

# Public Document Pack



## TRAFFORD COUNCIL

Tuesday, 23 January 2018

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, 31 JANUARY 2018, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

- |  | <b>Pages</b> |
|--|--------------|
| <b>1. Minutes</b>  |              |
| To approve as a correct record the Minutes of the Meeting of the Council held on 29 November 2017, for signature by the Mayor as Chairman.   | 1 - 12       |
| <b>2. Announcements</b>  |              |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairmen of Scrutiny Committees and the Head of Paid Service.  |              |
| <b>3. Questions By Members</b>   |              |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairman of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2.                     |              |
| <b>4. Stretford Masterplan Consultation Feedback</b>   |              |
| To be informed of the feedback from the Stretford Masterplan Consultation and note a report the Executive Member for Housing and Strategic Planning presented to the Executive on 29 January 2018.             | 13 - 22      |
| <i>(Please Note: The 3 appendices to the report have been published in full with this agenda on the Council's website, however, due to their extensive nature they are not being circulated in hard copy.)</i> |              |
| <b>5. Sport and Leisure Proposals - Update</b>   |              |
| To receive a verbal update from the Leader of the Council.   |              |

**6. Trafford Council and NHS Trafford Clinical Commissioning Group Integration: Proposed Governance Arrangements**

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

23 - 34

**7. 6-month Corporate Report on Health and Safety - 1 April to 30 September 2017**

To consider a report of the Executive Member for Corporate Resources.

35 - 48

**8. Motions**

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

**(a) Motion Submitted by the Conservative Group - Recycling and a Greener Environment**

Recent data released confirms that Trafford remains the highest performing metropolitan authority for recycling in the country with a recycling rate of 61.3% for 2016/17. This makes the borough the only local authority in Greater Manchester and the wider North West region to be placed in the top ten nationally and is a vindication of the policies pursued by Trafford Conservatives to enhance recycling options, retain non-statutory collection of other recyclable waste and improve education and understanding of the benefits of recycling with our local population.

In a further commitment to enhancing our town centre environment and parks, this administration is investing in 300 new trio-recycling bins for installation across the borough and is seeking to further increase the number of green flag parks in Trafford this year.

Council places on record its thanks and appreciation to One Trafford Partnership staff, volunteers and council officers for their ongoing efforts to help keep Trafford clean, green and enjoyable for all of our residents.

**(b) Motion Submitted by the Conservative Group - Trafford Libraries**

Council welcomes proposals of the Conservative administration to abolish library fines for all ages across Trafford from April 2018.

Trafford will become the first public library authority in the country to adopt this policy which sends a welcome message to our residents in Trafford that they will have access to a completely free library service. This decision will overcome evidence that suggests that this charge is off-putting for customers and help to see a further increase in usage of libraries across the borough.

This change also aligns with the Vision 2031 ambition of 'no one held back, no one left behind' as there would be no barriers, either actual or perceived, of people accessing libraries and all they had to offer.

*Continued ...*

Council notes that most learning of literacy happens in the first 11 years of a child's life, as does the development of a person's love of reading and therefore supports a further policy change that WILL result in every child whose birth is registered in Trafford receiving a library card and a book start pack.

**(c) Motion Submitted by the Labour Group - Social Care Funding**

This Council welcomes the addition of Social Care to the role of the Secretary of State for Health. Council has long been aware of not only the national crisis across social care but the one we face here in Trafford.

The lack of social care continues to have a major impact on the winter crisis across the NHS. There are stories of many people left in hospital beds and not able to get home due to the lack of provision of adequate social care packages. Delayed Transfers of Care many of which are due to social care have meant an increase in delayed beds days of 109,000 since 2010.

This Council recognises that in October 2017 there was a 10% reduction in delayed transfers (59,943) on the year before (65,888) but they are still 13% higher than at the same time in 2015 (52,791). The number of people spending the Christmas period in hospital due to Delayed Transfers of Care almost doubled between 2010 and 2016 (from 1,995 people on December 30<sup>th</sup> 2010 to 3,929 on 29 December 2016).

This Council recognises that the care sector remains deeply unstable - according to the Association for the Directors of Adult Social Services (ADASS) Autumn survey 50 councils had experienced handbacks of care contracts. 92% (46 Councils) had experienced handbacks in home care, 24% (12) in residential care and 52% (3 Councils) in nursing care.

Here in Trafford as recently as last month there have been issues with care homes rated as inadequate and home care providers unable to meet the demand for social care. Indeed the St. Marks Centre in Sale has been found to be in such difficulty that they have been prevented from admitting new residents.

Nationally, budget funding cuts are having a detrimental impact upon the quality of care. Almost a quarter of all adult social care services had the poorest ratings for safety from the Care Quality Commission – 22% of care facilities require improvement and 2% are inadequate. Trafford's figures are higher than this national average.

The funding situation remains precarious with no extra money identified for social care as per the Local Government Finance settlement. The Social care gap is projected to rise to £2.5 billion by 2020 according to the Kings Fund.

*Continued ...*

With these stark statistics in mind this Council calls on the Government to:

- Provide an immediate injection of cash to properly fund social care (The Local Government Association state that an immediate cash injection of £1.3 billion is required to stabilise social care).
- Assist local government with a national 10 year workforce strategy – investing in staff alongside increased financing is critical to ensure the sustainability of adult social care.
- To develop and implement a fair funding scheme as part of the Green Paper to be initiated in the summer.
- To provide councils with adequate funding for a Fair Price for Care – here in Trafford local providers state that they cannot continue to provide a service with the latest offer from this Council.
- Develop more robust regulation frameworks in order to monitor the financial health of larger providers.
- To deal with the issue of back pay which is due to care staff for sleep-ins. The sector estimates the costs of this back pay to be £400 million which places services for learning disability and children's' social care providers under serious threat.

In addition, this Council resolves to:

- Review the 2018/19 draft budget proposals to ensure that the revenue funding allocated to adult social care services in the budget is sufficient, and increase the level of proposed spending if required in light of this ongoing crisis.

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, E.W. Stennett, S. Taylor, L. Walsh, Mrs. V. Ward, A. Western, D. Western, M. Whetton, A.M. Whyte, A.J. Williams, A.P. Williams, J.A. Wright, M. Young and Mrs. P. Young

Further Information

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

Ian Cockill, Democratic Services Officer

Tel: 0161 912 1387

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

This Summons was issued on **Tuesday, 23 January 2018** 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

29 NOVEMBER 2017

### PRESENT

The Worshipful the Mayor (Councillor Jonathan Coupe), in the Chair.

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

### In attendance

Chief Executive	Ms. T. Grant
Corporate Director Children, Families and Wellbeing	Ms. J. Colbert
Corporate Director Economic Growth, Environment and Infrastructure	Ms. S. Pearson
Director of Legal and Democratic Services	Ms. J. Kealey
Chief Finance Officer	Ms. N. Bishop
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, Mrs. P. Dixon, A. Duffield, E. Malik, J.R. Reilly, M. Sephton and Mrs. P. Young.

### 43. MINUTES

That the Minutes of the Meeting of the Council held on 11 October 2017, be approved as a correct record and signed by the Chairman.

**Meeting of the Council  
29 November 2017**

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#### **44. ANNOUNCEMENTS**

(a) Royal Engagement

The Mayor conveyed the Council's congratulations to Prince Harry and Meghan Markle on their recent engagement and indicated that he would write to formally communicate the Council's good wishes.

(b) Employer Supported Policing Award

The Leader of the Council informed the Council that Trafford had been awarded the Lord Ferrers award for Employer Supported Policing for aiding Council employees to volunteer as Special Constables and in recognition of the continued support of Council Tax exemptions for volunteers that live and work in the Borough. The Leader was pleased that the efforts of the Council were recognised at a ceremony held on 28 November 2017, presided over by the Home Secretary and attended by Councillor Mrs. Evans, Executive Member for Communities and Partnerships.

(c) Scrutiny Committee Update

Councillor Michael Young, Chairman of Scrutiny Committee provided the Council with an update on the Committees work.

Members were reminded that the upcoming Budget Scrutiny working group session would commence at 6.00 p.m. on 5 December 2017.

Trafford had hosted the Strategic Scrutiny Network meeting on 23 November 2017 which was attended by approximately 20 delegates from across the region.

Scrutiny Committee had considered the Call In of the decision regarding a Pilot for Enhanced Littering and Alleyway Dumping Enforcement in Old Trafford and the Wider Stretford Locality. Although it did not feel the need to refer the decision back to the Executive, the Committee believed it would have been advantageous to have included the additional information in the original report, which may possibly have prevented the call in and in addition, it would have been courteous to inform Ward Members before the decision was taken.

(d) Health Scrutiny Committee Update

Councillor Harding, Chairman of Health Scrutiny Committee updated the Council on activity since the last Council meeting.

The Committee continued to receive updates on the Single Hospital Service and Councillor Harding looked forward to a sustained and thriving health economy in Trafford's acute sector.



## Meeting of the Council 29 November 2017

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The response from the Care Quality Commission Inspection of Adult Social Care, which focused particularly on Delayed Transfers of Care within Trafford, was expected the next week and the findings would eventually be presented to the Committee.

Task and Finish Group work was continuing on the loneliness issue and the integration of Trafford Health and Social Care was a large piece of work for April 2018 which Health Scrutiny Committee would continue to monitor.

### 45. QUESTIONS BY MEMBERS

The Mayor reported that 5 questions had been received under Procedure Rule 10.2.

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

*“Governing Bodies of Trafford Community Schools are being asked to adopt the Trafford Educational Services Policies on Staff Pay and Conditions and the Staff Code of Conduct. Can the Executive Member please explain why Governing Bodies of Community Schools that do not subscribe to the Service Level Agreement for Trafford Human Resources Services are being denied access to these Policies?”*

Councillor Whetton, the Executive Member for Children and Families advised that the autonomy now provided to school governing bodies and school principals meant that schools had the option to buy Human Resources (HR) consultancy services from the Council or alternatively to procure from an external service provider. Those schools that decided not to purchase the Council service would not be provided access to the recommended model policies and procedures contained in the HR toolkit, whilst schools that had recently taken the decision to change their HR provider away from the Council, would not have access to any revisions or new policies that had been developed by the HR consultancy service and would need to seek advice from their new provider.

Councillor Freeman enquired through a supplementary question whether the Executive Member agreed that, since HR policies were consulted upon with the trade unions and as Community Schools also paid into the community levy, it was discriminatory to deny staff access to the policies. Councillor Whetton did not accept that there was discrimination if the school moved away from the Council to go with another provider and confirmed that the Council would welcome back any school with concerns with an appropriate service level agreement.

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

*“Please would the relevant Executive Member of Trafford Council confirm how many unemployed people there are in Trafford and what areas of the Borough they are distributed in?”*

## Meeting of the Council 29 November 2017

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Councillor Hopps, the Executive Member for Housing and Strategic Planning advised that the most up to date Office of National Statistics and unemployment data showed that there were 4300 unemployed people in Trafford in July 2017 which equated to an overall unemployment rate of 3.5% and compared to a Greater Manchester average of 7.5% and a United Kingdom average of 4.4%. Unfortunately, a full breakdown by ward was not available, however, a ward by ward analysis was available for those claiming Job Seekers Allowance and Universal Credit which was a total of 2435. The rates ranged from 3.4% of the adult working population in the Bucklow St. Martins and Clifford Wards to 0.5% of the adult working population in Timperley and the Executive Member was happy to share a full analysis by email.

Referring to the Annual Delivery Plan and the objective for full employment across all Trafford, Councillor Mrs. Brophy asked as a supplementary question why a higher target was being set for the next year compared to the last, given this had not been achieved. In response, Councillor Hopps asked whether Councillor Mrs. Brophy could provide him with the details in writing to enable him to investigate and provide a full response.

- (c) Councillor Adshead asked the following question, the first of two questions for which he had given notice:

*“Given continuing problems with services provided by Amey, the latest being the leaf clearance programme in which virtually the whole of Stretford ward was missed off, and most likely other areas of the Borough. Many of the problems appeared to be attributed to the use of, and reliance upon the continuing use of agency staff, could the Executive Member therefore comment on the numbers of agency staff employed as against staff employed by Amey direct and indeed the quality of these agencies involved i.e. would these agencies be ones that Trafford Council would recommend?”*

In the absence of Councillor John Reilly, Executive Member for Highways, Parks and Environmental Services who became unwell before the meeting his Deputy, Councillor Shaw assured Councillor Adshead that a written response would be provided to him at the earliest convenience.

- (d) Councillor Adshead asked the following question, the second of two questions, for which he had given notice:

*“Again this year we have had problems with the weed spraying programme both in the early part of the summer and indeed the late summer part of the programme, indeed we have photos of weeds growing almost as big as myself, and our town centres as well as residential areas were covered in weeds like I have never seen before therefore please could the Executive Member inform Council when the second part of the programme was actually carried out?”*

Councillor Shaw, Deputy Executive Member for Highways, Parks and Environmental Services confirmed that the initial weed spraying programme was undertaken June to September but unfortunately poor weather conditions

**Meeting of the Council  
29 November 2017**

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impacted and delayed the second treatment which started in October and continued until the early frosts in November. Wards that received the second treatment were those that were treated in June and included Brooklands, Clifford, Gorse Hill, Longford, St. Mary's, Stretford and Urmston.

Appreciating that weather was a factor, Councillor Adshead asked as a supplementary question how monitoring could be improved to ensure that the programme is a success. In response, Councillor Shaw provided an assurance that next year's programme would be monitored.

- (e) Councillor O'Sullivan asked the following question for which she had given notice:

*"Lighting a wood stove in your home is like starting up your own toxic incinerator and people should have as much protection from wood smoke as they do from cigarette smoke,*

*There are several reasons to ban wood stove burners such as, burning 10 lbs of wood for one hour release as much PAH's (Polycyclic Aromatic Hydrocarbons) as 6,000 cigarettes, wood smoke is the third largest source of Dioxins, one of the most toxic components known to Science, Wood smoke penetrates homes of neighbours creating concentrations as up to 88% as high as outdoor air, and the very small particles omitted make them 7 time more likely to be inhaled than other particulate pollution.*

*As there is so much evidence available now regarding the toxicity of wood stove burners and the effect on human health how are the Council monitoring and are there any plans to ban them?"*

In the absence of Councillor John Reilly, Executive Member for Highways, Parks and Environmental Services, Councillor Hopps, the Executive Member for Housing and Strategic Planning explained that as Councillor O'Sullivan may have been aware, Trafford was a designated Smoke Control Area, however, certain fuels and appliances, including domestic wood burning appliances, had been approved by the government for use within such areas. The Council's Pollution team dealt with complaints concerning smoke emissions and would take appropriate enforcement action should the appliance or fuel be found to be non-compliant. For the installation of new solid fuel burners, buildings regulation approval was required unless the appliance was installed by a certified engineer. With national legislation in the place to control emissions from solid fuel burners, the Council currently had no plans to prohibit their use. The legislation in force also ensured that the impact of non-compliant fuel burners was kept to a minimum.

Councillor O'Sullivan asked as a supplementary question, given the perceived dangers of emissions from wood stove burners, whether Trafford could pioneer an approach and introduce a complete ban. Councillor Hopps was not averse to exploring the issue with officers in Regulatory Services but reiterated that the Council did operate within the national legislation to control emissions.

**Meeting of the Council  
29 November 2017**

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**46. MEMBERSHIP OF COMMITTEES**

RESOLVED: That the Council notes the following change to the Membership of Committees, as agreed by the Chief Executive under delegated authority:

Councillor Cornes appointed, with effect from 18 October 2017, as a replacement for former Councillor Smith on the Planning and Development Management Committee.

**47. REGISTRATION OF COUNCILLORS AS DATA CONTROLLERS**

The Corporate Director of Transformation and Resources submitted a report on the registration of Councillors as data controllers and the respective recommendation from the Standards Committee meeting held on 26 October 2017.

RESOLVED: That the Council recommends to all its Members that they should register as Data Controllers and that each fee for individual registration should be met from Council funds.

**48. CONSULTATION – DISQUALIFICATION CRITERIA FOR COUNCILLORS AND MAYORS**

The Corporate Director of Transformation and Resources submitted a report on the Department of Communities and Local Government's consultation on proposed new rules for the disqualification of certain individuals from standing for or holding office as a member of a council or as a mayor. Standards Committee had considered the consultation document and recommended that its response, as set out in the report, was accepted as the response from the Council as a whole.

RESOLVED: That the response recommended by Standards Committee on 26 October 2017 is adopted by the Council and be submitted to the DCLG by the Monitoring Officer.

**49. INTERIM AMENDMENT OF THE COUNCIL'S CONTRACT PROCEDURE RULES TO PERMIT IMPLEMENTATION OF A RISK-BASED SOURCING TRIAL**

The Chief Finance Officer and Director of Stockport, Trafford and Rochdale (STaR) Procurement Service submitted a report advising on the risk-based sourcing approach and setting out the interim amendments required to the Council's Contract Procedure Rules (CPRs). The report also detailed the longer term plan for permanent changes to the CPRs.

RESOLVED: That the interim changes to the Council's CPRs, as set out in Section 2.3 of the report, be approved.

**Meeting of the Council  
29 November 2017**

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**50. COUNCIL TAX SUPPORT SCHEME FOR 2018/19 - PROPOSED CHANGES FOR CARE LEAVERS, THOSE IN RECEIPT OF UNIVERSAL CREDIT (UC) AND COMPANY DIRECTORS**

The Executive Member for Corporate Resources submitted a report which summarised the current Council Tax Support Scheme and the proposed changes which would ensure that:

- Care Leavers, where a Council acts as the corporate parent, do not have to pay Council Tax up to their 25th birthday;
- UC claimants' start dates were aligned with Council Tax Support start dates; and
- Company Directors would be treated in the same way as self-employed claimants to ensure a fair and consistent approach.

The report also summarised the feedback from the consultation which had been undertaken on the changes and the Executive had recommended the proposed changes to Council for approval.

RESOLVED - That the proposed changes to the Council Tax Support scheme for 2018/19, as recommended by the Executive on 27 November 2017, be approved.

**51. ALTRINCHAM NEIGHBOURHOOD BUSINESS PLAN**

The Executive Member for Housing and Strategic Planning submitted a report which provided a summary of the outcome of the residential and business referendums which were held on 19 October 2017, in relation to the Altrincham Town Centre Neighbourhood Business Plan (ATCNBP). The report also set out the steps the Council needed to take in relation to the ATCNBP and the status that the ATCNBP would have following its adoption.

RESOLVED -

- (1) That the Council adopts the ATCNBP as part of the Development Plan for Trafford, pursuant to the provisions of section 38 (A) (4) of the Planning and Compulsory Purchase Act 2004.
- (2) That, in line with the Neighbourhood Planning Regulations, the decision statement set out at Appendix 3 to the report and the ATCNBP, be published on the Council's website and brought to the attention of people who live, work or carry out business in the neighbourhood area.
- (3) That, in line with the Neighbourhood Planning Regulations, the decision statement and details of how to view the ATCNBP be sent to the qualifying body (the Altrincham Town Centre Neighbourhood Business Forum) and any person who asked to be notified of the decision.

**Meeting of the Council  
29 November 2017**

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**52. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - BROADHEATH COMMUNITY HUB**

It was moved and seconded that:

“Council notes it was recently confirmed that contracts had exchanged on a new community centre, restaurant and nursery in Broadheath.

The Council is therefore pleased to see that building work on this exciting and welcome community hub has started and places on record its thanks to all parties involved for their determination and tenacity in making this project a reality.

Council wishes to place on record its appreciation and recognise the dedication shown by Broadheath Community Association, the National Trust, developers, Councillors and residents alike, working together to ensure this exciting project has begun.

Council further supports the notion that development activity across the borough is positively contributing to improved public realm, new community facilities, green spaces and town centre regeneration as Section 106 and Community Infrastructure Levy (CIL) contributions are received and shows a demonstrable link between good development and an improved community offering.”

Following speeches in support, the Motion was agreed unanimously by the Council.

RESOLVED: That Council notes it was recently confirmed that contracts had exchanged on a new community centre, restaurant and nursery in Broadheath.

The Council is therefore pleased to see that building work on this exciting and welcome community hub has started and places on record its thanks to all parties involved for their determination and tenacity in making this project a reality.

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**Meeting of the Council  
29 November 2017**

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**53. MOTION SUBMITTED BY THE LABOUR GROUP - GREEN BELT LAND AT FLIXTON**

(Note: With the consent of the Council, Councillor Andrew Western altered the Motion for which notice had been given, with additional text after the word 'Flixton' in the first sentence.)

It was moved and seconded that:

“This Council notes changes put forward by the ruling Conservative Group to their proposals for the building of homes on green belt land in Flixton, reducing the potential number of properties from 750 to “under 400”. Council recognises this space as a vital community asset and makes clear its opposition to any building taking place on the site. To this end Council calls upon the Conservative Group to review their proposals again and to withdraw their support for any and all building on Flixton’s green belt.”

It was moved and seconded as an amendment that:

“This Council notes that as part of a commitment to openness and transparency in relation to overcoming the housing crisis in Trafford, the Executive has shared its latest thinking with regard to the potential building of new homes on land at Flixton Station and the surrounding area, which includes a greater portion of land including Flixton fields, Flixton House and park being retained in the green belt.

Council recognises this space as a vital community asset, which was previously only accessible to a small number of users and understands that the Greater Manchester Spatial Framework (GMSF) is an iterative process, to which final proposals will not be published until June 2018.

Council recognises that the unaffordability of housing in Trafford is a crisis that cannot continue to be ignored and will require decisive action to resolve. The Council is concerned that the Labour party has not set out how it would meet the housing challenge, which puts at risk all land across the borough to future uncontrolled development.

Council is aware that all nine Labour-controlled authorities in Greater Manchester are proposing to release pockets of green belt land and that a sensible and open minded approach will be required where residents can expect a non-partisan, long term solution to the issues raised.

To this end Council calls upon the administration to develop further thinking in the same open manner before determining whether to support or oppose final proposals, once published.

The Council also acknowledges that any representations made as part of the GMSF consultation process shall not fetter the future discharge of its statutory planning and regulatory responsibilities.”

**Meeting of the Council  
29 November 2017**

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Note: Councillor Andrew Western raised a point of order regarding the validity of the amendment under Council Procedure Rule 13.4 (a) and the meeting was adjourned at 8.08 p.m. The meeting reconvened at 8.22 p.m. without the presence of Councillors Acton, Adshead, Baugh, Brotherton, Carter, Freeman, Gratrix, Harding, Hynes, Jarman, Lloyd, O'Sullivan, Procter, Ross, Stennett, Taylor, Walsh, A. Western, D. Western, Whyte, A.J. Williams and Wright and the Mayor ruled that the amendment was not in breach of the Council Rules of Procedure.

Following a debate on the matter, the amendment was put to the vote and declared carried. The substantive Motion was then put to the vote and declared carried.

RESOLVED: That this Council notes that as part of a commitment to openness and transparency in relation to overcoming the housing crisis in Trafford, the Executive has shared its latest thinking with regard to the potential building of new homes on land at Flixton Station and the surrounding area, which includes a greater portion of land including Flixton fields, Flixton House and park being retained in the green belt.

Council recognises this space as a vital community asset, which was previously only accessible to a small number of users and understands that the Greater Manchester Spatial Framework (GMSF) is an iterative process, to which final proposals will not be published until June 2018.

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Council is aware that all nine Labour-controlled authorities in Greater Manchester are proposing to release pockets of green belt land and that a sensible and open minded approach will be required where residents can expect a non-partisan, long term solution to the issues raised.

To this end Council calls upon the administration to develop further thinking in the same open manner before determining whether to support or oppose final proposals, once published.

The Council also acknowledges that any representations made as part of the GMSF consultation process shall not fetter the future discharge of its statutory planning and regulatory responsibilities.

**54. MOTION SUBMITTED BY THE LABOUR GROUP - DIGNITY IN SOCIAL CARE: IMPROVING SOCIAL CARE SERVICES AND JOBS**

As the Motion failed to be moved and seconded, the Motion fell.



**Meeting of the Council  
29 November 2017**

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**55. MOTION SUBMITTED BY THE LABOUR GROUP - PUBLIC SECTOR PAY CAP**

As the Motion failed to be moved and seconded, the Motion fell.

**56. MOTION SUBMITTED BY THE LABOUR GROUP - UNIVERSAL CREDIT**

As the Motion failed to be moved and seconded, the Motion fell.

**57. MOTION SUBMITTED BY THE LABOUR GROUP - TRAFFORD CLINICAL COMMISSIONING GROUP (CCG) MINIMUM WAITING TIMES FOR NON-URGENT SURGERY**

As the Motion failed to be moved and seconded, the Motion fell.

**58. SEASON'S GREETINGS**

The Mayor wished everyone a very Merry Christmas and a Happy and Prosperous New Year and the Council reciprocated his good wishes.

The meeting commenced at 7.06 p.m. and finished at 8.37 p.m.

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## TRAFFORD COUNCIL

**Report to:** Executive  
**Date:** 29 January 2018  
**Report for:** Decision  
**Report of:** Executive Member for Housing and Strategic Planning

### Report Title

**Refreshed Stretford Masterplan**

### Summary

Delivering the successful regeneration of Stretford is a key priority for Trafford Council. Following public consultation, the Refreshed Masterplan has been prepared to provide an ambitious and comprehensive plan to transform Stretford.

The plans will encourage significant private investment, maximise the impact of the University Academy 92 (UA92) concept to deliver an innovative higher education facility in Stretford, deliver new leisure facilities for the whole community, facilitate improvements in public spaces, and support the delivery of new housing and town centre uses.

The Refreshed Masterplan will provide the strategic framework for the delivery of the emerging opportunities for the Town Centre and wider Stretford area, identifying areas for future development and the key actions required to deliver major investment and regeneration.

### Recommendation(s)

The Executive is recommended to:

- Note the findings of the public consultation on the draft Refreshed Stretford Masterplan.
- Approve the recommended approach to continued engagement.
- Approve the Refreshed Stretford Masterplan.

Contact person for access to background papers and further information:

Name: Mike Reed (Strategic Growth Manager)

Extension: x 4924

- Appendix One: Refreshed Stretford Masterplan: Final (January 2018)
- Appendix Two: Refreshed Stretford Masterplan Consultation Report: Part 1 (January 2018)
- Appendix Three: Refreshed Stretford Masterplan Consultation Report: Part 2-9 (January 2018)

Background Papers:

None

*Implications:*

Relationship to Policy Framework/Corporate Priorities	The successful implementation of the Refreshed Stretford Masterplan will support the corporate priority for economic growth and development and the delivery of the adopted Trafford Local Plan: Core Strategy which identifies Stretford Town Centre as a location for regeneration and change over the plan period.
Financial	The financial implications of specific proposals will be the subject of future reports to the Executive.
Legal Implications:	None as a consequence of this report
Equality/Diversity Implications	None as a consequence of this report.
Sustainability Implications	The Refreshed Masterplan sets a number of sustainability principles that future development proposals should be in accordance with.
Resource Implications e.g. Staffing / ICT / Assets	Existing resources have been identified to support the delivery of the Refreshed Masterplan. Information will be made available online with documents accessible through the Council's web pages. The Refreshed Masterplan will provide a framework for the Council to realise the full potential of its assets within the area.
Risk Management Implications	The delivery of the Refreshed Masterplan is supported by a risk plan setting out the key risks to delivery and proposed mitigation measures.
Health & Wellbeing Implications	The delivery of an enhanced Stretford Leisure Centre and provision of other facilities as part of the proposed development opportunities will support improved health and wellbeing.
Health and Safety Implications	None as a consequence of this report.

## **1.0 Background**

- 1.1 Delivering the successful regeneration of Stretford is a key priority for Trafford Council. The original Stretford Town Centre Masterplan was approved by the Executive in January 2014 and the work delivered to date has helped to reposition Stretford as a more attractive destination for investment and development. However, significant challenges remain, including the high vacancy rate and a number of important development sites that have not progressed. It is therefore considered that the successful transformation of Stretford will require significant additional investment and new development that can act as a catalyst for further change.
- 1.2 The draft Refreshed Stretford Masterplan was prepared as the Council's emerging strategy for securing the transformation of Stretford, taking full advantage of new opportunities, in particular the University Academy 92 (UA92) proposals to establish a new higher education facility in the Stretford area. On 10 October 2017, Trafford Council commenced a ten week public consultation and engagement process with all stakeholders and the local community on the draft Refreshed Masterplan.
- 1.3 The preparation of the Refreshed Masterplan has been informed by the consultation feedback received which has helped to shape and refine the proposals. It provides an ambitious and comprehensive plan to transform Stretford. The plans will encourage significant private investment, maximise the beneficial impact of the UA92 proposals, deliver new leisure facilities for the whole community, facilitate improvements in public spaces, and support the delivery of new housing.
- 1.4 In meeting the needs and aspirations of the local community it will be important to create a distinctive place that reflects the cultural mix of the area and complements other provision in Trafford, ensuring a long term sustainable future for Stretford and the Town Centre.

## **2.0 The Refreshed Masterplan**

- 2.1 The vision for the Refreshed Stretford Masterplan is as follows:

*'To transform Stretford Town Centre and the wider Stretford area into a prosperous and vibrant place with attractive communities and a wide range of facilities throughout the day and evening that realises the full potential of existing assets'.*

- 2.2 The primary objective of the Refreshed Masterplan is to secure the successful regeneration of Stretford Town Centre and the surrounding Stretford area by:
  - Bringing forward identified development sites
  - Changing perceptions of Stretford and significantly enhancing the Town Centre offer
  - Developing further residential uses, particularly in the Town Centre
  - Encouraging greater footfall throughout the Town Centre
  - Delivering improved public spaces in the Stretford area
- 2.3 To achieve the vision of transforming Stretford it will be necessary to provide a wide range of new and enhanced facilities, maximise the opportunities for major investment and realise the full potential of existing assets.
- 2.4 The approach to the regeneration of Stretford through the Refreshed Masterplan is focused primarily on delivery of the UA92 campus, introducing a wider mix of uses

into the Town Centre, reusing historic buildings, developing an enhanced evening economy and improving the linkages between assets such as the Bridgewater Canal, surrounding commercial, leisure and international visitor destinations, the Mersey Valley and Stretford's parks.

- 2.5 Stretford Mall forms the core of the Town Centre and works to reconfigure and redevelop this site creating more attractive and outward facing development with a wider mix of uses will be supported. Leisure and residential uses will be promoted on both sides of the Bridgewater Canal with more attractive routes provided throughout the Town Centre. The Lacy Street site will provide a mixed development including residential uses and student accommodation with retail and café/restaurant uses at ground floor level. Stretford Public Hall will provide a continued focus for community uses with improved connectivity to the Mall, Essoldo, Metrolink Stop and the Bridgewater Canal. The delivery of public realm improvements will provide a significantly enhanced gateway to the Town Centre, help to alleviate the severance caused by the A56 and Kingsway, and provide an improved physical environment.
- 2.6 The UA92 campus quarter will be established on the site of the former Kellogg's office on Brian Statham Way adjacent to Old Trafford Metrolink Stop and LCCC. This area will comprise teaching and learning accommodation alongside other facilities and employment space.
- 2.7 The delivery of public realm improvements along Talbot Road and the A56 from the UA92 campus quarter to Stretford Town Centre and to The Quays/MediaCity:UK will significantly improve the connectivity of these areas and their role as important gateways.
- 2.8 The delivery of new training facilities for Salford City FC at Turn Moss will support improved sporting facilities, enhancing Trafford's sporting and leisure offer for the whole community.

### **3.0 Public Consultation**

- 3.1 On commencement of the ten week public consultation a letter and summary leaflet was delivered to over 17,000 residents in the Stretford, Longford and Gorse Hill wards. Consultation material was made available online in addition to information display boards at Stretford Mall, Stretford Leisure Centre, Stretford Library and Trafford Town Hall. A questionnaire was created to capture views on the Refreshed Masterplan and available online and in hard copy at Stretford Library. There was a good response with a total of 1,519 responses received in addition to a further 82 separate responses. A specific questionnaire was designed with the Trafford Youth Cabinet to capture the views of young people, in particular Year 11 pupils, with a further 102 responses received.
- 3.2 Five general and themed public consultation events were held and senior Council officers attended a range of community meetings throughout the consultation to answer questions and take feedback.
- 3.3 A summary of feedback against each of the key themes and the Council's response is set out in Table 1 below:

**Table 1: Consultation Feedback Summary**

<b>Theme</b>	<b>Feedback Received</b>	<b>Council Response</b>
UA92 and Campus Quarter	<p>On balance feedback is supportive of the concept of UA92 but some concerns that the proposals are rushed and it has not been made clear how this will specifically benefit the local area.</p> <p>What is the rationale for choosing this site for the campus and the hotel/residential development proposed? What is the role of the former B&amp;Q site?</p> <p>Student accommodation should be developed on the site in place of the new leisure centre and private residential.</p>	<p>More work will be progressed with UA92 in relation to the benefits they can offer, including availability of jobs, their proposed approach to inspire young people, and building strong links with local schools.</p> <p>Further masterplanning work is now being undertaken on the UA92 Campus Quarter site which will identify the preferred uses for the former Kellogg's office site and former B&amp;Q site. This work will be completed by mid-2018.</p>
Lacy Street	<p>Strong opposition to the height of the tower, alongside concerns about density of development, provision of this level of student accommodation in that location, impact on local services and whether the development as proposed would act as a further barrier to movement.</p> <p>The site should be developed for lower rise mixed use development with some affordable housing and/or an alternative site for Stretford Leisure Centre.</p>	<p>The Council recognises the concerns expressed around the proposals for the Lacy Street site.</p> <p>Work will be undertaken in early 2018 to re-examine the development proposals and provide a significantly lower and less dense scheme which includes some affordable housing alongside student accommodation and ground floor commercial development. There will be a strong emphasis on design and an approach that responds more effectively to the canalside.</p>
Town Centre	<p>There is broad agreement that the type and quality of offer needs to be improved alongside an improved night-time economy.</p> <p>This should be an opportunity to do something more radical but not clear what specific benefits UA92 and student accommodation will bring to the Town Centre.</p> <p>There should be a more innovative approach to the Mall with further demolition and creation of a new town square as a focal point. The development of the route along Edge Lane is a priority.</p>	<p>The Council will continue to work closely with the operators of the Mall to develop some more specific proposals and aspirations.</p> <p>Subject to CPO/land acquisition process on Edge Lane prepare more detailed proposals for these units.</p> <p>Further work will be progressed on public realm improvements on the A56, Edge Lane and Kingsway with a focus on how they can support the wider Town Centre.</p>
The Essoldo	<p>Overall feedback is positive that the Essoldo could be brought back into use but there are concerns around what uses would be included.</p> <p>Some concerns were raised by adjoining residents around impact on parking/highways from any reuse of the building and how this would be</p>	<p>The Council will progress the CPO/land acquisition process in relation to the Essoldo and the adjoining buildings.</p> <p>The Council will be preparing a specification in 2018 seeking expressions of interest to develop more detailed proposals for the development of the Essoldo, how it could look and a</p>



	<p>managed.</p> <p>Range of ideas including music venue, cinema, food and drink, space for craft fairs, general community space. It was requested that adjoining buildings need to provide an improved street-scene along Edge Lane and the site should make better use of the canalside.</p>	<p>deliverable and viable long term solution for its use.</p>
Turn Moss	<p>Whilst investment in Turn Moss is generally supported there is some opposition to Salford City FC's involvement and a section being fenced off for their training facility.</p> <p>There are concerns around green belt, impact on nature conservation, flood plain and drainage, impact of any floodlights, road access and car parking. It is not clearly articulated what benefits the proposals would bring to the community and how this compliments existing facilities in Longford Park.</p>	<p>The proposals for Turn Moss will be progressed as originally planned with a planning application due in early 2018.</p> <p>There will be a focus on securing the community benefits from the proposal in terms of providing opportunities for increased public usage and the delivery of community benefits, including Salford City FC's community programme.</p>
Stretford Leisure Centre	<p>There is general support for a new leisure centre but concern that provision won't be sufficient to meet the needs once the impact of students is taken into account.</p> <p>There were some suggestions that a new and enlarged leisure centre should be developed on Lacy Street.</p>	<p>The new leisure centre will be designed to have sufficient capacity to meet the future needs of all users. More detailed proposals for the new leisure centre and the facilities it will contain will be prepared in 2018.</p>
Public Spaces and A56	<p>There is general agreement that significant improvements to movement and public spaces are needed. Some respondents suggested the proposals should be more ambitious and provide more priority to pedestrians and cyclists, for example by reducing the number of lanes on the A56 to provide segregated cycle lanes.</p> <p>There is concern that the current 30mph limit is not being enforced and pedestrian crossing points have insufficient capacity.</p> <p>There was a strong request that existing areas of greenspace on the A56 should be retained, particularly sites 12-14.</p>	<p>The Council is progressing work with TfGM to ensure the recent public realm improvement works operate effectively.</p> <p>Detailed design work for the next phases of public realm work will commence in early 2018.</p> <p>The Council recognises the concerns around any potential development on sites 12-14 and will retain these as greenspace.</p> <p>A further public realm strategy will be prepared for the areas beyond the town centre, including the A56 corridor to the UA92 Campus.</p>
Manor Farm Industrial Estate	<p>There were a number of concerns around the loss of small local businesses on the estate and a request that the existing uses should be retained on the site.</p>	<p>The Manor Farm Industrial Estate will be retained and the Council will look to update the leases of existing businesses.</p>
Stretford Library	<p>The feedback was not supportive of any plan to relocate the library.</p>	<p>The library will remain in its current location at this time.</p>

Local Infrastructure and Public Services	A number of comments were received in respect of capacity issues for existing infrastructure and services and the requirements for any new development.	It is recognised that there are existing pressures on local infrastructure, such as health services and public transport.  Further work will be done to explain how infrastructure improvements will be made to meet both current and additional demands.
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- 3.4 A full record of the consultation process and feedback received is provided in the Stretford Public Consultation Report (January 2018) at appendix two and three.

#### **4.0 Continued Consultation and Engagement**

- 4.1 The Council is committed to a process of ongoing consultation and engagement with the community throughout the delivery of the Refreshed Masterplan proposals.
- 4.2 Since 2015 the delivery of regeneration in Stretford Town Centre has been supported by the Stretford Masterplan Working Group and Panel, comprising local councillors and business and community representatives. Public consultation on the Refreshed Masterplan has identified the need for engagement to be broader and more frequent. Therefore the Council is proposing to replace the Working Group and Panel with a revised approach focused on specific engagement activity on key themes as the individual projects within the Refreshed Masterplan are progressed. This future activity will also consider how to ensure that all sections of the community are engaged, including those who do not have access to the internet or social media and more proactively engage with Stretford's local primary and secondary schools.
- 4.3 In meeting the needs and aspirations of the whole community it will be important to create a distinctive place that reflects the cultural mix of the area and complements other provision in Trafford, ensuring a long term sustainable future for Stretford and the Town Centre.

#### **5.0 Delivery Strategy**

- 5.1 The Refreshed Masterplan provides a strategic framework for the transformation of Stretford Town Centre, building on the progress made to date and representing a significant acceleration in its delivery. The following key actions have been identified for the next five years to progress the delivery of the Refreshed Masterplan.
- Implementation of a delivery and land assembly strategy to support the development of privately owned sites, including the potential for CPO.
  - Masterplanning work for the Lacy Street site.
  - Masterplanning work for the UA92 Campus Quarter development.
  - Delivery of the Royal Canal Works site.
  - Delivery of future phases of public realm improvements.
  - Opening of the first phase of the UA92 Campus Quarter in the former Kellogg's office block.
  - Demolition of the southern portion of Stretford Mall.
  - Supporting the Friends of Stretford Public Hall group with the continued delivery of their proposals.
  - Securing the reuse of the Essoldo building and vacant units along Edge Lane

- Securing funding and detailed design for future phases of public realm improvements and the processional route.
- Delivery of further improvements to Stretford Mall, including partial redevelopment.

5.2 The Refreshed Masterplan provides a clear strategy for the continued regeneration of the Town Centre and wider Stretford area, representing a significant acceleration in the delivery of its regeneration. The successful delivery of this Refreshed Masterplan will build effectively on the work completed to date and act as a major catalyst to accelerate the long term transformation of Stretford.

### **Other Options**

The recommendations are based on a detailed consideration of residents' responses to the public consultation. However, the Executive could consider proceeding with the original proposals, which would not address issues and concerns expressed during the consultation or decide not to progress further with the proposed master plan, which would mean that there would be no strategy for maximising the potential benefits of the UA92 proposals.

### **Reasons for Recommendation**

To ensure that the Council has in place a strategic framework for the transformation of Stretford and an agreed approach to continued public engagement.

**Key Decision** Yes

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

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

**Legal Officer Clearance** JL

**CORPORATE DIRECTOR'S 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:** 31 January 2018  
**Report for:** Decision  
**Report of:** Corporate Director of Transformation and Resources

### Report Title

#### **TRAFFORD COUNCIL AND NHS TRAFFORD CLINICAL COMMISSIONING GROUP INTEGRATION: PROPOSED GOVERNANCE ARRANGEMENTS**

### Summary

The purpose of this report is to update all Members in relation to the proposed arrangements for further alignment of functions across the council and NHS Trafford Clinical Commissioning Group, ("the CCG") as the next phase of the integration of the two organisations, including development of a single integrated strategic commissioning function.

The Executive has received previous reports on the progress of integration of health and social care services in Trafford on 19<sup>th</sup> December 2016, 26 June and 30<sup>th</sup> October 2017. The most recent report, which will be considered by the Executive on 29 January 2018, is appended to this report.

One of the key aims of integration is to ensure that Trafford residents receive higher quality care that focuses on individual and family wellbeing, whilst at the same time supporting health and social care professionals to be the best they can be. The proposals for a single leadership structure presented to staff during the recent consultation period will start the process of combining our expertise, knowledge, skills and ultimately, budgets. The aim is for Trafford citizens to receive the care and support they need when and wherever they need it and the single strategic commissioning service will support this aspiration.

The Executive report sets out the proposal to bring Trafford Council and NHS Trafford Clinical Commissioning Group services together under a single Executive structure led by the Chief Executive who will be appointed to the Accountable Officer role following NHS England and Trafford Council approvals. Remuneration for new/revised posts will be undertaken using existing pay and grading arrangements.

A Joint Commissioning Board and Integration Board is in place to develop and oversee the proposals and will continue until the establishment of a joint governance structure that will be based around a Joint Committee and Sub-Committee structure detailed in the Executive report, effective from the 1<sup>st</sup> April 2018.

If Executive approval is given on 29 January 2018 this will move the organisations on to the next phase of integration which includes appointments to posts in the Executive structure further alignment of functions and a period of financial assurance to be undertaken following the appointment (subject to Council approval) of the Chief Executive as Accountable Officer and of a joint Chief Finance Officer.

## **Recommendation(s)**

- 1. That Council notes the Executive Structure for the integrated Trafford Council and NHS Trafford Clinical Commissioning Group approved by Trafford Council Executive on 29 January 2018;**
- 2. That Council approves the proposal that Trafford Council Chief Executive is appointed the Accountable Officer for NHS Trafford Clinical Commissioning Group and notes that this is subject to NHS approvals;**
- 3. That Council approves the appointment of a Joint Chief Finance Officer operating across the two organisations;**
- 4. That Council notes the requirement for a period of assurance in relation to the financial resilience of both organisations, to be carried out by the Accountable Officer and Joint Chief Finance Officer after the implementation of the Executive structure whilst moving forward with the integration;**
- 5. That Council notes that a further report will be taken back to the Executive in the summer to update on progression of these proposals.**

Contact person for access to background papers and further information:

Name: Joanne Hyde  
Extension: 0161 912 4007

Background Papers: None

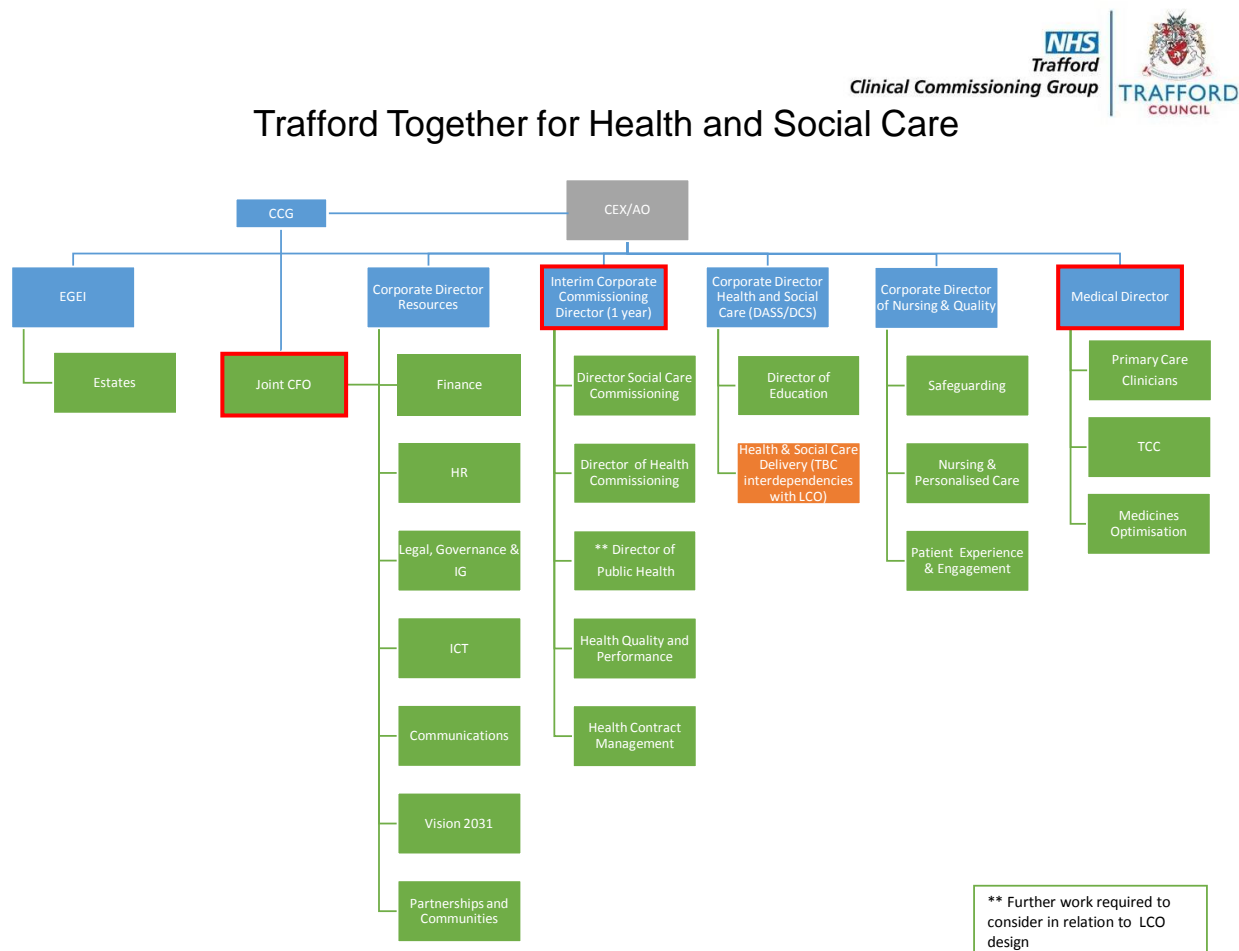
### **1. Background**

- 1.1 The Executive received a report on 19th December 2016 on the integration of health and social care, which was progressing across Greater Manchester as a central benefit of devolution. The report outlined the next natural and progressive phase of the Council's relationship with Trafford CCG and the potential benefits deriving from it. An update report was given on the 26<sup>th</sup> June 2017.
- 1.2 A further report on 30<sup>th</sup> October 2017 updated on the progress made in respect of the proposal to integrate Trafford Council & Trafford CCG and the intention to consult with staff and trade unions on the joint Executive structure developed to lead the new arrangements.
- 1.3 The report which will be considered by the Executive on 29 January 2018 presents the feedback themes received during the consultation process and seeks approval to proceed with the Executive structure under the leadership of the Chief Executive, who will be appointed to the role of Accountable Officer following NHS England and Trafford Council approvals.
- 1.4 That report also outlines the next stages of the development of a single strategic commissioning function, the proposed governance structure and the further

alignment proposals for NHS Trafford CCG and Trafford Council, which include the appointment of a Joint Chief Finance Officer operating across both organisations.

## 2. Next steps

- 2.1 The recommendation to the Executive, as set out in the appended report, is that they approve the single leadership structure set out below to operate under the direction of the Council's Chief Executive who will, subject to the approval of Council, be appointed to the Accountable Officer role in line with NHS approval processes.



- 2.2 The CCG are taking the same report through their Governing Body meeting scheduled for 30 January 2018.

Remuneration arrangements for new/revised posts as part of the proposed Executive structure will be considered under existing pay & grading arrangements.

- 2.3 In order for the integration to progress as outlined in the reports it will be necessary for Council to approve the appointment of the Chief Executive, who holds the statutory position as the Council's Head of Paid Service, to take on the additional duties and responsibilities of Accountable Officer to the CCG

- 2.4 It will be important that the Chief Executive, during the assurance period, assesses the capacity across the new leadership structure to ensure that effective

arrangements are in place in both organisations to support the nature of this joint role. There will be some additional capacity, as a Corporate Director Joint Commissioning will be appointed as part of the proposed the new structure.

- 2.5 Following approvals, a recruitment process will take place to appoint to the role of Joint Chief Finance Officer. The creation of a Joint Chief Finance Officer with such joint responsibilities also requires Council approval, due to the statutory aspects of that position in relation to Trafford Council.
- 2.6 Finance teams within the Council and CCG will align below the new Joint Chief Finance Officer post and work will continue to align financial strategies and systems, in preparation for further integration whilst a period of assurance is undertaken for the CCG and Trafford Council. The Joint Chief Finance Officer will also assess leadership capacity during this time in the same way as the Chief Executive to support the nature of this joint role.

### **Reasons for Recommendation**

The joint appointment of the Chief Executive to the Accountable Officer role and the approval of the proposed Executive structure, including the appointment of a Joint Chief Finance Officer will facilitate the next steps of the integration process for further alignment of functions and governance arrangements to operate.



**TRAFFORD COUNCIL**

**Report to:** Executive  
**Date:** 29 January 2018  
**Report for:** Decision  
**Report of:** Executive Member for Health and Wellbeing

**Report Title**

**TRAFFORD COUNCIL AND NHS TRAFFORD CLINICAL COMMISSIONING GROUP INTEGRATION: UPDATE ON FEEDBACK FROM THE CONSULTATION AND ENGAGEMENT PROCESS.**

**Summary**

The Executive has received previous reports on the progress of integration of health and social care services in Trafford on 19<sup>th</sup> December 2016, 26 June and 30<sup>th</sup> October 2017.

One of our key aims of integration is to ensure that our residents receive higher quality care that focuses on individual and family wellbeing, whilst at the same time supporting our health and social care professionals to be the best they can be. The proposals for a single leadership structure presented to staff during the recent consultation period will start the process of combining our expertise, knowledge, skills and budgets. Our aim is for Trafford citizens to receive the care and support they need when and wherever they need it and our single strategic commissioning service will support this aspiration.

This report focuses on seeking approval to bring Trafford Council and NHS Trafford Clinical Commissioning Group services together under a single Executive structure lead by the Chief Executive who will assume the Accountable Officer role following NHS England approvals.

A Joint Commissioning Board and Integration Board is in place to develop and oversee the proposals and will continue until the establishment of a joint governance structure that will be based around a Joint Committee and Sub-Committee structure detailed in the report, effective from the 1<sup>st</sup> April 2018.

Approval is sought to move to the next phase of integration which includes appointments to posts in the Executive structure, further alignment of functions and a period of financial due diligence to be undertaken following the appointment of the joint Chief Finance Officer.

**Recommendation(s)**

- 1. That the Executive approves the Executive Structure set out in the report;**
- 2. That the Executive notes that, subject to NHS approvals and the agreement of Council, it is proposed that Trafford Council Chief Executive will be appointed to the Accountable Officer for NHS Trafford Clinical**

**Commissioning Group;**

3. That the Executive agrees the next steps for further alignment of functions within Trafford Council and NHS Trafford Clinical Commissioning Group as set out in the report, including the appointment of a Joint Chief Finance Officer operating across the two organisations;
4. That the Executive notes the requirement for a period of assurance in relation to financial resilience of both organisations, to be carried out by the Accountable Officer and Joint Chief Finance Officer after the implementation of the Executive structure whilst moving forward with the integration;
5. That the Executive notes that a further report will be brought back to Executive in the summer to update on progression of these proposals.

Contact person for access to background papers and further information:

Name: Angela Beadsworth

Extension: 1291

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Key priority / Health and Wellbeing
Financial	The proposed integration of the two organisations will increase the potential for aligning budgets and reducing overall system wide costs. There are no direct financial implications at this stage.
Legal Implications:	Legal Services continue to advise officers as this project progresses. Employment law considerations will also be advised as the consultation progresses.
Equality/Diversity Implications	Equality and Diversity will be considered as part of the consultation process
Sustainability Implications	<i>Not applicable</i>
Resource Implications e.g. Staffing / ICT / Assets	<i>Not applicable</i>
Risk Management Implications	<i>Not applicable</i>
Health & Wellbeing Implications	We will ensure that the health and wellbeing of staff in scope of the proposals are fully considered. The report proposals seek to improve the health and wellbeing of Trafford residents
Health and Safety Implications	Health and Safety will be considered as part of the consultation process.

## 1. Background

- 1.1 The Executive received a report on the integration of health and social care which was progressing across Greater Manchester as a central benefit of devolution on 19th December 2016. The report outlined the next natural and progressive phase of the Council's relationship with Trafford CCG and the potential benefits deriving from it. An update report was given on the 26<sup>th</sup> June 2017.
- 1.2 A further report on 30<sup>th</sup> October 2017 updated on the progress made in respect of the proposal to integrate health & social care commissioning and the intention to consult with staff and trade unions on the joint Executive structure developed to lead the new arrangements.

- 1.3 This report presents the feedback themes received during the consultation process and seeks approval to proceed with the Executive structure under the leadership of the Chief Executive who will be appointed to the role of Accountable Officer following NHS England approvals.
  - 1.4 It outlines the next stages of the development of a single strategic commissioning function, the proposed governance structure and the further alignment proposals for NHS Trafford CCG and Trafford Council.
- 2. The consultation and engagement process**
- 2.1 The consultation and engagement period commenced on Monday 30 October 2017 with full team briefings to affected staff and continued for a period of 47 days ending on 15<sup>th</sup> December 2017. Trade Unions are fully supportive of the integration proposals and have provided input to the structural design proposals throughout the consultation process.
  - 2.2 Consultation packs containing the following documents were available for all employees following two briefings held on 30 October 2017 at which 170 people attended:
    - Consultation and Engagement briefing
    - Proposed Executive Leadership Team Structure Chart
    - Proposed Governance Chart
    - Consultation Timeline
    - Information on 'Making Change Happen' courses
  - 2.3 Employees who were absent (those on secondment, maternity leave, long-term sickness leave) were sent the consultation pack and any copies of documents and had opportunities to meet with their line manager in a 1-1 meeting or via a method of their choice (e.g. telephone, email etc.). Employees could also submit any queries and comments on the proposals via an email in box.
  - 2.4 Dedicated intranet pages were set up with information relating to the consultation proposals and seven consultation engagement sessions were held with staff across three sites for staff to help shape the vision of the new integrated organisation and to gauge levels of understanding of the change. A total of 87 staff from both organisations attended and feedback received will assist to shape the next phases of the integration proposals.
  - 2.5 A total of 233 feedback comments and questions were received during the consultation process. Individual questions were responded to directly and a frequently asked question page was created and made available to all staff via the dedicated web site.
  - 2.6 Staff also took part in a naming competition to come up with a new name for the single service and from a shortlist of 5 potential names 97 votes were cast, and winning with 52% of the vote was:

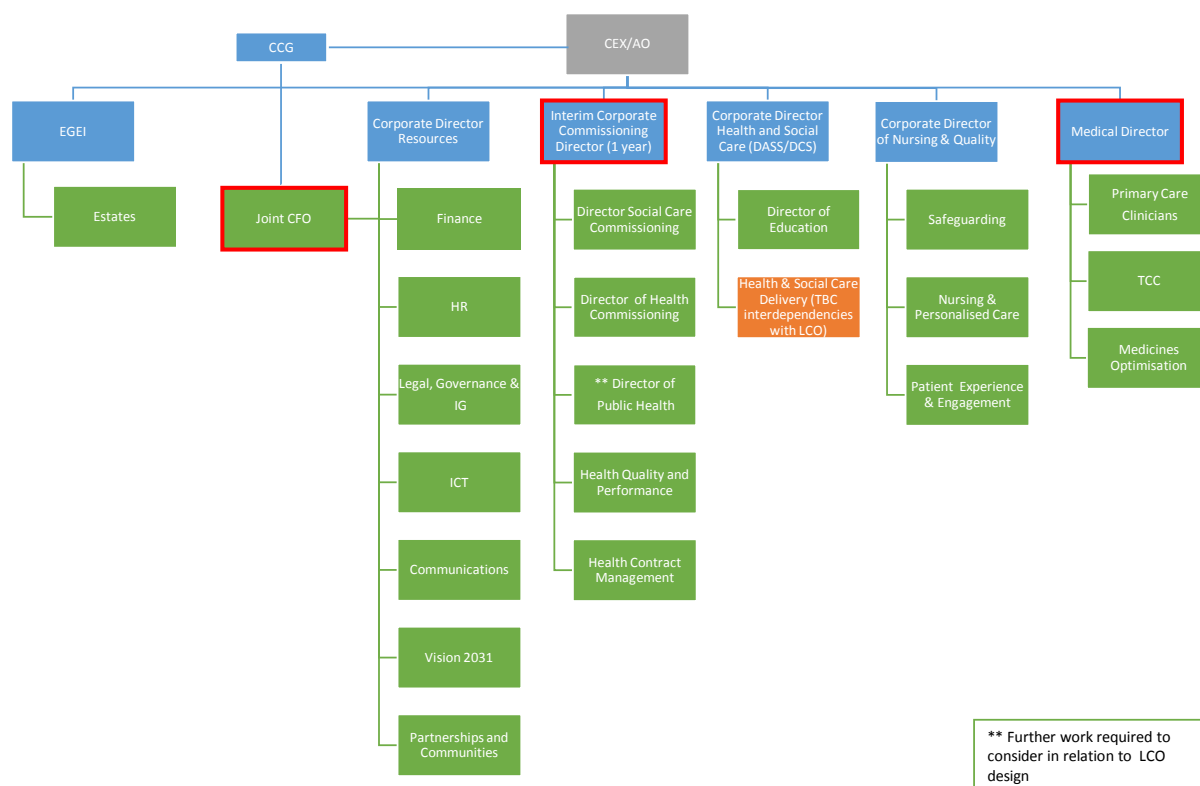
**'Trafford Together for Health and Social Care'.****3. Feedback on the Staffing proposals**

- 3.1 The feedback for the Executive structure was generally very positive as staff recognised the need for clear leadership for the new arrangements. One material change as a result of the feedback relates to the reporting lines for the new Chief Finance Officer who will work across both statutory organisations, initially this post was proposed to report into the Council's Corporate Director Resources.
- 3.2 Following consideration of this feedback, there will now be a direct reporting line into the Accountable Officer to maintain full assurance to NHS England for all health financial matters with the reporting line remaining with the Corporate Director Resources for all Council financial matters.
- 3.3 The majority of feedback received in summary relates to the following key themes:
- Organisational alignment and functional tasks and activities of teams;
  - Communication channels and methods;
  - Estates and accommodation.
- 3.4 All feedback received will assist to inform the next phase of the integration process and a report on the substantive content will be shared with staff and trade unions. A staff engagement event is scheduled for 9<sup>th</sup> February at which the Chief Executive and Interim Accountable Officer will outline the next steps for further alignment of functions.
- 3.5 Based on the feedback from staff during consultation further work is required on the various interdependencies between teams across both organisations so there will be no staff accommodation moves until this further work is concluded.
- 3.6 Finance teams within the Council and CCG will align below the new Joint Chief Finance Officer post and work will continue to align financial strategies and systems, in preparation for further integration whilst a period of due diligence is undertaken to ensure appropriate levels of assurance are completed for the CCG and Trafford Council. Further work will be undertaken to understand the impact of where the Business Analysis Team will align to ensure contract monitoring arrangements are embedded and provide essential input into future commissioning decisions. Therefore in the meantime they will remain within the Finance team structure.

**4. Recommendation and next steps**

- 4.1 Following the consultation process, the recommendation is to approve the single leadership structure to operate under the direction of the Council's Chief Executive who will be appointed to the Accountable Officer role in line with NHS approval processes.

## Trafford Together for Health and Social Care



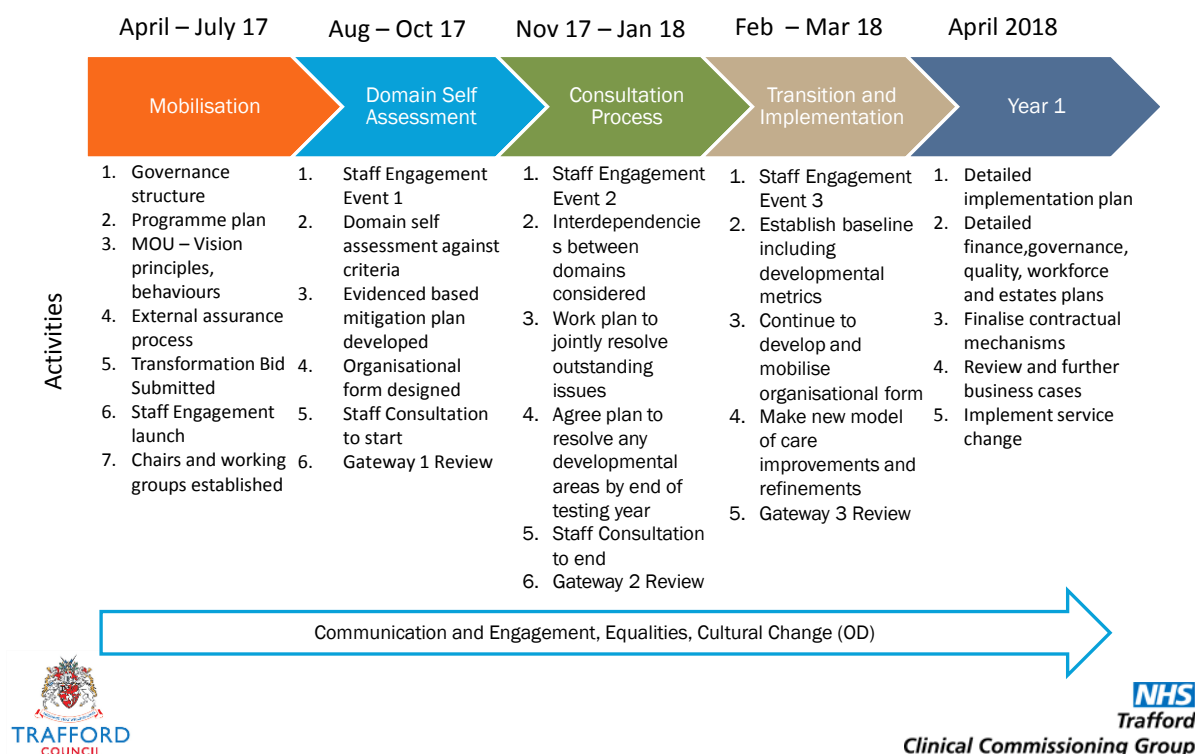
- 4.2 The CCG will take the same report through their Governing Body meeting scheduled for 30 January 2018.
- 4.3 Following approvals, a recruitment process will take place that will appoint to the following leadership roles:

Post	Action	Date
Interim Corporate Commissioning Director	Advertise	w/c 9 <sup>th</sup> February
Joint Chief Finance Officer	Ring-fence recruitment process for current CFO role holders	w/c 9 <sup>th</sup> February
Medical Director	Advertise	w/c 9 <sup>th</sup> February

- 4.4 A period of due diligence will be undertaken by the newly appointed joint Chief Finance Officer to assess our financial resilience whilst moving forward with integration.
- 4.5 The financial gateway provides the right approach in order to deliver a significant agenda of change over the course of 2018-19, whilst we continue to move forward in parallel with the next phase of development of the Local Care Organisation.

- 4.6 To progress further alignment of functions, a programme structure is in place with 9 workstream 'domains' established each with a Senior Responsible Owner and a Programme Lead. These workstreams will use the feedback information received during consultation and host further staff engagement and undertake business analysis activities. This will then shape organisational models that will support the achievement of the vision and strategic commissioning intentions and associated support services infrastructure so that our residents receive the care and support they need, when and where they need it.

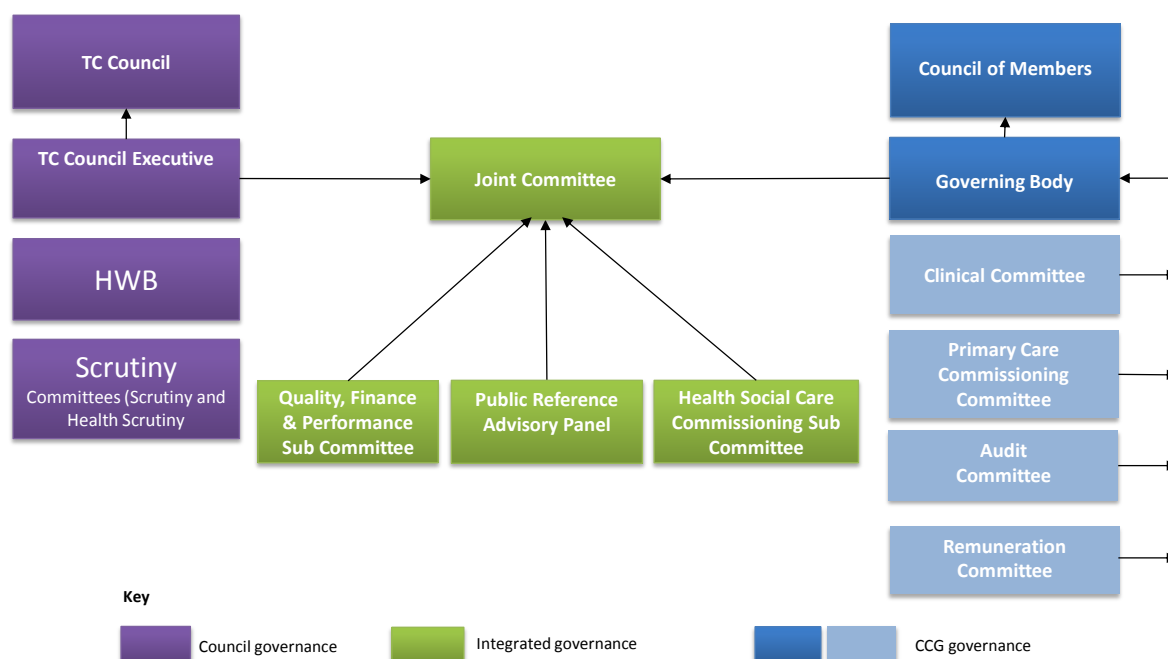
## End to End Overarching Timeline and Activities



## 5. Governance arrangements

- 5.1 A Joint Commissioning Board and Integration Board is currently in place to develop and oversee the proposals. This will continue until the establishment of a joint Governance structure which will be based around a formal Joint Committee and Sub Committee structure as set out in the diagram above. Work on the Joint Committee is to be developed by a workstream domain and detailed proposals will be brought to the Council in line with the proposals in paragraph 4.6.

## Integrated Governance Structure



### Other Options

The alternative option is not to proceed with the proposals. The financial due diligence work will inform this decision.

### Consultation

Extensive staff consultation has been carried out as set out in the report above

### Reasons for Recommendation

The joint appointment of the Chief Executive to the Accountable Officer role and the approval of the proposed Executive structure will facilitate the next steps of the integration process for further alignment of functions and governance arrangements to operate.

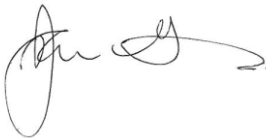
An update report will be brought back to Executive in the summer that will detail how integration of the two organisations is progressing.

**Key Decision** Yes

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



**Finance Officer Clearance** (NB).....



**Legal Officer Clearance** (JLF).....

**[CORPORATE] DIRECTOR’S SIGNATURE** (electronic)

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



## TRAFFORD COUNCIL

Report to: Council  
 Date: 31 January 2018  
 Report for: Information  
 Report of: Executive Member for Corporate Resources

### Report Title

<b>6-month Corporate Report on Health and Safety – 1 April to 30 September 2017</b>
---

### Summary

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. To provide information on council wide health and safety performance and trends in workplace accidents.</li> <li>2. To provide a summary of other key developments in health and safety for the period 1 April to 30 September 2017</li> </ol> |
|--|

### Recommendation(s)

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. That the report is noted.</li> </ol> |
|--|

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

Name: Richard Fontana Health & Safety Manager  
 Extension: 4919

Background Papers: None

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

Risk Management Implications	The total number of accidents to staff over the 6 months shows a continued trend of a lower number of accidents to those reported prior to 2015. Trafford Schools audited achieved 'excellent' or 'good' scores for health and safety performance. This presents reduced levels of risk to the Council in terms of civil claims. The number of injuries reportable to the HSE (RIDDOR reportable) also remains low.
Health & Wellbeing Implications	Improving the health and safety of staff contributes towards the Corporate objectives relating to Health and Wellbeing. RIDDOR reportable injuries are monitored in respect to the impact on sickness absence levels.
Health and Safety Implications	See Legal section above. The continuing auditing and monitoring arrangements combined with the mechanisms for the provision of advice and guidance are all focused on sensible and targeted risk management.

## **1. Introduction**

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

This report covers the 6 month period from 1 April to 30 September 2017. It provides an update on the key performance indicators to monitor health and safety performance across the organisation and highlights both proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period.

In addition to this report, updates will be provided to the relevant Corporate Directors and Joint Consultative Committees.

## **2. Monitoring Statutory Compliance**

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

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. Council 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

In terms of Council Services, HSU supported the Council's One Trafford Client Team within EGEI with a comprehensive joint audit of the One Trafford Waste and Recycling Service. This was in response to the Health and Safety Executive (HSE) inspection Waste Services in March 2017 where the HSE identified improvements were required in how Trafford Council as client, monitored and reviewed the health and safety practice and performance of Amey LG as contractor.

The audit formed one element of a range of improved contract monitoring processes to provide improved scrutiny of health and safety performance.

Outcomes from the audit identified that Amey LG had made some evident health and safety improvements in managing the risks to staff from noise and manual handling. Increased Amey supervisory resource had also improved the level of internal monitoring and joint client/contractor monitoring taking place. There had also been increased opportunities for the sharing and scrutiny of health and safety data e.g. through specific health and safety monthly meetings and frequent reports of performance. Areas for development include further manual handling assessment and training and ensuring supervisory monitoring is effective in identifying and addressing any observed poor working practices or issues. The full audit report will be provided through the One Trafford Partnership Board.

### 2.1.2 Schools

In April-September 2017, 29 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 79% and a maximum score of 100%.

#### 2.1.3 Schools achieving 'excellent' compliance rates

Thirteen schools audited achieved an 'excellent score' (between 91-100% compliance), as listed below, including 11 of which were Trafford Community Schools. Willows and Cloverlea Primary Schools achieved 100% for 'Risk Assessment' audits.

Schools	Full Health and Safety Audit	5
	Premises Audit	2
	Risk Assessment Audit	4
	Play Area	2
<b>Total</b>		<b>13</b>

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

#### 2.1.4 SLA Buy Back

A total of 74 schools bought back Health and Safety SLAs for the school year September 2016 – August 2017. At the time of this report, an encouraging level of 72 schools have purchased a health and safety SLA for the school year 2017-18 including the majority of Trafford Community Schools (only 3 schools have currently not purchased the SLA). A Trafford independent school has purchased 5 additional days support and two Tameside Schools have bought health and safety services for 2017-18. Table 1 provides a current breakdown of schools who have purchased the SLA.

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

School Type	Number
Community	39
Voluntary Controlled	1
Voluntary Aided	19
Independent	1
Academy	9
<b>Total</b>	<b>69</b>

### 3. Accident Statistics

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

Overall, the total number of accidents reported to the HSU involving staff has shown a decrease of 9% in the first 6 months of 2017, compared to the same period in 2016 (from 54-49 accidents). This continues a third year trend of a substantially lower number of accidents to those reported prior to 2015 as detailed in Table 2.

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

Indicators – First 6 months Results	2012	2013	2014	2015	2016	2017
Total number of accidents to employees (as reported to the HSU)	115	94	128	61	54	49
Number of employees	5875	5958	5749	5506	5394	5504
Overall rate of accidents to employees/100 employees	1.96	1.60	2.22	1.11	1.00	0.89

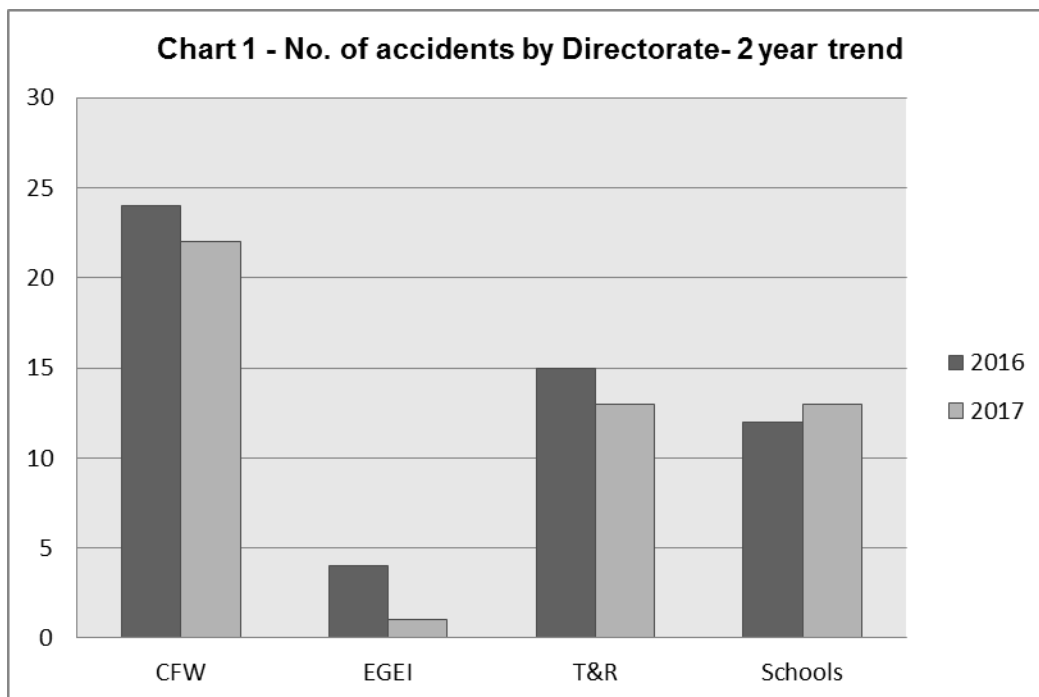
*Rate based on number of staff at 1 April at the start of each reporting period.*

HSU remains committed to ensuring that all accidents and incidents are appropriately reported where they indicate an actual or potential risk to employees. Although the continued low trend of reported incidents is welcome, there is still a need to encourage appropriate reporting throughout the organisation. The accident reporting guidance and arrangements are to be reviewed to ensure that they are clear, are easy to carry out and instill a positive process to improve employee health, safety and wellbeing.

Appendix 1 provides details of the accident statistics, broken down by directorate and service area for staff for the period 1st April to 30th September 2017. A summary of the findings is detailed below.

### 3.1 Numbers of Accidents by Directorate

All Directorates have seen a decrease in incidents in 2017 compared to the same period in 2016. Schools have seen an increase of one incident for 2017. Chart 1 below, highlights the two year trends.



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

CFW has seen a reduction of two accidents in 2017 compared to 2016 (from 24 to 22). Ten of those incidents related to violence and aggression, including threats or physical assault from service users. Slip or trip incidents accounted for 5 reports and 4 incidents related to road traffic accidents.

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

EGEI only had one reported incident compared to 4 in 2016. This slip incident occurred within the Pest Control Service.

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

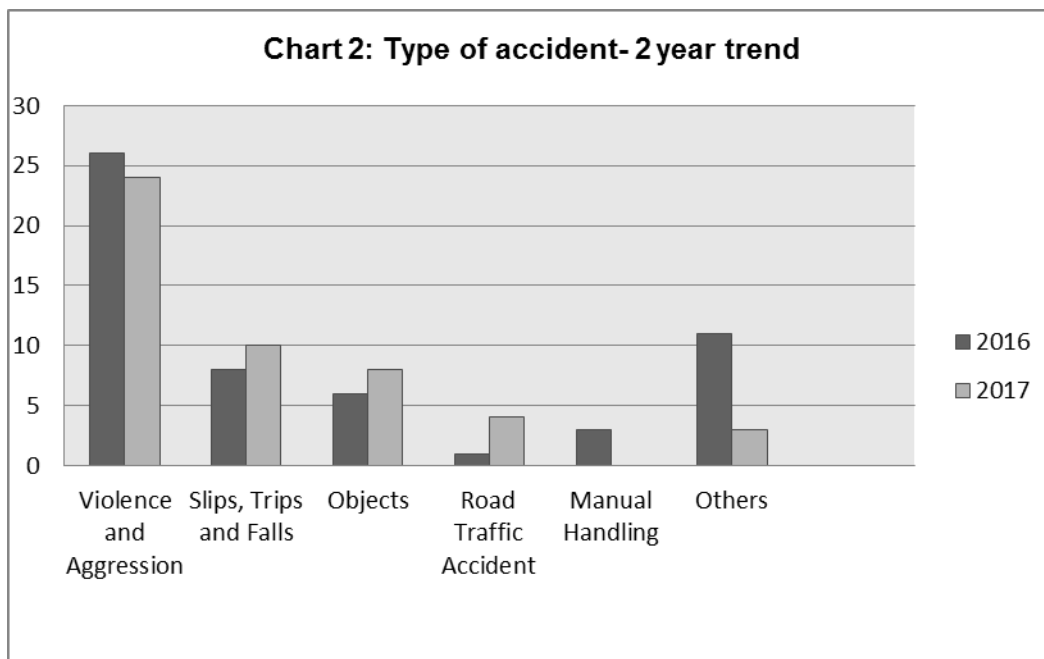
T&R saw a slight reduction of two incidents in 2017 compared to last year (from 15-13). The majority of incidents took place within the Strategic Business Unit's Catering Services. Four incidents occurred within Customer Services and related to incidents of verbal aggression or threats.

#### 3.1.4 Maintained Schools

Reported incidents from maintained schools was similar to last year with an increase of only 1 incident for 2017 (from 12 -13 incidents). As with previous trends, most incidents related to staff managing pupils displaying challenging behaviour.

## 3.2 Types of Accidents

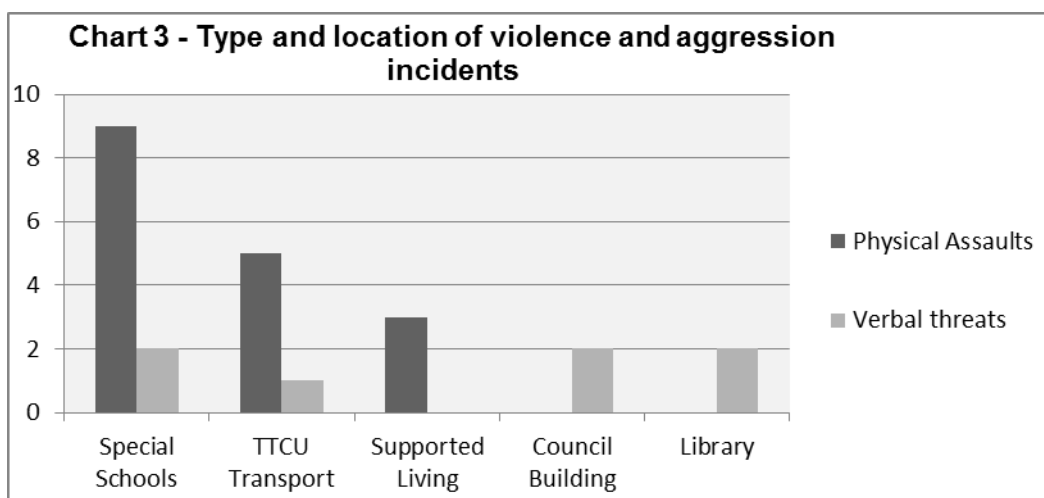
Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2016. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each directorate and service area.



### 3.2.1 Violence and Aggression

Violence and aggression incidents, including threats of assault/intimidation and physical assaults continues to be the most reported incident type. There has been slight decrease in such reported incidents (26 in 2016 to 24 in 2017).

Physical assaults have remained at the same number of 17 incidents. These continue to be reported by services and schools dealing with adults or children displaying challenging behaviour. Seven staff incidents of verbal threats/intimidation took place. The numbers, location and types of these incidents are shown in chart 3 below.



HSU have completed work with Customer Services and other teams from Regulatory Services and Health and Social Care to manage potentially violent and aggressive incidents at Trafford Town Hall reception. This has included improved procedures to respond to and monitor any incidents and contact the Police where appropriate.

With violence and aggression continuing to be the most prevalent type of incident, HSU are delivering a cross-service violence and aggression audit programme for 2017-18. This aims to examine how effectively violence and aggression risks are being managed across Council Services and reinforce the importance of reporting such incidents.

### **3.2.2 Other Accidents**

Slips, trips and fall incidents remain the second most common incident and have increased slightly from 8 incidents in 2016 to 10 incidents in 2017. Accidents involving objects (being hit by or striking against an object and contact with a sharp object) accounted for 8 incidents compared to 6 last year. There were no particular trends in these incidents.

### **3.3 Rate of Reportable Injuries to Staff**

There have been two incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive. One incident involved a member of Music Service staff suffering an injury when their toe was struck by a falling stage panel. The second incident involved a passenger assistant on home to school transport (TTCU) who suffered a fractured ankle when trying to intervene in a dispute between two pupils.

This rate remains the second lowest number of incidents over the previous 6 years and is well below the target rate set for reportable incidents.

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

<b>Local performance indicator-</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Number of reportable accidents	7	4	7	4	1	2
Target for rate of reportable accidents/100 employees	0.17	0.16	0.15	0.14	0.12	0.10
Actual rate of reportable accidents/100 employees	0.12	0.07	0.12	0.07	0.02	0.04

## **4. Current Performance against 2017-18 Health and Safety Improvement Plan**

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

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

Area of development	Actions	Status
<b>Corporate and schools health and safety guidance review</b>	Health and Safety - Selection and Monitoring of Contractors and Service Providers (in conjunction with STAR Procurement)	Completed
	COSHH (Hazardous Substance) Guidance	Completed
	Corporate Health and Safety Policy	Final Draft
	Asbestos Policy	Progressing
	Fire Policy	Progressing
	Accident Reporting and Investigation	Progressing
<b>Schools health and safety SLA</b>	COSHH (Hazardous Substance) Guidance	Completed
	Completion of programmed school SLA audits and training for School Year Sept 2016-Aug 2017.	Completed
	Programme of audits and support to schools under SLA for Sept 2017-Aug 2018	Progressing
	Drama audit for secondary schools	Progressing
<b>First aid</b>	Regular review of first aid provision across the Council	Ongoing

#### **4.1 Health and Safety Guidance on the Procurement of Contractors and Services**

The Council must ensure that organisations that carry out work or provide a service on our behalf are competent to do so safely. This is achieved by assessing their health and safety arrangements prior to approval, and when the contract is awarded, monitoring their health and safety performance at regular intervals to ensure ongoing compliance.

HSU completed a significant review of these arrangements with STAR Procurement and Health and Safety Teams from Stockport and Rochdale. Revised guidance has now been produced which outlines:

- The process that Services and STAR Procurement should follow to ensure the health and safety arrangements of organisations are reviewed prior to any approval.
- The Health and Safety Team's role in assessing competency of providers
- How Contract Managers should monitor the health and safety performance of service providers throughout the contract period
- The procedure to be followed where an 'Exemption' is requested from the normal procurement process to ensure adequate health and safety checks are still carried out.

HSU are carrying out a cross-service procurement audit in 2017-18 to assess how effectively health and safety issues are being assessed and monitored within Council contract arrangements.



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

**Table 4: Training delivered April-September 2017**

<b>Course/Training</b>	<b>Number of Courses</b>	<b>Number Attended/Trained</b>
Fire Evacuation Chairs	-	4
Additional Fire Marshal training	-	9
First Aid at Work Refresher (2 day)	1	6
First Aid at Work (3 day)	1	7
Paediatric First Aid	1	12
Health and Safety - Site Managers	1	7
Risk Assessment	1	5
Moving and Handling (Objects) – Schools	2	42
Moving and Handling (People) Transport	4	29
Moving and Handling (Adults) Update	4	23
Moving and Handling (Adults) - Private Provider	4	26
Working at Height (Use of Ladders)	1	6
Online Health & Safety Induction	-	162
Online Health & Safety Induction (Health & Social Care)	-	6

## 6. Key Achievements and Added Value

### 6.1 Internal Audit of the Health and Safety Unit

Trafford Council Audit and Assurance Service conducted an internal audit of the Health and Safety Unit in June/July 2017. The audit objective was to evaluate the effectiveness of procedures within HSU to ensure there are adequate corporate processes in place for health and safety.

The HSU were found to provide a 'medium/high level of assurance (good)' in how it delivered the Service. Systems and controls were noted to be adequate across most areas including procedures, guidance, training and reports provided on health and safety performance.

Areas to be enhanced include:

- An assessment of the programme to review guidance, to ensure this is done on a timely basis
- Benchmarking of health and safety performance with other local authorities.

## **6.2 Employee Health and Wellbeing Strategy – Recognition Success**

Trafford's Employee Health & Wellbeing Strategy has continued to provide a cohesive approach to support and improve the health and wellbeing of Council employees. A range of interventions are delivered with the commitment of the staff 'Wellbeing Champions'.

Trafford Council has been recognised under the 'Trafford CCG Healthy Workplace Recognition Scheme' and was awarded with a certificate for the range of work undertaken for employee health and wellbeing. The Council demonstrated how it delivered wellbeing interventions in four key areas of mental health and wellbeing, physical activity, healthy eating and attendance management.

## **6.3 Audit Programme**

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

## **6.4 Requests for Service**

HSU responded to 62 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

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

A total of 18 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting health related issues, including 3 specialist assessments by the Council's Moving and Handling/Ergonomic Consultant. Following an assessment, a report of the findings and recommendations are provided to the employee's line manager for implementation.

## **6.6 Event Applications**

The HSU has reviewed a total of 49 event applications for community events take place at numerous locations across Trafford.

## 6.7 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 safe handling techniques.

Service Area	Number of Moving and Handling Referrals (complex cases)
CFW Adult Services	1
Schools	2

## 6.8 Fire Safety

The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services and schools to ensure that robust fire precautions and evacuation arrangements are in place. Work has included:

- Fire risk assessment and audits conducted within schools
- Fire marshal/evacuation chair training and conducting full fire evacuations at Trafford Town Hall and Sale Waterside
- Fire audits and evacuation arrangements support for Corporate Buildings including Access Trafford Libraries and a Trafford Children's Home.

## 7. Key Health and Safety Data

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

## 8. Conclusion

Notified accidents and incidents that are reportable to the Health and Safety Executive have remained low for April-September 2017. HSU, however will continue to ensure that incident reporting and investigation forms a fundamental part of risk management and employees are able to effectively report accidents. The revision of the accident reporting guidance and planned violence and aggression audit highlighted in the report will support this.

The positive findings of the internal audit and recognition of work being done under the Health and Wellbeing Strategy will be built upon to drive forward focused improvement for our employee health, safety and wellbeing.

A comprehensive work programme continues through 2017-18 and the Service will continue to engage fully with Members, Unions, Senior Management and the workforce to manage risk sensibly and effectively and support the wellbeing of staff at work.

## Corporate Accident Statistics April-September 2017

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

Directorate	Service Area	No of incidents
CFW	CFW Directorate	1
	Education, Health and Care Commissioning	12
	Integrated Health and Social Care	7
	Music Service	1
	Business Support	1
<b>Total CFW</b>		<b>22</b>
EGEI	Regulatory Services	1
<b>Total EGEI</b>		<b>1</b>
Schools	Special Schools	10
	Community Schools	3
<b>Total Schools</b>		<b>13</b>
T&R	Customer Services	4
	Strategic Business Unit (Catering and Cleaning Operations)	9
<b>Total T&amp;R</b>		<b>13</b>
<b>Total Accidents</b>		<b>49</b>

## Appendix 2: Type of accident 2013 - 2017

Accident Type	2013	2014	2015	2016	2017
<b>Occurrences of violence and aggression</b>					
Physical Assault	37	54	19	17	17
Assault, Threats or Intimidation	7	16	2	9	7
<b>Total Occurrences of violence and aggression</b>	<b>44</b>	<b>70</b>	<b>21</b>	<b>26</b>	<b>24</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	12	15	13	7	10
Fall down steps/stairs	4	2	3	1	0
Fall from height	1	3	0	0	0
<b>Total Slips, Trips and Falls</b>	<b>17</b>	<b>20</b>	<b>16</b>	<b>8</b>	<b>10</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	12	8	7	5	6
Striking against object	2	6	4	1	2
Contact with sharp object	4	4	0	0	0
Stepping/kneeling on object	1	0	0	0	0
<b>Total Objects</b>	<b>19</b>	<b>18</b>	<b>11</b>	<b>6</b>	<b>8</b>
<b>Others</b>					
Other kind of accident	3	2	1	3	0
Road Traffic Accident	1	4	1	1	4
Hit by a moving vehicle	0	0	0	1	0
Animal/Insect	1	3	1	2	0
Contact with hot surface/substance	1	1	3	1	2
Collision with a moving person	1	1	0	0	0
Trapped	0	0	1	1	0
Plant, machinery, tools or electricity	1	0	0	1	1
Contact with chemical agent	0	0	0	1	0
<b>Total Others</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>11</b>	<b>7</b>
<b>Overall Total</b>	<b>94</b>	<b>128</b>	<b>61</b>	<b>54</b>	<b>49</b>

### Appendix 3: Type of accident by Directorate April-September 2017

Type of accident	CFW	EGEI	T&R	Schools	Total
Assault threats or intimidation	2	0	3	2	7
Physically assaulted by a person	8	0	0	9	17
Slipped, tripped or fell on same level	5	1	2	1	9
Hit by a moving, flying or falling object	1	0	5	0	6
Striking against an object	1	0	1	0	2
Contact with hot surface/substance	1	0	1	0	2
Plant, machinery, tools	0	0	0	1	1
Road traffic accident	4	0	1	0	5
<b>Totals</b>					<b>49</b>