manner.

(b) Motion Submitted by the Labour Group - Fracking in Trafford

This Council is deeply concerned by the announcement on the 17 December 2015 that the Conservative Government's Oil and Gas Authority has awarded a Petroleum Exploration and Development Licence (PEDL) to the company Ineos covering an area incorporating much of the south of Trafford. This is the first stage in a process that could ultimately lead to 'fracking' taking place in Trafford.

Council condemns the decision to award this licence and reaffirms its previous statement, as agreed by all parties on the 12 November 2014, that "The Council is opposed to 'fracking' until such time as it can be proved to be safe." In light of this statement of opposition to hydraulic fracturing in Trafford, Council agrees to write to the Secretary of State for Energy and Climate Change, and to the Oil and Gas Authority directly, outlining our concerns and asking that the decision to award this licence be reconsidered.

(c) Motion Submitted by the Labour Group - Greater Manchester Fire and Rescue Service

The recent severe weather conditions and floods across Greater Manchester, in Salford, Rochdale, Littleborough, Bury, Manchester, and across the North West and elsewhere has highlighted the frontline role Greater Manchester Fire and Rescue Service (GMFRS) plays in times of severe local and national crises.

GMFRS budgets have been cut by £28 million over the last five years resulting in the loss of 450 firefighter posts and 10 fire engines being taken off the run, as well as significantly cutting "back office" and management. This has left Greater Manchester stretched to the limit in terms of its resilience to be able to tackle local and national crises such as those which have taken place recently and to keep our communities safe.

The recent Comprehensive Spending Review announcement has meant a further cut to GMFRS of £15.8 million over the next 4 years which will seriously reduce further the resilience of GMFRS to be able to respond effectively to such crises in the future, which inevitably will put Greater Manchester residents, including Trafford residents, at further risk.

As the country's second largest fire and rescue service GMFRS plays a pivotal role in our local and national security and resilience, protecting homes and businesses, saving lives, and helping those in times of crises.

In light of the above Trafford MBC calls on the Government to reconsider their announcement to cut further GMFRS' budget at the level they propose, and consider offering similar protection to that rightly granted to the Police in the recent spending review, in recognition of the key role in local and national resilience provided by our superb fire and rescue service in Greater Manchester.

(d) Motion Submitted by the Labour Group - Political Education in Schools

This Council recognises the concerns raised by the young people of Trafford and supports their campaign and the petition to introduce basic political education in to the education system. They believe that there is still a large proportion of young people who do not hold the basic knowledge of politics and that if we want to engage more people and address the disengagement we need to appropriately educate them.

(e) Motion Submitted by the Conservative Group - Northern Rail Franchise

This Council welcomes the Government's announcement on 9 December 2015 that the new Northern and TransPennine Express Franchises have been awarded, in a massive boost to rail services bringing the Northern Powerhouse to life.

Council further welcomes the news that the franchises will make a real difference to passengers bringing benefits including:

- The introduction of 500 brand new carriages
- Removal of the outdated and unpopular Pacer trains across the North
- Space for over 40,000 more passengers at the busiest of times
- Thousands of extra services a week
- Roll out of free Wi-Fi on trains and at stations
- Over £55 million invested in station improvements, including new ticket machines and the introduction of staffing at 45 currently unstaffed stations
- Improving compensation arrangements, including automatic compensation for delays for registered season and advanced purchase tickets.

The Council is pleased by the decision that the franchises will be jointly managed in the North, from Leeds, by the Department for Transport and Rail North Limited - which represents 29 Local Authorities across the North. This shows the Government's continued commitment to devolution and to closing the economic gap between the North and South. The new franchises are expected to create jobs, opportunity and growth and – coupled with electrifying the vital trans-Pennine route – will help our region realise its full economic potential by ensuring it has a modern, 21st Century transport system.

Council notes that the award of the new rail franchises has been roundly welcomed by business organisations and others including the Confederation of British Industry, Manchester Airport and UK Trade and Investment as well as by the Institute for Public Policy Research North.

Council therefore fully supports the award of the rail franchises and resolves to continue to make the case for the provision of a world class rail service across the North and the contribution this can make to rebalancing the UK economy, with Greater Manchester at the heart of a Northern Powerhouse.

Yours sincerely,



THERESA GRANT
Chief Executive

Membership of the Council

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

Council - Wednesday, 20 January 2016

Further Information

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

Ian Cockill, Democratic Services Officer

Tel: 0161 912 1387

Email: ian.cockill@trafford.gov.uk

This Summons was issued on **Tuesday, 12 January 2016** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

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

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

TRAFFORD BOROUGH COUNCIL

11 NOVEMBER 2015

PRESENT

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

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

In attendance

Chief Executive	Ms. T. Grant
Deputy Chief Executive and Corporate Director Economic Growth, Environment and Infrastructure	Mrs. H. Jones
Acting Corporate Director, Children, Families and Wellbeing	Mr. J. Pearce
Acting Corporate Director Transformation and Resources	Ms. J. Hyde
Director of Finance	Mr. I. Duncan
Director of Legal and Democratic Services	Ms. J. Le Fevre
Acting Director of Human Resources	Ms. L. Hooley
Democratic and Performance Services Manager	Mr. P. Forrester
Public Relations Manager	Mrs. K. Dooley
Senior Democratic and Scrutiny Officer	Mr. I. Cockill

APOLOGIES

Apologies for absence were received from Councillors B. Brotherton, E. Malik, B. Rigby and M. Sephton.

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41. MINUTES

That the Minutes of the Meeting of the Council held on 16 September 2015, be approved as a correct record and signed by the Chairman.

42. ANNOUNCEMENTS

(a) Armistice Day

The Mayor acknowledged that Members had attended Remembrance services across the Borough the past Sunday and informed the Council that a brief ceremony had been held at the Town Hall at 11.00 a.m. that morning, where a two-minute silence was observed to mark Armistice Day.

(b) Scrutiny Committee Update

Councillor Coupe, Chairman of Scrutiny Committee advised that work was to begin on the first of two Scrutiny Task and Finish groups, 'Closing the Gap'. The group would be investigating the perceived education inequalities within the Borough and all Members were welcome to attend the first meeting due to be held on 18 November 2015, prior to the main Committee.

Council was also informed about the arrangements for Budget Scrutiny. The Leader of the Council was set to present the budget proposals to the Scrutiny Committee meeting on 18 November and 2 budget scrutiny Task and Finish Group sessions had been organised for 2 December and 8 December 2015.

(c) Health Scrutiny Committee Update

Councillor Lloyd, Chairman of Health Scrutiny Committee informed the Council of the outcome of the Health Scrutiny Committee meeting on 7 October 2015 where representatives of Central Manchester University Hospitals NHS Foundation Trust (CMFT) attended to discuss its decision to close Stretford Memorial Hospital on the basis that running services at the hospital endangered the safety of patients and staff. The Committee requested CMFT to continue to provide Phlebotomy and INR (International Normalised Ratio) services within the Stretford area and CMFT and Trafford CCG had since confirmed that clinics would be provided at Dr. Summer's GP practice on Ayres Road until the Shrewsbury Street development was completed.

The Chairman also provided an update on the closure of GP Practices in the Borough advising that:

- the GP Practice of Doctors Kuan and Pickup had now closed with patient dispersal underway.
- Dr. Florin's practice had closed and patients were being dispersed, whilst Dr. Florin would continue to practice medicine in the area.

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- the Dr. Ali Medical Centre was due to come to the end of its 5 year temporary contract at the end of November 2015. Three options had been proposed and consulted upon, however, a decision was awaited from Trafford Clinical Commissioning Group on either extension of current arrangements; list dispersal; or procurement of services.

43. QUESTIONS BY MEMBERS

The Mayor reported that 3 questions had been received under Procedure Rule 10.2.

- (a) Councillor Lloyd asked the following question for which she had given notice:

“How many packages of care are in place by Ward with the number of hours involved and the age range?”

In response, Councillor Williams, Executive Member for Adult Social Services and Community advised that since there was a substantial amount on information to convey he would reply in writing to Councillor Lloyd after the meeting.

Councillor Lloyd acknowledged there was a large amount of information and as a supplementary question, enquired whether this could have been made available before the meeting. The Mayor confirmed that the Executive Member’s response was in accordance with Council procedures and Councillor Williams confirmed that he would be happy to receive a further question at or before the next meeting.

- (b) Councillor Freeman asked the following question for which he had given notice:

“For the purposes of clarity and public record can the Leader of the Council explain why the Labour Group motion submitted for this Council meeting discussing Home to School Transport for Special Needs Teenagers attending Brentwood School has been ruled out of order and why having agreed to meet the parents and carers of the teenagers affected, the Corporate Director Children Families and Wellbeing (CFW) pulled out of that meeting, when clearly he could still have met with them without prejudice?”

Councillor Anstee, Leader of the Council informed the Council that the motion had not been ruled out of order but had been deferred to a future meeting, pending legal action and the Leader of the Labour Group and the Corporate Director CFW had been advised of the situation.

Understanding the binding legal restrictions, Councillor Freeman thanked the Leader for his response and whilst suggesting that consultation and communication appeared to be a real problem, he asked as a supplementary question whether it did not even slightly trouble Councillor Anstee that he was prepared to hide behind legal process which was only started because of a lack of willingness to communicate and negotiate in the first instance?

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Mindful of the legal restrictions, Councillor Anstee referred Councillor Freeman to the response he had just provided.

- (c) Councillor Jarman asked the following question for which he had given notice:

“Kings Road Primary School in Stretford is having terrible problems with traffic, particularly parking, at school start and finish times. The school is set to double in size in the next few years which will make the problem worse. Could a Traffic Engineer please visit the school during these times, meet the staff, parents and residents and see if anything can be done to alleviate the problem?”

Councillor John Reilly, Executive Member for Environment and Operations confirmed that this was agreeable and having met with the Senior Highways Engineer and the Highway Safety Inspector, suggested they meet with Councillor Jarman on site. Councillor Jarman welcomed the response and confirmed he was happy to meet at the school.

44. DELEGATION TO CHINA

The Leader of the Council reported to Council on a business and Ministerial delegation to China in September 2015 attended by civic leaders from across the north of England.

The delegation, which included the leaders of Manchester, Liverpool, Sheffield, Leeds, Newcastle and Trafford visited Beijing, Shanghai and Chengdu over a 5 day period and attended events with investors and political leaders, trade shows and the Shanghai Stock Exchange. The trip aimed to foster United Kingdom – China relations and provide a showcase for the ‘Northern Powerhouse’.

Follow-up visits to the North West had occurred, most notably the visit of President Xi of China to Manchester, whilst Councillor Anstee hosted a Chinese delegation to Manchester Science Park the week prior to Council.

The visit to China had been an opportunity to highlight significant investment opportunities and important contacts were made within the delegation. With major sites coming up in Old Trafford, Pomona, Carrington and Trafford Waters, alongside existing assets that contribute to the Regional Framework, the Council shall be encouraging economic growth and investment and positioning Trafford on the international stage.

RESOLVED: That the oral report be noted.

45. COMPOSITION OF POLITICAL GROUPS

The Director of Legal and Democratic Services submitted a report advising Council of a change to the political composition of the Council and the position in relation to the constitution of Council Committees for the remainder of the 2015/16 municipal year.

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RESOLVED –

- (1) That the current composition of the political groups on the Council, as set out in the report, be noted.
- (2) That the Council notes that there will be no consequential change to the allocation of Committee places.

46. SCRUTINY COMMITTEE MEMBERSHIP - APPOINTMENT OF PARENT GOVERNOR REPRESENTATIVES AS CO-OPTED MEMBERS

The Chairman of Scrutiny Committee and the Director of Legal and Democratic Services submitted a joint report detailing the process to appoint to the three Parent Governor Representative vacancies on Scrutiny Committee.

RESOLVED: That the new membership of the Scrutiny Committee be agreed with the appointment of the following three Parent Governor Representatives as Co-opted Voting Members of the Committee:

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

47. LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY 2016-2021

The Corporate Director for Economic Growth, Environment and Infrastructure submitted a report inviting the Council to consider a summary of responses received following statutory consultation on the Council's Statement of Licensing Policy. The report also provided a summary of amendments incorporating all proposed changes.

RESOLVED: That the revised Statement of Licensing Policy, as set out at Appendix 3 to the report, be adopted by the Council to come into force on 7 January 2016.

48. GAMBLING ACT 2005 - STATEMENT OF GAMBLING POLICY STATEMENT 2016-2019

The Corporate Director for Economic Growth, Environment and Infrastructure submitted a report presenting the Council's Statement of Gambling Policy and a summary of the response received to the statutory consultation. The report advised that following a review there were no changes to the Policy.

RESOLVED: That, subject to a correction to the date in Section 2.6, the Statement of Gambling Policy, as set out at Appendix 2 to the report, be adopted by the Council to come into force on 31 January 2016.

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49. YEAR END CORPORATE REPORT ON HEALTH AND SAFETY - 1 APRIL 2014 TO 31 MARCH 2015

The Executive Member for Transformation and Resources submitted a report providing information on council wide health and safety performance and trends in workplace accidents. The report also provided a summary of other key developments in health and safety for the period 1 April 2014 to 31 March 2015.

With regard to future reporting, the Executive Member agreed to provide Councillor Baugh with clarification of the arrangements for staff delivering services under the joint venture contract with Amey.

RESOLVED: That the report be noted.

50. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - EDUCATION

It was moved and seconded that:

“This Council welcomes the Conservative Government’s recent decision to allow a new Grammar School site in Sevenoaks in Kent, reflecting the desire of local parents for increased provision.

Thanks to our school system and the efforts of pupils, teachers, parents and governors, Trafford not only produces some of the best education results in the country but also provides increased social mobility within our communities. Our selective system provides all children in the Borough with the best possible start in life and the ability to achieve their potential.

In light of the Government’s decision, this Council:

- i. reaffirms its support for Trafford’s selective education system and for our Grammar and High schools, which provide a world class education for all Trafford children, irrespective of their background or parental wealth; and
- ii. condemns the recent comments of the Shadow Secretary of State for Education, Lucy Powell MP, opposing selection and stating that ‘the Government will be actively encouraging inequality in our education system’.”

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

RESOLVED: That this Council welcomes the Conservative Government’s recent decision to allow a new Grammar School site in Sevenoaks in Kent, reflecting the desire of local parents for increased provision.

Thanks to our school system and the efforts of pupils, teachers, parents and governors, Trafford not only produces some of the best education results in

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the country but also provides increased social mobility within our communities. Our selective system provides all children in the Borough with the best possible start in life and the ability to achieve their potential.

In light of the Government's decision, this Council:

- i. reaffirms its support for Trafford's selective education system and for our Grammar and High schools, which provide a world class education for all Trafford children, irrespective of their background or parental wealth; and
- ii. condemns the recent comments of the Shadow Secretary of State for Education, Lucy Powell MP, opposing selection and stating that 'the Government will be actively encouraging inequality in our education system'.

51. MOTION SUBMITTED BY THE LABOUR GROUP - VOTER REGISTRATION AND TRANSITION TO INDIVIDUAL ELECTORAL REGISTRATION

It was moved and seconded that:

"Council welcomes:

- The Electoral Commission's warning that there is 'a risk that a considerable number of eligible voters could be removed from the registers before the significant set of polls scheduled for May 2016 if the transition to IER is brought forward.'
- The Electoral Commission's recommendation that the end of these transitional arrangements before IER is fully implemented 'should remain December 2016 as stated in law and should not be brought forward to December 2015'.

Council resolves:

To take every possible step to ensure that as many local residents as possible are registered to vote including, but not limited to, the following:

- Fully analysing the last annual household canvass and comparing the results on a ward by ward basis to the previous year's canvass.
- Maintaining a database of electors who have confirmed their electoral registration details via the "No Change" method and using this database to ensure people who have been previously registered but haven't been re-registered are contacted.
- Using all available council-held databases to ensure that as many electors as possible are data-matched for electoral registration purposes.

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- Using all available methods of communication to explain the transition to IER to local residents.
- Prompting local residents with electoral registration reminders at other points of contact with the council, such as when residents apply for Housing Benefit, Council Tax Benefit and other council services.
- Liaising with local private sector landlords to ensure electoral registration information is included in tenancy packs and other communications they have with their tenants.
- Having council officers attend citizenship ceremonies and local schools and colleges to encourage newly eligible electors to register to vote at the earliest opportunity.”

It was moved and seconded as an amendment that:

“Council notes the hard work undertaken by the Electoral Service Officers in carrying out the updating of the Electoral Register for individual registration.

Over the last six months they have conducted a campaign of canvassing both physically and by letter to ensure no qualified elector will be deleted from the register but at the same time duplicate entries and those who have left Trafford are removed.

In addition, Council acknowledges that the House of Lords debated the issue on the 27 October 2015 and voted to proceed with the timeframe outlined by Government.

Council therefore resolves:

To continue to take every possible step to ensure that as many local residents as possible are registered to vote including, but not limited to, the following:

- Fully analysing the last annual household canvass and comparing the results on a ward by ward basis to the previous year’s canvass.
- Maintaining a database of electors who have confirmed their electoral registration details via the “No Change” method, and using this database to ensure people who have been previously registered but haven’t been re-registered are contacted.
- Using all available council-held databases to ensure that as many electors as possible are data-matched for electoral registration purposes.
- Using all available methods of communication to explain the transition to IER to local residents.

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- Prompting local residents with electoral registration reminders at other points of contact with the council, such as when residents apply for Housing Benefit, Council Tax Benefit and other council services.
- Liaising with local landlords to seek to ensure electoral registration information is included in tenancy packs and other communications they have with their tenants.
- Ensuring citizenship ceremonies incorporate into their programme the importance of voting and the process to register to vote.

The Council welcomes the positive benefits of IER being introduced to preserve the integrity of the register.”

During the debate on the amendment, the mover and seconder, with the consent of the meeting, proposed an alteration to the amendment that the statement regarding citizenship ceremonies from the original motion be reinstated and as a consequence the related wording proposed in the amendment be deleted.

The amendment, as altered was put to the vote and declared carried. The substantive Motion was then put to the vote and declared carried.

RESOLVED: That Council notes the hard work undertaken by the Electoral Service Officers in carrying out the updating of the Electoral Register for individual registration.

Over the last six months they have conducted a campaign of canvassing both physically and by letter to ensure no qualified elector will be deleted from the register but at the same time duplicate entries and those who have left Trafford are removed.

In addition, Council acknowledges that the House of Lords debated the issue on the 27 October 2015 and voted to proceed with the timeframe outlined by Government.

Council therefore resolves:

To continue to take every possible step to ensure that as many local residents as possible are registered to vote including, but not limited to, the following:

- Fully analysing the last annual household canvass and comparing the results on a ward by ward basis to the previous year’s canvass.
- Maintaining a database of electors who have confirmed their electoral registration details via the “No Change” method, and using this database to ensure people who have been previously registered but haven’t been re-registered are contacted.

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- Using all available council-held databases to ensure that as many electors as possible are data-matched for electoral registration purposes.
- Using all available methods of communication to explain the transition to IER to local residents.
- Prompting local residents with electoral registration reminders at other points of contact with the council, such as when residents apply for Housing Benefit, Council Tax Benefit and other council services.
- Liaising with local landlords to seek to ensure electoral registration information is included in tenancy packs and other communications they have with their tenants.
- Having council officers attend citizenship ceremonies and local schools and colleges to encourage newly eligible electors to register to vote at the earliest opportunity.

The Council welcomes the positive benefits of IER being introduced to preserve the integrity of the register.

52. MOTION SUBMITTED BY THE LABOUR GROUP - TRADE UNION BILL

It was moved and seconded that:

“That this Council recognises the positive contribution that trade unions and trade union members make in our workplaces. This Council values the constructive relationship that we have with our trade unions and we recognise their commitment, and the commitment of all our staff, to the delivery of good quality public services.

This Council notes with concern the Trade Union Bill which is currently being proposed by the Government and which would affect this Council’s relationship with our trade unions and our workforce as a whole. This Council rejects this Bill’s attack on local democracy and the attack on our right to manage our own affairs.

This Council is clear that facility time, negotiated and agreed by us and our trade unions to suit our own specific needs, has a valuable role to play in the creation of good quality and responsive local services. Facility time should not be determined or controlled by Government in London.

This Council is happy with the arrangements we currently have in place for deducting trade union membership subscriptions through our payroll. We see this as an important part of our positive industrial relations and a cheap and easy to administer system that supports our staff. This system is an administrative matter for the Council and should not be interfered with by the UK Government.

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This Council resolves to support the campaign against the unnecessary, anti-democratic and bureaucratic Trade Union Bill.

This Council further resolves to seek to continue its own locally agreed industrial relations strategy and will take every measure possible to maintain its autonomy with regard to facility time and the continuing use of check-off.”

It was moved and seconded as an amendment that:

“This Council recognises the positive contribution that trade unions and trade union members make in our workplaces and values the constructive relationship that we have with our trade unions. We recognise their commitment, and the commitment of all our staff, to the delivery of good quality public services.

The Council supports the stated aim of the Trade Union Bill as legislation to reform trade unions and protect essential public services against strikes but does express the following opinion in relation to both facility time and check off.

The Council is clear that facility time, negotiated and agreed locally with our trade unions to suit our own specific needs, has a valuable role to play in the creation of good quality and responsive local services.

The Council accepts the arrangements presently in place for deducting trade union membership subscriptions through our payroll run and agrees that this is an administrative matter for the Council to determine itself.

The Council is mindful of the need to maintain the positive relationship it holds with its trade unions and therefore resolves to seek to continue its own locally agreed industrial relations strategy and will take every measure possible, within the law, to maintain its autonomy with regard to facility time and the continuing use of check-off.”

During the debate on the amendment and in response to a suggestion, the mover and seconder, with the consent of the meeting, proposed an alteration to the amendment that the second paragraph be deleted.

The amendment, as altered was put to the vote and declared carried. Consequently, the substantive Motion was agreed with the general consent of the Council.

RESOLVED: That this Council recognises the positive contribution that trade unions and trade union members make in our workplaces and values the constructive relationship that we have with our trade unions. We recognise their commitment, and the commitment of all our staff, to the delivery of good quality public services.

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The Council is clear that facility time, negotiated and agreed locally with our trade unions to suit our own specific needs, has a valuable role to play in the creation of good quality and responsive local services.

The Council accepts the arrangements presently in place for deducting trade union membership subscriptions through our payroll run and agrees that this is an administrative matter for the Council to determine itself.

The Council is mindful of the need to maintain the positive relationship it holds with its trade unions and therefore resolves to seek to continue its own locally agreed industrial relations strategy and will take every measure possible, within the law, to maintain its autonomy with regard to facility time and the continuing use of check-off.

53. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - BUSINESS RATES

(Note: As a Council representative on the Greater Manchester Fire and Rescue Service and its appointed Chair, Councillor Acton, declared a personal interest in this matter insofar as it relates to the Service's funding settlement and its ability to protect businesses in the Borough.)

It was moved and seconded that:

“The Council welcomes the announcement by the Chancellor of the Exchequer at the Conservative party conference that business rates will be retained locally, and is committed to working with the Local Government Association, the Greater Manchester Combined Authority and the Department for Communities and Local Government to represent its interests as the scheme detail is devised.

In particular, this announcement:

- will remove reliance on the government revenue support grant
- will allow local authorities to retain upside of growth in business rates
- provides local authorities with incentives to attract new business and seek inward investment
- will benefit local authorities like Trafford that support local employers and job creation
- removes uncertainty in the annual settlement process for local government

Trafford is the most competitive place for business in the North West with unrivalled assets such as great transport infrastructure and good superfast broadband coverage, a highly skilled population, a dedicated inward investment team and excellent education attainment.

Under the Conservative administration, Trafford has fostered an environment that is business friendly, helping to enhance local communities across the Borough.

**Meeting of the Council
11 November 2015**

The Council reaffirms its commitment to be a pro-growth, open for business authority with the political resolve to support the view that the Borough is 'First for Business'."

Following speeches in support of the matter, the Motion was agreed with the unanimous consent of the Council.

RESOLVED: That the Council welcomes the announcement by the Chancellor of the Exchequer at the Conservative party conference that business rates will be retained locally, and is committed to working with the Local Government Association, the Greater Manchester Combined Authority and the Department for Communities and Local Government to represent its interests as the scheme detail is devised.

In particular, this announcement:

- will remove reliance on the government revenue support grant
- will allow local authorities to retain upside of growth in business rates
- provides local authorities with incentives to attract new business and seek inward investment
- will benefit local authorities like Trafford that support local employers and job creation
- removes uncertainty in the annual settlement process for local government

Trafford is the most competitive place for business in the North West with unrivalled assets such as great transport infrastructure and good superfast broadband coverage, a highly skilled population, a dedicated inward investment team and excellent education attainment.

Under the Conservative administration, Trafford has fostered an environment that is business friendly, helping to enhance local communities across the Borough.

The Council reaffirms its commitment to be a pro-growth, open for business authority with the political resolve to support the view that the Borough is 'First for Business'.

54. MOTION SUBMITTED BY THE LABOUR GROUP - FAIR DEAL FOR DEVO CAMPAIGN

(Note: With the consent of the meeting, the mover altered the Motion for which notice had been given by inserting the word 'fire' after the word 'police' in the final sentence.)

It was moved and seconded that:

"This Council notes the campaign 'Fair Deal for Devo' launched by a partnership of local newspaper organisations.

**Meeting of the Council
11 November 2015**

Council supports the Fair Deal for Devo campaign in calling for the funding necessary to be certain of making devolution a success in Greater Manchester.

In particular, Council notes and endorses the call from the Fair Deal for Devo campaign for fair police, fire and local authority funding, and the resources necessary to manage health and social care at a local level.”

Following speeches in support of the matter, the Motion was agreed with the unanimous consent of the Council.

RESOLVED: That this Council notes the campaign ‘Fair Deal for Devo’ launched by a partnership of local newspaper organisations.

Council supports the Fair Deal for Devo campaign in calling for the funding necessary to be certain of making devolution a success in Greater Manchester.

In particular, Council notes and endorses the call from the Fair Deal for Devo campaign for fair police, fire and local authority funding, and the resources necessary to manage health and social care at a local level.

The meeting commenced at 7.00 p.m. and finished at 9.02 p.m.

TRAFFORD BOROUGH COUNCIL

Report to: Executive 16 November 2015
Accounts & Audit Committee 25 November 2015
Council Meeting 20 January 2016

Report for: Decision

Report of: The Executive Member for Finance and the Director of Finance

Treasury Management Strategy - Review of the Minimum Revenue Provision

Summary

This report outlines the recent review undertaken of the Council's annual Minimum Revenue Provision (MRP) charge to the revenue budget in respect of capital expenditure financed by borrowing. The MRP is an annual charge to reduce the indebtedness of the Council.

The outcome of this review has identified both short to medium term revenue savings as well as introducing a fairer and simpler approach to be adopted for current and future council tax payers. Currently MRP for capital expenditure incurred prior to 2008 (known as Supported Borrowing) is charged at a rate of 4% of the Capital Financing Requirement (CFR) and therefore is never completely extinguished. It is proposed that this policy be amended so that the charge is linked to the average life of an asset.

The amendments proposed to the current policy approved by Council on 18 February 2015 will remain fully compliant with Department for Communities & Local Government (DCLG) regulations on this issue and generate some immediate capacity in the revenue budget.

Recommendations

That the Executive and Accounts & Audit Committee recommend to Council that with effect from 1 April 2015:

- a) the Council's MRP policy, paragraph (a) only, be amended to, "For capital expenditure incurred before 1 April 2008: MRP will be calculated on an straight line basis over the expected average useful life of the assets"
- b) the annual PFI lease charge be financed from the provision currently set-up to cover the final bullet payment and that capital receipts be used to replenish this provision to ensure this can still be made in 2028/29.

Contact person for background papers:
Graham Perkins – Technical Accountant - Extension: 4017
Background papers: None

Relationship to Policy Framework/Corporate Priorities	Value for Money
Financial	The amendment to the Council's current MRP policy will generate revenue savings as well as providing a fairer and simpler approach to the calculation of MRP.
Legal Implications:	Approval is required for the amendment to the existing MRP policy contained within the current treasury management strategy.
Equality/Diversity Implications	Not applicable
Sustainability Implications	Not applicable
Resources Implications e.g. Staffing/ICT/Assets	Not applicable
Risk Management Implications	This approach to re-profile the MRP on debt incurred prior to 1 st April 2008 held within the Council's CFR complies with current DCLG regulations and provides for the debt to be repaid over a period equivalent to the average life of the Council's assets.
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

1. BACKGROUND

- 1.1 Each financial year the Council is required, in accordance with Regulation 27 to 29 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146, as amended], to set aside an amount known as the Minimum Revenue Provision (MRP) for the repayment of its debt (borrowing taken out to finance capital expenditure as assessed by the Capital Financing Requirement (CFR)).
- 1.2 The Capital Financing Requirement is that amount of capital expenditure incurred which is not financed from capital grants and contributions, revenue or capital receipts. This is usually the amount to be borrowed but can also include other financing arrangements such Public Finance Initiative (PFI).
- 1.3 Prior to the commencement of each financial year, the Council approves an MRP Policy it intends to adopt and this was included as part of the 2015/16 Treasury Management Strategy report which was approved by Council at its meeting on 18 February 2015.
- 1.4 The components of the current MRP policy are:
 - a) Capital expenditure incurred before 1 April 2008 financed by **Supported Borrowing** (further information on this is detailed at paragraphs 2.2 & 2.3 below): MRP will follow the existing practice outlined in former DCLG regulations, i.e. 4% of the CFR each year (Regulatory Method);
 - b) Capital expenditure incurred after 1 April 2008 financed by **Prudential Borrowing**: MRP will be based on the estimated life of the assets once operational charged on a straight line basis or annuity basis in accordance with the Guidance, (as highlighted at paragraph 2.1);
 - c) PFI schemes and leases shown on the balance sheet: MRP will be based on the amount of the principal element within the annual unitary service payment;
 - d) For expenditure that does not create an asset, or following the use of a Capitalisation Direction: provision will be made over a period not exceeding 20 years, in accordance with Guidance.
 - e) In instances where the Council incurs borrowing and a third party is obliged to repay the principal (serviced debt arrangements): the Council will not charge MRP to the revenue account.

2. CURRENT POSITION

- 2.1 In 2008 the Secretary of State issued statutory guidance to Councils on what a 'prudent' level of MRP should be and this was subsequently revised in 2010 & 2012 primarily responding to the way Government revised its method for calculating Revenue Support Grant (RSG). These revisions introduced a wide, but not exhaustive, variety of methods which Councils can adopt when calculating MRP.

- 2.2 Prior to 2008 the RSG paid by the Government included an element for debt service costs on in respect of capital expenditure financed by loan and Councils would in turn set aside MRP at the same rate i.e. 4%.
- 2.3 Over recent years changes in the way Government calculates RSG and the impact of the national deficit reduction programme has resulted in the erosion of its contribution to MRP in respect of Supported Borrowing.
- 2.4 Under this reducing balance approach debt is never completely paid off and whilst the level of debt falls, the level needed to be set aside also falls. Additionally, in the early years higher repayments are encountered which has a disproportionate impact for current council tax payers
- 2.5 It is expected that RSG will continue to be cut substantially in the coming years and to maintain the level of debt repayment at 4% on this element of the Council's CFR, would place a burden on the revenue budget not matched by government support, increasing the pressure for further budget reductions in operational services.
- 2.6 The indicative budget provision for MRP is shown in the table below split between Prudential & Supported debt:

	2015/16 £000	2016/17 £000
Prudential borrowing	1,925	1,935
PFI Lease	193	203
Supported borrowing	2,513	2,292
Total	4,631	4,430

3. PROPOSAL

- 3.1 For the reasons set out in section 2 it is appropriate that the Council should review its MRP policy to be more appropriately linked to the average useful life of the assets related to this debt.
- 3.2 To enable this change of policy to occur, ensuring a fairer policy be implemented for the council tax payers of the Council, the following 3 options, as outlined below, have been considered;

- **Option 1** – Calculate annual MRP on a Straight line basis.

The Supported Borrowing element held within the CFR be written down over a period of 50yrs (this being the average life of the Council's assets over which they are depreciated);

This approach is the favoured option as it permits costs to be calculated evenly over the useful life of an asset and maintains a stable and consistent charge to the revenue budget. If adopted this process would have the following consequences on the amount of MRP for Supported Borrowing to be provided for:

	2015/16 £000	2016/17 £000
Current budget provision	2,513	2,292
Proposed budget provision	1,362	1,362
Saving	(1,151)	(930)

- **Option 2** – Calculate annual MRP on an Annuity basis

Costs using this approach are generated by applying an annuity factor and this method is particularly applicable to assets which have a long fixed life e.g. land, building and roads. In considering an appropriate interest rate to apply in order to establish the amount of MRP required to be provided each year, the current Public Works Loan Board interest rate for a 50 year annuity loan could be used and this is currently around 3.5%. Adopting this approach would initially offer the greatest level of immediate revenue savings due the structure of calculating annuity payments i.e. levels of principal repaid start low and gradually increase during the term of the loan. If adopted this process would have the following consequences on the amount of MRP for Supported Borrowing to be provided for:

	2015/16 £000	2016/17 £000
Current budget provision	2,513	2,292
Proposed budget provision	502	521
Saving	(2,011)	(1,771)

This option is not recommended because it is considered to be less prudent than the Straight line basis as it passes an increasing financial burden onto future council taxpayers.

- **Option 3** – Calculate annual MRP on a 2% reducing balance basis.

A further option to consider would be to reduce the annual provision of 4% down to 2% which would be more in line with the current Government funding received via the Revenue Support Grant. The budgetary impact of this would be:

	2015/16 £000	2016/17 £000
Current budget provision	2,513	2,292
Proposed budget provision	1,362	1,335
Saving	(1,151)	(957)

This option is not recommended as it does not offer a definitive end date for the debt to be extinguished.

3.3 Linking MRP to the average useful life of an asset is in keeping with the general principle of achieving a prudent approach, as out in the 2008 DCLG guidance, which stipulates that the profile of MRP charges should reflect the economic benefit the Council gets from using the asset to deliver services over its useful life.

3.4 The table below shows the level of Supported Borrowing will still be outstanding after 50 years for each option outlined within this report:

	Current method £000	Option 1 £000	Option 2 £000	Option 3 £000
Outstanding balance - 1 April 2015	68,108	68,108	68,108	68,108
Outstanding balance - 31 March 2065	8,846	0	0	24,803

3.5 The views of the Council’s Treasury Management Advisers, Capita Asset Services, who are advising a number of other local authorities on this issue, have been sought and they are supportive of the proposals set out in this report.

3.6 The annual Prudential debt element of the MRP will remain unchanged as it is already linked to the asset life basis.

4. PRIVATE FINANCE INITIATIVE

4.1 The construction of Sale Waterside was financed by a Private Finance Initiative and this liability is included within the Council’s CFR balance. The annual repayment required to be made for this is currently included within the MRP provision.

4.2 In order to reduce the impact this places on the revenue budget, the Council is requested to approve that this charge is to be financed from a provision which exists to cover the final bullet payment in respect of the principal element of the Unitary Service Payment which is to occur in 2028/29.

4.3 Capital receipts will then be used to replenish the provision by this date and by adopting this procedure, revenue savings of £0.193m and £0.203m will be generated in 2015/16 & 2016/17 respectively.

5. RECOMMENDATIONS

5.1 That the Executive and Accounts & Audit Committee recommend to Council that with effect from 1 April 2015:

- a) the Council’s MRP policy paragraph (a) be amended as follows:

“For capital expenditure incurred before 1 April 2008, MRP will be calculated on a straight line basis over the expected average useful life of the assets”

- b) The annual PFI lease charge be financed from the provision currently established to cover the final bullet payment and that capital receipts be used to replenish this provision to ensure this can still be made in 2028/29.

Other Options

These are discussed in the report.

Consultation

The Council’s external auditor has been consulted on this recommended change in practice and has raised no objection but advises that the Council must be satisfied that it is prudent to make any change in policy.

Reasons for Recommendation

The report has been produced in order to ensure that the Council’s tax payers make a fair contribution to the cost of providing its assets as well as generating both short & medium term revenue savings.

Finance Officer Clearance ... ID.....

Legal Officer Clearance HK.....

Director of Finance Signature *Signature appended in hard copy*

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TRAFFORD COUNCIL

Report to: Council
Date: 20 January 2016
Report for: Decision
Report of: Executive Member for Finance and the Director of Finance

Report Title

Council Tax Support Scheme for 2016/17

Summary

There is a legal requirement to formally approve the Council's local Council Tax Support scheme before the start of each financial year. It is proposed that the scheme remains in large as it is with minor amendments proposed to reflect the national changes to income related benefits. There are small amendments in the prescribed regulations which the Council has to adopt.

Recommendation(s)

That Full Council adopts the Council Tax Support (CTS) scheme currently in operation with the inclusion of the amendments detailed below for 2016/17:

- 1) Applicable amounts for working age claimants are frozen in line with the national income related benefit rates (state pension age rates are contained within the prescribed regulations)
- 2) That the remaining funding allocated to the CTS discretionary fund when it was first introduced in April 2013 is rolled over into 2016/17. This is estimated to be approximately £17k by the end of the financial year.

Contact person for access to background papers and further information:

Name: Louise Shaw
Extension: 3120

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Low Council Tax, Value for Money and services focused on the most vulnerable people
Financial	The applicable amounts changes will be matched by the corresponding change or freezing of benefit income. The cost impact to the scheme is therefore negligible and will be absorbed within the budgeted CTS costs.
Legal Implications:	The Council has to formally set its local CTS scheme before 31 January 2016, in order for the scheme to be formally adopted for 2016/17. This is in accordance with the Local Government Act 2012. Amendments to the prescribed scheme are detailed in SI 2015 No 2041.
Equality/Diversity Implications	The minor amendments proposed are not considered to have any significant effect on groups with protected characteristics.
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	The changes will be made alongside the annual uprating and billing exercise.
Risk Management Implications	None
Health & Wellbeing Implications	None
Health and Safety Implications	None

1.0 Background

1.1 In April 2013, the Council implemented its new local Council Tax Support (CTS) Scheme, which was designed to reduce expenditure and contribute towards the £1.25m funding gap caused by a reduction in government grant. The new scheme was designed following an extensive 12 week consultation and has helped to reduce costs and protect the most vulnerable.

1.2 A review of the current scheme has shown it is operating effectively. In summary:

- The scheme has produced the necessary savings;
- The scheme has not impacted on Council Tax collection rates which remain on target;
- Demand for the discretionary payment scheme remains low;
- There have been no appeals to the Valuation Office Agency against the local CTS scheme; and
- The CTS scheme has provided additional financial assistance to the long term unemployed who are starting work.

1.3 It is important to note that the recommendations listed in this report apply to working age customers only as, in accordance with the Council Tax Reduction Schemes (Prescribed Requirements) Regulations as amended, local authorities are advised annually of the CTS qualifying criteria for customers who are state pension age.

2.0 Introduction

- 2.1 For each financial year, each billing authority must consider whether to revise its local CTS scheme or to replace it with another scheme. It is proposed that the existing scheme remains largely as it is, with minor amendments recommended below.
- 2.2 The revisions to the scheme will take effect from 1 April 2016.

3.0 Recommended Minor Changes to the Scheme for 2016/17

3.1 Recommendation 1

- 3.1.1 *That the applicable amounts are frozen at their current rate to keep them in line with national income related working age welfare benefits, including Housing Benefit in 2016/17.*
- 3.1.2 The freezing of applicable amounts will be matched with a corresponding freeze in benefit income and will have a neutral impact on a claimants CTS award where their circumstances remain the same
- 3.1.3 The cost of implementing this change is therefore negligible and can be absorbed within the budgeted forecasted CTS expenditure.

3.2 Recommendation 2

- 3.2.1 *That the remaining budget allocated to the discretionary fund is rolled over into 2016/17. This is estimated at c£17k.*
- 3.2.2 To help with the transition from Council Tax Benefit to CTS, Members agreed that a discretionary fund should be set up to help residents on a case by case basis. A fund of £50k was initially set aside for this purpose. This supports and aligns to the discretionary fund in place for help towards housing costs.
- 3.2.3 Although take up of the fund has been lower than expected, it has proved to be a useful tool, helping many residents in financial difficulties and debt to pay their Council Tax, in particular with the abolition of backdating when the new scheme was introduced.

Other Options

The Council could decide not to set a scheme and the default scheme would apply in accordance with the Local Government Finance Act 2012. However, this would have significant financial impact on the Council. The Council could also decide to set an alternative scheme, however, to do so without rationale and evidence from the operation of the current scheme in the timescales required would carry significant risks.

Reasons for Recommendation

The Council must adopt a local CTS scheme no later than 31 January before the start of the financial year to which the scheme applies in accordance with the Local Government

Finance Act 2012. The proposed change is to align the local scheme with the national benefit rates ensuring the basic living rates according to national guidelines are met.

Key Decision: Yes

If Key Decision, has 28-day notice been given? Yes

Finance Officer Clearance GB
Legal Officer Clearance JLF

CORPORATE DIRECTOR'S SIGNATURE *Signature appended in hard copy*

TRAFFORD COUNCIL

Report to: Council
Date: 20th January 2016
Report for: Information
Report of: Corporate Director - Resources

Report Title

6-month Corporate Report on Health and Safety – 1 April to 30 September 2015

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 1st April 2015 to 30 September 2015.

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Health & Safety Manager
 Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	The Council’s approach to managing health and safety at work is set out in the Corporate Health and Safety Policy. This includes the arrangements for ensuring the health, safety and welfare of employees and reporting on performance.
Financial	There are no foreseeable financial implications arising out of this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit, together with on-going policy/guidance developments, training provision and investigations of accidents and incidents are designed to continually improve compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None
Risk Management Implications	The total number of accidents to staff over the 6 month period has fallen compared to the same period in 2014. This presents reduced levels of

	risk to the Council in terms of civil claims.
Health & Wellbeing Implications	Improving the health and safety of staff contributes towards the Corporate objectives relating to Health and Wellbeing. RIDDOR reportable injuries are monitored in respect to the impact on sickness absence levels.
Health and Safety Implications	See Legal section above. The continuing auditing and monitoring arrangements combined with the mechanisms for the provision of advice and guidance are all focused on sensible and targeted risk management.

1. Introduction

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

This report covers the 6 month period from 1 April to 30 September 2015. It identifies the key performance indicators that have been introduced to monitor health and safety performance across the organisation and highlights both proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period.

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

2. Monitoring Statutory Compliance

2.1 Health and Safety Audits in Council Directorates and Schools

The purpose of the audits is to monitor statutory compliance and to identify areas of risk to the Council. A three-year rolling audit programme has been in place, which is regularly reviewed. The Service is currently developing an increasingly risk-based and targeted approach to prioritising the nature and frequency of audits. Health and safety compliance rates for the 1 April–30 September 2015 period range between 58% and 99% and the focus in the first six months has been towards school audits.

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

Subsequent monitoring is undertaken where compliance falls below 70% or there are significant issues identified. This process aims to drive continuous improvement in health and safety performance across the organisation.

In April-September 2015, 34 audits were undertaken within schools.

Schools achieving 'excellent' compliance rates

46% of schools audited achieved an excellent score (between 91-100% compliance) as listed below:

Schools	Full Health and Safety Audit	5
	Premises Audit	2
	Risk Assessment Audit	4
	Sports and PE Audit	1
	Play area	1
Total		13

Schools and Services achieving 'fair or poor' compliance rates

There were no establishments that achieved a poor score (between 0-35% compliance) and 18% of establishments achieved a fair score (between 36 and 70% compliance). Those audit scores all ranged at the higher end of the fair category, between 58 and 70% compliance and those premises are developing the areas highlighted with the support of the Health and Safety Unit.

School Name	Audit Type	Score	Main areas for development
Trafford High School	Risk Assessment	58	<ul style="list-style-type: none"> Further development of risk assessments for certain work activities at the premises and monitoring of those risk assessments
Wellfield Infants	Play Area	67	<ul style="list-style-type: none"> Further development of play area risk assessments Further implementation of periodic inspections for the play area Minor defects requiring attention
Flixton Junior School	Play Area	67	
Egerton	Premises	70	<ul style="list-style-type: none"> Reviewing the maintenance schedules for plant and equipment within the premises Further development of risk assessments for certain work activities at the premises

The remainder of establishments achieved a good score of between 71 – 90% compliance.

3. Accident Statistics

Overall, the total number of accidents reported to the Health and Safety Unit (HSU) involving staff has shown a decrease of 52% in the first 6 months of 2015, compared to the same period in 2014.

It must be noted that approximately 250 staff transferred under the Joint Venture arrangements to Amey LG at the start of July 2015 and as such the figures are not directly comparable. However, taking into account the proportion of staff that have transferred to Amey, compared to the remaining workforce, the decrease in accidents is still significant.

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

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 2015. A summary of the findings is detailed below.

Table 1: Overall number and rate of accidents to staff –

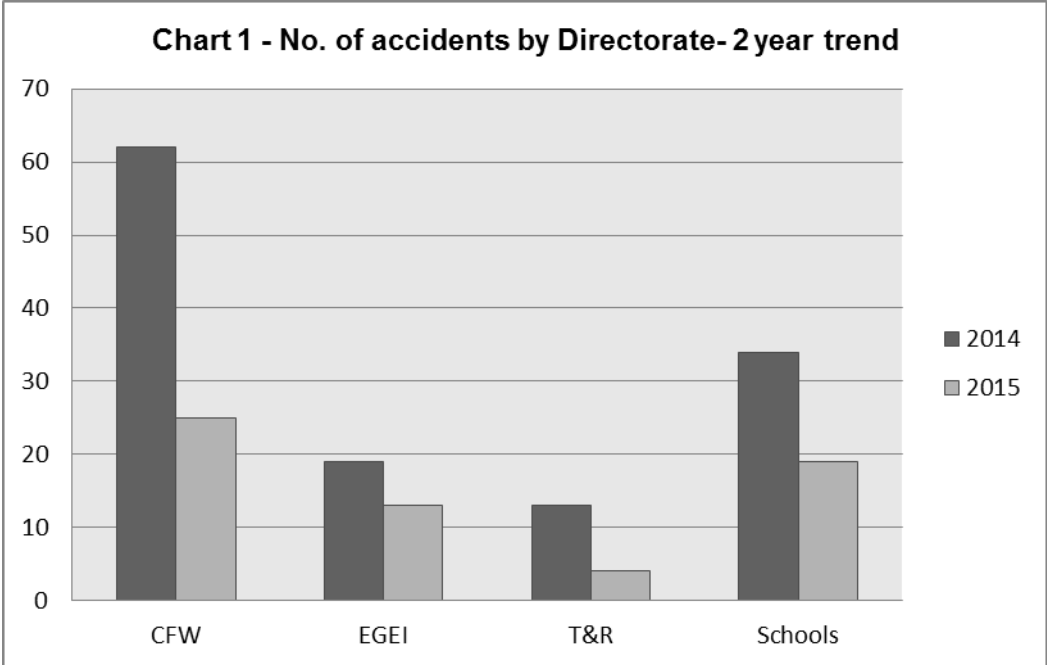
Indicators – First 6 months Results	2010	2011	2012	2013	2014	2015
Total number of accidents to employees (as reported to the HSU)	109	84	115	94	128	61
Overall rate of accidents to employees/100 employees	1.43	1.14	1.96	1.60	2.22	1.26

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

3.1 Numbers of Accidents by Directorate

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

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



3.1.1 Children, Families and Wellbeing (CFW)

The overall number of accidents reported in CFW, which mainly relate to violence and aggression, has reduced by 60% (from 62 to 25). The number of incidents can be very sensitive to managing particular service users and as detailed in the previous end of year

report a high number of incidents in 2014/15 did relate to one individual. Strategies were put into place to support the service user and prevent any further incidents taking place.

The rate of accidents in CFW in 2015 is 1.91 per hundred employees, compared to 3.71 in the same period of 2014.

3.1.2 Economic Growth Environment and Infrastructure (EGEI)

The overall number of reported accidents in services under EGEI has decreased by 32% from 19 to 13. As with previous trends, the majority of incidents (8) took place within the cleaning and catering services and related to common accidents involving these work activities. Four incidents involved Greenspace & Streetscape Operations which have now transferred to Amey LG.

The rate of reported accidents under EGEI is 1.31 per hundred employees compared to 1.43 per hundred employees for those services in the same period of 2014.

3.1.3 Transformation and Resources (T&R)

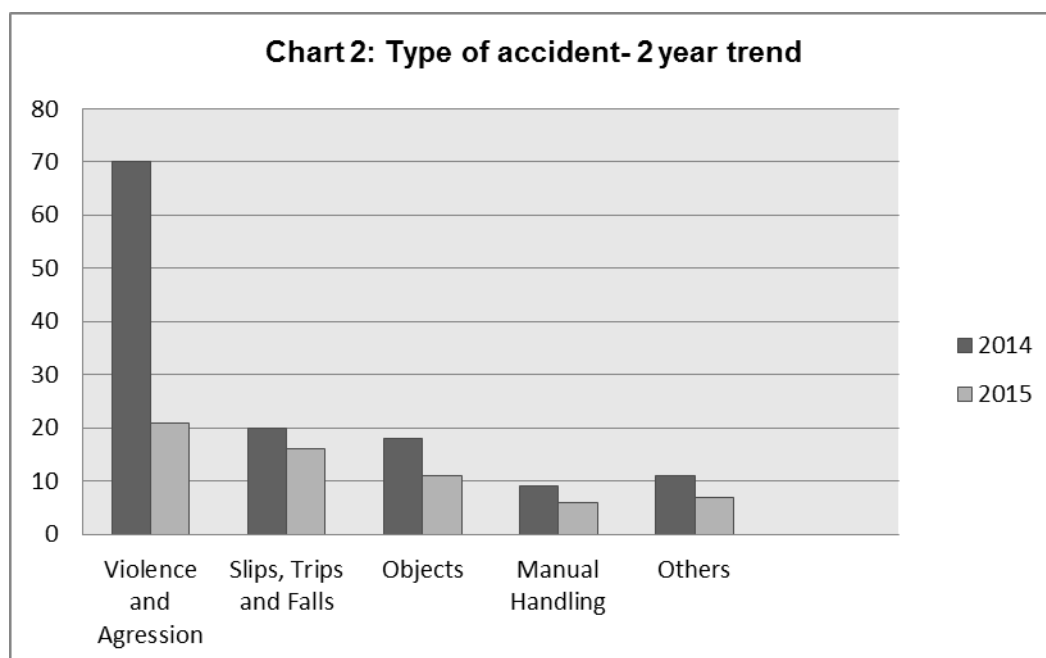
The overall number of accidents reported in Transformation and Resources (T&R) has decreased by 69% (from 13 to 4). The rate of reported accidents in T&R is 0.68 accidents per hundred employees, compared to 2.10 accidents per hundred employees in 2014.

3.1.4 Maintained Schools

The overall number of accidents reported by maintained schools has decreased by 44%, down from 34 to 19. The rate of reported accidents in schools is 0.98 per hundred employees, compared to 1.59 per hundred employees in 2014.

3.2 Types of Accidents

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



3.2.1 Violence and Aggression

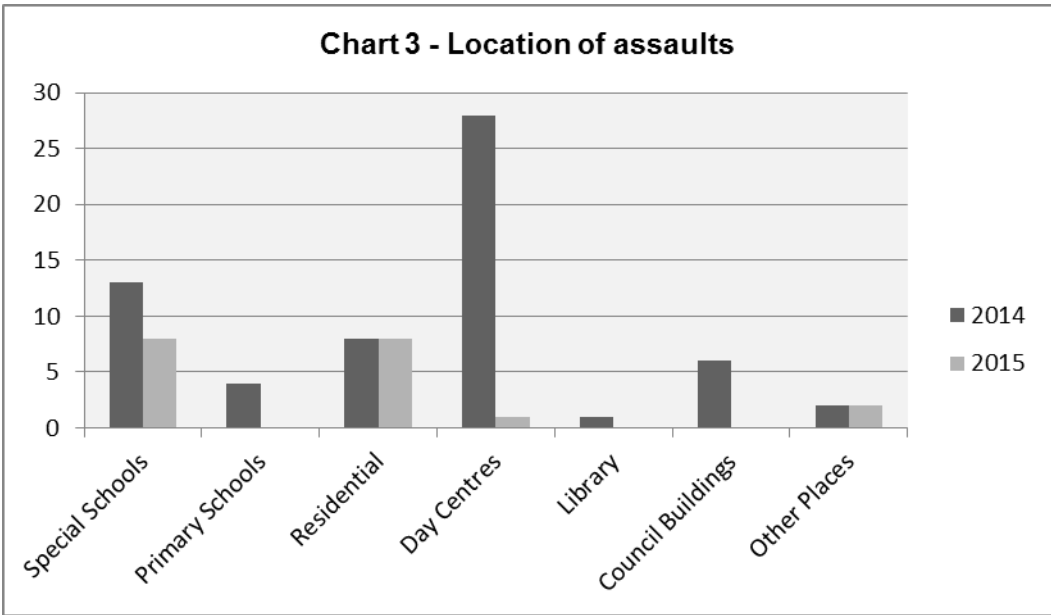
Incidents involving violence and aggression still remain the most reported incident type; however, there has been a 65% decrease in the number of reported assaults (from 54 in 2014 to 19 in 2015). The number of reported threats of assault or intimidation has also fallen significantly with 2 reported compared to 16 last year. One incident was reported to the HSE under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).

All of the reported assaults have been reported by services and schools dealing with adults or children displaying challenging behaviour. Chart 3 below gives a comparison of the numbers and location of the incidents in the first 6 months of 2014 and 2015.

The most common circumstances for violence and aggression were staff working with vulnerable adults in the community through Provider Services. A total of 11 incidents were reported including two within Ascot House, 6 incidents with service users being supported in residential properties, 1 incident at Pathways Day Centre and two incidents in other places (in the community). This was a similar number to the 10 incidents that took place last year in such settings.

The remaining incidents all took place within Special Schools. However, there was a reduction in reports in 2015 with 8 incidents taking place compared to 14 in the same period last year.

There were no obvious trends in relation to particular service users or children. There continues to be arrangements and training for staff to assist them in effectively responding to such incidents and managing the risks of violence. Post event support is also implemented to support staff and review such incidents.



Encouragingly there have been no reported incidents within Council Buildings, libraries or other schools in April-September 2015

3.2.2 Slips, Trips and Falls

The second common cause of accidents involves slips, trips and falls. There was a 20% decrease in reported incidents from 20 last year to 16 in 2015. There were no particular trends and the incidents took place in variety of settings. There were no fall from height accidents reported between April and September 2015 compared to 3 in 2014.

Two of the incidents required notification under RIDDOR, which included a trip over a flagstone and a member of staff losing their footing and falling on the stairs.

3.2.3 Objects

Objects are the third common cause of accident, with 11 reported compared to 18 last year (a decrease of 39%).

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

3.3 Rate of Reportable Injuries to Staff

From the overall number of accidents / incidents (61), the number of incidents reportable to the HSE under the Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR) has reduced with 4 reported compared to 7 last year (a decrease of 43%). This is shown in Table 2 below:

Table 2: Rate of reportable injuries to staff

Local performance indicator-	2010	2011	2012	2013	2014	2015
Total Number of reportable accidents	9	9	7	4	7	4
Target for rate of reportable accidents/100 employees	0.19	0.18	0.17	0.16	0.15	0.14
Actual rate of reportable accidents/100 employees	0.12	0.15	0.12	0.07	0.12	0.08

The rate of reportable injuries per hundred employees has decreased from 0.12 to 0.08. The overall accident rate remains below the performance indicator target for this year of 0.14 accidents per hundred employees.

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

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

- **Corporate and schools Health and Safety Guidance review:**
 - Managing Health and Safety in Construction Work and Construction, Design and Management (CDM) Regulations 2015 – Guidance for schools
 - Managing the Health and Safety Risks to New and Expectant Mothers.
 - Manual Handling Guidance – Objects.
 - Work at Height.
 - Fire Safety Toolkit.

- **Schools Health and Safety SLA**
 - Revision and development of the HSU auditing toolkit.
 - Transfer of schools health and safety guidance from Fronter onto Trafford Services for Education.
 - Completion of programmed School SLA audits.

- **First Aid**
 - Full review of first aid provision across the Council.

Further work and achievements of the Service are detailed below.

5. Training

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

Course	Number of Courses	Number Attended
First Aid at Work (1 day)	1	11
First Aid at Work (3 day)	1	9
First Aid Paediatric (2 day)	1	13
Moving and Handling (Adults) Update	1	3
Moving and Handling (Objects) Update	1	5
Moving and Handling (Adults) - Private Provider	4	20
Working at Height Training	1	10
Manual Handling (Objects) – Site Managers	1	9
Risk Assessment – Schools	1	5

Further asbestos and fire safety awareness online training has also been made available through the 'Virtual College'.

6. HSE Enforcement Incident

On 23 September 2015, an HSE Inspector travelling in the vicinity of a primary school observed the site manager, Amey contractor and other contractors on the roof of the school, which had no edge protection to prevent them from falling or any other precautions in place to minimise the risks of falls. The persons had accessed the roof from a leaning ladder to look at maintenance issues. The HSE inspector identified breaches of the Work at Height Regulations 2005 in failing to manage the risk of falls to those individuals accessing the roof.

The Council and Amey subsequently received a Notice of Contraventions from the HSE, outlining the offences and requesting further information on how the organisations manage safe work at height and control of contractors. A response to the HSE has outlined the following details:

- Guidance and risk assessments available to schools to manage safe work at height and the review of this documentation.
- Guidance on selecting and monitoring contractors.
- Communication to all schools on ensuring staff to not access onto roofs.
- Direct support to the school to review risk assessments and arrangements.
- Health and Safety training provided to staff and a proposal for further training for head teachers and site managers.
- A self audit questionnaire to be issued to schools to assess how work at height and contractors are managed.
- Audits undertaken at schools throughout 2015-16 will include assessments of work at height and contractor issues.
- HSU are working closely with Amey with the potential development of an 'Access Control System' to improve how contractual work is monitored at schools.

The Council has now received confirmation from the HSE that they are pleased to see that Trafford Council has taken action following the incident to ensure that schools are aware of the dangers from working on roofs.

7. Legislative Changes

As detailed in the Corporate Health and Safety Year End Report 2014-15, the Construction, Design and Management (CDM) Regulations 2015 came into force on the 6 April 2015. This revokes the role of CDM Co-ordinator and a new role of Principal Designer has been introduced, which can either be an organisation or individual who manages the pre-construction phase of a project. In addition, where there is, or likely to be, more than one contractor on site the 'client' must appoint a Principal Designer and a Principal Contractor for the project.

HSU are liaising with Amey as the Council's Asset Management Provider to ensure the Council complies with its 'client' responsibilities within the CDM Regulations and other related legislation, such as Asbestos.

8. Key Achievements and Added Value

8.1 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 corporate audits are currently being scheduled.

8.2 SLA buy-back

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

8.3 Requests for Service

HSU responded to 102 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

8.3 Display Screen Equipment (DSE) Assessments

A total of 10 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting health related issues, including one specialist assessment by the Council's Moving and Handling/Ergonomic Consultant. Following an assessment, a report of the findings and recommendations are provided to the employee's line manager for implementation.

8.4 Event Applications

The HSU has reviewed a total of 64 event applications; following Council approval these community events take place at numerous locations across Trafford.

8.5 Moving and Handling Assessments

The table below details the number of 'complex' moving and handling assessments carried out by the Council's Moving and Handling Lead and Consultant. The assessments carried out are mainly in relation to service users within CFW and pupils within schools who require assistance with a moving and handling task. The Consultant has also carried out two DSE assessments for employees who have complex health related issues.

Service Area	Number of Moving and Handling Referrals (complex cases)
CFW Adult Services	17
CFW Children's Services	4
Schools	3
TOTAL	24

9. Key Health and Safety Data

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

Corporate Accident Statistics April-September 2015

Appendix 1: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of incidents
Children, Families and Wellbeing	Education, Health and Care Commissioning	1
	Provider Services	21
	Services For Children Young People and Families	3
Total CFW		25
Economic Growth Environment and Infrastructure	Public Protection	1
	Strategic Business Unit (Catering and Cleaning Operations)	8
	Strategic Business Unit (Greenspace & Streetscape Operations – Now Amey LG)	4
Total EGEI		13
Schools	Special Schools	13
	Primary Schools	6
Total Schools		19
Transformation and Resources	Customer Services	1
	Finance	1
	Human Resources	1
	Legal and Democratic Services	1
Total T&R		4
Grand Total		61

Appendix 2: Type of accident 2011- 2015

Accident Type	2011	2012	2013	2014	2015
Occurrences of violence and aggression					
Physical Assault	16	62	37	54	19
Assault, Threats or Intimidation	4	5	7	16	2
Total Occurrences of violence and aggression	20	67	44	70	21
Manual handling (lifting, moving, manoeuvring etc.)					
Manual handling	7	7	6	9	6
Slips, Trips and Falls					
Slipped, Tripped or Fell on the Same Level	15	18	12	15	13
Fall down steps/stairs	3	1	4	2	3
Fall from height	0	0	1	3	0
Total Slips, Trips and Falls	18	19	17	20	16
Accidents involving objects					
Hit by a Moving, Flying or Falling Object	12	5	12	8	7
Striking against object	4	3	2	6	4
Contact with sharp object	4	2	4	4	0
Stepping/kneeling on object	0	0	1	0	0
Total Objects	20	10	19	18	11
Others					
Other kind of accident	6	1	3	2	1
Road Traffic Accident	4	4	1	4	1
Animal/Insect	3	2	1	3	1
Contact with hot surface/substance	3	4	1	1	3
Collision with a moving person	0	0	1	1	0
Trapped	1	0	0	0	1
Plant, machinery, tools or electricity	1	1	1	0	0
Contact with chemical agent	1	0	0	0	0
Total Others	19	12	8	11	7
Overall Total	84	115	94	128	61

Appendix 3: Type of accident by Directorate April-September 2015

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	0	1	0	0	1
Assault threats or intimidation	1	0	1	0	2
Physically assaulted by a person	11	0	0	8	19
Contact with a moving person	0	0	0	0	0
Cut by a sharp object	0	0	0	0	0
Exposed to, or in contact with, a harmful substance	0	0	0	0	0
Fall down steps/stairs	1	1	1	0	3
Fall from height	0	0	0	0	0
Hit by a moving, flying or falling object	1	1	0	5	7
Hit by moving vehicle	0	0	0	0	0
Hit something fixed or stationary	0	1	0	1	2
Hot surface/substance	2	1	0	0	3
Manual handling(lifting, moving, manoeuvring)	3	2	0	1	6
Other	0	0	0	1	1
Road traffic accident	0	1	0	0	1
Slipped, tripped or fell on same level	4	4	2	3	13
Stepping/kneeling on object	0	0	0	0	0
Striking against object	2	0	0	0	2
Trapped	0	1	0	0	1
Totals	25	13	4	19	61

10. Conclusion

The reduced incident rate across all services and schools for the period April-September 2015 compared to the same period in 2014 is encouraging. However, the Health and Safety Unit will continue to ensure a full programme of audits, guidance and policy development and training arrangements are implemented. Continuous improvement in health and safety compliance is a key driver for the service in ensuring the health, safety and welfare of staff and reduced financial risk from potential civil claims.

The Service will continue to engage with Members, Unions, Senior Management and the workforce through the relevant Council Committee forums, audits, guidance and day to day support provided by the Health and Safety Unit.