

Public Document Pack



TRAFFORD COUNCIL

Tuesday, 18 July 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, 26 JULY 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:

- | | Pages |
|--|--------------|
| 1. Minutes | |
| To approve as a correct record the Minutes of the Annual Meeting of the Council held on 24 May 2017 for signature by the Mayor as Chairman. | 1 - 12 |
| 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 note the following change to the Membership of Committees, as agreed by the Chief Executive under delegated authority: | |
| Councillor Carter replaced Councillor Baugh as a substitute Member of Planning and Development Management Committee, with effect from 10 July 2017. | |

5. Capital Investment Fund

To consider a joint report of the Executive Member for Investment, Executive Member for Corporate Resources and the Chief Finance Officer which is expected to be referred to Council by the Executive on 24 July 2017. 13 - 22

(Note: A related report is to be considered later at this meeting following the exclusion of the press and public.)

6. Accounts and Audit Committee Annual Report to Council 2016/17

To note a report of the 2016/17 Chairman and Vice-Chairman of the Accounts and Audit Committee. 23 - 38

7. Annual Scrutiny Report 2016/17

To note a report of the 2016/17 Scrutiny Committee Chairmen. 39 - 42

8. Year End Corporate Report on Health and Safety - 1 April 2016 to 31 March 2017

To note a report of the Executive Member for Corporate Resources. 43 - 58

9. Motions

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

(a) Motion Submitted by the Labour Group - George H Carnall Leisure Centre

This Council notes the strength of feeling of many residents in the M41 area regarding the proposed closure of George H Carnall Leisure Centre in Davyhulme.

Council recognises that:

- Leisure centres are a vital tool in improving the health and wellbeing of residents
- George Carnall is a valued community facility in the Davyhulme area
- This Centre provides a wide range of services many of which are not routinely available at other leisure centres in Trafford
- Urmston Leisure Centre has limited physical scope for expansion on a compact and already well-used site
- Consultation to date has been extremely poor with many residents complaining of a lack of information and open dialogue with Trafford Leisure CIC

Council therefore makes clear its opposition to the proposed closure of George H Carnall Leisure Centre and undertakes to revisit this proposal with Trafford Leisure CIC, with a view to keeping the facility open.

(b) Motion Submitted by the Labour Group - Fire Safety (Grenfell Tower Tragedy)

The Council Notes:

- The terrible and avoidable loss of life in the Grenfell Tower Fire on 14th June 2017 – our thoughts are with the families and friends of those that died in the horrific fire. Our thoughts are also with the survivors who have been traumatised and left homeless as a result of this tragic event.
- We also note the understandable concerns about fire safety raised by residents in high rise tower blocks around the country. The Council believes that every resident, regardless of type of tenure, should, as a matter of right, feel safe and secure in their own home.

Council therefore calls on the Government:

- To abandon the “one in, two out” rule (introduced by the Coalition Government) for regulations.
- To set up a programme to have Sprinkler Systems fitted in all High Rise Flats in the Country (the case for sprinklers has been made; there haven’t been any fire deaths in buildings where sprinklers have been fitted).
- To ensure that in the future any cladding fitted to High Rise Flats should be of high quality Fire-Resistant Material approved by the Fire Service to a uniformed national standard.
- To ensure that the Fire Service should have overall responsibility for fire safety for High rise Flats, which includes the flats, corridors, public spaces, fire alarm, safety advice to tenants; and the Fire Service should provide Fire Safety Assurance for Residential High Rise Flats. All High Rise Blocks should be inspected by the Fire Service at least once every two years and inspected following a major refurbishment. (Fire Service are the experts, they are trusted and respected by the public and are public servants rather than private fire assessors who are out to make a profit).
- That New High Rise Flats should be regulated to ensure they are built to include all of the above, and in addition they should be built with at least two Stairwells within the building.
- Should urgently review the fire regulation Orders and fully fund the Fire Service to re-enable planning and building control applications to be reviewed by the Fire Safety Service on a risk-assessed basis.
- Will need to recognise that extra Government financial resources will need to be made available to Fire & Rescue Services to enable them to provide for the necessary workload that this will entail.

(c) Motion Submitted by the Labour Group - Trafford Pride

This Council welcomes the introduction of a Trafford Pride event, held for the first time as part of the Altrincham Festival this year. The celebration provided a fantastic opportunity to show support and solidarity with Trafford's LGBT community, and was well received by residents. Council places on record our thanks to the organisers of Trafford Pride and affirms our willingness to support this event so that it can grow and thrive in the future.

(d) Motion Submitted by the Conservative Group - Supporting Local Businesses in Trafford

This Council notes that since its inception in 2013 a total of £274,000 has been awarded from the Town Centre Loan Scheme (TCLS) to Trafford businesses across the borough. The funding has helped to support 28 new businesses, create 118 local jobs and has seen a total of £1.18 million leveraged as a result of the scheme.

Following the success of the TCLS, in April 2017 Council notes that the Executive approved a new, revised Town Centre Business Growth Programme to further reduce vacancy rates and stimulate business growth and jobs including expanding the range of activities covered by loan finance to marketing for new and existing businesses and training to help companies upskill their workforce.

The Council puts on record its support for these initiatives and commits to promoting them to the local business community.

(e) Motion Submitted with Cross-Party Support - Stretford Meadows

This Council is aware of proposals by a land owner to develop industrial units and warehousing on the area known as Stretford Meadows (the land that lies north of the M60 and south of Stretford and the B5213). In light of this proposal, Trafford Council reaffirms its commitment to Stretford Meadows as a green space which serves and is accessible to all of Trafford's communities. The Council will continue to implement strategies to enhance this area, Stretford and the wider Mersey Valley.

(f) Motion Submitted by the Labour Group - Remembering Srebrenica

This Council:

- Notes that 2017 is the twenty-second anniversary of the Srebrenica genocide in Bosnia and Herzegovina, which saw over 8,000 Muslim men and boys killed by Serbian nationalist forces.

Continued ...

- Notes that in 2009 the European Parliament passed a resolution that 11 July should be recognised as the day of commemoration of the Srebrenica genocide all over the EU; and in 2015 urged the development of educational and cultural programmes that promote an understanding of the causes of such atrocities and raise awareness about the need to nurture peace and to promote human rights and interreligious tolerance.
- Applauds the work of those involved in the pursuit of justice for the victims and their surviving relatives, including the International Commission of Missing People (ICMP) and the Mothers of Srebrenica, whose courage and humility in the face of unthinkable horror is an inspiration to us all.
- Commends the work of the charity, Remembering Srebrenica, in raising awareness of this tragic and preventable genocide and working in communities across Britain to help them learn the lessons of Srebrenica.

The Council resolves to:

- Offer support to Remembering Srebrenica delegates from Trafford who visited Bosnia on the 'Lessons from Srebrenica' education programme and have been working tirelessly in the community to raise awareness of the genocide and learn the lessons of Srebrenica.
- Support Srebrenica memorial events in July each year throughout Trafford as part of the UK-wide Remembering Srebrenica Memorial Week.
- Support the work of Remembering Srebrenica in communities across Trafford to learn the lessons from Srebrenica to tackle hatred and intolerance to help build a better, safer and more cohesive society for everyone.

(g) **Motion Submitted by the Conservative Group - United Utilities and Davyhulme Wastewater Treatment Works**

This Council is aware that many residents in Davyhulme, Flixton and Urmston have suffered increasing instances of unacceptable odours originating from Davyhulme Wastewater Treatment Works (Davyhulme WwTW). This issue, that blights the lives of so many people particularly in the summer months, must be effectively resolved as a matter of urgency and it is noted that in addition to officers from Trafford's Environmental Health Department, the Environment Agency has also visited the site.

Continued ...

Council notes that over £200 million is currently being invested at the site as a modernisation project, and over £20 million has already been invested in odour control at Davyhulme.

Whilst several thousand people have already been contacted by United Utilities, the information provided has been insufficient and further proactive detail must be provided in the future.

The current timescales are that the new systems should be commissioned by the end of this year, with full testing completed by mid-2018, which will allow for decommissioning of the old plant.

On behalf of residents Council expect United Utilities to adhere to these dates and will require additional contingency plans to be more effective in future.

10. Exclusion Resolution

Motion (Which may be amended as Members think fit):

“That the public be excluded from this meeting during consideration of the following item on the agenda, because of the likelihood of disclosure of “exempt information” which falls within a descriptive category of Schedule 12A of the Local Government Act 1972, as amended, as specified on the agenda item and report relating to the item.”

11. Capital Investment Fund - Part B Appendices

- *Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended*

To consider a joint report of the Executive Member for Investment, Executive Member for Corporate Resources and the Chief Finance Officer which is expected to be referred to Council by the Executive on 24 July 2017.

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(Note: A related report is to be considered earlier at this meeting, whilst the press and public are entitled to attend.)

Yours sincerely,



THERESA GRANT
Chief Executive

Membership of the Council

Councillors J. Coupe (Mayor), T. Ross (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, 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, J. Lloyd, E. Malik, A. Mitchell, P. Myers, D. O'Sullivan, K. Procter, J.R. Reilly, Mrs. J. Reilly, B. Rigby, 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

This Summons was issued on **Tuesday, 18 July 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.

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TRAFFORD BOROUGH COUNCIL

ANNUAL MEETING

24 MAY 2017

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	Mrs. J. Reilly
S. Adshead	Mrs. L. Evans	B. Rigby
S.B. Anstee	N. Evans	T. Ross
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	S. Taylor
R. Bowker	J. Harding	L. Walsh
C. Boyes	J. Holden	Mrs. V. Ward
Mrs. A. Bruer-Morris	D. Hopps	A. Western
Mrs. J.E. Brophy	D. Jarman	D. Western
B. Brotherton	P. Lally	M. Whetton
D. Bunting	J. Lamb	A.M. Whyte
D. Butt	E. Malik	A. Williams
K. Carter	A. Mitchell	J.A. Wright
M. Cawdrey	P. Myers	M. Young
R. Chilton	D. O'Sullivan	Mrs. P. Young
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 Children, Families and Wellbeing	Ms. J. Colbert
Corporate Director Transformation and Resources	Ms. J. Hyde
Director of Legal and Democratic Services	Ms. J. Le Fevre
Chief Finance Officer	Ms. N. Bishop
Interim Senior Solicitor	Ms. D. Adcock
Public Relations Manager	Mrs. K. Dooley
Head of Governance	Mr. P. Forrester
Senior Democratic and Scrutiny Officer	Mr. I. Cockill

APOLOGIES

Apologies for absence were received from Councillors J. Bennett, M. Cordingley, M. Hyman, C. Hynes and E.W. Stennett.

**Annual Meeting of the Council
24 May 2017**

1. MANCHESTER CITY CENTRE ATTACK

Referring to the shock and sadness of the explosive attack at the Manchester Arena on the Monday night, just 2 days earlier, the Mayor invited the Council to stand in remembrance of those, many of them so young, who had so tragically lost their lives or had been injured.

The Mayor paid tribute to the exceptional response of the emergency services and was confident that the whole of Greater Manchester would stand strong against such deplorable acts of terror, remain vigilant and do everything possible to support those affected.

2. ELECTION OF MAYOR AND CHAIRMAN OF COUNCIL

It was proposed, seconded, supported and

RESOLVED: That Councillor Jonathan Coupe be and is hereby elected Mayor of the Borough of Trafford for the forthcoming municipal year.

The retiring Mayor presented the Requisition to the Mayor and invested him with the Chain and Badge of Office before Councillor Coupe took the Chair.

**THE WORSHIPFUL THE MAYOR
(COUNCILLOR JONATHAN COUPE) IN THE CHAIR**

The Mayor returned thanks to the Council for his election and announced that Reverend Alex Clephane, Area Dean of Streford, would be his Chaplain.

3. APPOINTMENT OF DEPUTY MAYOR AND VICE-CHAIRMAN OF COUNCIL

It was proposed, seconded, supported and

RESOLVED: That Councillor Tom Ross be and is hereby appointed Deputy Mayor of the Borough of Trafford for the ensuing municipal year.

The Mayor invested Councillor Ross with the Chain and Badge of Office.

4. APPOINTMENT OF MAYORESS

The Mayor announced that his wife, Mrs. Diane Coupe, will act as his Mayoress during the ensuing year.

The retiring Mayoress invested the Mayoress with the Chain and Badge of Office and presented her with a bouquet of flowers.

**Annual Meeting of the Council
24 May 2017**

5. APPOINTMENT OF DEPUTY MAYORESS

The Deputy Mayor informed the Council that Councillor Anne Duffield, would act as his Deputy Mayoress during the ensuing year.

The Mayoress invested the Deputy Mayoress with the Chain and Badge of Office and presented her with a bouquet of flowers.

6. VOTE OF THANKS

It was proposed, seconded, supported and

RESOLVED: That the Council hereby place on record their appreciation for the manner in which Councillor Judith Lloyd has carried out her duties as Mayor of the Borough of Trafford during her period of office and tender to her their best thanks in that connection. They also express their gratitude to Ms. Noelle Ryder for the manner in which she has acted as her Mayoress.

The Mayor presented the retiring Mayor with a replica of the Badge of Office, a framed photograph, the Requisition for Councillor Lloyd's Mayoral Year and a bouquet of flowers.

The Mayoress presented the retiring Mayoress with a replica of the Badge of Office and a bouquet of flowers.

The retiring Mayor then responded to the vote of thanks, during which she expressed gratitude to her Chaplain, Father McMahon.

7. MINUTES

That the Minutes of the Meeting of the Council held on 29 March 2017, be approved as a correct record and signed by the Chairman.

8. RESULT OF BY-ELECTION FOR BROADHEATH WARD

The Returning Officer submitted a report on the result of the Poll held on 4 May 2017 for the Broadheath ward of the Borough.

Offering his congratulations, the Mayor welcomed Councillor Whyte to her first Council meeting.

RESOLVED: That the Council notes the election of Amy Marie Whyte as an elected Member to hold office for the Broadheath Ward Office until May 2018.

**Annual Meeting of the Council
24 May 2017**

9. MEMBERSHIP OF THE EXECUTIVE

The Chief Executive submitted a report advising on the appointment of the Executive and a Deputy Leader of the Council.

RESOLVED –

- (1) That the Council notes that the Leader of Council has determined that the Executive shall comprise himself plus 8 Councillors.
- (2) That the Council notes that the Leader of the Council appoints the membership of the Executive and a Deputy Leader for the 2017/18 municipal year, as follows:

<u>Councillor</u>	<u>Portfolio</u>
Sean Anstee	Leader of the Council
Alex Williams (Deputy Leader)	Investment
Stephen Anstee	Adult Social Care
Michael Whetton	Children and Families
Mrs. Laura Evans	Communities and Partnerships
Patrick Myers	Corporate Resources
John Lamb	Health and Wellbeing
John Reilly	Highways, Parks and Environmental Services

- (3) That the Council notes the roles of Deputy Executive Members and the appointments made by the Leader of the Council as set out below:

<u>Councillor</u>	<u>Deputy Portfolio</u>
Dylan Butt	Finance
Brian Shaw	Highways, Parks and Environmental Services
Miss Linda Blackburn	Safeguarding

10. SHADOW EXECUTIVE

RESOLVED:

- (1) That the membership of the Shadow Executive, as set out below, for the 2017/18 Municipal Year be noted:

**Annual Meeting of the Council
24 May 2017**

<u>Councillor</u>	<u>Shadow Portfolio</u>
Andrew Western	Leader
Catherine Hynes (Deputy Leader)	Communities and Partnerships
Joanne Harding	Adult Social Care
Jane Baugh	Children and Families
Mike Cordingley	Corporate Resources
Judith Lloyd	Health and Wellbeing
Stephen Adshead	Highways, Parks and Environmental Services
Kevin Procter	Housing and Strategic Planning
Karina Carter	Investment

- (2) That the Council notes the appointment of Shadow Deputy Executive Members as follows:

<u>Councillor</u>	<u>Shadow Deputy Portfolio</u>
Barry Brotherton	Finance
Denise Western	Highways, Parks and Environmental Services
Sophie Taylor	Safeguarding

11. COUNCIL COMMITTEES

The Director of Legal and Democratic Services submitted a report inviting the Council to agree the Committees of the Council, their size, political composition, membership and terms of reference for the 2017/18 Municipal Year.

In accordance with the provisions of the Local Government and Housing Act 1989, the Chief Executive had been notified of the political groups on the Council, as set out below, and that 1 member was not attached to any group:

Conservative Group	- 34 Members
Labour Group	- 25 Members
Liberal Democrat Group	- 3 Members

The regulations provided for the composition of Committees to be in accordance with the political balance of the 63 Members of the Council.

RESOLVED –

- (1) That the composition of the various standing Committees, as set out in Appendix 1 to the report, be approved.

**Annual Meeting of the Council
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- (2) That the Terms of Reference for each Committee, as set out in Appendix 2 to the report, be approved.
- (3) That Council approves the membership of Committees for the 2017/18 Municipal Year, as set out below, including the appointment of Chairman (CH) and Vice-Chairman (V-CH) and notes the nominated Opposition Spokesperson (OS), where appropriate:

ACCOUNTS AND AUDIT COMMITTEE

CONSERVATIVE GROUP

Councillors:

Chris Boyes **V-CH**
Nathan Evans **CH**
Paul Lally
Alan Mitchell

LABOUR GROUP

Councillors:

Jane Baugh
Barry Brotherton **OS**
James Wright

LIBERAL DEMOCRAT GROUP

Councillors:

-

EMPLOYMENT COMMITTEE

CONSERVATIVE GROUP

Councillors:

Mark Cawdrey **V-CH**
Mrs. Pamela Dixon
Michael Hyman
Brian Rigby **CH**

LABOUR GROUP

Councillors:

Joanne Bennett
Catherine Hynes **OS**
David Jarman

LIBERAL DEMOCRAT GROUP

Councillors:

-

LICENSING COMMITTEE

CONSERVATIVE GROUP

Councillors:

Dan Bunting
Mark Cawdrey
Mike Cornes **CH**
Mrs. Denise Haddad
John Holden **V-CH**
Michael Hyman
Bernard Sharp
John Smith

LABOUR GROUP

Councillors:

Barry Brotherton
Anne Duffield
Mike Freeman **OS**
Philip Gratrix
David Jarman
Ejaz Malik
Whit Stennett

LIBERAL DEMOCRAT GROUP

Councillors:

-

**Annual Meeting of the Council
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PLANNING DEVELOPMENT CONTROL COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Dr. Karen Barclay
Dan Bunting
Nathan Evans
Mrs. June Reilly **V-CH**
Bernard Sharp
John Smith
Mrs. Viv Ward **CH**

**LABOUR
GROUP**

Councillors:

Philip Gratrix
Ejaz Malik
Dolores O'Sullivan
Laurence Walsh **OS**
James Wright

**LIBERAL DEMOCRAT
GROUP**

Councillors:

Tony Fishwick

Substitute Members of the Planning Development Control Committee:

Rob Chilton
Mike Cornes
Brian Rigby
Brian Shaw

Jane Baugh
Whit Stennett

Mrs. Jane Brophy

STANDARDS COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Dr. Karen Barclay **CH**
Miss Linda Blackburn
David Hopps
Mrs. Laura Evans
Patrick Myers
Michael Whetton

**LABOUR
GROUP**

Councillors:

Karina Carter
Mike Freeman
Kevin Procter **V-CH**
Andrew Western

**LIBERAL DEMOCRAT
GROUP**

Councillors:

Ray Bowker

Non-Voting Co-optees (5)

2 Parish Representatives: Mr. A. Rudden and Mr. S. Neild

3 Independent Members: Mr. D. Goodman, Mr. C. Griffiths and
Mr. R. Brown

Independent Persons of the Hearing Panel (2)

(under Section 28 of the Localism Act 2011): Ms. N. Jackson and
Mr. M. Whiting

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SCRUTINY COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Chris Boyes
Mrs. Pamela Dixon
John Holden
Michael Hyman
Alan Mitchell
Michael Young **CH**

**LABOUR
GROUP**

Councillors:

Karina Carter
Mike Cordingley **V-CH**
Denise Western
Amy Whyte

**LIBERAL
DEMOCRAT
GROUP**

Councillors:

Ray Bowker

Ex-Officio (Non-Voting Member): Chairman of Health Scrutiny Committee –
Councillor Joanne Harding

Co-opted Members for Education Matters:

Church Representatives (Voting Members)

Church of England: Vacancy
Roman Catholic: Sister P. Goodstadt

Parent-Governor Representatives (Voting Members)

Primary: Ms Saadia Shearaz Khan
Secondary: Vacancy
Special: Vacancy

Teacher Representatives (Non-Voting Members)

Primary: Vacancy
Secondary: Vacancy
Special: Vacancy

HEALTH SCRUTINY COMMITTEE

**CONSERVATIVE
GROUP**

Councillors:

Miss Linda Blackburn
Mrs. Angela Bruer-Morris
Robert Chilton
Mrs. Denise Haddad
Mrs. Viv Ward
Mrs. Patricia Young **V-CH**

**LABOUR
GROUP**

Councillors:

Joanne Harding **CH**
Judith Lloyd
Kevin Procter
Sophie Taylor

**LIBERAL DEMOCRAT
GROUP**

Councillors:

Mrs. Jane Brophy

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Ex-Officio (Non-Voting Member): Chairman of Scrutiny Committee –
Councillor Michael Young

HEALTH AND WELLBEING BOARD

CONSERVATIVE GROUP	LABOUR GROUP	LIBERAL DEMOCRAT GROUP
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Executive Members for:	Shadow Executive Member for:	
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Health and Wellbeing (Councillor Lamb)	Health and Wellbeing (Councillor Lloyd)	-
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Adult Social Care
(Councillor Stephen
Anstee)

Children and Families
(Councillor Whetton)

Officer(s) and External Partners:

- Corporate Director of Children, Families and Wellbeing
- Director of Public Health
- NHS Trafford Clinical Commissioning Group (3 representatives: Chair, Chief Operating Officer and Clinical Director/Representative)
- Chair of Health Watch
- Third Sector representative
- Independent Chair Children's Local Safeguarding Board
- Independent Chair Adult Safeguarding Board
- Chair of the Safer Trafford Partnership - GMP
- Chair of the Trafford Sports and Physical Activity Partnership
- Chief Executive Officers of health care providers (4): (Central Manchester University Hospital NHS Foundation Trust; University Hospital South Manchester NHS Foundation Trust; Pennine Care NHS Foundation Trust; Greater Manchester West Mental Health NHS Foundation Trust)
- Greater Manchester Fire and Rescue Service Representative
- Greater Manchester Health and Social Care Partner Representative (to be confirmed)

- (4) That the Licensing Committee be recommended to appoint the membership of the Safety at Sports Grounds Sub-Committee, namely Councillors Mark Cawdrey (Chairman), Brian Rigby (Vice-Chairman) and Andrew Western.
- (5) That the Appointments and Appeals Panel be formally appointed and its membership be drawn from all Members of the Council.

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- (6) That the membership of the Joint Health Scrutiny Committee be approved as follows:

**CONSERVATIVE
GROUP**

Councillors:

Mrs. Angela Bruer-Morris
Robert Chilton
Mrs. Patricia Young

**LABOUR
GROUP**

Councillors:

Joanne Harding
Judith Lloyd

**LIBERAL DEMOCRAT
GROUP**

Councillors:

-

Substitute Members of the Joint Health Scrutiny Committee:

Mrs. Viv Ward

Sophie Taylor

-

- (7) That the Council delegate to the Chief Executive, in accordance with the written request of the relevant Group Leader, the power and authority to change the membership of committees and sub-committees as may be needed from time to time.

12. APPOINTMENTS TO OUTSIDE AND INDEPENDENT BODIES

The Chief Executive submitted a report proposing the appointment of representatives to outside and independent bodies relating to the service areas and functions of the Council.

RESOLVED –

- (1) That approval be given to the appointment of representatives to those outside and independent bodies set out in Appendix 1 to the report.
- (2) That the Chief Executive, in consultation with the relevant Group Leader(s), be delegated authority to appoint members to any outside body vacancy that remains or arises after this Annual Meeting and to any other bodies to which the Council is required to make appointments (and to report back to Council on any changes or new appointments so made).
- (3) That the persons named in Appendix 2 to the report be authorised to sit on the Statutory School Appeals Committee for the 2017/18 Municipal Year and that the Director of Legal and Democratic Services be delegated authority to make changes to this list and to set up School Admission Appeals Committees including the appointment of Chairmen.

13. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS

RESOLVED: That the timetable of Council and Committee meetings for the 2017/18 Municipal Year be approved.

**Annual Meeting of the Council
24 May 2017**

14. DELEGATED DECISIONS AND URGENT ACTION FOR COMMITTEES

RESOLVED -

- (1) That where, under the approved Scheme of Delegation, decisions may be taken by officers in consultation with non-Executive Members, then in the absence of any specific arrangements having been made, the officer shall consult the appropriate Chairman, Vice-Chairman and Opposition Spokesperson.
- (2) That, in situations which require emergency action, the Chief Executive or the appropriate officer, in consultation with the Chairman and Vice-Chairman of the Committee concerned and the Opposition Spokesperson where appropriate (or their respective nominees), be authorised to deal from this date until the Annual Meeting of the Council in 2018, with any matters of urgency or any other matter that cannot conveniently be deferred to the next ordinary meeting of the Committee, subject to later report, for information, to the Committee in question.

15. DELEGATION OF FUNCTIONS AND AMENDMENTS TO THE CONSTITUTION

(a) Delegation of Functions

The Director of Legal and Democratic Services and Monitoring Officer submitted a report confirming the arrangements for the delegation of Council (non-Executive) and Executive functions and seeking to amend the Constitution of the Council to incorporate these arrangements.

RESOLVED –

- (1) That Council notes that Executive functions not covered by the Officers' Scheme of Delegation are delegated by the Leader of the Council as follows:
 - (a) Executive Terms of Office are delegated to individual Executive Members as set out in the Executive Members' Scheme of Delegation;
 - (b) all other functions are delegated to the Executive.
- (2) That the Scheme of Delegation to Officers be approved.
- (3) That the Director of Legal and Democratic Services be authorised to amend the Constitution of the Council in accordance with and as a consequence of this report and other decisions made by the Council at this Annual Meeting.

(b) Update of the Constitution

The Director of Legal and Democratic Services and Monitoring Officer submitted a report advising on a review of the Council's Constitution and detailing a number of proposed minor amendments to bring the Constitution up to date.

**Annual Meeting of the Council
24 May 2017**

RESOLVED: That the amendments to the Constitution, as summarised in the report, be approved.

(c) Planning Committee Code of Practice

The Director of Legal and Democratic Services and Monitoring Officer submitted a report presenting a Code of Practice for Members and Officers involved with the determination of applications for planning permission by the Planning Committee, drawn up in response to suggestions from the Standards and Planning Committees.

RESOLVED: That the Planning Committee Code of Practice, as set out in Appendix 1 to the report, be adopted and that the Director of Legal and Democratic Services be authorised to incorporate the Code in the Council's Constitution.

16. EXECUTIVE DECISIONS TAKEN UNDER SPECIAL URGENCY (REGULATION 11) PROVISIONS

RESOLVED: That, in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Council notes that, since the last Annual Meeting on 25 May 2016, one Executive Key Decision, in respect of the following matter, had been taken under the Special Urgency provisions set out in Regulation 11:

Procurement of Gas Supplier – decision taken 23 December 2016.

17. EXTENSION OF SIX MONTH ATTENDANCE RULE

The Director of Legal and Democratic Services submitted a report requesting the Council to consider a dispensation under the six-month rule under the Local Government Act 1972 and to excuse the non-attendance of Councillor Matthew Sephton at Council meetings until 30 July 2017.

It was moved and seconded that a dispensation for Councillor Matthew Sephton from attending meetings of the Council until 30 July 2017, be approved in order to avoid Councillor Sephton ceasing to be a member of the authority under Section 85 of the Local Government Act 1972.

The Motion was put to the vote and declared carried.

RESOLVED: That a dispensation for Councillor Matthew Sephton from attending meetings of the Council until 30 July 2017, be approved in order to avoid Councillor Sephton ceasing to be a member of the authority under Section 85 of the Local Government Act 1972.

The meeting commenced at 6.15 p.m. and finished at 7.42 p.m.

TRAFFORD COUNCIL

Report to: Executive 24 July 2017
Council 26 July 2017
Report for: Decision
Joint Report of: Executive Member for Investment, Executive Member for Corporate Resources and the Chief Finance Officer

Capital Investment Fund

Summary

At Budget Council on 22 February 2017 a fund of £20m was established to support the acquisition of assets that will support local regeneration and/or yield future sustainable revenue streams for the Council and also cover borrowing costs. This report seeks approval to increase this fund in line with the Investment Strategy detailed in the Part B confidential appendices to this report. The Investment Strategy is designed to move the Council into a more sustainable budget position. This would enable the Council to fund projects which will deliver significant economic development and regeneration benefits for the area and/or increase the Council's income generating capacity which would support and maintain the provision of services in future years.

The Council is required to set prudential indicators in accordance with the CIPFA Prudential Code which are designed to support and record decisions taken on affordability, sustainability and professional good practice and these are outlined within the Part B section to this report.

Recommendations

That the Executive recommends that Council:-

1. approves and adopts the Summary Investment Strategy as detailed in the Part B appendices
2. approves the increase to the Capital Investment Programme in 2017/18 as detailed in the associated Part B appendices
3. approves the governance structure and reporting and monitoring arrangements proposed for an Investment Management Board (IMB) as detailed in Paragraphs 15
4. approves the setting up of an Investment Management Company to manage investments where appropriate and delegates authority to the Director of Legal and Democratic Services in consultation with the Chief Executive and the Executive Member for Investment to take all necessary steps to establish a company with the powers to invest and manage investments in line with the

Summary Investment Strategy;

5. delegates decision making in accordance with the provisions of the Summary Investment Strategy to the IMB
6. approves the amendment to the MRP policy as outlined in Paragraph 19
7. approves the changes to the Prudential Borrowing indicators as set out in the appendices in the Part B report.
8. approves the changes to the Treasury Management investment counterparty limits as detailed in Part B appendices to this report.

Contact person for access to background papers and further information:

Name: Graeme Bentley

Telephone No: 0161 912 4336

Background Papers: None

Implications:

Relationship to Policy Framework/Corporate Priorities	Low Council Tax and Value For Money / Economic Growth and Development
Financial	The Capital Investment Fund budget included in the Capital Programme will increase in line with the Investment Strategy and included in the Part B section to this report. Proposals to utilise the fund will be subject to the appropriate level of due diligence and be capable of providing a sustainable revenue stream to the Council and to cover any related borrowing costs.
Legal Implications	As detailed in the report
Equality/Diversity Implications	None as a result of this report
Resource Implications e.g. Staffing / ICT / Assets	None as a result of this report
Risk Management Implications	The appointment of CBRE as investment advisors will enable an objective assessment of the risk levels within each investment and over the portfolio as a whole. The approach to risk is set out in more detail in the investment strategy.
Health & Wellbeing Implications	None as a result of this report
Health and Safety Implications	Not Applicable

BACKGROUND

1. Two reports have previously been presented to Executive in December 2016 and February 2017 setting out a proposed approach to securing and developing investment opportunities which will generate sustainable income streams to support

the Council's revenue budget. A sum of £20m was approved by Council in February 2017 as part of the the Capital Programme to support this approach.

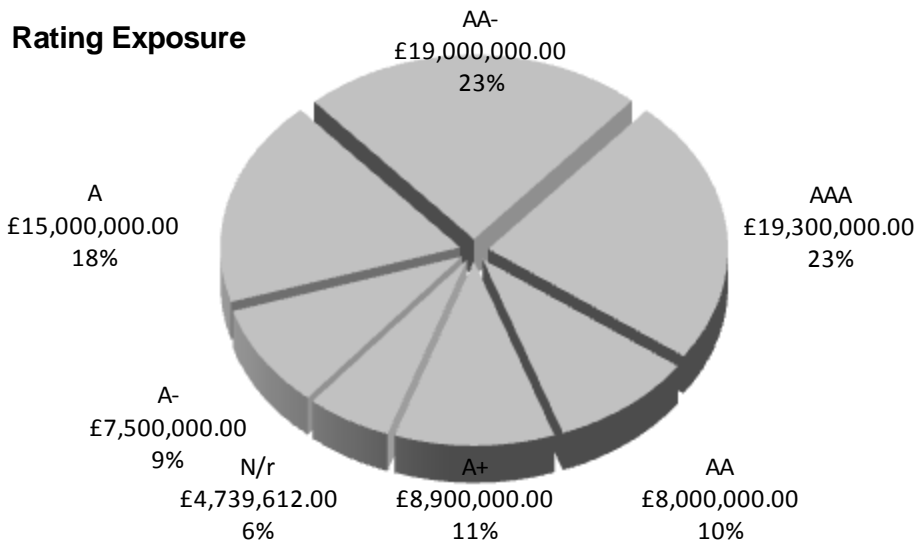
2. Since those reports a great deal of work has been undertaken to further refine our approach to investment and earlier this month CBRE were appointed as investment advisors to support the Council in developing its investment strategy and to manage its future investments.
3. It has also become apparent that given the range and scale of the programmes the Council is considering investing in to promote the economic development and regeneration of the area and the size of the financial challenge the Council will face to balance the budget in future years and avoid having to make significant cuts to essential services, together with the need to ensure we have a balanced portfolio of investment assets, that the size of the overall investment fund should be increased substantially.
4. Going forward the Investment Strategy will only be one element of the Council's budget strategy and service savings and efficiencies will continue to be sought in future years, albeit that it is expected that the reliance on generating sustainable, low risk revenue streams will play an increasing role given the extent of savings already delivered since 2010/11.

EXISTING INVESTMENTS

5. The Council undertakes investments on a daily basis as part of the Treasury Management function which operates within an investment strategy and already owns a portfolio of investment assets. The table below details the value of all these investments as at 31 March 2017:-

Investment type	Value £m	2016/17 Return £m	2016/17 Return %
Treasury Management Cash Investments	77.7	0.7	0.67
Treasury Management Property Investments (See Para 7)	4.7	0.2	4.61
Investment Property	34.4	2.1	6.1
Total	116.8	3.0	2.6

6. The Treasury Management activity involves investing temporarily surplus balances arising from monies received in advance of spend and other balances and reserves. This generates income in the form of investment interest. A breakdown of the Council's investments at 31 March 2017 is shown below:-



7. Whilst the majority of funds are invested through the money markets the Council does hold a long term treasury investment of £5m with the Church Commissioners Local Authority Property fund; a fund which is only available to public sector organisations. The objective of the fund is to generate long-term capital growth whilst generating returns in the form of annual dividends by investing in commercial property throughout the UK. A major advantage of the Fund is that, unlike other property investments, it does not need to be accounted for in the capital programme.
8. The Council also owns an existing property portfolio valued at £34.4m including an investment in airport land together with a number of leasehold interests in the town centres such as Stretford Mall and Stretford Arndale. In addition to this the Council also receives income through its shareholding in the airport and over the past few years this has generated between £2.5m and £3.5m per annum in shareholder dividends.
9. It is important that any future investment strategy considers the potential to maximise returns from the current investments.

INVESTMENT STRATEGY DEVELOPMENT

10. It is crucial that in developing an investment strategy appropriate guidance is followed. DCLG Guidance on Local Government Investments considers three key areas. The Strategy:-
 - should set out the authority's policies for prudent management of its investments and for giving priority firstly to security of investments and secondly liquidity followed by yield.
 - Should identify the procedures for monitoring, assessing and mitigating risk of loss of the invested sums
 - should be approved by full Council.
11. A copy of the Summary Investment Strategy can be found in the Part B annex to this report.

12. A full version of the Investment Strategy will be brought back to the Executive and Council at the September meetings

GOVERNANCE

13. CBRE have been appointed as the Council's investment advisors and will assist the Council with developing the Investment Strategy and will also identify investment opportunities aligned with the objectives and strategy and make recommendations for investments and may assist in due diligence on any purchases.
14. It is crucial that the Council is able to act quickly in order to secure investments and therefore will need to procure a technical team capable of supporting the completion process including legal, building surveyors and environmental consultants.
15. As part of the decision making process it is recommended that an Investment Management Board is established to oversee the approval of new acquisitions and to undertake a performance management role. It is proposed that the Board will comprise the Leader of the Council and the Leaders of the two Opposition Groups, the Executive Member for Investment, the Chief Executive and the Corporate Director for Economic Growth Environment and Infrastructure (represented during the current vacancy in that role by the Interim Corporate Lead for Property and Investment). The IMB will act under advisement from the Director of Legal and Democratic Services, Chief Finance Officer and CBRE. This process will be supported by appropriate independent external advice on each acquisition and also a robustness statement from the Chief Finance Officer.
16. The financial performance of the investment portfolio and of each property within the portfolio will be measured and reported on on a quarterly basis by an officer group to the IMB and subsequently to Executive. Performance measurement will be based on external revaluations and net yield generated and reporting will be undertaken with a view to making recommendations concerning sales or purchases and any amendments to the adopted strategy to ensure that the main objectives continue to be achieved.

FINANCE CONSIDERATIONS

17. The budget gap for 2018/19 and 2019/20 reported to Council in February 2017 was £13.2m and £6.1m respectively and these budget reductions need to be seen in the context of savings of £128m which have been made since 2010/11. To help to address this gap the Council has the opportunity to undertake investments which satisfy the investment objectives outlined above and with the aim of generating a revenue return to the Council.
18. All opportunities for investment will be subject to high levels of due diligence and must have a robust business case demonstrating a sustainable income stream sufficient to cover interest costs associated with any borrowing, property management costs and debt repayment provisions, known as minimum revenue provision (MRP).

19. All future acquisitions will be financed through prudential borrowing but the extent that MRP is accounted for will be determined on a case by case basis and be a function of the life and condition of the asset, the lease term of any tenant and estimated residual asset value. The Council is required to charge a prudent provision for debt repayment annually and based on a strategy of acquiring assets with strong residual values the level of MRP is likely to be relatively low. Each year the Council approves its MRP strategy and a further update will be required for the MRP approach for investment property as referred to above.
20. If the properties are to be held directly by the Council then there should be no Corporation Tax or Capital Gains Tax issues arising. If a separate trading company was to be established taxation issues would have to be taken into account in estimating overall returns in respect of investments undertaken through that body. There will be various VAT implications to ensure the optimum arrangement are put in place.
21. Stamp Duty Land Tax will be payable on all purchases.

RISK MANAGEMENT

22. A rigorous assessment of all risks is required for each investment in order firstly to value each property and then to check its suitability for inclusion in the portfolio. The risks fall into two categories, firstly economic and property market risks in specific property market sub-sectors and locations and secondly asset-specific risks including:-
 - Location of property
 - Building specification quality
 - Length of lease unexpired
 - Financial strength of tenant(s)
 - Rental levels payable relative to current open market rental values
 - Residual value
23. Reputational risks will also be considered particularly in relation to the types of commercial properties to be acquired and the type of tenant.

LEGAL IMPLICATIONS

24. Local authorities have broadly drawn powers allowing them to invest and to borrow, in each case either for purposes relevant to the performance of any of their functions or generally for the prudent management of their financial affairs (s1 and s12 of the Local Government Act 2003). They may also acquire property by agreement located either inside or outside of their borough for the purposes of any of their functions, including their investment functions, or otherwise for the benefit, improvement or development of their area (s120 of the Local Government Act 1972). In addition, they may also take any action (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions, which would again include their investment functions (s111 of the Local Government Act 1972).

25. The Council also has powers under the general power of competence contained in section 1 of the Localism Act 2011 (2011 Act) to do anything that individuals generally may do. However, this is not an unfettered power and there is a requirement under Section 4 of the 2011 Act to act through a company where the authority is exercising the general power for a "commercial purpose". "Commercial purpose" is not defined, but it is likely that an investment made solely with a view to a profit would constitute a commercial purpose, even where that investment entailed fulfilling some wider strategic or altruistic purpose.
26. This would mean that if the Council was seeking to invest for commercial purposes, rather than as a result of the exercise of its powers under the Local Government Acts it would be necessary for it to do so through a company. It will therefore be important that any investments acquired pursuant to the strategy are wherever possible acquired relying upon the powers in S1 and S12 Local Government Act 1972.
27. However, in order to facilitate investments made for commercial purposes, authority is also sought for the establishment of a wholly owned investment company. The Council would then be able to engage in investment activity which is not aligned to the exercise of other local authority functions, and which must therefore be deemed to be for a commercial purpose, through the proposed company. This will enable the Council to maximise its access to investment opportunities and to secure opportunities where the sole benefit to be derived from that investment will be a commercial return.
28. The Council will need to ensure that in exercising its investment and borrowing functions to expand its property portfolio, that any actions are reasonable and proportionate and for proper purposes consistent with the Council's prudential regime and its investment strategy. Investment decisions also need to be taken mindful at all times the council's fiduciary duties to ensure the sound management of the public finances.
29. Notwithstanding this judicial discussion, if the purpose of the proposed investment is objectively characterised as a commercial purpose and the Council is relying on the general power of competence in the 2011 Act, rather than any of its other functions then pursuant to s4(2) of the 2011 Act, the Council should only act through the use of a company.
30. Legal due diligence will be required on all property acquisitions, to include a review of title and ownership, and searches and enquiries of the vendor, in order to ascertain relevant liabilities and restrictions connected with the subject property. The results of the legal enquiries, and any associated risks, should be considered prior to any decision to enter into contract.
31. On any sale of an investment property the Council will be required to obtain best consideration in accordance with s123 of the Local Government Act 1972. Usually this will be achieved by placing the property onto the open market or otherwise, in respect of a sale agreed off market, demonstrating by way of professional valuation that it is achieving no less than market value for the property.

PRUDENTIAL INDICATORS

32. There are no overall limits on what a council can borrow but the overall Treasury Management function is governed by Cipfa's Treasury Management and Prudential Codes. Under the latter the Council is required to set indicators that are designed to support and record decisions taken on affordability and sustainability. There is also a requirement to impose *limits* on the Council's treasury management activities to ensure decisions are made in accordance with professional good practice and risks are appropriate (These are included in the Treasury Management Strategy Report). The Chief Finance Officer monitors these and reports on them at appropriate times whilst the Council can revise these indicators and limits at any time.
33. Increasing the Investment Fund has a significant impact on the Council's prudential indicators and updated figures are included in the appendices at Part B to this report. The main changes to the indicators are as follows:-
- An increase to the Capital Programme in 2017/18
 - An increase to the Authorised and Operational Limits
 - An increase to the Capital Financing Requirement
34. It is worth noting that two important indicators relating to the impact of the decision on the council tax level and the financing costs to net revenue stream do not increase as a result of this proposed investment.
35. Other changes to the Treasury Management Investment Strategy around counterparty limits are required to give capacity to invest any surplus short term funds that may be available before investment property acquisitions are made are included within the appendices at Part B to this report.

Other Options

The Council could choose not to increase the Capital Programme but this would limit the opportunities which the Council is able to take in order to support economic growth and regeneration in the Borough and restrict the resources available to acquire a balanced portfolio of investment assets. It would also mean that the ability to generate new sustainable income streams would be missed and the potential to reduce the budget deficit through increased income would be lost.

Consultation

No consultation is required at this stage; each proposal will be subject to appropriate levels of due diligence and assessed to determine any impact and therefore the consultation required.

Reasons for Recommendations

To increase the level of the Investment Fund to allow the Council to invest to support its functions and to secure a balanced portfolio of investment assets which will help in mitigating risk and maximising returns.

Key Decision: No

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

Finance Officer Clearance (NB)

Legal Officer Clearance (JLF)

Corporate Directors Signature



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

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TRAFFORD COUNCIL

Report to: Council
Date: 26 July 2017
Report for: Information
Report of: Cllr Coupe and Cllr Lally – Chair and Vice - Chair Accounts & Audit Committee (2016/17)

Report Title

Accounts and Audit Committee Annual Report to Council 2016/17

Summary

The report sets out the 2016/17 Annual Report of the Accounts and Audit Committee.

Recommendation

Council is asked to note the report.

Contact person for access to background papers and further information:

Name: Mark Foster – Audit and Assurance Manager
Extension: 1323

Background Papers:

None

Accounts & Audit Committee
Annual Report
To Council

2016-2017



TRAFFORD
COUNCIL

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FOREWORD BY THE CHAIR AND VICE-CHAIR OF THE ACCOUNTS & AUDIT COMMITTEE

The Accounts and Audit Committee is independent of the Executive and plays a key role in providing challenge across the organisation. It provides independent assurance to the Council and the public on the effectiveness of the Council's governance, financial management, risk management and internal control arrangements. Continuing financial pressures faced by local authorities highlight the need for the Council to ensure that these arrangements assist in enabling resources to be managed effectively.

The Committee has continued to cover a broad range of work through the year. In addition to coverage of its work plan which was agreed at the start of the year, the Committee has sought assurance through the year as issues arise.

This report sets out how we have ensured the Committee has met its responsibilities in 2016/17.



Councillor Jonathan Coupe
Chairman, Accounts & Audit Committee 2016-17



Councillor Paul Lally
Vice-Chairman, Accounts & Audit Committee 2016-17

INTRODUCTION

Role of the Committee

The role of the Accounts and Audit Committee is to:

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

Assurance is gathered by the Committee mainly from the work of Finance Services (including Financial Management and the Audit and Assurance Service), and External Audit (provided by Grant Thornton in 2015/16). Relevant officers within these areas attended meetings through the year. This was supplemented by assurance from other sources where this was considered appropriate, for example direct from the Council's managers.

Purpose of the Report

The purpose of this report to Council is to:

- Summarise the work undertaken by the Accounts & Audit Committee during 2016/17 and the impact it has had.
- Provide assurance to the Council on the fulfilment of the Committee's responsibilities.

Membership of the Committee

The Accounts & Audit Committee's terms of reference state that its membership shall comprise seven Members, be politically balanced within the Council's current system, and shall not include any Members of the Executive.

Accounts & Audit Committee Membership	
2016/17	2017/18
Cllr Jonathan Coupe (Chair) Cllr Paul Lally (Vice Chair) Cllr Alan Mitchell Cllr Chris Boyes Cllr Tom Ross Cllr Mrs Jane Baugh Cllr Barry Brotherton	Cllr Nathan Evans (Chair) Cllr Chris Boyes (Vice Chair) Cllr Alan Mitchell Cllr Paul Lally Cllr Barry Brotherton Cllr Mrs Jane Baugh Cllr James Wright

ACCOUNTS & AUDIT COMMITTEE – SUMMARY OF WORK COMPLETED

The Committee derives its independent assurance from a number of sources including the work of External Audit, Finance (including Financial Management and Internal Audit) and managers across the Council.

During the year, these sources of assurance were reported to the Committee on a regular basis encompassing all the themes identified in the Committee's Terms of Reference. The Committee received information at each meeting and provided challenge and feedback to officers and external auditors, therefore fulfilling its responsibilities during 2016/17.

Areas covered by the Committee during the year, in line with its remit, included:

- Internal and External Audit;
- Risk Management;
- Corporate Governance, Internal Control and the Annual Governance Statement;
- Anti-Fraud and Corruption, and
- The production of the Statement of Accounts.

An established arrangement is in place whereby a work programme is agreed by the Committee at the start of each year to ensure it met its responsibilities. For 2016/17, the work programme included reviewing regular updates on the work of external audit, internal audit, approval of draft and final accounts, updates of the Council's strategic risk register, review of anti-fraud and corruption arrangements, and updates on treasury management and insurance activity. The programme also covered consideration of training and awareness for Committee Members which included a workshop on the Council's accounts and a presentation on business rates.

Further to the establishment of the agreed meeting timetable and work programme at the start of the year, the Committee reviewed the programme through the year and where needed, agenda items were added as required. This included receiving updates on developments for agreeing the process for the appointment of the Council's external auditors for the 2018/19 financial year. Further to this, the Accounts and Audit Committee recommended to Council that the future process for appointing the external auditor is undertaken via a national arrangement, co-ordinated by the Sector Led Body, Public Sector Audit Appointments Limited (PSAA). It was agreed that this option will be used with the appointment due to be made, as required, by December 2017.

Assurance in terms of the outcome of the 2016/17 External Audit of the Council's financial statements and a conclusion on the Council's value for money arrangements will be reported later in 2017 to the Committee in the External Auditor's 2016/17 Annual Audit Letter. In November 2016, the Committee had gained assurance through the 2015/16 Annual Audit Letter that an unqualified opinion was given on the 2015/16 financial statements. The report also concluded that, in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2016.

Details of the work undertaken by the Committee are set out in the rest of this report.

Accounts and Audit Committee – Work Completed During 2016/17

Internal Audit

Role of the Committee in relation to Internal Audit:

- Review and approve (but not direct) the Internal Audit Charter, Internal Audit Strategy and internal audit resourcing.
- Review and approve (but not direct) the annual Internal Audit work programme. Consider the proposed and actual audit coverage and whether this provides adequate assurance on the organisation’s main business risks. Review the performance of Internal Audit.
- Receive summary internal audit reports and seek assurance on the adequacy of management response to internal audit advice, recommendations and actions plans.
- Review arrangements for co-operation between Internal Audit, External Audit and other review bodies, and ensure that there are effective relationships which actively promote the value of the audit process.
- Receive the Annual Head of Internal Audit report and opinion.

Work Completed	Outcome/ Impact
<p>The progress of internal audit work conducted by the Audit and Assurance Service was reported to the Committee on a quarterly basis. This included summary findings from individual audit reviews, responses to audit reports, progress in implementing the annual audit plan and performance of the Audit and Assurance Service. Update reports were presented in September 2016, November 2016 and February 2017.</p> <p>June 2016 The Annual Head of Internal Audit Report was submitted, providing an opinion on the standard of internal controls during 2015/16 based on Internal Audit work undertaken during the period.</p>	<p>The Committee maintained an overview of the control environment reviewed by Internal Audit and also obtained assurance in respect of Internal Audit performance.</p> <p>Updates included details of areas reviewed where controls were found to be operating to a satisfactory standard and others within the Council where improvements were identified and audit recommendations made accordingly.</p>

(Internal Audit continued)	
Work Completed	Outcome/ Impact
<p>March 2017 The Committee reviewed the updated Internal Audit Charter and Strategy. The Internal Audit Charter describes the purpose, authority and principal responsibilities of the Internal Audit function provided by the Audit and Assurance Service, and the Internal Audit Strategy describes the arrangements in place to deliver internal audit so as to ensure that the objectives and scope of the Service are met.</p> <p>A report was submitted setting out the 2017/18 Annual Internal Audit Plan.</p>	<p>The Accounts and Audit Committee approved the updated Internal Audit Charter and Strategy.</p> <p>Assurance that Internal Audit coverage for the coming year covered a wide range of key business risks and plans were in place to make adequate internal audit resources available to complete the planned work.</p>

External Audit

The role of the Committee in relation to External Audit is:

- To review and consider proposed and actual External Audit coverage and its adequacy, and consider the reports of External Audit and other inspection agencies.
- To receive updates from External Audit on findings and opinions, and assurance as to the adequacy of management’s response to External Audit advice, recommendations and action plans.
- To review arrangements made for co-operation between External Audit, Internal Audit and other review bodies.

Work Completed	Outcome/ Impact
<p>June 2016 The Committee received a report from Grant Thornton on the progress made in delivering its responsibilities as the Authority’s external auditor. The report also highlighted key emerging national issues and developments which could be of interest to members of the Committee. Other such updates were provided at meetings in November 2016 and February 2017.</p>	<p>The Committee was able to monitor progress in respect of external audit work.</p>
<p>September 2016 The Committee receive a report on the findings to date from the External Auditor in respect of the audit of the Council’s accounts for the year ended 31 March 2016 and its work to provide a conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources (Value for Money conclusion).</p>	<p>Members were advised that it was anticipated that an unqualified opinion on the financial statements would be provided.</p> <p>In addition, based on the Council’s arrangements to secure economy, efficiency and effectiveness in its use of resources, the Council had proper arrangements in all significant respects to ensure it delivered value for money.</p>
<p>November 2016 The Committee received the Council’s Annual Audit Letter for the year ended 31 March 2016, summarising the key findings arising from the work of the External Auditor, Grant Thornton.</p> <p>The Committee received a report of the Chief Finance Officer detailing the options for the provision of external audit services from 2018/19. The appointment of the external auditor would need to be completed by 31 December 2017. It was noted that a further update would be provided later in 2016/17.</p>	<p>The Annual Audit Letter confirmed that an unqualified opinion was given on the financial statements. It also confirmed that, in all significant respects, the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2016.</p> <p>The Committee were provided with background on options available for the future appointment of the external auditor.</p>

(External Audit continued)	
Work Completed	Outcome/ Impact
<p>February 2017 As part of the February update report, Grant Thornton presented an update on progress including planned work in respect of the 2016/17 audit. In addition, the update included a letter summarising its overall findings from the certification of the Council's 2015/16 Housing Benefits subsidy claim.</p> <p>A report by the Chief Finance Officer provided a recommended option for the process for appointing external audit services from 2018/19. This was based on consideration of a range of options, evaluated in liaison with Greater Manchester Treasurers.</p>	<p>The Committee was able to continue monitoring progress in respect of external audit work.</p> <p>It was agreed that the Accounts and Audit Committee recommended to Council that the future process for appointing the external auditor, to be completed by December 2017, was undertaken via the use of the Sector Led Body, Public Sector Audit Appointments Limited (PSAA).</p>
<p>March 2017</p> <p>The Committee received the External Audit Plan from Grant Thornton which outlined its audit approach and plan to deliver the audit for the year ended 31 March 2017. The report also set out the External Audit fees and assumptions supporting these.</p>	<p>The report submitted provided the Committee with details of work Grant Thornton is required to undertake as the council's external auditor.</p>

Risk Management

The role of the Committee in relation to risk management:

- Review the adequacy of arrangements for identifying and managing the organisation’s business risks – including the Council’s risk management policy and strategy and their implementation.
- Review the robustness of the strategic risk register and the adequacy of associated risk management arrangements.
- Receive and consider regular reports on the risk environment and associated management action.

Work Completed	Outcome/ Impact
<p>June 2016 The Committee was provided an update on managing risks in relation to the loss, absence or retention of senior managers which was previously included as a risk on the Council’s strategic risk register.</p>	<p>Assurance was received on measures taken and action in progress to mitigate the risks highlighted.</p>
<p>November 2016 The Committee was provided with a report on the Council’s Strategic Risk Register. The report provided an update on the strategic risk environment, including updates on each of the risks on the strategic risk register.</p>	<p>The Committee received assurance on the arrangements for reviewing key strategic risks. The Committee provided feedback regarding the detail provided relating to some risks and requested further information on some areas which was provided following the meeting.</p>
<p>March 2017 The Committee was provided with a further update report on the Strategic Risk Register. The highest risk identified related to the Council’s medium term financial position with details reported of action taken and measures planned to continue to manage the risk.</p> <p>The Committee was also presented with the Council’s updated Risk Management Policy Statement and Strategy. The Policy Statement set out the Authority’s overall position regarding its approach to risk management, whilst the Strategy document set out, in detail, the expected arrangements to be in place to ensure there are adequate risk management processes across the Council.</p>	<p>The Committee received assurance that there is ongoing monitoring of strategic risks with details provided for each risk of control / monitoring arrangements in place and where applicable further improvements planned.</p> <p>The Committee approved the Council’s Risk Management Policy Statement and Strategy.</p>

Corporate Governance, Internal Control and the Annual Governance Statement

The role of the Committee in relation to the above is to:

- Conduct a critical review of the proposed Annual Governance Statement, the procedures followed in its completion and supporting evidence to provide assurance to the Leader of the Council and the Chief Executive of its meaningfulness and robustness.
- Review effectiveness of corporate governance and internal control across the organisation and the adequacy of action taken to address any weaknesses or control failures.

Work Completed	Outcome/ Impact
<p>June 2016 A report setting out the 2015/16 draft Annual Governance Statement (AGS) was presented to give Members the opportunity to review the content of the AGS prior to it being finalised. The Committee also received the Council's updated Corporate Governance Code for approval.</p>	<p>The Committee agreed to consider the draft version of the AGS and noted timescales for finalising the document in accordance with the Accounts and Audit Regulations 2015.</p> <p>The Committee agreed the updates to the Council's Corporate Governance Code which followed good practice set out by the Chartered Institute for Public Finance and Accountancy (CIPFA).</p>
<p>September 2016 The final version of the Annual Governance Statement, signed by the Chief Executive and Leader, was submitted to the Committee.</p> <p>A report was presented to update Members on the outcome of an inspection carried out by the Office of Surveillance Commissioners (OSC).</p>	<p>The Committee approved the 2015/16 Annual Governance Statement.</p> <p>Members were advised of recommendations made by the OSC and the proposed actions of the Council to implement them.</p>
<p>February 2017 A report setting out a proposed approach / timetable to ensure compliance with the production of an Annual Governance Statement for 2016/17 was presented.</p> <p>The Committee received an update on work in relation to the Reshaping Trafford programme which was one of the key governance issues highlighted in the 2015/16 Annual Governance Statement.</p>	<p>Procedures and responsibilities of Members and officers in the process for producing and approving the 2016/17 Annual Governance Statement were agreed.</p> <p>Assurance was provided regarding progress made in progressing actions highlighted in the previous year's Annual Governance Statement.</p>

Anti - Fraud & Corruption Arrangements

The role of the Committee is to:

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

Work Completed	Outcome/ Impact
<p>September 2016</p> <p>The Committee received a report outlining the Councils’ fraud prevention and detection performance and activities in 2015/16, as well as outlining the Counter Fraud and Enforcement team’s plans for 2016/17.</p> <p>Members were reminded of the new structure in place following the transfer of benefit fraud investigation staff to the Department for Work and Pensions’ (DWP) in March 2016 as part of the national Single Fraud Investigation Service. A new team had been formed by the Council to conduct fraud investigation that remained within the Council’s scope.</p>	<p>The Committee was provided with assurance that the Council was continuing to ensure adequate fraud investigation capacity is in place going forward.</p>
<p>November 2016</p> <p>The Committee received a report providing an update on recent developments in respect of the use of the Council website to report fraud and plans to raise awareness of this. This included the introduction of on-line fraud reporting forms.</p> <p>It was also reported that the Council’s Anti-Fraud and Corruption Strategy and Policy and supporting guidance would be updated accordingly. These documents were subsequently presented to the Committee and approved in March 2017.</p>	<p>The Committee gained assurance that improvements had been made to processes for fraud reporting and details were being publicised.</p>

Accounts / Financial Management

The role of the Committee is to:

- Approve the Council’s Annual Statement of Accounts including subsequent amendments.
- Consider the External Auditor’s report on the audit of the Council’s annual financial statements.
- Be responsible for any matters arising from the audit of the Council’s accounts.

Work Completed	Outcome/ Impact
<p>June 2016</p> <p>The pre-audited Annual Statement of Accounts for 2015/16 was presented along with the 2015/16 Revenue Budget Outturn and Capital Investment Programme Outturn reports.</p> <p>(In advance of the June Committee meeting, a training session was provided for Committee Members on the Council’s Accounts).</p> <p>A report was submitted on the outcome of the review of treasury management activities for the past financial year.</p> <p>A report was submitted providing details of the Council’s insurance arrangements and activity in 2015/16. This included details in respect of the major classes of insurance.</p>	<p>The Committee was able to review the accounts prior to submission to the external auditor and public inspection.</p> <p>Assurance was obtained that treasury management activities adhere to the CIPFA Code of Practice on Treasury Management and CIPFA Prudential Code for Capital Finance.</p> <p>Assurance was obtained that insurance arrangements are monitored and regularly reviewed.</p>
<p>September 2016</p> <p>The final accounts were presented following the audit of the 2015/16 draft accounts.</p> <p>A presentation was given to the Committee on business rates.</p>	<p>The Committee approved the final accounts for 2015/16.</p> <p>Members were updated on latest developments in respect of business rate retention, including for Trafford as part of a Greater Manchester Pilot scheme.</p>
<p>November 2016</p> <p>A report was presented providing an update on the progress of the treasury management activities undertaken for the first half of 2016/17.</p>	<p>The Committee was able to monitor treasury management performance during the year in line with the CIPFA Code of Practice on Treasury Management.</p>

(Accounts/Financial Management continued)	
Work Completed	Outcome/ Impact
<p>February 2017 A Treasury Management report was submitted setting out the Council's strategy for 2017/18 – 2019/20. This included the debt strategy, minimum revenue provision (amounts set aside for debt repayment) and investment strategy.</p> <p>(In advance of the February Committee meeting, a training session was provided for Committee Members on Treasury Management).</p>	<p>The Audit Committee recommended that the Council approve the various elements of the Strategy.</p>
<p>All meetings</p> <p>The Accounts and Audit Committee received the most recent available monthly budget monitoring report at each meeting.</p>	<p>The Committee had the opportunity to review information and raise queries on budget monitoring information submitted through the year.</p>

TRAFFORD COUNCIL

Report to: Council
Date: 26 July 2017
Report for: Information
Report of: Chairman – Scrutiny Committee and Health Scrutiny Committee

Report Title

Annual Scrutiny Report 2016/17

Summary

The Scrutiny Committees are required to present an annual report to the Council on the previous year's work and their work programme for the year ahead. This report covers the following:

- Scrutiny Committee
- Health Scrutiny Committee

Recommendation(s)

That the report be noted.

Contact person for access to background papers and further information:

Name: Peter Forrester
Extension: 1815

Background Papers

None

Background Information

Relationship to Corporate Priorities	The Scrutiny Committees consider issues in accordance with the Corporate priorities
Financial	None
Legal Implications	The report is in accordance with the Council's constitutional requirement for Scrutiny Committees to submit an annual report to Council.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None
Risk Management Implications	None
Health and Safety Implications	None

Report of the Scrutiny Committee – Councillor Michael Young, Chairman

1. During 2016/17, the Scrutiny Committee met on six separate occasions. Many topics were discussed at these meetings, including: The Provision of Leisure within Trafford; Home to School Transport; Trafford's Physical Activity Vision; and Business Rates Collection.
2. One of the six meetings was a special meeting to consider the call-in of an Executive Decision on the Changes to the Partnership Agreement with Trafford Housing Trust. The meeting took place on 11 April 2017, and following the Committee's consideration, the call-in was not upheld.
3. There was one other call-in request made during the 2016/17 municipal year, which was rejected by the Chairman on the basis that additional information had been provided by the Executive Member that clarified the decision.
4. As was the case in the previous year, the 2017/18 Budget Scrutiny process took up a significant amount of the Committee's attention last year. The Committee received an update on the process at the meeting on 21 September 2016, followed by a presentation on the Budget by the Leader at the meeting on 16 November 2016. Following detailed Budget Scrutiny sessions held in early December 2016, the Committee submitted a report to the Executive that was agreed by the Committee at their meeting on 11 January 2017. The Executive provided their formal response to this report at their meeting on 22 February 2017.
5. Amongst other things, the 2017/18 Budget Scrutiny report highlighted the following:
 - Scrutiny Members felt that the information provided for budget scrutiny should be improved to enable Members to fully understand and scrutinise the budget.
 - Members felt that the risk assessments presented at the working group sessions lacked sufficient detail.
 - Scrutiny felt there was little scope to absorb overspends given the position on reserves, and were particularly concerned with the position the Council found itself on an annual basis with an overspend in Children's Services.
6. Scrutiny is considering the Budget Scrutiny process to improve the process going forward.
7. At the beginning of the municipal year, it was agreed that the Committee would conduct two Task and Finish Group reviews in 2016/17:
 - i. A Review of the Education, Health and Care Plan (EHCP) Process
 - ii. A Review of the Joint Venture Contract between Trafford Council and Amey.
8. Both Task and Finish Groups met on several occasions over the municipal year, which culminated in two reports with the groups' recommendations on both areas. These reports were presented to the Executive, who provided a formal response for each report at the Executive meeting on 26 June 2017.
9. Scrutiny Members have been invited to register their interest in the following Task and Finish Group investigations for the 2017/18 municipal year:
 - i. A review of the Council's CRM System
 - ii. Scrutiny of the Service Level Agreements (SLAs) Offered to Schools

- iii. Loneliness in Trafford (This will be a joint Task and Finish Group with the Health Scrutiny Committee)
10. In addition to the items mentioned earlier in the report, the Scrutiny Committee will also be looking at: Community Panels and Investments under the New Trafford Housing Trust Arrangements; Management of New Green Waste Fee and System; a further update on the Provision of Leisure within Trafford; Fire Safety within Trafford; and Trafford's Crisis Management Capability.
11. The Scrutiny Committee work programme will continue to be a standing item on the agenda, and the quarterly Annual Delivery Plan reports will be brought to the Committee for information as it becomes available. The Annual Ombudsman report will be considered at the meeting scheduled for 15 November 2017.
12. Scrutiny have prepared for the coming municipal year by attending a Scrutiny Workshop on 'Shaping Successful Scrutiny' hosted by North West Employers. The Workshop was well attended, with the majority of Scrutiny and Health Scrutiny Members present on the evening.

Report of the Health Scrutiny Committee – Councillor Joanne Harding, Chairman

13. The Health Scrutiny Committee met on four separate occasions during the 2016/17 municipal year. A wide number of issues have been discussed during these meetings involving representatives of various health partners from across Greater Manchester.
14. Topics included the Trafford Coordination Centre (TCC), Shared Hospital Service, and the Trafford Locality Plan. The Committee also received regular updates from the Joint Health Scrutiny Committee (Manchester and Trafford), the Greater Manchester Joint Health Scrutiny Committee, and HealthWatch Trafford. The updates on the Greater Manchester Joint Health Scrutiny Committee and HealthWatch Trafford will continue over the 2017/18 municipal year as standing items on the agenda. Due to the large number of items tabled for the Health Scrutiny Committee in 2016/17 it has been agreed that there will be a minimum of six meetings in 2017/18.
15. The New Health Deal for Trafford completed its final change in October 2016 when the Urgent Care Centre at Trafford General switched to a nurse led model following consultation with the Joint Health Scrutiny Committee. The Committee scrutinised the new model at a meeting in January 2017 and then through follow up reports in March 2017. The membership of the Joint Health Scrutiny Committee was agreed by Annual Council in May 2017. There are currently no meetings scheduled for 2017/18 however, the Committee will be convened if any issues arise.
16. During the 2016/17 municipal year the Committee held significant investigations into young people's mental health, with several meetings being held over the year. The investigation included a questionnaire to school staff, meetings with pupil and parent groups, and meetings with Commissioners. Due to the scale of the piece of work, it has continued into the 2017/18 municipal year and will culminate in a report to be submitted to the Committee in September 2017.
17. The Health Scrutiny Committee was involved in the 2016/17 Budget Scrutiny process, attending the dedicated Budget Scrutiny sessions in early December. The

Committee's contribution and input helped form the Budget Scrutiny report to the Executive as detailed in the budget scrutiny section above.

18. CMFT and UHSM will be implementing the first stage of the Single Hospital Service in September 2017. The Health Scrutiny Committee received an update on the progress of the project in June 2017 and will continue to scrutinise the project closely throughout the municipal year.
19. The Health Scrutiny Committee has agreed to hold one Task and Finish Group investigation during the 2017/18 municipal year looking into loneliness within the borough. The Scrutiny Committee has agreed to undertake this piece of work as a joint venture with the hope being to maximise Councillor and Officer Resources. In addition the Committee will be taking up a number of time limited task and finish group pieces of work (spotlight reviews) around public health priorities.

TRAFFORD COUNCIL

Report to: Council
Date: 26 July 2017
Report for: Information
Report of: Executive Member for Corporate Resources

Report Title

Year End Corporate Report on Health and Safety – 1 April 2016 to 31 March 2017

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 2016 to 31 March 2017

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana Health & Safety Manager
 Extension: 4919

Background Papers: None

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

Risk Management Implications	The total number of incidents to staff over the 12 month period has increased slightly compared to 2015-16, but they are still the second lowest figures observed over the previous 6 year period. An HSE Inspection of the One Trafford Waste Services resulted in some formal action formal action against Trafford Council and Amey LG as detailed in the report. A robust response of action was provided to mitigate any potential further legal proceedings and improve compliance. The HSE confirmed they were satisfied with the Council response and the actions being taken.
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 period from 1 April 2016 to 31 March 2017. It identifies 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 2016-17 and both achieved a 'good' score (between 75 and 90%). Trafford Music Service (Children, Families and Wellbeing) received a score of 75% and Exchequer Services (Transformation and Resources) achieved a score of 82%. Exchequer Services also demonstrated further improvement during a subsequent monitoring visit.

As well as planned audits, proactive health and safety support for services were targeted to:

- Supporting the commencement of the Greater Manchester Shared Services (GMSS) at Trafford Town Hall, working closely with the GMP Health and Safety Team to ensure health and safety arrangements were in place and training was provided for both Trafford and GMP team leaders and staff.
- Supporting Bereavement Services during a refurbishment of Altrincham Crematorium (including advice on computer workstation issues and fire safety) and in preparation for an audit to take place in early 2017-18.

2.1.2 Schools

In 2017-18, 48 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%.

Enhanced support was also provided to a community school following an Ofsted Inspection to assist in ensuring they were meeting their statutory health and safety obligations.

2.1.3 Schools achieving 'excellent' compliance rates

52% of schools audited achieved an 'excellent score' (between 91-100% compliance) as detailed in Table 1, which was an 11% increase compared to the previous year. Those schools included 18 Trafford Community Schools. Kingsway Primary School achieved 100% for a 'Risk Assessment' audit and Navigation Primary received 100% for a 'Play Area' Audit.

Table 1: School audits by type of audit achieving an 'excellent' score

Schools	Audit Type	Number of schools
	Full Health and Safety Audit	7
	Premises Audit	5
	Risk Assessment Audit	4
	Science Audit	2
	Design and Technology Audit	1
	Fire Audit	4
	Play Area	2
	Total	25

There were only two non-community schools that achieved 'fair' scores (between 50 and 74%) of 65% and 69%. 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.

As shown in table 2 below, overall, the total number of accidents reported to the HSU involving staff has shown an increase of 15% compared to 2015-16 (from 124-143 incidents). Although the number of incidents has increased, this should be viewed in the context that:

- The previous year’s accident statistics were the lowest noted over the previous 5 year period and;
- The statistics for 2016-17 are still the second lowest figures observed over a 6 year period as detailed in table 2.

It is also evident that there has been some increased reporting of incidents noted from certain services as a result of HSU promoting the accident reporting policy and process across the organisation.

Table 2: Overall number and rate of accidents to staff

Indicators – Year End Results	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Total number of accidents to employees (reported to HSU)	174	238	196	231	124	143
Number of employees	5800	5875	5958	5749	5506	5394
Overall rate of accidents to employees/100 employees	3.0	4.05	3.29	4.02	2.25	2.65

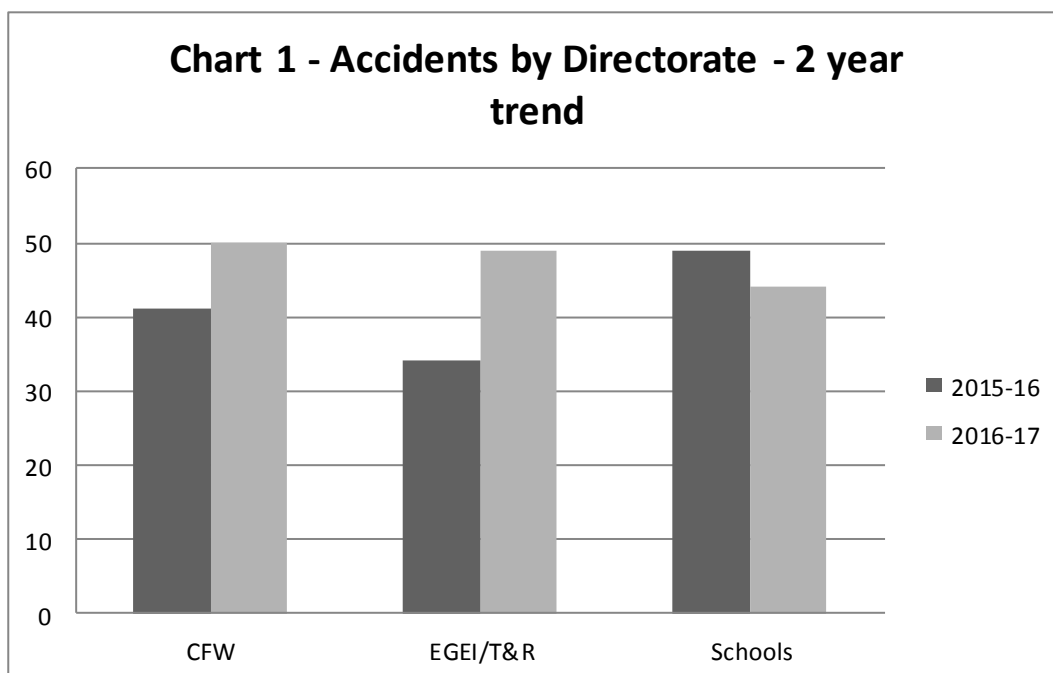
Rate based on number of staff at 1 April at the start of each reporting period.

Appendix 1 provides details of the accident statistics, broken down by directorate and service area for staff for the period 1 April 2016 to 31 March 2017. A summary of the findings is detailed below.

3.1 Numbers of Accidents by Directorate

Analysis of accident data for 2016-17 and 2015-16 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. Therefore comparison is provided for both Directorates combined and show an increase of 44% for incidents from 34 to 49 mainly for incidents within Access Trafford and Catering Operations.

In line with the trend for a higher rate of incidents in 2016-17 compared to the previous year, CFW has also seen a slight increase in reported incidents; however schools have seen a reduction in accidents.



3.1.1 Children, Families and Wellbeing (CFW)

The overall number of accidents reported in CFW in 2016-17, has increased by 22% compared to the previous year (from 41 to 50). Violence and aggression, including threats or physical assault from service users, continues to be the predominant accident type, accounting for 29 of those incidents reported. It must be noted that due to work completed by the HSU to ensure accurate incident reporting, there has been an increase in reports made by certain services of aggressive incidents as detailed later in the report.

The rate of accidents in CFW in 2016-17 is 3.76 per hundred employees, compared to 3.13 in 2015-16.

3.1.2 Economic Growth Environment and Infrastructure (EGEI)

EGEI has seen a substantial decrease in the number of reported accidents in services by 71% from 24 to 7. 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 7 incidents now relate to Regulatory Services and two incidents involving Schools Crossing Service.

However with the reduction in staff in EGEI due to the transfer of services to T&R, the rate of accidents in EGEI in 2016-17 is 3.43 per hundred employees, compared to 2.42 in 2015-16.

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 10 to 42. This is in line with the reduction seen in EGEI. Most of the incidents have occurred either within Catering Operations or Access Trafford.

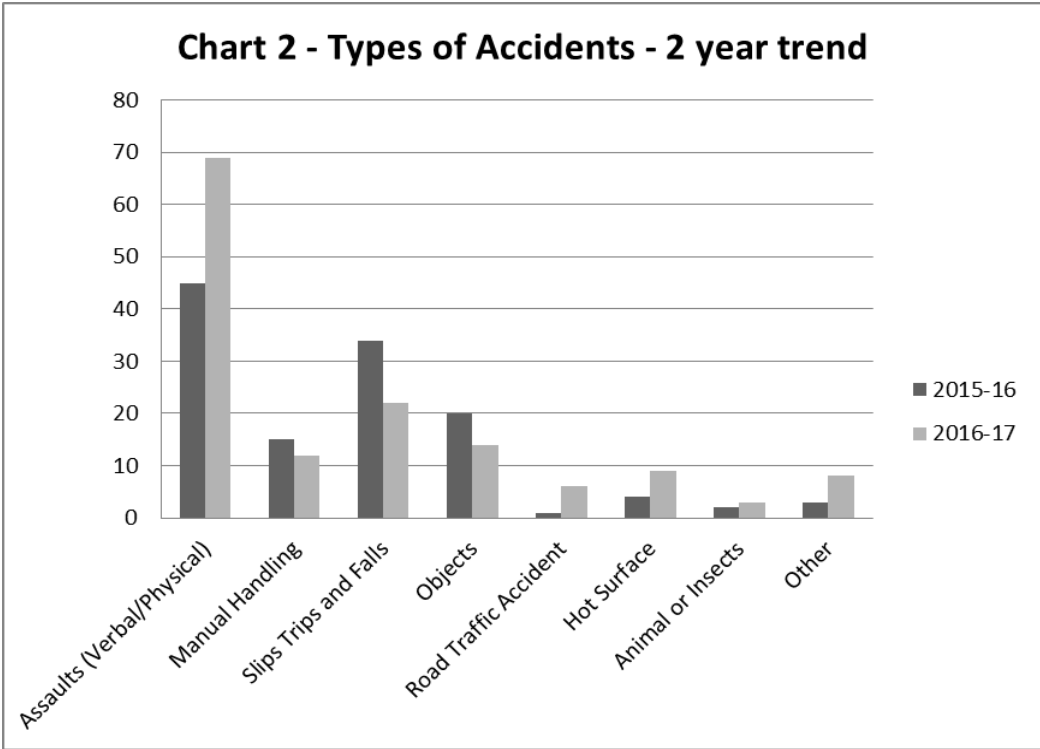
The rate of reported accidents has increased as expected to 2.59 accidents per hundred employees, compared to 1.69 accidents per hundred employees in 2015-16.

3.1.4 Maintained Schools

The overall number of accidents reported to employees by maintained schools has decreased again this year by 10%, down from 49 to 44. The rate of reported accidents in schools is 1.96 per hundred employees, compared to 2.53 per hundred employees in 2015-16.

3.2 Types of Accidents

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2015-16. 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, as in previous years to be the most reported incident type. There has been a 53% increase in such incidents in 2016-17 compared to the previous year (from 45 to 69). As mentioned previously, HSU has been working with services to ensure that incidents, including violence and aggression, are recorded and reported which has contributed to the increased number of notifications. In particular, reports of verbal threats and intimidation have risen from 4 to 22 incidents.

There has been an increased number of reported incidents from Access Trafford, relating mainly to verbal threats/intimidation (10 reports). The Service has been working to improve staff training for ensuring incidents are reported, customer care and dealing with disruptive behavior which has included a review of the related policy. Particular customers were also noted to be responsible for a number of reports and the service has strategies in place to deal with such individuals.

HSU has also been supporting Customer Services and partners to manage aggressive incidents from visitors within reception areas such as Trafford Town Hall.

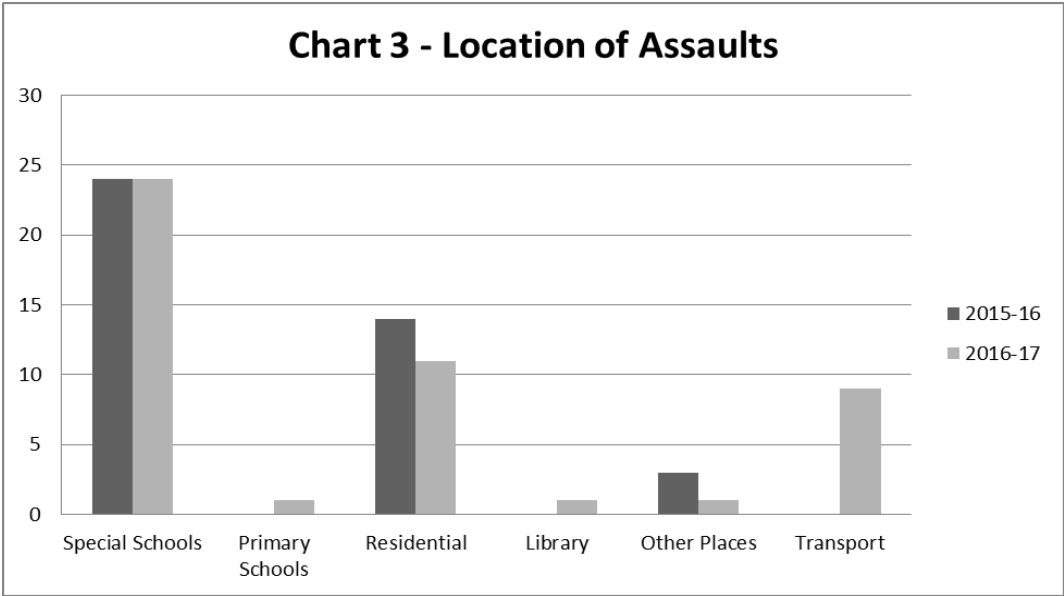
HSU has been working closely with Trafford Transport Coordination Unit (TTCU) and has again promoted the importance of incident reporting. Accordingly there has been an increased number of aggressive incidents (16) reported on home to school transport.

Physical assaults have increased 15% across services from 41 incidents to 47. These continue to be mainly 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, Special Schools and TTCU. Chart 3 gives a comparison of the numbers and location of the incidents in 2016-17.

The majority of incidents (24) occurred within Special schools which was the same number as reported in the previous year. Nine incidents took place at a particular supported living residential address involving two service users. Nine incidents occurred with service users on transport through the TTCU.

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 are 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.



3.2.2 Slips, Trips and Falls

The second common cause of accidents, slips, trips and falls has seen a 35% decrease in reported incidents from 34 last year to 22 in 2016-17. There were no particular trends and the incidents took place in variety of settings including 19 cases involving incidents on the same level and 3 accidents involving a fall down a step on some stairs. Three incidents required notification under RIDDOR involving a member of staff falling when leaning from their chair and two members of staff slipping on wet floors within a catering setting.

3.2.3 Objects

Objects remain the third common cause of accident, with 14 reported compared to 20 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

From the overall number of accidents / incidents (143), the number of employee incidents reportable to the HSE under RIDDOR has fallen to just 3 reported in 2016-17, compared to 5 in the previous year. These related to slip, trips and falls as detailed previously.

Table 3: Rate of reportable injuries to staff

Local performance indicator	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Total Number of reportable accidents	19	18	9	13	14	5	3
Target for rate of reportable accidents/100 employees	0.36	0.34	0.32	0.30	0.28	0.26	0.24
Actual rate of reportable accidents/100 employees	0.31	0.31	0.15	0.21	0.24	0.09	0.06

4. Current Performance against 2016-17 HSU Team Health and Safety Plan

In line with the current HSU Health and Safety Plan and to ensure continuous review and improvement in HSU service delivery, the following key actions detailed in Table 4 have been completed or are being progressed within HSU.

Table 4: Key work programme actions completed or being progressed by HSU

Development area	Actions	Status
Corporate and schools health and safety guidance review	Work at Height Guidance for Schools	Completed
	Manual Handling Guidance – Objects	Completed
	Evacuation for Persons Requiring Assistance	Completed
	Trafford Town Hall and Sale Waterside Fire Evacuation Procedure	Completed
	Fire Safety Guidance for Schools	Completed
	Health and Safety - Selection and Monitoring of Contractors and Service Providers (in conjunction with STaR)	Progressing
	Corporate Health and Safety Policy	Progressing
	First Aid Guidance	Progressing
	COSHH (Hazardous substances) Guidance	Progressing
Schools health and safety SLA	Development of a science audit for secondary schools	Completed
	Fire Safety Risk Assessment Documents	Completed
	Ongoing programme of school SLA audits and training	Completed
	Gate Health and Safety Guidance for Schools	Completed
	Review of model health and safety policies for schools	Progressing
	Development of a drama audit for secondary schools	Progressing
First aid	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 5 below details the nature of training, number of courses and number of attendees throughout the reporting period.

Table 5: Training delivered April 2016-March 2017

Course/Training	Number of Courses	Number Attended/Trained
Fire Evacuation Chairs	-	17
Additional Fire Marshal training	-	34
Children's centre fire arrangements support	2	-
First Aid at Work (1 day)	9	89
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	2	15
Moving and Handling Bespoke Course School	2	11
Moving and Handling (People) Transport	7	58
Moving and Handling (Adults) Update	12	69
Moving and Handling (Hoists) - School	1	2
Moving and Handling (Adults) - Private Provider	2	10
Moving and Handling (Objects) – Private Provider	1	5
Moving and Handling Risk Assessment	1	1
Moving and Handling Children	1	9
Risk Assessment for Schools	1	4
Working at Height (Use of Ladders)	1	12
Online induction training (MeLearning)	575	575

6. Health and Safety Executive (HSE) Intervention of One Trafford Waste and Recycling

The HSE carried out an inspection of the One Trafford household waste and recycling collection operations on 6 and 7 March 2017 as part of an ongoing national programme of inspections of health and safety standards.

6.1 Scope of the Inspection

The inspection included requests for health and safety documentation, interviews with key staff from the One Trafford Partnership and direct observations of waste collection activities. The focus was to determine:

- How Amey's health and safety performance was managed by the Council as the Client under the One Trafford Partnership contractual arrangements.
- Assessment of health and safety compliance in the direct delivery of waste collection operations by Amey as contractor.

6.2 HSE Findings and Enforcement Action

The HSE provided separate correspondence to Trafford Council and Amey LG outlining where health and safety arrangements fell below the required standards and the measures required to provide compliance. These are briefly summarised as follows.

6.2.1 Trafford Council (Client)

A 'Notice of Contravention' (formal letter) was issued to Trafford Council for not adequately monitoring and reviewing the health and safety practice and performance of Amey. Areas identified are:

- Ensuring adequate client monitoring checks (e.g. crew checks) are in place to monitor operational practice.
- Ensuring formal auditing of contractor health, safety and welfare standards is completed.
- Build on the regular partnership meetings that are in place where health and safety matters are reported and discussed, to further examine and request evidence that health and safety performance targets are being met.

6.2.3 Amey LG (Contractor)

Noise Exposure

An Improvement Notice was served requiring an assessment of noise exposure to staff. This was due to observed high levels of noise when crews were collecting and tipping waste and no available evidence to demonstrate that noise levels had been assessed.

Manual Handling

An improvement Notice was served requiring an assessment of the risk of injury to employees from manual handling operations. This was due to observations at certain collection routes where significant volume and distance of manual handling of bins took place over difficult terrain. The existing manual handling risk assessments were deemed too generic in nature.

Other Issues

Further issues for Amey's attention included:

- Review of safe working arrangements for reversing vehicles
- Review of appropriate health surveillance for staff
- Review of Amey's own monitoring arrangements for crews
- Review of first aid arrangements and access to welfare facilities for crews

6.3 Response to the HSE Enforcement Approach

Trafford Council and Amey provided the HSE with a written response of the actions being taken to provide compliance with the matters raised by the required deadline of 8 May 2017. HSE have subsequently confirmed they are satisfied with the action being taken.

With the support of the HSU, progress against the actions will be managed and monitored through ongoing direct liaison between the Client Team and Amey and via the Operations Board. Reporting of progress made will be communicated via the Partnership Board. A planned programme of work is already in place by both the client and contractor sides of the One Trafford Partnership to address the issues raised. HSU will provide support to the client team in developing appropriate monitoring and auditing arrangements.

7. Employee Health and Wellbeing Strategy

The Council is committed to the health and wellbeing of our employees. It fully supports evidence that work can be generally good for people's physical and mental health and wellbeing, which in turn can have a positive impact on the productivity and effectiveness of service delivery.

The Employee Health & Wellbeing Strategy aims to provide an integrated and cohesive approach to support and improve the health and wellbeing of Council employees. Interventions are being delivered under the 4 key themes of healthy lifestyle, mental wellbeing, safe and healthy workplace and workforce engagement

Key developments of the strategy over 2016-17 have included:

- The establishment of a Health and Wellbeing Core Strategy Group has been established consisting of key partners from HSU, Workforce Strategy, Communications, Public Health and Unison.
- Staff views have been captured on the future of health and wellbeing interventions through an employee survey to help inform the strategy. This has also identified 'Wellbeing Champions' who will help engage with peers and encourage staff to take ownership of their own wellbeing.
- The implementation of new initiatives, including 'Feel Good Fridays' and 'Wellbeing Wednesdays', will provide opportunities to take part in a wide range of activities including sociable groups, active travel and exercise such as walking groups, cycling and fitness classes and learning new skills e.g. languages and music.
- Developing improved mental wellbeing support for managers and staff which includes the delivery of mindfulness sessions and developing work around employees being able to effectively 'switch off' when away from their work role to encourage an improved work/life balance.

8. Key Achievements and Added Value

8.1 Audit Programme

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

8.2 SLA buy-back

98% of Trafford Community schools purchased the Health and Safety SLA, with only one school (Davyhulme Primary) that has not bought back during 2016-17. They did purchase the service in the previous year and will continue to be monitored. 74% of all Trafford schools purchased the Health and Safety SLA and associated 'pay as you go' provision, generating additional income for the Council.

8.3 Requests for Service

HSU responded to 169 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

8.4 Display Screen Equipment (DSE) Assessments

A total of 36 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.

8.5 Event Applications

The HSU has reviewed a total of 82 event applications for community events take place at numerous locations across Trafford.

8.6 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.

Service Area	Number of Moving and Handling Referrals (complex cases)
CFW Adult Services	15
Schools	4
TOTAL	19

8.7 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.

Fire Safety Activity	Number
Fire Safety Risk Assessments/Audits	30
Assisted school fire evacuations	2
Fire consultations in school new builds or premises alterations	6

9. Key Health and Safety Data

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

10. Conclusion

Although incident statistics have increased in 2016-17 compared to the previous year, it is encouraging that they are still the second lowest number recorded over the previous 6 year period. HSU promotion of the accident reporting guidance and policy has also ensured an improved level of reporting, particularly in relation to verbal assaults and intimidation. This provides important information to assist in the improved management of such risks. Reportable accidents to the HSE are at their lowest level.

Trafford Community schools continue to be supported through the SLA and have demonstrated an on-going good level of compliance through the audits undertaken.

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.

Continuous improvement in health and safety compliance remains a key driver for the Service in ensuring the health, safety and welfare of staff. HSU will fully support and advise services and schools both through proactive guidance and ensuring that incidents and regulatory action is viewed constructively to improve compliance across the organisation.

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 2016-17

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	22
	Health and Social Care	27
	Public Health	1
Total CFW		50
Economic Growth Environment and Infrastructure	Regulatory Services	5
	Trafford Transport Provision (Schools Crossing)	2
Total EGEI		7
Schools	Special Schools	30
	Community Schools	14
Total Schools		44
Transformation and Resources	Customer Services	13
	Finance	1
	ICT Services	2
	Procurement	1
	Partnerships and Communities	3
	Strategic Business Unit (Catering and Cleaning Operations)	22
Total T&R		42
Grand Total		143

Appendix 2: Type of accident 2011- 2017

Accident Type	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Assaults						
Physical Assault	45	116	75	86	41	47
Assault, Threats or Intimidation (previously Verbal Assault)	15	23	20	21	4	22
Total Assaults	60	139	95	107	45	69
Manual handling (lifting, moving, manoeuvring etc.)						
Manual handling	14	17	13	16	15	12
Slips, Trips and Falls						
Slipped, tripped or fell on same level	34	28	24	33	30	19
Fall down steps/stairs	4	3	7	3	4	3
Fall from height	1	1	1	3	0	0
Total Slips, Trips and Falls	39	32	32	39	34	22
Incidents involving objects						
Hit by moving vehicle (new category 14-15)	N/A	N/A	N/A	1	0	1
Hit by a moving, Flying or falling object	15	12	18	19	11	9
Striking against object/hit something fixed or stationary	9	9	5	10	4	4
Cut by a sharp object	6	5	5	9	4	0
Stepping / Kneeling on Object	0	0	1	3	1	0
Total Objects	30	26	29	42	20	14
Others						
Contact with a moving person (new category 12-13)	N/A	1	2	2	0	0
Other	9	4	7	3	1	6
Road Traffic Accident	7	4	4	9	1	6
Animal/Insect	6	3	2	4	2	3
Hot surface/substance	3	7	10	8	4	9
Trapped	3	1	1	0	1	0
Exposed to, or in Contact With, a Harmful Substance	2	0	0	1	0	1
Electricity	1	1	0	0	0	0
Plant & machinery (including hand and power tools)	0	2	1	0	1	1
Sports Injury	0	1	0	0	0	0
Total Others	31	24	27	27	10	26
Overall Total	174	238	196	231	124	143

Appendix 3: Type of accident by Directorate 2016-17

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	3	0	0	0	3
Threats of assault or intimidation	9	2	10	1	22
Physically assaulted by a person	20	0	2	25	47
Contact with moving plant, machinery or material being machined	0	0	1	0	1
Exposed to, or in contact with, a harmful substance	0	0	1	0	1
Fall down steps/stairs	1	0	1	1	3
Hit by a moving, flying or falling object	4	0	4	1	9
Hit by moving vehicle	0	1	0	0	1
Hit something fixed or stationary	0	0	0	1	1
Hot surface/substance	2	0	7	0	9
Manual handling(lifting, moving, manoeuvring)	2	2	2	6	12
Other	1	2	3	0	6
Road traffic accident	5	0	1	0	6
Slipped, tripped or fell on same level	2	0	8	9	19
Striking against object	1	0	2	0	3
Totals	50	7	42	44	143

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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