

# Public Document Pack



## TRAFFORD COUNCIL

Tuesday, 17 January 2017

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, 25 JANUARY 2017, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

**NOTE: PRESENTATION FOR MEMBERS OF COUNCIL - 6.15 P.M.**  
**IMPROVING HEALTHY LIFE EXPECTANCY: A CALL TO ACTION**

Prior to Council, all Members of Council are invited to attend at 6.15 p.m. in the Council Chamber to receive a presentation from Trafford's Public Health Team focusing on the role of local Councillors as advocates for their constituents' health and wellbeing.

The Interim Director of Public Health, Eleanor Roaf, will describe the health issues currently facing Trafford, share new intelligence that demonstrates health need and poorer performance across and between communities, and giving examples of how these can be addressed.

Trafford's focus on healthy life expectancy, the importance of the five public health priorities, and how Councillors can support improvements in outcomes will be discussed.

Tea and Coffee making facilities will be available in the Members' Room.

	<b>Pages</b>
<b>1. Minutes</b>	
To approve as a correct record the Minutes of the following meetings for signature by the Mayor as Chairman:	
(a) Meeting of the Council held on 30 November 2016; and	1 - 12
(b) Extraordinary Meeting of the Council held on 21 December 2016.	13 - 16

**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. Membership of Committees**

To consider a report of the Director of Legal and Democratic Services. 17 - 20

**5. Extension of Six Month Attendance Rule**

To consider a report of the Director of Legal and Democratic Services. 21 - 22

**6. Council Tax Support Scheme for 2017/18 - Proposed Changes to Align with National Benefits**

To consider a joint report of the Executive Member for Finance and the Chief Finance Officer, as recommended by the Executive on 19 December 2016. 23 - 38

**7. 6-month Corporate Report on Health and Safety - 1 April to 30 September 2016**

To consider a report of the Corporate Director Transformation and Resources. 39 - 52

**8. Motions**

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

**(a) Motion Submitted by the Labour Group - Education Funding**

The Government's long awaited announcement of its national funding formula is worse for Trafford than predicted, given that we were already one of the lowest funded authorities in the country. We are now predicted to lose a further £8 million from schools funding.

Council is referred to the motion submitted by the Conservative Group in September last year in which it was agreed to write to the Government calling upon them to bring forward more quickly the commitment as stated in the Conservative Party manifesto to ensure

Continued ...

fairer funding for schools. Sadly this appears to have been ignored, and what we have now is definitely not fairer funding for schools.

Council calls upon the Government to urgently correct this injustice. Of particular concern is the reduction in school budgets for primary schools in deprived areas and the reduction in budgets for all of our secondary schools - all at a time when schools are being asked to take on extra costs. Indeed, the recent announcement of the new school funding arrangements has even driven Conservative MPs to call the cuts unfair and shocking.

Council further recognises that no funding system for schools is fair unless funding levels are sufficient. The National Audit Office has already forecast an 8.5% cut across the board which will have terrible consequences for the quality of education being offered to our children.

Council therefore calls upon the Secretary of State for Education to insist that our schools are funded to a level where they can operate efficiently: Trafford parents, children and young people deserve no less.

**(b) Motion Submitted by the Labour Group - Greater Manchester Health Devolution**

This Council recognises the opportunities offered by devolution to Greater Manchester in terms of transport, housing, skills and health as well as in several other areas. However, Council also recognises that for DevoManc to be a success the project must be properly funded.

Council is therefore concerned by the continued underfunding of Greater Manchester's health and social care services. The British Medical Journal has stated that by 2021 the conurbation will have a health funding gap of some £2 billion, yet Greater Manchester has some of the worst health outcomes and most significant health inequalities in the country. Funding secured from NHS England's Transformation Fund is welcome but not been substantial enough to alleviate concerns.

In light of these issues, this Council calls upon the Leader of the Council to write to the Secretary of State for Health and the Secretary of State for Communities and Local Government highlighting that current health and social care funding in Greater Manchester is unsustainable and calling for a funding settlement for Greater Manchester's health and social care needs that addresses the £2 billion shortfall identified by health professionals.

**(c) Motion Submitted by the Labour Group - Women Against State Pension Inequality (WASPI) Campaign**

The Council calls upon the Government to reconsider transitional arrangements for women born on or after 6 April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.

The Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6 April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification. Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little/no/personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Many women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

**(d) Motion Submitted by the Labour Group - Protecting Children from Alcohol Advertising**

This Council notes:

- That alcohol can be enjoyed in a responsible way by adults;
- That alcohol can cause serious and fatal diseases, including several types of cancers; that the UK Chief Medical Officers' Alcohol Guidelines advise both men and women that it is safest not to drink regularly more than fourteen units per week, to keep health risks from drinking alcohol to a low level;
- That there are over 5000 alcohol-related hospital admissions every year in Trafford;
- That alcohol can only legally be purchased by adults over the age of 18;
- That the advertising of alcohol is designed to make products more appealing and in turn can appeal to children and young people;

Continued ...

- That the Science Committee of the European Alcohol and Health Forum concluded in 2009 that 'alcohol marketing increases the likelihood that adolescents will start to use alcohol, and to drink more if they are already using alcohol';
- That underage drinkers are more likely to be a victim of crime and those who get drunk at least once a month are twice as likely to commit a criminal offence as those who don't;
- That the recent Healthier Futures/Alcohol Health Alliance public opinion survey found 73% support in Greater Manchester for a 9 p.m. watershed for alcohol adverts on TV;
- That the recent public engagement campaign 'See What Sam Sees' by Healthier Futures, talked with over two hundred people across Greater Manchester and received overwhelming support for a 9 p.m. watershed from the Greater Manchester public.

This Council believes:

- That it is the responsibility of all levels of government to try to ensure good public health in the population.

This Council resolves:

- To request the Leader of the Council to write to the Secretary of State for Culture, Media and Sport, expressing these views and asking her to bring forward legislation to introduce a 9pm watershed for the advertising of alcohol products on TV to protect children and young people from the influence of alcohol advertising;
- To continue to promote good health in our borough, to support the UK Chief Medical Officers' Alcohol Guidelines, and to protect children and adults from alcohol-related harm.

Yours sincerely,



**THERESA GRANT**  
Chief Executive

## Council - Wednesday, 25 January 2017

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### Membership of the Council

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

### Further Information

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

Ian Cockill, Democratic Services Officer

Tel: 0161 912 1387

Email: [ian.cockill@trafford.gov.uk](mailto:ian.cockill@trafford.gov.uk)

This Summons was issued on **Tuesday, 17 January 2017** 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

30 NOVEMBER 2016

### PRESENT

The Worshipful the Mayor (Councillor Mrs. Judith Ann Lloyd), in the Chair.

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

### In attendance

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

### APOLOGIES

Apologies for absence were received from Councillors J. Bennett, Mrs. A. Bruer-Morris, L. Dagnall, E. Malik, A. Mitchell, Mrs J. Reilly and S. Taylor.

### 35. MINUTES

That the Minutes of the Meeting of the Council held on 6 September 2016, be approved as a correct record and signed by the Chairman.

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**36. ANNOUNCEMENTS**

(a) Britain in Bloom North West Awards 2016

The Mayor reported that she had attended the recent North West in Bloom Awards and was delighted to inform the Council of the local winners.

Altrincham won a gold medal for Best Large Town; The Trafford Centre won the gold medal for Best Large Tourist Attraction; Partington Town Council won a Silver Medal for Best Small Town; and Timperley a Silver Gilt Medal for Best Large Town.

Royal Horticultural Society Certificates of Distinction were awarded to Broomwood Community Wellbeing Centre which was classed as thriving; Secret Garden, Altrincham, classed as outstanding; Friends of Denzell Gardens and the Devisdale, Altrincham, outstanding; and Friends of John Leigh Park Altrincham, outstanding

The Mayor also presented the Mayor of Trafford's Trophy to Bidston Village Green.

(b) Scrutiny Committee Update

Councillor Michael Young, Chairman of Scrutiny Committee advised the Council that Budget Scrutiny Working Group sessions would be held on 6 and 7 December 2016 and that both the Task and Finish Groups for Amey and EHCP had met and were progressing with the aim of presenting their work in March 2017. Additionally, the Committee was in the process of recruiting 2 parent governor representatives, since the positions become vacant as the representatives children leave school.

(c) Health Scrutiny Committee Update

Councillor Harding, Chairman of Health Scrutiny Committee informed the Council on the following developments.

The Urgent Care Centre at Trafford General had moved ahead of schedule from a consultant led model to a nurse and GP led model and the Joint Health Scrutiny Committee would continue to monitor the performance of the service going forward.

Trafford Health Scrutiny Committee had been identified as a key stakeholder by the Single Hospital Service programme team and would receive regular updates on the progress of the plan to streamline the services of the University Hospital of South Manchester NHS Foundation Trust (UHSM) and the Central Manchester University Hospital NHS Foundation Trust (CMFT).

Task and Finish Groups for Wellbeing of Secondary School Students and End of Life Pathways were gathering information and aimed to complete in March/April 2017.

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Following Brooks Bar Medical Centre's failed follow up inspection by the Care Quality Commission the practice had been closed. Instead of conducting a list dispersal, Trafford Clinical Commissioning Group would bring in new GPs to run the practice and protect services. The Health Scrutiny Chairman and Vice-Chairman would maintain regular contact and residents could contact them for an update.

### **37. QUESTIONS BY MEMBERS**

The Mayor reported that 5 questions had been submitted under Procedure Rule 10.2, however, a question from Councillor Freeman that concerned Education, Health and Care Plans was not permitted since the matter was currently under review by the Scrutiny Committee.

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

*In the budget 2016/2017, the proposal is to consult with schools on funding their school crossing patrol service. Would you confirm that two documents appear to make it very difficult for schools to actually pay for the crossing patrol service. Schools receive their money via the Dedicated Schools Grant. This references another document - The Schools and Early Years Finance (England) Regulations 2014. In this document, the government sets out the legal responsibility for schools to spend their budgets only on certain agreed ring-fenced matters. In Part 2 of the Law, Chapter 1, Pages 10 and 11, schools and local authorities are told exactly what this ring-fencing means. In addition, under the heading 'Exceptions' it states:*

*“A local authority's non-schools education budget or school budget must not include the following classes or descriptions of expenditure – “*

*there are two items and then the third point states the following:*

*“(c) expenditure for the purposes of section 26 of the Road Traffic Regulation Act 1984 (a) (arrangements for patrolling school crossings).”*

*Would you confirm this information is correct?*

Councillor Mrs. Evans, Executive Member for Transformation and Resources advised that the Council was actively seeking avenues of funding to support the retention of school crossing patrols across the Borough and dialogue had been opened with schools alongside businesses and community groups to seek a funding resolution. There were examples from across the country where schools had supported the retention of patrols and the Council was working in collaboration with Head Teachers to consider the options available within the framework of the regulations. Councillor Mrs. Evans hoped Members would support efforts to explore every possible avenue to retain the services rather than immediately move to disband them in their entirety.

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Councillor Baugh asked as a supplementary question whether the Executive Member would, as a matter of courtesy and at her earliest convenience, confirm to schools that it would be illegal for them to fund the school crossing patrol service. Councillor Mrs. Evans reaffirmed that the Council recognised the Dedicated Schools Grant framework and would continue to work to find a solution. The Executive Member also indicated that Councillor Baugh could invite Head Teachers to contact her with any concerns.

- (b) Councillor Mrs. Brophy asked the following question, the first of three for which she had given notice:

*Just last week residents in Trafford and across Greater Manchester were hit with extreme weather causing disruption to transport, risking family homes and potentially putting lives in danger. What measures have been put in place since these floods to ensure our residents are not put at risk again?*

Councillor John Reilly, Executive Member for Economic Growth, Environment and Infrastructure explained that he would respond in writing to Councillor Mrs. Brophy as the question was similar to one she had asked in January 2016 and that nothing material had changed since then. The Executive Member just added that last week's weather caused flooding on Carrington Road, Flixton but no properties were threatened. Working with the Environment Agency, One Trafford responded quickly to remove surface water from the carriageway demonstrating that response procedures were in place and clearly worked well.

As a supplementary question, Councillor Mrs. Brophy asked for an update on the measures being put in place as climate and weather conditions become more severe and sought an assurance that they were constantly reviewed. Councillor John Reilly confirmed that officers constantly work with the Environment to monitor and update procedures and suggested that should Councillor Mrs. Brophy require anything specific he would be happy to intervene.

- (c) Councillor Mrs. Brophy asked the following question, the second of three for which she had given notice:

*Homelessness is a crisis facing our local community today. What measures are being put in to place to ensure that homeless people in Trafford are being effectively helped?*

Councillor John Reilly, Executive Member for Economic Growth, Environment and Infrastructure explained that a similar question had been asked at the previous meeting on 6 September 2016 and referring Councillor Mrs. Brophy to the answer he had given then (Minute No. 30(a) refers), indicated he would be happy to address anything additional outside of the meeting.

Councillor Mrs. Brophy mentioned that she had become aware of an emergency facility run by volunteers with restricted operational hours that was under review and asked as a supplementary question what more was being done. The Executive Member repeated that he was happy to address anything additional and

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invited Councillor Mrs. Brophy to send him a list of questions and he would ensure that they were answered.

- (d) Councillor Mrs. Brophy asked the following question, the third of three for which she had given notice:

*What plans have been put in place to ensure that brownfield sites, derelict buildings and disused sites are built on first before dismantling Trafford's green spaces?*

Councillor Shaw, Deputy Executive Member for Economic Growth, Environment and Infrastructure advised that the Greater Manchester Spatial Framework (GMSF) identified the need for 227,000 homes over the next 20 years. Across Greater Manchester 70% and in Trafford 50% of the land supply to meet this need would come from sites within the existing urban area not green belt sites.

Greater Manchester was helping developers to kick start housing projects through the Greater Manchester Housing Fund. The £300 million fund was helping to free up land, regenerate housing and build new homes. To date over £97 million had been committed to build 1184 units at 9 sites across Greater Manchester. In addition, in 2016 the Greater Manchester authorities joined a government funded pilot scheme to develop a Brownfield Land Register.

As part of work to prepare the next version of the GMSF, officers would revisit urban sites to ensure that all possible brownfield sites had been identified and that the land was being used as effectively as possible.

Regarding the part of the question on derelict properties, the Council had worked with landowners in recent years to bring buildings back into use or redevelop derelict sites, an example being Cross Street, Sale. Similar work would continue at local level through planning briefs and the Local Plan. Additionally, the Greater Manchester Combined Authority (GMCA) had committed to review existing employment sites to ensure they were fit for purpose and where they were not, consideration would be given to the potential re-use of derelict or unused buildings for residential redevelopment to minimise the need to release green belt sites. As these sites were likely to be in the urban area they would be outside the scope for the allocation within the GMFS but instead would be taken through the Trafford Local Plan process. The Council would continue to consider the use of Compulsory Purchase Orders (CPOs), as required to enable regeneration and the GMCA had additional CPO powers, which would ultimately become the Mayor's, which would also be considered.

Reasoning that existing legislation favours larger brownfield sites, Councillor Mrs. Brophy asked as a supplementary question what the Council was doing to influence the government to encourage the use of smaller brownfield sites for house building. Councillor Shaw ensured Councillor Mrs. Brophy that he would provide a response in time.

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**38. GREATER MANCHESTER DEVOLUTION**

The Leader of the Council provided an oral update on the Orders presently progressing through Parliament and the work being undertaken to pave the way for various aspects of the Devolution Agreement.

The first order had been laid before Parliament and was expected to be debated in the next two weeks and the Greater Manchester Combined Authority was continuing to work with the Department for Communities and Local Government on the progression of the order.

The Leader advised that he would provide a further update on the second order that mainly deals with Mayoral Development Corporations and the transfer of the Greater Manchester waste function in 2018, alongside transport issues and data sharing, when information was available.

The Overview and Scrutiny Order had been finalised and was ready to be laid before Parliament, possibly that week. It was a generic order that applied to all combined authorities, not just Greater Manchester and included the arrangements for Audit Committees. Other items progressing included the election rules that would apply in 2017 and also the Finance Order that was needed to support the undertaking of the Combined Authority.

In relation to Employment and Skills, the Council would be asked in the next few months for Trafford to become to lead authority for co-financing employment and skills work until such point as this obligation could be moved from the Council to the Combined Authority.

Greater Manchester Spatial Framework discussions had been progressed, important work for not just Trafford but all of Greater Manchester. Also the Greater Manchester submission to the Autumn Statement had been responded to by the Government and the implications were being assessed. Most of the details in relation to the 'asks' that were submitted were expected from government departments over the next few weeks.

RESOLVED: That the update be noted.

**39. APPOINTMENT TO OUTSIDE BODIES**

RESOLVED: That Council notes that on 11 October 2016, under delegated authority, Councillor Mrs. Evans was appointed as the Council's representative on the Association of Greater Manchester Authorities Asylum Seekers Board for 2016/17.

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**40. APPOINTMENT OF CO-OPTED PARISH MEMBER TO STANDARDS COMMITTEE**

The Director of Legal and Democratic Services / Monitoring Officer submitted a report advising of the selection process undertaken to identify a replacement Co-opted Parish Member on Standards Committee and seeking Council approval for an appointment to be made.

RESOLVED: That Council endorses the appointment of Councillor Sid Neild of Carrington Parish Council as a Co-opted Parish Member of Standards Committee, with effect from 30 November 2016.

**41. OFFICE OF SURVEILLANCE COMMISSIONERS - OUTCOME OF INSPECTION 2016**

The Executive Member for Transformation and Resources submitted a report advising Members on the outcome of the inspection carried out by the Office of Surveillance Commissioners and setting out the recommendations and the proposed action for the Council to implement those recommendations. Reports had also been presented to the Accounts and Audit Committee on 29 September 2016 and the Executive on 31 October 2016.

RESOLVED: That the Council notes that the Commissioner's recommendations have been accepted and that the following steps have been taken to implement the recommendations/learning points:

- a) an officer debrief of the lessons learned as a consequence of the inspection has taken place.
- b) amendments made to the main policy document Guidance on the Use of Surveillance, as set out in the report.
- c) process now agreed with external agencies (GMP) in relation to authorisations for directed surveillance. Follow up checks to be carried out from time to time.
- d) periodic refresher training for authorising officers, applicants and enforcement officers will be arranged.

**42. MOTION SUBMITTED BY THE LABOUR GROUP - DOMESTIC ABUSE**

(Note: The Mayor, in her capacity as a Trustee of Trafford Domestic Abuse Services and through her marriage to the Interim Mayor and Police Commissioner for Greater Manchester, declared a personal interest in this item and remained in the Chair during its consideration.)

It was moved and seconded that:

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“The Interim Mayor of Greater Manchester Tony Lloyd last month launched a new campaign to raise awareness of domestic abuse in Greater Manchester, entitled Sitting Right With You. As councillors we were all notified of this directly and we know this Council responded with a press release. This Council recognises the importance of raising awareness of domestic abuse and pledges to ensure it will be recognised as a priority for all councillors, as many residents in our borough will experience abuse and we need to support and help them in any way possible.

Domestic abuse affects 1 in 3 women and 1 in 6 men nationally and Council therefore formally agrees to sign up to this campaign and to do our utmost to raise awareness and challenge stigma by getting the message out that domestic abuse is more common than people generally think, whilst ensuring that our residents know where and how to access help.”

Following a debate on the matter, the Motion was agreed with the unanimous consent of the Council.

RESOLVED: That the Interim Mayor of Greater Manchester Tony Lloyd last month launched a new campaign to raise awareness of domestic abuse in Greater Manchester, entitled Sitting Right With You. As councillors we were all notified of this directly and we know this Council responded with a press release. This Council recognises the importance of raising awareness of domestic abuse and pledges to ensure it will be recognised as a priority for all councillors, as many residents in our borough will experience abuse and we need to support and help them in any way possible.

Domestic abuse affects 1 in 3 women and 1 in 6 men nationally and Council therefore formally agrees to sign up to this campaign and to do our utmost to raise awareness and challenge stigma by getting the message out that domestic abuse is more common than people generally think, whilst ensuring that our residents know where and how to access help.

#### **43. MOTION SUBMITTED BY THE LABOUR GROUP - PHARMACIES**

It was moved and seconded that:

“Trafford Council recognises and values local pharmacies as a vital primary care health service and as an integral part of the fabric of local communities throughout our borough.

Council notes that:

- Pharmacies in Trafford offer a range of services such as dispensing prescriptions, disposal of unwanted medicines and supporting self-care
- Pharmacies play an important role in promoting wellbeing such as healthy eating, smoking cessation, exercise, flu vaccination, sexual health and more
- Advice and support services are also available to care homes

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Trafford Council is greatly concerned about Government imposed threats to pharmacies as a result of cuts in the budget of £170 million nationally from October 2016. This is a 6% cut in cash terms but could mean a cut of 12% during the financial year which may potentially close up to a quarter of pharmacies with an increased focus on warehousing dispensary and online services. Service cuts in pharmacies put more residents at risk as well as putting pressure on GPs and on hospital services and therefore increasing NHS costs. A fully funded community pharmacy service is cost effective and is in the interest of patients and carers.

Trafford Council agrees to write to the Secretary of State for Health, NHS England and our local Clinical Commissioning Group detailing our concerns and demanding an immediate reversal of this funding cut.”

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

#### **44. MOTION SUBMITTED BY THE LABOUR GROUP - SKY LANTERNS**

It was moved and seconded that:

“The Council recognises the hazards caused by Sky Lanterns (also known as Chinese Lanterns).

Sky Lanterns have given rise to a number of serious concerns including:

- The risk to human life.
- Risk to pets, livestock, birds, wildlife and marine life.
- Fire and damage to property and vehicles.
- The impact on the environment, including littering.

Sky Lanterns have been responsible for the fire at the Smethwick Recycling Plant in June 2013, which resulted in damage totalling around £6 million. They have been responsible for 62 fires within Greater Manchester.

Deaths and injury has been inflicted on livestock, birds, wildlife and marine life mainly through ingestion and entrapment caused by the lanterns wire frame. The RSPCA, Fire and Rescue Authorities, Farmers and Vets have all warned of the dangers of Sky Lanterns. They have also been banned in several other Countries including Australia, Spain and Germany.

This Council therefore resolves to ban the sale and use of Sky Lanterns on any of its property or premises.

In addition the Council calls on Government to introduce legislation to ban the sale and use of Sky Lanterns in the UK.”

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

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RESOLVED: That the Council recognises the hazards caused by Sky Lanterns (also known as Chinese Lanterns).

Sky Lanterns have given rise to a number of serious concerns including:

- The risk to human life.
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This Council therefore resolves to ban the sale and use of Sky Lanterns on any of its property or premises.

In addition the Council calls on Government to introduce legislation to ban the sale and use of Sky Lanterns in the UK.

**45. MOTION SUBMITTED BY THE LABOUR GROUP - BUS SERVICES BILL**

RESOLVED: That the Motion set out at 8 (d) on the Summons be withdrawn.

**46. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - TRAFFORD PARK METROLINK**

(Note: Councillor Cordingley declared a personal interest in this item, being the Council's appointed representative on the Transport for Greater Manchester Committee and remained in the meeting during its consideration.)

It was moved and seconded that:

“The Council welcomes the recent confirmation that the Secretary of State for Transport has given final approval to enable construction to commence on the Trafford Park Metrolink Line.

This has been a long standing commitment of Trafford Council and demonstrates how Greater Manchester devolution and planned development can secure significant investment in major transport infrastructure.

The Council looks forward with anticipation to completion of the scheme and resolves to continue to work closely with Transport for Greater Manchester and contractors to ensure the successful delivery of the scheme.”

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

RESOLVED: That the Council welcomes the recent confirmation that the Secretary of State for Transport has given final approval to enable construction to commence on the Trafford Park Metrolink Line.

This has been a long standing commitment of Trafford Council and demonstrates how Greater Manchester devolution and planned development can secure significant investment in major transport infrastructure.

The Council looks forward with anticipation to completion of the scheme and resolves to continue to work closely with Transport for Greater Manchester and contractors to ensure the successful delivery of the scheme.

**47. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - APPRENTICESHIPS**

It was moved and seconded that:

“The Council welcomes the introduction of the apprenticeship levy as a means of increasing business productivity and profitability whilst simultaneously increasing the supply and quality of apprenticeship training for our population including higher and degree level apprenticeships.

The Economic Growth team have been working directly with Trafford businesses (both levy paying and not) to ensure the potential benefits are realised to help support and strengthen our local economy and improve skills of the existing workforce.

The levy is an important component to secure future training of our apprentices and enhance the broad educational offer that our residents enjoy and the Council pledges to continue to support employers, schools and residents through the introduction of the levy next year.”

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

RESOLVED: That the Council welcomes the introduction of the apprenticeship levy as a means of increasing business productivity and profitability whilst simultaneously increasing the supply and quality of apprenticeship training for our population including higher and degree level apprenticeships.

The Economic Growth team have been working directly with Trafford businesses (both levy paying and not) to ensure the potential benefits are realised to help support and strengthen our local economy and improve skills of the existing workforce.

**Meeting of the Council  
30 November 2016**

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The levy is an important component to secure future training of our apprentices and enhance the broad educational offer that our residents enjoy and the Council pledges to continue to support employers, schools and residents through the introduction of the levy next year.

The meeting commenced at 7.06 pm and finished at 8.48 pm

## TRAFFORD BOROUGH COUNCIL

### EXTRAORDINARY MEETING OF THE COUNCIL

21 DECEMBER 2016

#### PRESENT

The Worshipful the Mayor (Councillor Mrs. Judith Ann Lloyd), in the Chair.

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

#### In attendance

Deputy Chief Executive and Corporate Director Economic Growth, Environment and Infrastructure	Mrs. H. Jones
Corporate Director Transformation and Resources	Ms. J. Hyde
Director of Legal and Democratic Services	Ms. J. Le Fevre
Chief Finance Officer	Ms. N. Bishop
Head of Governance	Mr. P. Forrester
Interim Senior Solicitor	Ms. D. Adcock
Interim Public Relations Manager	Mr. M. McAdam
Senior Democratic and Scrutiny Officer	Mr. I. Cockill

#### APOLOGIES

Apologies for absence were received from Councillors Mrs. J.E. Brophy, L. Dagnall, E. Malik, A. Mitchell, K. Procter, J.R. Reilly, L. Walsh and Mrs. V. Ward.

**Extraordinary Meeting of the Council  
21 December 2016**

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**48. GREATER MANCHESTER SPATIAL FRAMEWORK - PROPOSALS FOR FLIXTON**

It was moved and seconded that:

“This Council notes the initial proposals set out in the draft Greater Manchester Spatial Framework detailing plans for extensive housebuilding in Trafford over the next 20 years, and in particular the provision of land currently identified as greenbelt in Flixton which has been earmarked for the building of 750 homes. Council also notes that these proposals would remove Flixton playing fields and the area around Flixton House from the greenbelt, weakening the protection from development currently afforded to this land. Council recognises the legitimate concerns voiced by a multitude of Flixton residents at public consultation events and on social media which have made clear the strength of feeling locally.

In light of the above and the strong view of the local community this motion calls upon all councillors to submit an individual response to the Greater Manchester Spatial Framework consultation before the deadline of 16 January 2017, setting out full opposition to the Flixton proposals and highlighting the concerns of residents about the impact on traffic, local infrastructure and quality of life should 750 homes be built on what is presently greenbelt land at William Wroe golf course.”

It was moved and seconded as an amendment that:

“This Council notes the initial proposals outlined in the draft Greater Manchester Spatial Framework, presently being consulted upon, detailing plans for extensive housebuilding in Trafford over the next 20 years and in particular the provision of land currently identified as greenbelt in Flixton which has been earmarked for the building of up to 750 homes.

Council notes that these proposals would provide ongoing open spaces designation for Flixton House, the playing fields and park ensuring continued protection from development.

Council recognises the legitimate concerns voiced by a number of Flixton residents at public consultation events and on social media which have made clear the strength of feeling locally, including the need for planned infrastructure improvements including public transport, roads, new school places and air quality.

In light of the above and the view of the local community this motion calls upon members to submit an individual response should they wish to the Greater Manchester Spatial Framework consultation before the deadline of 16 January 2017 highlighting the need to address points raised by residents about the impact on traffic, local infrastructure and quality of life should up to 750 homes be built on what is presently greenbelt land at William Wroe golf course.”

**Extraordinary Meeting of the Council  
21 December 2016**

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Following a debate on the matter and before the amendment was put to the vote a recorded vote was called for, in accordance with Procedure Rule 16.5, on the amendment and the subsequent substantive Motion. This resulted as follows:

Those in favour of the amendment: Councillors S.A. Anstee, S.K. Anstee, Dr. Barclay, Miss Blackburn, Boyes, Mrs. Bruer-Morris, Bunting, Butt, Cawdrey, Chilton, Cornes, Coupe, Mrs. Dixon, Mrs. Evans, N. Evans, Mrs. Haddad, Holden, Hopps, Hyman, Lally, Lamb, Myers, Mrs. Reilly, Rigby, Sharp, Shaw, Smith, Whetton, Williams, M. Young and Mrs. Young.

Those against the amendment: Councillors Acton, Adshead, Baugh, Bennett, Bowker, Brotherton, Carter, Cordingley, Duffield, Fishwick, Freeman, Gratrix, Harding, Hynes, Jarman, O'Sullivan, Ross, Stennett, Taylor, A. Western, D. Western and Wright.

With the result of the vote being 31 in favour and 22 against, with 0 abstentions, the amendment was declared carried.

Additional points of clarity were provided by the Leader of the Council and the Leader of the Main Opposition before the substantive Motion was put to the vote. The result of the vote on the substantive Motion was as follows:

Those in favour of the substantive Motion: Councillors S.A. Anstee, S.K. Anstee, Dr. Barclay, Miss Blackburn, Boyes, Mrs. Bruer-Morris, Bunting, Butt, Cawdrey, Chilton, Cornes, Coupe, Mrs. Dixon, Mrs. Evans, N. Evans, Mrs. Haddad, Holden, Hopps, Hyman, Lally, Lamb, Myers, Mrs. Reilly, Rigby, Sharp, Shaw, Smith, Whetton, Williams, M. Young and Mrs. Young.

Those against the substantive Motion: Councillors Acton, Adshead, Baugh, Bennett, Bowker, Brotherton, Carter, Cordingley, Duffield, Fishwick, Freeman, Gratrix, Harding, Hynes, Jarman, O'Sullivan, Ross, Stennett, Taylor, A. Western, D. Western and Wright.

With the result of the vote being 31 in favour and 22 against, with 0 abstentions, the substantive Motion was declared carried.

RESOLVED: That this Council notes the initial proposals outlined in the draft Greater Manchester Spatial Framework, presently being consulted upon, detailing plans for extensive housebuilding in Trafford over the next 20 years and in particular the provision of land currently identified as greenbelt in Flixton which has been earmarked for the building of up to 750 homes.

Council notes that these proposals would provide ongoing open spaces designation for Flixton House, the playing fields and park ensuring continued protection from development.

**Extraordinary Meeting of the Council  
21 December 2016**

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Council recognises the legitimate concerns voiced by a number of Flixton residents at public consultation events and on social media which have made clear the strength of feeling locally, including the need for planned infrastructure improvements including public transport, roads, new school places and air quality.

In light of the above and the view of the local community this motion calls upon members to submit an individual response should they wish to the Greater Manchester Spatial Framework consultation before the deadline of 16 January 2017 highlighting the need to address points raised by residents about the impact on traffic, local infrastructure and quality of life should up to 750 homes be built on what is presently greenbelt land at William Wroe golf course.”

**49. SEASONAL GREETINGS**

As it was the last Council Meeting of 2016, the Mayor wished everyone a very Merry Christmas and a Happy New Year.

The meeting commenced at 7.00 p.m. and finished at 8.52 p.m.

## TRAFFORD COUNCIL

**Report to:** Meeting of the Council  
**Date:** 25 January 2017  
**Report for:** Information  
**Report of:** Director of Legal and Democratic Services

### Report Title

#### MEMBERSHIP OF COMMITTEES

### Summary

To advise Council of membership changes on Committees and Sub-Committees The report also formally records that there has been a change to the political composition of the Council.

### Recommendation(s)

That Council notes:-

1. the changes made to the membership of Committees and Sub-Committees;
2. the current composition of the political groups on the Council, as set out in the report; and
3. that there will be no consequential change to the allocation of Committee places.

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

**Name:** Ian Cockill  
**Extension:** 1387

Background Papers: None.

## 1. MEMBERSHIP OF COMMITTEES

- 1.1 The Chief Executive has been advised that a Member of the Council is no longer a member of the Conservative Group of Councillors on Trafford Council. As a consequence of the revised Group make-up, the Conservative Group had 2 vacant Committee seats on Licencing Committee and Scrutiny Committee.
- 1.2 Furthermore, there was a vacancy on 2 of the Sub-Committees of Licensing Committee, namely, Public Protection Sub-Committee and Safety at Sports Grounds Sub-Committee and the Vice-Chairman of Safety at Sports Grounds Sub-Committee needed to be appointed. There were also a number of appointments to outside bodies to be amended.
- 1.3 The Chief Executive has since received notice of the following appointments to those vacant seats and outside bodies:-

Scrutiny Committee - Councillor Nathan Evans  
Public Protection Sub-Committee – Councillor Mrs. Haddad  
Safety at Sports Grounds Sub-Committee - Councillor Cawdrey (as Vice-Chairman)  
Licencing Committee – *no appointment at present*

Local Government Association General Assembly - Councillor Williams  
Manchester Metropolitan Pest Control Council - Councillor Shaw  
North West Cultural Consortium - Councillor Sean Anstee

- 1.4 In addition to the above changes, Council is also requested to note that Councillor Andrew Western replaced Councillor Walsh as a member of Health Scrutiny Committee on 19 December 2016.

## 2. POLITICAL COMPOSITION OF THE COUNCIL

- 2.1 The political make-up of the Council is currently:

- Conservative Group - 34 members
- Labour Group - 25 members
- Liberal Democrat Group - 3 members
- None - 1 member.

- 1.2 The regulations require that the composition of committees is in accordance with the political balance of the 63 members of the Council and that this is reviewed as a result of any changes to that balance. Having recalculated the proportions in line with the current position the new political make up has no significant effect on the total allocation of seats.
- 1.3 The existing allocations as shown in Appendix 1 remain consistent with the political proportions of the Council and there is therefore no requirement to change the political composition of committees.

## EXISTING COMMITTEE ENTITLEMENTS FOR THE MUNICIPAL YEAR 2016/17

Committee	No. of Members	Ex-officio Members	Co-opted Members	Proposed Places		
				CON	LAB	L/D
<u>Ordinary Committees</u>						
Accounts and Audit	7	-	-	4	3	0
Employment	7	-	-	4	3	0
Planning Development Control	13	-	-	7	5	1
Licensing *	15	-	-	8	7	0
Standards	11		5^^	6	4	1
Scrutiny	11	1#	5^	6	4	1
Health Scrutiny	11	1#	-	6	4	1
<b>POLITICALLY BALANCED PLACINGS</b> (excluding other Committees)	<b>75</b>			<b>41</b>	<b>30</b>	<b>4</b>
<u>Other Committee(s)</u>						
Health and Wellbeing Board**	2		7^^^	2	1	0
<b>OVERALL PLACINGS</b>	<b>77</b>			<b>43</b>	<b>30</b>	<b>4</b>

- \* Committees for which political balance rules may be disapplied
- \*\* Committee for which political balance rules do not apply
- # The Chairmen of both the Scrutiny Committee and the Health Scrutiny Committee shall be appointed as ex-officio non-voting members of the opposite scrutiny committee.
- ^ 2 Church and 3 Parent-Governor representatives
- ^^ 2 Parish representatives and 3 Independent members
- ^^^ Corporate Director of Children, Families and Wellbeing plus 14 External Partners

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## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 25 January 2017  
**Report for:** Decision  
**Report of:** Director of Legal and Democratic Services

### Report Title

**EXTENSION OF SIX MONTH ATTENDANCE RULE**

### Summary

To consider a waiver of the six month rule under the Local Government Act 1972 and to excuse the non-attendance of Councillor Louise Dagnall at Council meetings for a further period of 6 months having regard to the circumstances of her absence from meetings.

### Recommendation(s)

That Council agrees, having regard to the circumstances of the absence of Councillor Louise Dagnall from Council meetings, to waive the requirements of Section 85 of the Local Government Act 1972 and to approve an extension of the six month rule for Councillor Dagnall for a period of 6 months from the date of this meeting and expresses its best wishes to her for a speedy recovery.

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

**Name:** Ian Cockill  
**Extension:** 1387

**Background Papers:** None

## **1.0 Background**

- 1.1 Section 85 (1) of the Local Government Act 1972 states that “if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority.” Attendance can be at any committee or sub-committee, or any joint committee, joint board or other body where the functions of the Authority are discharged or who were appointed to advise the Authority on any matter relating to the discharge of their functions. This requirement can be waived and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six month period expiring.
- 1.2 Councillor Louise Dagnall represents the Broadheath ward and in addition to Council was a serving member of the Scrutiny Committee until September 2016. Due to illness and on-going recovery, Councillor Dagnall has been prevented from undertaking normal duties. Councillor Dagnall has not been able to attend any Council or Committee meetings since the Council Meeting on 27 July 2016.
- 1.3 A formal request has therefore been made for an extension to the six month rule to be approved on the grounds that Councillor Dagnall’s non-attendance throughout that period has been due to ill-health and ongoing recovery. Council can only consider such a request where approval is given in relation to the reasons for non-attendance before the end of the relevant six month period, which will be on 26 January 2017.
- 1.4 Should any councillor lose office, through failure to attend for the six month period, the disqualification cannot be overcome by the councillor subsequently resuming attendance nor can retrospective approval of the Council be sought for an extension in time. If the Council decided not to approve an extension and as Councillor Dagnall would be unable to attend another meeting, a casual vacancy would arise.
- 1.5 Under the circumstances, it is requested that Council approve an extension of the 6 month rule for Councillor Dagnall and that Council’s best wishes be conveyed to Councillor Dagnall for a speedy recovery. If minded to approve the request the extension of time will be effective for a 6 month period from the date of this meeting, to expire on 25 July 2017. This would not of course prevent Councillor Dagnall from returning to meetings at any time if her health improves sufficiently.

## TRAFFORD COUNCIL

**Report to:** Executive  
**Date:** 19 December 2016  
**Report for:** Decision  
**Report of:** Executive Member for Finance and Chief Finance Officer

### Report Title

**Council Tax Support Scheme for 2017/18 – Proposed Changes to align with national benefits**

### Summary

This report summarises the current Council Tax Support Scheme and the proposed changes which will align the assessment criteria of scheme to those of the national benefits and then to maintain this alignment for any further national welfare reform changes in the future.

This report also summarises the feedback from the consultation which has been undertaken on these changes.

### Recommendation(s)

That the Executive recommend to Council the proposed changes to the Council Tax Support scheme which will align the Council Tax Support scheme assessment criteria with those of the national benefits.

### 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 existing Council Tax Support scheme is already funded by the Council and the changes proposed will not increase the funding required.
Legal Implications:	The Council has to formally set its local CTS scheme before 31 January 2017, in order for the scheme to be formally adopted for 2017/18. This is in accordance with the Local Government Act 2012.
Equality/Diversity Implications	An equalities impact assessment has been completed and there are no groups negatively impacted from the changes.
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	Resources required to implement the proposed changes to the scheme can be absorbed within current staffing levels.
Risk Management Implications	None
Health & Wellbeing Implications	A public consultation including presence at partnership meetings has taken place to gather the views of individuals and organisations that support vulnerable groups. Protected groups remain within the scheme as does the maximum award of 100% (subject to a band D charge and non-dependant deductions)
Health and Safety Implications	None

## 1.0 Background

- 1.1 In April 2013, following the abolition of Council Tax Benefit (CTB) which was a national scheme funded by a central government grant, the Council implemented its new local Council Tax Support (CTS) Scheme. The funding for the scheme was 10% less than the cost of the national CTB scheme.
- 1.2 Pensioners were, and still are, protected by legislation in that although local authorities could make changes, pensioners could be no worse off than they were under the previous CTB scheme. Therefore the only local discretion regarding reductions in CTS is to working age claimants.
- 1.3 There are 13.7k Trafford residents in receipt of CTS and spend is £10.1m per annum. 48% of CTS claimants are pensioners and therefore are protected from any changes introduced that would make them worse off when compared to the CTB scheme. The CTS pensioner spend is £5.1m per annum and the CTS scheme for pensioners already aligns with national pensioner schemes.

1.4 Each year, the Council has to formally approve its CTS scheme for the following financial year before the 31 January. Any changes to the CTS scheme require public consultation. Trafford has made no changes to its CTS scheme (other than to increase amounts in line with national uprates) since its introduction in 2013.

1.5 In September 2016 the Executive approved a proposal to consult with the public on changes to the current CTS scheme, to bring it in line with national benefits now and in the future. The consultation ended on 7 November.

## **2.0 Trafford's CTS Scheme**

2.1 When compared to the schemes within GM, Trafford is amongst the few to award 100% CTS to out of work claimants (subject to Band D cap and less any non-dependant deductions).

2.2 The main differences between Trafford's CTS scheme and the previous CTB scheme are that under the new scheme:

- The maximum award payable is equivalent to a band D property charge.
- Child Benefit (for children aged 5 years or older) is treated as income.
- No backdating of awards.
- The rate at which benefit is withdrawn (known as the income taper) has increased from 20% to 30%.
- Deductions relating to adults in the property (non-dependents) increased by 20% and a new deduction was introduced for adults who receive benefit.
- The minimum level of award is set at £5 per week.
- No Second Adult Rebate provision

2.3 Protection was identified and implemented for the following groups:

- Protect claimants of pension age in line with the legislation
- Protect claimants and/or their partners who receive the middle or high rate of Disability Living Allowance for Care or Mobility from all the above changes except for abolishing Second Adult Rebate and abolishing discretionary backdating rules.
- Protect households who have a dependent child under 5 years old from including Child Benefit as income.
- Continue to apply our local discretion to disregard War Pensions and War Widows Pensions as income, when calculating awards of Council Tax Support.

2.4 Additions to the scheme to help those starting work were introduced:

- Eight week 'run on' of previous entitlement for the long term unemployed starting work. This is double the four week entitlement in the previous CTB scheme
- Child care disregard costs increased by 10% where parents are working and children are in approved childcare

2.5 To help with the transition from CTB to CTS, the Council agreed that a discretionary fund should be set up to help residents on a case by case basis. This supports and aligns to the discretionary fund in place for help towards housing costs, namely the Discretionary Housing Payments fund.

### **3.0 Drivers for change**

3.1 Although the CTS scheme has worked as originally intended, it is no longer in line with other working age national benefits, including Housing Benefit (HB) which is administered alongside CTS on the same software system.

3.2 A variety of working age welfare reform changes have been implemented since April 2013 and this trend is intended to continue, in particular with increasing numbers of claimants now receiving Universal Credit (UC).

3.3 Currently, working age Trafford residents increasingly find themselves applying for support and getting their personal circumstances and income assessed differently, quite often this can be by the same Council officer. Explaining this to claimants, quite a high proportion of who are vulnerable is difficult and often leads to confusion.

3.4 Similarly, it adds an administrative burden to the Council to operate differing schemes.

3.5 Fundamentally, it is proposed that the current CTS scheme remains largely the same, with out of work claimants receiving maximum support (up to a band D) and protection still in place for the most vulnerable groups as described in 2.2 above. In addition, the Council intends to retain the extra support it put in place for workers as detailed in 2.3.

3.6 The changes the Council do propose is to align the scheme to bring it up to date with the changes that have occurred with national working age benefits already and then keep it in line with future changes as and when national legislation is implemented, subject to any scheme consultation requirements. Examples of the changes to date include those listed below:

- The introduction of UC in Trafford. The treatment of UC income is not explicitly defined in the CTS scheme;
- Capping the support available for new claimants with families, and for existing claimants with new children, to a maximum of 2 children;
- Removing the family premium allowance for new claimants with families;
- Applying a national minimum wage assumption to self-employed claimants who have been trading for more than 12 months and continue to declare no or little profit;

- Ensure residents who have no right to claim national benefits cannot claim CTS;
- 3.7 As most of the changes relate to new CTS claims, the Council is unable to accurately identify the number of affected claimants. However, based on expected numbers, looking at historical data, it is anticipated that approximately 10% of working age claimants (1100) will be affected in the first year of the scheme and this will rise over a 5 year period to approximately 13% (1700).
- 3.8 As national working age welfare reform changes tend to tighten the assessment criteria this will naturally mean that less CTS will be paid. The financial change is estimated to be a reduction of £160k (1.6% of total spend) in the first year, rising over a 5 year period to £320k (3.2% of total spend) - although that does not take into account any further unknown national benefit changes.
- 3.9 A copy of the wording of the intended changes is attached as Appendix B. A copy of the current scheme can be accessed from the council's website at <http://www.trafford.gov.uk/residents/benefits-and-council-tax/benefits/docs/council-tax-support-final-regs-2014-15.pdf>

#### **4.0 Public Consultation**

- 4.1 Although the proposed changes are minor, public consultation has taken place as required by law. A small proportion of existing claimants and new claimants will be worse off under the new scheme.
- 4.2 The consultation lasted for 6 weeks between 26 September and 7 November 2016. An online survey was created which enabled all information and views to be collated. A press release was issued advising the public of the proposed changes and how they could respond. The information has also been made available to all staff via the intranet.
- 4.3 In addition, Exchequer Services staff also attended partnership meetings and spoke to over 25 partnership groups across the borough. External partners were sent direct emails inviting them to respond. Partners included Citizens Advice Trafford, Age UK Trafford, Housing Associations, Trafford Centre for Independent Living and others.
- 4.4 The response to the survey was low, with only 59 responses recorded. 94% completed it on their own behalf with the remaining 6% completing it on behalf of an organisation or group. When asked about the individual proposed changes, with the exception of the family premium, the majority answered in favour of each of the changes proposed. It was an equal split in relation to the family premium. A summary of the responses can be found in Appendix A.
- 4.5 At the partnership meetings, the feedback tended to relate to individual circumstances rather than the scheme as a whole.

4.6 Throughout the consultation the main point of disagreement with the new scheme was the protection afforded to pensioners. However, changes in this area are largely prevented by national legislation

### **Other Options**

The Council could decide not to change the scheme for 17/18. However, this would mean the continuation of a local scheme that is no longer fit for purpose and is increasingly difficult to understand and administer.

### **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 changes are to modify the existing scheme by adopting changes that align the local scheme with national benefit regulations whilst still retaining a more favourable approach within the scheme to those who are out of work when compared to the schemes within GM (subject to a Band D cap and less any non-dependant deductions)

**Key Decision:** Yes

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

**Finance Officer Clearance** NB

**Legal Officer Clearance** mrj

**CORPORATE DIRECTOR'S SIGNATURE**



To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

## **Appendix A – Public Consultation Survey Results**

**Q1 Are you responding on your own behalf or on behalf of an organisation or group?**

Answer Choices	Responses	
Own behalf	94.92%	56
Behalf of an organisation or group	5.08%	3
<b>Total</b>		<b>59</b>

**Q2 What is your name, your position in the organisation/group, and the name and address of the organisation/group on whose behalf you are submitting this response? The name and details of your organisation or group may appear in the final report.**

**Answered: 2 Skipped: 57**

**Q3 Removal of family premium the family premium is part of how we assess the 'needs' of any applicant. Family premium is normally awarded in addition to other premiums when there is at least one dependent child residing in the house. Removing the family premium will mean a family would have less premiums. From May 2016 Central Government removed the family premium for new claims for HB. Do you agree with this change to the scheme?**

Answer Choices	Responses	
Yes	43.40%	23
No	43.40%	23
Unsure	13.21%	7
<b>Total</b>		<b>53</b>

**Q4 Limit the number of dependent children within the calculation for CTS to a maximum of two. Within the current scheme, customers who have children are awarded a dependant's addition per child within their applicable amount and there is no limit to the dependant additions that can be awarded. From April 2017 Central Government will be limiting dependant's additions to some other benefits, including HB, to a maximum of two. Do you agree with this proposed change to the scheme?**

Answer Choices	Responses	
Yes	56.60%	30
No	39.62%	21
Unsure	3.77%	2
<b>Total</b>		<b>53</b>

**Q5 The Council proposes that where UC is the only income then maximum CTS is awarded subject to existing reductions within the present scheme. Do you agree with this proposed change to the scheme?**

Answer Choices	Responses	
Yes	71.74%	33
No	8.70%	4
Unsure	19.57%	9
<b>Total</b>		<b>46</b>

**Q6 The Council proposes that where those in receipt of UC and other income, such as wages etc., then the award of CTS is calculated using the total income. Do you agree with this proposed change to the scheme?**

Answer Choices	Responses	
Yes	80.43%	37
No	10.87%	5
Unsure	8.70%	4
<b>Total</b>		<b>46</b>

**Q7 The Council proposes that where those in receipt of UC receive either the Housing and/or Child care element of UC then these elements are disregarded when calculating CTS. Do you agree with this proposed change to the scheme?**

Answer Choices	Responses	
Yes	71.74%	33
No	15.22%	7
Unsure	13.04%	6
<b>Total</b>		<b>46</b>

**Q8 In order to align CTS with UC, the Council is considering an option to use a minimum level of income for those who are self-employed. This would be in line with the National Living Wage (or National Minimum wage if you are under 25) for the hours worked per week. Any income above this amount would be based on the actual amount earned. This would not apply until after one year from the start of the business. Do you agree with the proposal to set income for self-employed earners with a minimum earned income for their claim?**

Answer Choices	Responses	
Yes	67.39%	31
No	15.22%	7
Unsure	17.39%	8
<b>Total</b>		<b>46</b>

**Q9 The period for which a person can be temporarily absent from home and still receive CTS is currently 13 weeks. To align with HB it is proposed to reduce this time limit to 4 weeks. Do you agree with this change to the temporary absence rule?**

Answer Choices	Responses	
Yes	73.91%	34
No	15.22%	7
Unsure	10.87%	5
<b>Total</b>		<b>46</b>

**Q10 The Council proposes that those who are not entitled to claim other national welfare benefits including HB should not be able to claim CTS. Do you agree with this change?**

Answer Choices	Responses	
Yes	54.35%	25
No	26.09%	12
Unsure	19.57%	9
<b>Total</b>		<b>46</b>

**Q11 The Council proposes that the CTS scheme is aligned to and updated as and when required to keep in line with national welfare reform changes For example the Council proposes to be able to amend the CTS scheme to take into account changes like those relating to the family premium and limiting dependents allowance to two children as detailed above without further public consultation. Do you agree with this change?**

Answer Choices	Responses	
Yes	52.17%	24
No	34.78%	16
Unsure	13.04%	6
<b>Total</b>		<b>46</b>

**Q12 The scheme presently allows an eight week “run on” of previous entitlement for the long term unemployed starting work, double the entitlement awarded within the HB scheme, and higher child care costs are also disregarded. Do you agree the extra support for new workers should remain?**

Answer Choices	Responses	
Yes	73.81%	31
No	21.43%	9
Unsure	4.76%	2
<b>Total</b>		<b>42</b>

**Q13 Do you agree protection from reductions in CTS should remain in place for those where the claimant or partner receive the middle or higher rate of Disability Living Allowance for Care or Mobility (or Personal Independence Payments equivalent)?**

Answer Choices	Responses	
Yes	73.81%	31
No	19.05%	8
Unsure	7.14%	3
<b>Total</b>		<b>42</b>

**Q14 Do you understand how the proposed changes may affect how your CTS is calculated?**

Answer Choices	Responses	
Yes	64.29%	27
No	11.90%	5
Unsure	23.81%	10
<b>Total</b>		<b>42</b>

**Q15 Do you believe the proposed changes would simplify the application process when applying for support and understanding your entitlement?**

Answer Choices	Responses	
Yes	57.14%	24
No	33.33%	14
Unsure	9.52%	4
<b>Total</b>		<b>42</b>

**Q16 Do you agree with all the proposed changes to the scheme?**

Answer Choices	Responses	
Yes	33.33%	14
No	52.38%	22
Unsure	14.29%	6
<b>Total</b>		<b>42</b>

**Q17 Please use this space to make any other comments on this scheme.**

- The changes to the scheme clearly target the vulnerable, low income earners and those in receipt of state benefits.
- anyone in receipt of a sickness benefit e.g. ESA, PIP should automatically get a reduction in CT
- I think that the vast majority of the proposed changes disadvantage those who struggle the most in our society who should be supported the most.
- I receive a discount because I am a FT student- would this cease? I know it is a Central Gov rule I think the Pensioner Projected for "richer" pensioners needs to end. We should take a hit of Welfare Reform fairly. The Welfare Reforms have hit the same groups again and again, single parents and low income families who do work.
- Maximum number of children should be raised to 3 instead of 2. CTS run on should be reduced to around 6 weeks to ensure first wage slip is received before entitlement reduces
- I believe that some of the changes, such as the reduction in family premium and restriction on number of child premiums should be time restricted. e.g. enforced only after the claimant has been claiming more than 12 months as this will then not penalise those people who find themselves requiring to claim for only short periods

**Q18 Please use the space below if you would like the Council to consider any other options (please state).**

- Increasing the council tax of those in larger, more expensive homes.
- Anyone in receipt of a benefit for illness e.g. ESA, PIP, should automatically get a reduction or exemption from Council Tax.
- Students get discount, also can't see anything about sole adults discount being retained.

- i only think that the claimant or partner on DLA should be included. not other household members
- include reductions from pensioners CTS

**Q19 If you have any further comments or questions to make regarding the Council Tax Support scheme that you haven't had the opportunity to raise elsewhere please use the space below.**

No comments

**Q20 Are you, or someone in your household, getting Council Tax Support at this time?**

Answer Choices	Responses	
Yes	9.52%	4
No	85.71%	36
Unsure	4.76%	2
<b>Total</b>		<b>42</b>

**Q21 what is your sex?**

Answer Choices	Responses	
Male	28.57%	12
Female	57.14%	24
Prefer not to say	14.29%	6
<b>Total</b>		<b>42</b>

**Q22 what is your age?**

Answer Choices	Responses	
16-18	0.00%	0
19-24	2.38%	1
25-39	23.81%	10
40-60	57.14%	24
Over 60	7.14%	3
Prefer not to say	9.52%	4
<b>Total</b>		<b>42</b>

**Q23 Do you consider yourself to be disabled?**

Answer Choices	Responses	
Yes	9.52%	4
No	73.81%	31
Prefer not to say	16.67%	7
<b>Total</b>		<b>42</b>

**Q24 what is you ethnic group**

Answer Choices	Responses	
White British	78.57%	33
White Irish	0.00%	0
Other white background	0.00%	0
White & black Caribbean	0.00%	0
White & black African	0.00%	0
White & Asian	0.00%	0
White and other background	0.00%	0
Asian or Asian British Indian	0.00%	0
Asian or Asian British Pakistani	0.00%	0
Asian or Asian British Bangladeshi	0.00%	0
Other Asian background	0.00%	0
Black or black British Caribbean	0.00%	0
Black or black British African	0.00%	0
Other Black background	0.00%	0
Chinese	0.00%	0
Any other background	0.00%	0
Gypsy Traveller	0.00%	0
Arab	0.00%	0
Prefer not to say	21.43%	9
<b>Total</b>		<b>42</b>

## **Appendix B – Proposed CTS Wording Changes**

The paragraphs proposed for change are listed below, the wording changes are underlined:

### **Clarification of protected persons**

protected categories means applicants or partners of applicants, or their family of the applicant or partner of the applicant within the meaning of regulation 6 of this scheme who receive the middle or high rate of disability living allowance for care or mobility or its subsequent equivalent personal independence payment

### **Temporary absence rule**

For those absences where the person is absent outside Great Britain then the allowable period of temporary absence shall generally be limited to 4 weeks and will be calculated in accordance with the same criteria within the Housing Benefit and State Pension Credit (Temporary Absence) (Amendment) Regulations 2016 (S.I. 2016/624). Where those regulations extend the allowable period of temporary absence beyond 4 weeks the extended period will apply.

### **Classes of person excluded from this scheme**

The classes of person described in paragraphs 21 to 23 are not entitled to a reduction under this scheme. In addition any person who is not entitled to claim other national welfare benefit nationally available in the United Kingdom shall not be entitled to a reduction under this scheme.

### **Updating applicable amounts to limit to two children/young person and family premium**

(b) an amount in respect of any child or young person who is a member of his family (determined in accordance with paragraph 2 of that Schedule) where he has been continuously entitled to a reduction under this scheme in respect of that child or young person on or before 31 March 2017 onwards; where he has not been or becomes not so entitled the total amount in respect of the children or young persons shall be limited to no more than two such amounts.

(c) if he is a member of a family of which at least one member is a child or young person, and he has been continually entitled to a reduction under this scheme on or before 31 March 2017 onwards, an amount determined in accordance with Part 2 of that Schedule (family premium);

### **Updating polygamous marriages applicable amounts to limit to two children/young person and family premium**

(c) an amount determined in accordance with paragraph 2 of that Schedule (applicable amounts) in respect of any child or young person, where he has been continually entitled to a reduction under this scheme in respect of that child or young person on or before 31 March 2017 onwards, for whom he or a partner of his is responsible and who is a member of the same household; where he has not been or becomes not so entitled the total amount in respect of the children or young persons shall be limited to no more than two such amounts.

(d) if he or another partner of the polygamous marriage is responsible for a child or young person who is a member of the same household, and he has been continually entitled to a reduction under this scheme on or before 31 March 2017 onwards, the amount specified in Part 2 of that Schedule (family premium);

### **Non-dependant deductions: pensioners and persons who are not pensioners**

(8) No deduction is to be made in respect of a non-dependant  
(c) is not residing with the claimant because he is a member of the armed forces away on operations

(9) In the application of sub-paragraph (2) [(2) In the case of a non-dependant aged 18 or over to whom sub-paragraph (1)(a) applies, where it is shown to the appropriate authority that his normal gross weekly income is]

there is to be disregarded from the non-dependant's weekly gross income—

(a) any attendance allowance, disability living allowance, Armed Forces independence payment or personal independence payment received by him;

### **Updating self employed earnings minimum income**

(3) Where an applicant's earnings have been calculated in accordance with sub paragraph (2) above and their earned income in respect of the period in question is less than the national living wage per hour worked then the national living wage will be assumed as income for that period for the number of hours worked.

### **Date on which change of circumstances is to take effect**

**105.**—(1) Except in cases where paragraph 59 (disregard of changes in tax, contributions, etc.) applies and subject to the following provisions of this paragraph and paragraph 105(a) and (in the case of applicants who are pensioners) paragraph 106, a change of circumstances which affects entitlement to, or the amount of, a reduction under this scheme (change of circumstances), takes effect from the first day of the reduction week following the date on which the change actually occurs.

### **105 (A) Effective date of beneficial changes of circumstances notified late, persons who are not pensioners**

105 (A) For the purposes of determining the date on which a superseding decision is to take effect, in a case where-

(a) the change of circumstances that is required by paragraph 113 of this scheme to be notified,

(b) that change of circumstances is notified more than one month after it occurs, or such longer period as may be allowed if there is good cause for late notification, up to a maximum of 13 months after the date the change occurred.

(c) the superseding decision is advantageous to the claimant  
the date of notification of the change of circumstances shall be treated as the date on which the change of circumstances occurred.

### **Making an application**

(8) For the avoidance of doubt where an applicant does not qualify for a reduction under this scheme on the entitlement date as defined in regulation 104 of this scheme, but a change of circumstances occurs which means that the applicant would now qualify for such a reduction, the applicant must make a new application to qualify for that reduction.

### **Information and evidence**

**111.**—(1) Subject to sub-paragraph (3), a person who makes an application for a reduction under this scheme must satisfy sub-paragraph (2) in relation both to himself and to any other person in respect of whom he is making the application.

(4) Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under this scheme has been awarded, must furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by the authority in order to determine that person's entitlement to, or continuing entitlement to

a reduction under this scheme and must do so within one calendar month of the authority requiring him to do so or such longer period as the authority may consider reasonable. Failure to comply with such a requirement will result in the termination of the entitlement to council tax reduction from:

(a) the date that the Authority requested the information.

(b) such earlier or later date as the authority considers appropriate having regard to the lack of information requested to satisfy itself of the person's continuing entitlement to a reduction under this scheme.

### **Decisions by authority**

**114 (1)** The authority must make a decision on an application for a reduction under this scheme within 14 days of paragraphs 108 and 111 and Part 1 of Schedule 1 being satisfied, or as soon as reasonably practicable thereafter.

**114 (2)** An original decision may be revised or further revised by the authority which made the decision, at any time by that authority, where that decision—

(a) arose from an official error; or

(b) was made in ignorance of, or was based upon a mistake as to, some material fact and as a result of that ignorance of or mistake as to that fact, the decision was more advantageous to the person affected than it would otherwise have been but for that ignorance or mistake.

### **Amendments to the Scheme**

**19.** The Authority may maintain this Scheme in line with changes to other national welfare benefits available in the United Kingdom subject to consultation requirements.

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**TRAFFORD COUNCIL**

**Report to:** Council  
**Date:** 25 January 2017  
**Report for:** Information  
**Report of:** Executive Member for Transformation and Resources

**Report Title**

**6-month Corporate Report on Health and Safety – 1 April to 30 September 2016**

**Summary**

1. To provide information on council wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the period 1 April to 30 September 2016

**Recommendation(s)**

1. That the report is noted.

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

Name: Richard Fontana Health & Safety Manager  
 Extension: 4919

Background Papers: None

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

Risk Management Implications	The total number of accidents to staff over the 6 months continues a second year trend of a lower number of accidents to those reported prior to 2015. Trafford Services and Schools audited achieved 'excellent' or 'good' scores for health and safety performance. This presents reduced levels of risk to the Council in terms of civil claims. The number of injuries reportable to the HSE (RIDDOR reportable) has also fallen to just one.
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 a proportionate and effective way reduces costs, improves productivity and that good health and safety is good business.

This report covers the 6 month period from 1 April to 30 September 2016. It provides an update on the key performance indicators 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 audits is to monitor statutory compliance and to identify areas of risk to the Council. They also support services and schools in identifying key areas for action and recognising good practice. HSU continues a targeted and risk-based rolling programme of 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 75% or there are significant issues identified. This process aims to drive continuous improvement in health and safety performance across the organisation.

### 2.1.1 Council Directorates

Two services received an audit during April-September 2016 and both achieved a 'good' score (between 75 and 90%). Exchequer Services (Transformation and Resources) achieved a score of 82% and Trafford Music Service (Children, Families and Wellbeing) received a score of 75%.

### 2.1.2 Schools

In April-September 2016, 37 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 78% and a maximum score of 100%.

### 2.1.3 Schools achieving 'excellent' compliance rates

47% of schools audited achieved an 'excellent score' (between 91-100% compliance), as listed below, including 9 of which were Trafford Community Schools. Kingsway Primary School achieved 100% for a 'Risk Assessment' audit.

<b>Schools</b>	Full Health and Safety Audit	6
	Premises Audit	2
	Risk Assessment Audit	3
	Science Audit	1
	Design and Technology Audit	1
	Fire Audit	4
	Play Area	1
<b>Total</b>		<b>18</b>

There was only one independent school that achieved a 'fair' score (between 50 and 74%) of 65%. All other schools, including Trafford Community Schools, received a 'good' score (between 75 and 90%). No school received a 'poor' score.

## 3. Accident Statistics

Accident statistics provide an important aspect of monitoring health and safety performance within an organisation in addition to other positive measures, such as the outcomes of audits undertaken or training delivered. They can help identify areas where risk needs to be managed more effectively.

Overall, the total number of accidents reported to the HSU involving staff has shown a decrease of 11% in the first 6 months of 2016, compared to the same period in 2015 (from 61-54 accidents). This continues a second year trend of a substantially lower number of accidents to those reported prior to 2015 as detailed in Table 1.

Although the Council process for reporting incidents is well established and reinforced by the HSU, an accurate picture of accident and incidents needs to be ensured. As such, HSU will again as part of the work programme for 2016-17, promote the accident reporting policy and process across the organisation, to ensure that appropriate reporting of incidents continues.

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

<b>Indicators – First 6 months Results</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Total number of accidents to employees (as reported to the HSU)	84	115	94	128	61	54
Number of employees	5800	5875	5958	5749	5506	5394
Overall rate of accidents to employees/100 employees	1.14	1.96	1.60	2.22	1.11	1.00

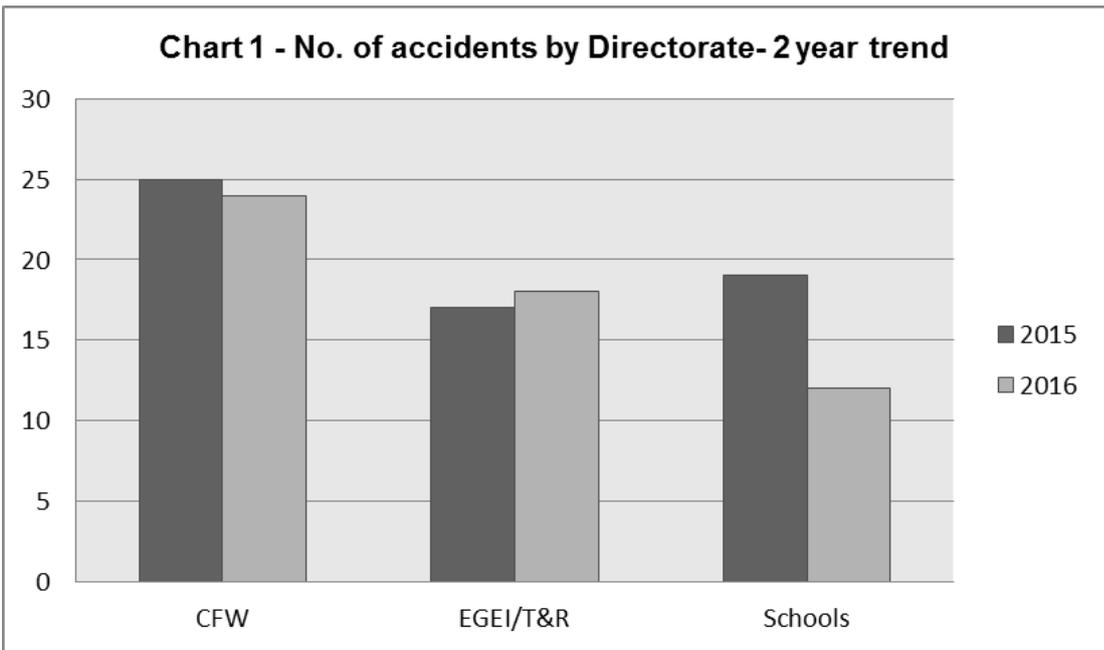
*Rate based on number of staff at 1 April at the start of each reporting period.*

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 2016. A summary of the findings is detailed below.

**3.1 Numbers of Accidents by Directorate**

Analysis of accident numbers for 2016 and 2015 within Economic Growth, Environment and Infrastructure (EGEI) and Transformation and Resources (T&R) does not provide an accurate comparison, due to the movement of a number of services between the directorates. However, accident numbers for both directorates combined is very similar to last year, with just a slight increase of 1 accident (from 17-18). Children, Families and Wellbeing (CFW) and schools have both seen a decrease in accidents as detailed below.

A higher proportion of incidents continue in particular service areas as would be expected due to the particular work activities undertaken. Chart 1 below, highlights the two year trend of accidents and combines T&R and EGEI for comparison purposes.



### **3.1.1 Children, Families and Wellbeing (CFW)**

The overall number of accidents reported in CFW, has remained at a similarly low level compared to 2015, with just a 4% reduction of one accident (from 25 to 24). Violence and aggression, including threats or physical assault from service users, continues to be the predominant accident type, accounting for 15 of those incidents reported.

Although the accident number has fallen, a lower employee headcount for 2016 increases rate of accidents in CFW slightly to 1.80 per hundred employees, compared to 1.64 in the same period of 2015.

### **3.1.2 Economic Growth Environment and Infrastructure (EGEI)**

EGEI has seen a substantial decrease in the number of reported accidents in services by 69% from 13-4. This is to be expected due to a number of services such as those under the Strategic Business Unit (including catering and cleaning) moving to T&R. These 4 incidents now relate to Regulatory Services and one incident involving Schools Crossing Service.

Again with changes in employee numbers in the directorate, the rate of reported accidents has still increased slightly to 1.96 per hundred employees compared to 1.17 per hundred employees for those services in the same period of 2015.

### **3.1.3 Transformation and Resources (T&R)**

The transfer of services to T&R as outlined above has resulted in an increase in the number of accidents from 4 to 14. This is in line with the reduction seen in T&R. Most of the incidents have occurred either within Catering Operations or Access Trafford. An audit of Catering and Cleaning services is being provisionally planned for the latter part of 2016-17.

The rate of reported accidents has increased as expected to 0.86 accidents per hundred employees, compared to 0.42 accidents per hundred employees in 2015.

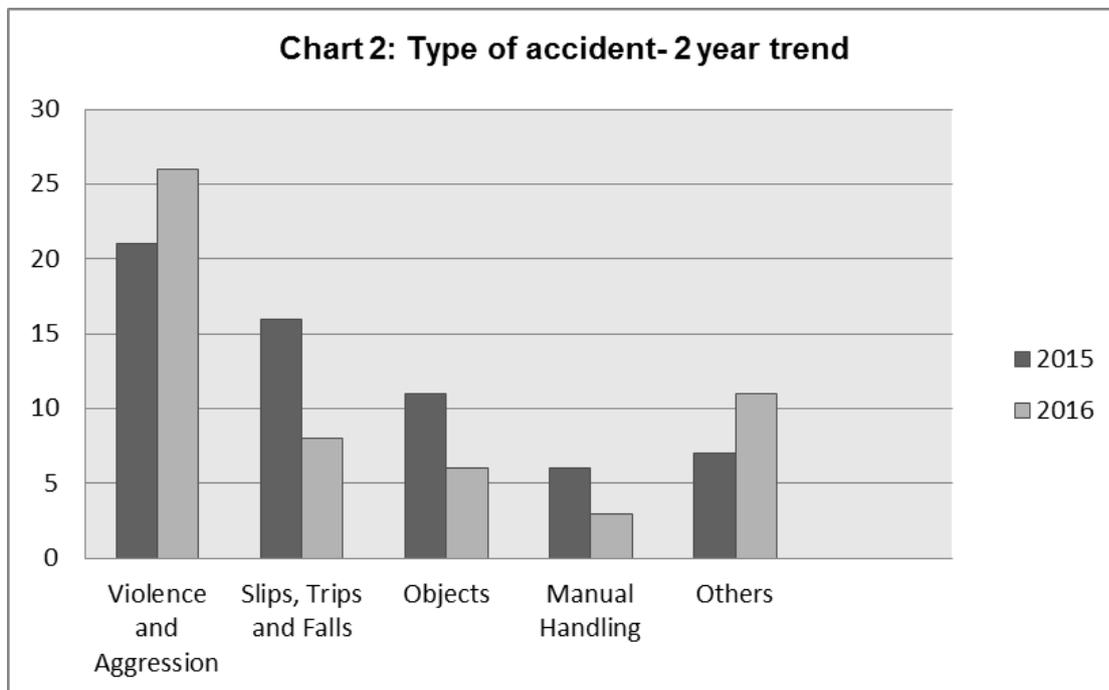
### **3.1.4 Maintained Schools**

The overall number of accidents reported to employees by maintained schools has decreased again this year by 37%, down from 19 to 12. The rate of reported accidents in schools is 0.54 per hundred employees, compared to 0.98 per hundred employees in 2015.

Schools will also be contacted to ensure the importance of accident and incident reporting is reiterated and an accurate statistical picture is obtained.

## **3.2 Types of Accidents**

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2015. 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, including threats of assault/intimidation and physical assaults continues to be the most reported incident type. There has been a 24% increase in such incidents (21 in 2015 to 26 in 2016).

Physical assaults have decreased slightly from 19 incidents to 17. These continue to be reported by services and schools dealing with adults or children displaying challenging behaviour including services in Integrated Health and Social Care, Education Health & Care Commissioning and Special Schools. Chart 3 gives a comparison of the numbers and location of the incidents in the first 6 months of 2015 and 2016.

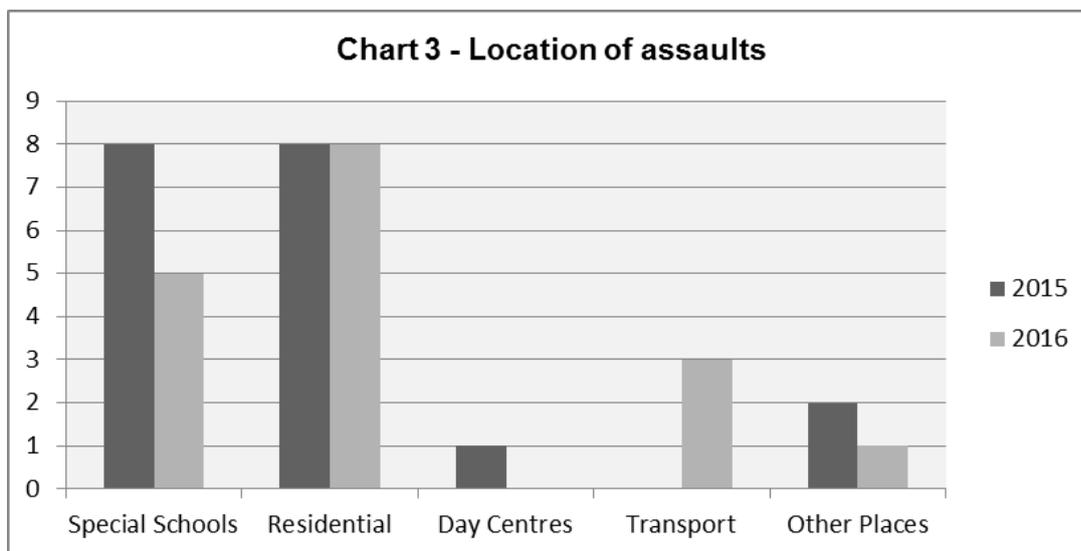
The majority of incidents (7) occurred within a particular supported living residential address involving 2 service users. Three incidents occurred with service users on transport through the Trafford Transport Coordination Unit (TTCU).

The remaining incidents all took place within Special Schools. However, there was a reduction in reports in 2016 with 5 incidents taking place compared to 8 in the same period last year.

In such cases, the assessment and communication of potential triggers for behaviour that can then provide effective strategies to manage and respond to potentially violent and aggressive incidents is key. Post event support and review of such incidents is also vital. HSU can support this process and a specific incident reporting form for violence and aggression (HS1C) is available for managers to report and review such incidents.

HSU also attend, where required, CFW staff safety meetings. These are to discuss particular service user cases with a risk of violence and aggression and advise on appropriate risk management strategies to ensure the safety of staff. HSU are also provisionally arranging an audit of Commissioned Services which will include management of such risks across the services.

There were no physical assault incidents within Council buildings, libraries or other schools.



### 3.2.2 Slips, Trips and Falls

The second common cause of accidents, slips, trips and falls has seen a 50% decrease in reported incidents from 16 last year to 8 in 2016. There were no particular trends and the incidents took place in variety of settings including 7 cases involving incidents on the same level and 1 accident involving a fall down a step on some stairs.

One incident required the only notification under RIDDOR involving a member of staff falling when leaning from their chair.

### 3.2.3 Objects

Objects remain the third common cause of accident, with 6 reported compared to 11 last year. Such incidents include 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

Only 1 incident was reportable to the HSE as previously detailed, under the Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR) compared to 4 last year. This is the lowest rate recorded as shown in Table 2 below and is well below the target rate for 2016:

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

Local performance indicator-	2011	2012	2013	2014	2015	2016
Total Number of reportable accidents	9	7	4	7	4	1
Target for rate of reportable accidents/100 employees	0.18	0.17	0.16	0.15	0.14	0.12
Actual rate of reportable accidents/100 employees	0.15	0.12	0.07	0.12	0.07	0.02

#### 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 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>	Work at Height Guidance for Schools	Completed
	Manual Handling Guidance – Objects	Completed
	Evacuation for Persons Requiring Assistance	Final Draft
	Trafford Town Hall Fire Evacuation Procedure	Final Draft
	Fire Safety Guidance for Schools	Final Draft
	Health and Safety - Selection and Monitoring of Contractors and Service Providers (in conjunction with STaR Procurement)	Progressing
	Gate Health and Safety Guidance for Schools	Progressing
<b>Schools health and safety SLA</b>	Development of a science audit for secondary schools	Completed
	Fire Safety Risk Assessment Documents	Completed
	Completion of programmed school SLA audits and training for School Year Sept 2015-Aug 2016.	Completed
	Programme of audits and support to schools under SLA for Sept 2016-Aug 2017	Progressing
<b>First aid</b>	Regular review of first aid provision across the Council	Progressing

#### 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 a private organisation. 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 2016**

<b>Course/Training</b>	<b>Number of Courses</b>	<b>Number Attended/Trained</b>
Fire Evacuation Chairs	-	14
Additional Fire Marshal training	-	14
First Aid at Work (1 day)	2	15
First Aid at Work Refresher (2 day)	2	12
First Aid at Work (3 day)	1	15
Health and Safety - Site Managers	1	8
Moving and Handling (Objects) – Site Managers	1	9
Moving and Handling Bespoke Course School	1	5
Moving and Handling (People) Transport	2	17
Moving and Handling (Adults) Update	4	24
Moving and Handling (Hoists) - School	1	2
Moving and Handling (Adults) - Private Provider	2	10
Moving and Handling (Objects) – Private Provider	1	5
Working at Height (Use of Ladders)	1	11
<b>Total</b>	<b>19</b>	<b>161</b>

General induction online training through the 'MeLearning' site has also been undertaken by 360 staff and 36 staff have completed the Health and Safety Induction for Health and Social Care.

## **6. Key Achievements and Added Value**

### **6.1 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 further corporate audits are currently being scheduled.

### **6.2 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.

### 6.3 Requests for Service

HSU responded to 74 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

### 6.4 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, including 3 specialist assessments 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.

### 6.5 Event Applications

The HSU has reviewed a total of 57 event applications for community events take place at numerous locations across Trafford.

### 6.6 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 three DSE assessments for employees who have complex health related issues.

<b>Service Area</b>	<b>Number of Moving and Handling Referrals (complex cases)</b>
CFW Adult Services	8
Schools	2
<b>TOTAL</b>	<b>10</b>

### 6.7 Fire Safety

In addition to the delivery of training and review of fire safety guidance and arrangements, the Health and Safety Advisor (Fire Lead) has conducted the following work within schools.

<b>Fire Safety Activity</b>	<b>Number</b>
Fire Safety Risk Assessments/Audits	19
Fire consultations in school new builds or premises alterations	4

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

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

## **8. Conclusion**

It is encouraging that rates of notified accidents have remained low for April-September 2016. However, to ensure that an accurate picture of incidents is maintained, the Health and Safety Unit will promote the accident reporting policy and procedure further to services and schools. HSU will continue with a comprehensive work programme of support across the organisation including the programme of audits, guidance and policy development and training arrangements.

Even with the current lower rate of incidents being reported, continuous improvement in health and safety compliance is still a key driver for the Service in ensuring the health, safety and welfare of staff and reduced risk from potential civil claims and enforcement action from regulators.

The Service will continue to engage fully with Members, Unions, Senior Management and the workforce through the communication arrangements in place within the Council.

## Corporate Accident Statistics April-September 2016

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

Directorate	Service Area	No of incidents
Children, Families and Wellbeing	Education, Health and Care Commissioning	8
	Integrated Health and Social Care	16
<b>Total CFW</b>		<b>24</b>
Economic Growth Environment and Infrastructure	Regulatory Services	3
	Trafford Transport Provision (Schools Crossing)	1
<b>Total EGEI</b>		<b>4</b>
Schools	Special Schools	7
	Community Schools	4
<b>Total Schools</b>		<b>11</b>
Transformation and Resources	Customer Services	5
	Finance	1
	ICT Services	1
	Procurement	1
	Strategic Business Unit (Catering and Cleaning Operations)	7
<b>Total T&amp;R</b>		<b>15</b>
<b>Grand Total</b>		<b>54</b>

## Appendix 2: Type of accident 2012- 2016

Accident Type	2012	2013	2014	2015	2016
<b>Occurrences of violence and aggression</b>					
Physical Assault	62	37	54	19	17
Assault, Threats or Intimidation	5	7	16	2	9
<b>Total Occurrences of violence and aggression</b>	<b>67</b>	<b>44</b>	<b>70</b>	<b>21</b>	<b>26</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>3</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	18	12	15	13	7
Fall down steps/stairs	1	4	2	3	1
Fall from height	0	1	3	0	0
<b>Total Slips, Trips and Falls</b>	<b>19</b>	<b>17</b>	<b>20</b>	<b>16</b>	<b>8</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	5	12	8	7	5
Striking against object	3	2	6	4	1
Contact with sharp object	2	4	4	0	0
Stepping/kneeling on object	0	1	0	0	0
<b>Total Objects</b>	<b>10</b>	<b>19</b>	<b>18</b>	<b>11</b>	<b>6</b>
<b>Others</b>					
Other kind of accident	1	3	2	1	3
Road Traffic Accident	4	1	4	1	1
Hit by a moving vehicle	0	0	0	0	1
Animal/Insect	2	1	3	1	2
Contact with hot surface/substance	4	1	1	3	1
Collision with a moving person	0	1	1	0	0
Trapped	0	0	0	1	1
Plant, machinery, tools or electricity	1	1	0	0	1
Contact with chemical agent	0	0	0	0	1
<b>Total Others</b>	<b>12</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>11</b>
<b>Overall Total</b>	<b>115</b>	<b>94</b>	<b>128</b>	<b>61</b>	<b>54</b>

### Appendix 3: Type of accident by Directorate April-September 2016

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	2	0	0	0	2
Assault threats or intimidation	3	1	4	1	9
Contact with a chemical agent	0	0	1	0	1
Fall down steps/stairs	0	0	1	0	1
Hit by a moving, flying or falling object	3	0	2	0	5
Hit by a moving vehicle	0	1	0	0	1
Hot surface/substance	0	0	1	0	1
Manual handling(lifting, moving, manoeuvring)	1	1	0	1	3
Other	0	1	2	0	3
Plant, machinery, tools	0	0	0	1	1
Physically assaulted by a person	12	0	0	5	17
Road traffic accident	1	0	0	0	1
Slipped, tripped or fell on same level	1	0	2	4	7
Striking against object	1	0	0	0	1
Trapped	0	0	1	0	1
<b>Totals</b>	<b>24</b>	<b>4</b>	<b>14</b>	<b>12</b>	<b>54</b>